

**Crafton Hills College  
Student Services Council**



**Date: October 5, 2015  
Time: 10:00a.m. – 12:00p.m.  
Location: LRC-135**

MINUTES

**Members: \*In Attendance**

<p><b>*Larry Aycock Trinette Barrie Debbie Bogh *Joe Cabrales</b></p>	<p><b>*Rejoice Chavira *Kirsten Colvey Robert McAtee Laurie Mann Marianna Moreno</b></p>	<p><b>*John Muskavitch *Ericka Paddock *Hannah Sandy *Rebecca Warren-Marlatt</b></p>
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TOPIC	DISCUSSION	FUTURE ACTION
Review Charge and Membership, and Strategic Directions	<ul style="list-style-type: none"> <li>Reviewed Charge and it is to remain as is written, with changes to the membership to be made.</li> <li>The Strategic Directions will guide us throughout the year.</li> </ul>	<ul style="list-style-type: none"> <li>Trinette Barrie and Laurie Mann will be added to the membership, Cyndi Gundersen will be invited to join the membership as the representative for the classified staff. Debbie Bogh to be removed.</li> <li>The Strategic Directions will be used as a frame work and objective for the year when completing the Programs Plans.</li> </ul>
Approval of May 4, 2015 Minutes	Approved and written.	
Student Death – Draft (Rebecca Warren-Marlatt)	Draft reviewed by the committee members.	Rebecca will be making a presentation of the Draft to the Academic Senate.
SSSP Plan Update and Budget	<ul style="list-style-type: none"> <li>Kirsten has a strong draft of the SSSP – she is creating most of the narrative.</li> <li>Kirsten and Rebecca will be attending the SSSP &amp; Student Equity Conference in Sacramento 9/30 – 10/2.</li> </ul>	<ul style="list-style-type: none"> <li>This week it goes to the Academic Senate and then will be sent to CCCC with signatures by the end of the month. The template has been changed to include the additional signatures that are required.</li> </ul>
Student Equity Plan Update and Budget	<ul style="list-style-type: none"> <li>There are changes in the template; Rebecca has a strong draft.</li> </ul>	

Educational Planning Initiative, Update (Joe, Kirsten)	<ul style="list-style-type: none"> <li>The meeting went well with the Senate; Ben Mudgett presented his power point.</li> </ul>	
Standing Agenda Item: Student Learning Outcomes <ul style="list-style-type: none"> <li>Productivity</li> <li>Student Satisfaction</li> <li>Institutional Impact</li> <li>Student Learning</li> </ul> Questions for Focus Groups	<ul style="list-style-type: none"> <li>Reviewed SS Outcomes Summary</li> </ul> <p>Committee came up with questions to ask the focus groups (see below).</p>	
New Building Occupancy: The Churn	Student Services offices will be closed during the scheduled move to the new offices on 11/2 & 3 <sup>rd</sup> .	An Answer Center-type of set up will be located in the SSA Clock Tower Quad during the move with a representative from each office to answer any questions students may have. There will be no deadlines during the time students.
Student Services Retreat, 10/16/2015 – 8:30 to 4:30	The campus tour for the new buildings is scheduled during the time of our retreat.	Rebecca will contact Larry Cook to see if there is a possibility of the Student Services division take their tour from 8:30-9:00a.m.
Announcements <ul style="list-style-type: none"> <li>San Manuel Grant</li> <li>Others</li> </ul>	Received the San Manuel Grant in the amount of \$150,000; \$130,000 to assist with work study students and \$20,000 for ten \$2,000 scholarships.	
Unit Reports	<p><b>Rejoice Chavira – EOPS/CARE/CalWORKs –</b>          She made an EOPS presentation at the October Board Meeting; Esmeralda Vasquez stepped in for one of the EOPS students who had to leave. Esmeralda received Salute to Women: Young Leaders and Mentors award in September from Congressman Paul Cook’s office.</p> <p><b>Hannah Sandy – H&amp;W Center –</b>          Soberfest is scheduled for November, Hannah is working with Donna Hoffman for media</p>	

coverage. Cheryl Marshall or Rebeccah will be making the welcoming speech. Her office will be administering the H&W Survey this month (October)

***Ericka Paddock/Student Life***

Club Rush is scheduled for October 25<sup>th</sup>; Ericka is working on a contract for the MTV deal. Mike Strong and Gloriann will be attending the Student Life meeting to talk about food options being offered in the new building. Ericka will be conducting her Student Satisfaction Survey in 2016 spring semester.

***John Muskavitch/Financial Aid –***

MIS report was incorrect and late – the report needs to be resubmitted. There are changes for the 2017-2018 academic year. The financial aid disbursement has been moved up by one week.

***Larry Aycock/Admissions &***

***Records*** – Larry is the Region 9 & 10 CACCRO representative. The Annual workshop for Regions 9 & 10 is scheduled for 11/6<sup>th</sup>.

***Kirsten Colvey/DSPS***

*They have not been assessed in a while.*

***Kirsten Colvey/Student Groups***

Focus student groups are being put together for the Student Services departments (A&R, FA, etc.).

Please see example questions below.

***Rebeccah/VPSS***

Would like to get the students on probation, the Left Lane Students, and the STEM students to answer the surveys.

***New Building Occupancy-The Churn***

	<p>The move is coming fast, Student Life move has been pushed to 11/5th or 6<sup>th</sup>. Offices will be closed 11/2<sup>nd</sup> &amp; 3<sup>rd</sup> for moving day; there will be an information stop set up (and staffed by the A&amp;R and the Financial Aid staff to answer any questions students may have) out in front of the old A&amp;R/Financial offices to answer any questions students may have.</p>	
Adjournment	12:00p.m.	
<p><b>Missions Statement:</b> To advance the educational, career, and personal success of our diverse campus community through engagement and learning.</p> <p><b>Vision Statement:</b> Crafton Hills College will be the college of choice for students who seek deep learning, personal growth, a supportive community, and a beautiful collegiate setting.</p> <p><b>Values:</b> Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>		

Questions for Focus Groups:

- Did you feel welcomed by each department
- ? Did your questions get answered?
- How easy is it to navigate the campus?
- Did you know where to go? How could we do better?
- Were there obstacles?
- How did you hear about our survey?
- How long did I take to get your student ID?
- What was the most helpful when you started college?