

Crafton Hills College
Student Services Council Meeting
Minutes

September 14, 2009

Members:	A	P
Joe Cabrales		x
Rejoice Chavira		x
Kirsten Colvey		x
Marty Licerio		x
Ericka Paddock		x
Rebecca Warren-Marlatt		x
Larry Aycock		x
Jordan Faragher		x

TOPICS	DISCUSSION	FURTHER ACTION
Approval of Minutes for August 24, 2009 Meeting.	Accept 8/24 Minutes with changes.	Change the attendance for Joe Cabrales.
September 25 Agenda Items	<ul style="list-style-type: none"> • Birthday cake for July, August, and September birthdays • Budget update • Presentation on SLO's and SAO's • H1N1 update by Judy. 	Rebecca to email staff about this non-mandatory meeting. Managers can have their staff members attend if they choose to do so.
October 20th FLEX Day Brainstorm and Planning	<p>Rebecca stated the day was for faculty training and would also like it to be a training day for staff. Will present to President for permission. Suggestions included cross-training, team building. reference sheets. meetings.</p> <p>John stated that a flyer with the 10 Easy Steps should be given/written. Larry stated that A&R has such a flyer.</p>	<p>If permission given, Rebecca will send out an email to all departments regarding signage. Larry (A&R) will send out an email to students regarding the campus being closed for the day (10/20).</p> <p>Kirsten and staff will make a presentation. Rejoice will be facilitating the ice breaker. Rebecca will facilitate the Customer Service Standards-it will be more of a workshop-style than a lecture-style; end the day with department meetings Larry will get the copy of the flyer.</p>

<p>Accreditation</p> <ul style="list-style-type: none"> • Shared governance • Students, Staff, Faculty, Managers 	<p>District & CHC have hired consultant Matthew Lee. A draft of the report was sent out to everyone.</p> <p>Need to determine Student Services representation on committees; appears SS assigns the same people.</p> <p>Discussion: do classified staff feel welcome on committees? Is there adequate SS representation?</p>	<p>Ericka, Joe and Rebeccah (Moises not able to attend) to brainstorm to come up strategies to have students on shared governance. Will create a guide sheet with tips such as assigning a mentor, training, use of student's preferred email address, etc.</p>
<p>Emergency protocol</p> <ul style="list-style-type: none"> • Phone tree? • Email? • Alternatives? 	<p>Discussion: how to communicate in case of an emergency? Redundant systems make sense. Systems to be used in case of emergency:</p> <ul style="list-style-type: none"> • Email • Twitter • Phone tree • SARS Call as backup • Alert-U <p>Discussion: evening deans need training,</p>	<p>CHC email is the first method of emergency communication.</p> <p>Emergency phone trees to be used if email down.</p> <p>Rebeccah will make a recommendation to have an emergency banner on CHC website.</p> <p>Ericka will work with senate to publicize Alert U</p> <p>Judy and Marty are on the Safety and Facilities committee-next meeting is today; will recommend getting training to evening deans.</p> <p>Kirsten to find out how SARS Call can be used in case of an emergency.</p>
<p>Program Review Status, brief reports</p>	<p>There is a SS-wide priority action plan-needs to be discussed by deans. Joe & Kirsten to meet with Rebeccah to set priority list and forward to committee chairs.</p>	<p>Coordinators turns final draft to their dean, deans submits electronic and hard copies (and attachments) to the Program & Plan Committee Co-Chairs.</p>

	<p>Unit leaders should attend when their document is being discussed. Joe sent out dates to his office; Kirsten has the dates for hers (EOPS & DSPS)</p> <p>Rebecca is impressed with what she has seen.</p>	
SLO's, proposed format	<p>Rebecca happy with the way they look (see handout). POS Surveys have been analyzed.</p> <p>Rebecca handed out copy of proposed reporting and progress templates. Would like feedback and revisions from committee to send this forward.</p> <p>Rebecca stated that Student Services to be through cycle by the end of the year.</p>	<p>Copy of summary grid to be sent to Cheryl Marshall.</p> <p>Title on handout to be changed from "Student Services Division Outcomes" to "Student Services Area Outcomes."</p> <p>Each department needs to submit changes to Rebecca before the 9/18. (look at timeline)</p>
<p>Budgets, Categorical</p> <p>Matriculation \$203,520</p> <p>EOPS 149,035</p> <p>CARE 21,461</p> <p>DSPS 119,000</p> <p>HWC 59,581</p> <p>Total \$552,597</p>	<p>Cuts that had to be recommended. Comment from the Chancellor's office no one will lose their jobs this year.</p>	
H1N1 Update, Judy Giacona	<p>Talked with the County, if we get cluster of reports (cough, temperature & sore throat), need to notify them.</p> <p>Judy supplying log sheets.</p> <p>Seasonal flu shots in; ordered 600 H1Ni for students. High risk pregnant women, high risk illnesses, 18-24 age group.</p> <p>Average healthy person-regular flu.</p> <p>Rebecca suggested Judy sending information to instructors.</p>	<p>Judy will check with Chairs; she will be clarifying symptoms @ Chairs Committee Meeting.</p> <p>Judy will send flyer to council</p>

		members.
<p>Announcements:</p> <ul style="list-style-type: none"> • Accreditation follow-up forums 	All staff is encouraged to attend a forum on the 15 th & 16 in the morning and afternoon.	
Around the table	<p>Jordan – Club Rush Week Tuesday and Wednesday, 9 am – 1 pm in Library Quad.</p> <p>Friday-Joint Meeting with SBVC ASB re how to work together and become stronger.</p> <p>Kirsten has received outreach Requests- Discussion about how to handle Outreach requests. Kirsten and Joe requested a designated Outreach person in their reports</p> <p>Patrick Fite may be returning on part-time basis for a few days a week.</p>	<p>Rebecca will bring this up in President’s Cabinet</p> <p>(Not on agenda, Org Chart Update Health and Wellness Center to be added to org chart. Larry will take revisions and forward to RWM.</p>
Adjournment	12:01 pm	

Mission Statement

The mission of Crafton Hills College is to advance the education and success of students in a quality learning environment.

Vision Statement

The vision of Crafton Hills College is to be the premier community college for public safety and health services careers and transfer preparation.

Institutional Values

Our institutional values are creativity, inclusiveness, excellence, and learning-centeredness.