

Crafton Hills College
 Student Services Council
 Minutes

September 19, 2011

Members: *Present
 *Rebecca Warren-Marlatt
 *Larry Aycock
 *Debbie Bogh
 Joe Cabrales
 *Rejoice Chavira
 *Kirsten Colvey
 *Judy Giacona
 Mariana Moreno
 *John Muskavitch
 *Ericka Paddock

TOPIC	DISCUSSION	FURTHER ACTION
Welcome to 2011-12	Rebecca welcomed returning committee members and new members, Debbie Bogh and Mariana Moreno.	
Review of the 2010-11 Student Services Three-Year Action Plan (Rebecca)	Tabled to next meeting. Hand out was given to all committee members present.	
Course Repeatability (Larry)	Kudos to Larry and Joe for the presentation the made at the Management Meeting. He and Joe going over update on repeats (for new repeat courses only) The law is changing effective October 8, 2011 – 3 attempts plus 1 petition of W's and sub standard grades. Exceptions stay the same.	Joe and Larry will be meeting with Alisa Moore to discuss PR to be sent out to students. Joe and Larry to work on the catalog amendment.
Fall Evaluations	A few managers are up for evaluation.	
SLO/SAO Updates (Rebecca)	Tabled to next meeting.	
Around the Table	<p><i>Ericka/Student Life:</i> Student Senate working on Club Rush (9/28), posters are on campus. Checking on how to obtain District ID number. Ericka's role has changed with Student Senate, stepping back & letting them take more responsibility.</p> <p><i>Kirsten/Counseling:</i> Office very busy; a lot of appoints with students, one (1) counselor available daily for walk-ins. Lou'Rie is seeing Santos Manuel students as well as EOPS students. Probation letters are being sent out regarding current status; level 2 students</p>	Ericka to check with Steve Sutorus via email (cc Joe Cabrales).

	<p>must have grades in before seeing a counselor. Going forward with EAP (Early Assessment Program). <i>Larry/Admissions & Records:</i> June Wagner not returning; placed on 39-month list; hope to fly position ASAP. Floyd Simpson out on FMLA until October, there is a substitute currently in his position, as well as June's position. Phones are also a problem; spoke to James Harris about the possibility of setting up a phone tree. All transferred calls should go to ext. 3372, not to individual staff. It was suggested inviting Jon Kyle &/or James Harris to a Student Services Council meeting to discuss this problem. <i>Judy/Health & Wellness:</i> Condensing office hours: Monday-Friday, 9AM-5PM and Friday, 9AM-1PM. <i>Debbie Bogh/Title V:</i> A Student Services presentation was given to part-time faculty (information sheet). <i>Debbie Bogh for Transfer Center:</i> Transfer Fair was very successful, more representatives & student attended; Mariana has already had training for transfer advocates and she has 30 to 40 workshops scheduled for the semester. <i>Rejoice/EOPS/CARE:</i> Decreased number of students from 400 to 300 due to staffing and funding. Santos Manuel is paying for only one (1) counselor. Will be hiring a 19/hour counselor to join the staff. Vicky Barra is no longer with EOPS; the EOPS position has been changed to Student Services Tech and is now a 19/hr. position. Office hours: Monday 9AM-6PM, Tuesday 12-6PM, Wednesday & Thursday 9AM-4:30PM and Friday 9AM-1PM. <i>John/Financial Aid:</i> Applications have increase by 36%. State Chancellors have begun calling colleges regarding complaints.</p>	<p>Laura to generate work order for phone tree.</p> <p>Invite Everett and he can bring the staff he thinks should attend (Jon Kyle and/or James Harris).</p>
Other Business	<p><i>Kirsten- Tweeting:</i> At the last Management meeting Alisa</p>	

	<p>announced that the new webpage is to go live soon and she wants two (2) tweets a day from Student Services departments. Kirsten stated that there may not be any new information to be added.</p> <p><i>John:</i> Also stated that all of his office information needs no updating, the information can remain up all year long.</p> <p><i>Larry-Authorization Codes/Stickers:</i> A&R will be giving 10 (1) Authorization Code stickers to the instructors, if they want additional stickers, they must go to department deans.</p> <p>Admission & Records is in the process of shortening "add on" time span from two weeks to one week.</p>	<p>Rebecca will take a look at the Financial Aid Tweeter page/web page.</p> <p>Joe will be asked to reconvene the task to discuss this item.</p>
Adjournment	12:00PM	
<p>Mission Statement The mission of Crafton Hills College is to advance the education and success of student in a quality learning environment.</p>	<p>Visions Statement The vision of Crafton Hills College is to be the premier community college for public safety and health services careers and transfer preparation.</p>	<p>Instructional Values Our institutional values are creativity, inclusiveness, excellence, and learning-centeredness.</p>