

**CRAFTON HILLS COLLEGE
STUDENT SERVICES COUNCIL MEETING
MINUTES**



**DATE: December 1, 2014
TIME: 10:00A.M-12:00P.M.
LOCATION: LRC 135**



Members: (*in Attendance)

*Larry Aycock *Debbie Bogh *Joe Cabrales *Rejoice Chavira	*Kirsten Colvey Robert McAtee *Mariana Moreno *John Muskavitch	Ericka Paddock (Vacation) *Hannah Sandy *Rebecca Warren-Marlatt
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TOPIC	DISCUSSION	FURTHER ACTION
Approval of May 5, 2014 Minutes	Committee met in September. Rebecca will look for the minutes she took at the meeting and will present to committee at the next meeting.	May Minutes were approved as amended; UCLS should read as UCLA.
Equity Plan Update	Document went out to the whole college community; Rebecca thanked the committee members for feedback. Rebecca suggested that the members sit down at a meeting to discuss how the plan affects each area.	Minor corrections to be made and should be sent out at the end of this week. A copy was sent to the board members to review at December's meeting; an updated copy will be sent to the board.
Student Learning Outcomes <ul style="list-style-type: none"> Productivity Student Satisfaction Institutional Impact Student Learning 	SLO's will continue to be a regular agenda item for Student Services Council meetings. Per Bryan Reece, SLO's are being worked on. Rebecca asked members to send her all the department outcome statements before the end of the week.	Need to talk about SLO's in department meetings, keep copies of meeting agendas showing SLO's are talked about at each meeting. Rebecca will work on the evidence chart and send a draft to all Student Services members.
Student Success Positions, Update and Discussion	Student Success Advisor (50% funding from Equity Plan and 50% funding from Student Success) Counselor (75% funding from Student Success & 25% funding from Student Equity)	
Online Catalog Update, Joe Cabrales	Cyndie Gunderson is making the changes to the online catalog.	Departments will be contacted for updates.
New Building Occupancy-Kirsten	We have the opportunity to review	Joe will schedule a meeting with

Colvey	<p>process to improve students' experience, develop a streamline process to help students, share monetary expenses more effectively, and possibly offering evening services 2 days a week. Perhaps stagger counselors' hours; Joe and Hannah to discuss the possibly staying open when the student traffic is heavy.</p>	Jeremy to discuss the phone system.
Unit Reports	<p>Rejoice Chavira- EOPS/CARE/CalWORKs: the EOPS/CARE/CalWORKs Holiday Celebration is scheduled for 12/19th, 11a.m.-2:00p.m., she encourages members to attend. Donations are also being accepted. The EOPS/CARE/CalWORKs Graduation/Scholars Ceremony scheduled for 5/8th has been rescheduled for 5/1st. A full-time EOPS/CARE/CalWORKs counselor will be hired, target date: July 1, 2015. Manika Singh (p.t) and Violeta Vasquez (p/t) will begin f/t hours beginning in January 2015. Kirsten Colvey/Counseling: A Student Success Advisor will be hired (50% Equity funding & 50% Student Success funding) and a counselor will also be hired (75% Student Success funding & 25% Student Equity funding.) Joe Cabrales/Admissions & Records: Ben Mudgett's reclassification is going through/ trying to hire another evaluator. (Evaluator may be hired next year if funding is not available.) Mariana Moreno-Transfer Center: Mariana thanked everyone for sending students to the application workshops, 200 students have attended the workshops. Hannah Sandy-Health & Wellness Ctr: Hannah is talking to vendor for online charting system "Practice</p>	

	<p>Fusion". A demo can be given when we are ready.</p> <p>John Muskavitch/Financial Aid: John brought up the problems he is having with PR's, materials are getting lost/misplaced.</p>	<p>Rebecca will invite Kate Myers (District/Accounts Payable) to February meeting to discuss travel, reimbursements, vendor contracts and payments.</p> <p>Rebecca will also invite Mike Strong to the next Student Services Managers' meeting.</p>
Adjournment	12:00p.m.	
<p>Mission Statement: To advance the educational, career, and personal success of our diverse campus community through engagement and learning.</p> <p>Vision: 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>Values: Crafton Hills College values academic excellence, inclusiveness, creativity, and the advancement of each individual.</p>		