



<b>Crafton Hills College Student Services Council</b>			Date: March 04, 2024 Time: 10:00am.-12:00pm. Location: CCR 233
<b>Minutes</b>			
Rebecca Abeyta-P Krysten Audibert-P Larry Aycock-P Trinette Barrie-P Willie Blackmon-A Luis Chavez-A	James Grabow/Ernesto Rivera-P LaTasha Hagler-P Veronica Lehman-A Mariana Macamay-A Ericka Paddock-A	Ivan Peña-A Vannesa Ramirez-A Hannah Sandy -A Delmy Spencer-P  Lily Medina Note taker	
Guests:			
	<b>TOPIC</b>	<b>DISCUSSION</b>	<b>FUTURE ACTION</b>
Approval of 02-05-24 Minutes  Delmy	<a href="#">SS Council 02-05-24 Minutes</a>  Members approved the previous meeting minutes.		
Crafton Grow Student Worker Training Program  Ivan	<i>Table for next meeting</i> -Trinette shared: This has been a goal for the Career center for a while now. Pedro has taken the lead to develop this program. They have had many interests from students. The training is scheduled on Fridays, once a month for one hour. Various topics: communications, ethics, FERPA. Would like the supervisor/director that is involved with students to participate as well. It would be beneficial to have students implement what they are learning in these training courses within their departments. -One concern that has come up from students is harassment, especially female students. Ivan, Trinette, and Pedro met to discuss what can be done to help students during these situations of harassment students are facing. Ivan has taken the lead on this topic and will be presenting at the next training. Delmy has suggested that managers attend this training as well to help support students and their concern with this topic.	-Follow up with managers to discuss March 29 <sup>th</sup> from 1-2 pm, managers to attend.	
Posting Guidelines Draft  Mariana	 chc-posting-guidelines-2-14-24 (tracki) <p>-Please review the attachment and provide feedback to Mariana for the next meeting.</p> <p>-Trinette shared meeting summary: Ultimately the goal is to find the best ways to reach students. They are willing to revisit the A-Frames to help with marketing. Currently right now they will pilot with 6 A-Frames and will allow them to be lined up around the Quad area. Each A-Frame will have</p>		

	<p>two postings, one on each side with a different department.</p> <p>The timeframe remains 30 days for advertising events or information. It was discussed about timeframes for when rough drafts are being returned, approved, or edited.</p>	
<p>Campus Banners</p> <p>Delmy</p>	<p>-Delmy shared the marketing PDF of the banners that have been replaced throughout campus. 20 banners have been replaced and marketing has placed an order for additional 20 poles. SS Council would like this campaigned and recommended that Marketing reach out to departments when developing banners to discuss picture.</p> <p>-Next steps, work in collaboration with marketing regarding the new posters, what images can be used. Marketing can reach out to departments to get feedback. It was suggested to add banners for: Financial aid, EOPS, Student Life, Honors</p>	Delmy
<p>CCCApply Placement Update</p> <p>Delmy</p>	<p>-English and Math departments approved moving forward with CCCApply placement. This direction will help us with the matriculation step.</p> <p>-Laserfiche will be kept, we need to work with Counseling to create manual override for students needing to redo placement.</p> <p>-Tentative date to start this is April 2024.</p>	
<p>MIS Data Analysis</p> <p>Delmy</p>	<p>-Christopher Crew came to the President's Cabinet about MIS data that is submitted or needing to be submitted. Gio will be taking leading and meeting with every department in SS to make sure the data is being entered correctly in Colleague. It was recommended that Corrina be added to conversations as well.</p>	-Lily will be working to schedule these meetings for Gio
<p><b>Streamlining Project</b></p> <p>Gio</p>	<p>-Most departments have met with Gio, but if you have not met with him, please make sure to schedule with him. Please make sure your data is being entered and evaluate the interventions to close equity gaps. Make sure to have the reflections section completed. Once you have submitted the data to Gio, then he would like for you to use Streamlining worksheet and respond to see questions: Analyze the interventions you stated you would use. Did they work or did they not. Look over your activities, enter them into the system, send over the data that corresponds to these activities, and identify the budget requirements associated with each activity.</p> <p>-Second phase will begin in late April and May once all the data is entered, then everyone will go through the process to identify any gaps and the equity piece.</p> <p>-Starting next academic year, all colleges will be required to do this work.</p>	
<p>Department Updates</p>	<ul style="list-style-type: none"> <li>• A &amp; R-</li> <li>• Career Center-Save the date for Etiquette Luncheon will be April 25, 2024. Working on final edits on new program STAR to reach out to DI students. This</li> </ul>	

	<p>will be a semester long program where students' complete steps to help in career pathways.</p> <ul style="list-style-type: none"> <li>• Counseling-Had unit completion campaigns for 30+ units and 45 units. Grad check-ins were done with students. Have one more SOAR event at Citrus.</li> <li>• SAS-</li> <li>• EOPS/CARE, CalWORKs, DREAMERS, NEXT-UP-Promoting Summer Bridge program, will be promoted during Senior Day. The goal is to connect with local HS students where they can take English paired with Counseling. Currently have 20 students who have completed the interest form. Dr. Hagler will be coming around to departments to introduce the new coordinator. Thank you for all your help and support for BHM!</li> <li>• Financial Aid and Scholarships-There will be an email that will be sent out to all students today about the FASFA update. Manny did send out an email to all of SS staff on Friday to update staff.</li> <li>• Health &amp; Wellness-SAS, Basic Needs, and HWC are joining together for a fair on March 28<sup>th</sup>. Many community vendors will be participating which will allow students to learn about the resources outside in the community, not just CHC. The department is almost complete with staffing, by the end of this month the department will be fully staffed.</li> <li>• Outreach and Educational Partnership -</li> <li>• Student Life and Basic Needs-Hoping to have a Farmer's Market tied to Basic Needs which will hopefully start in April.</li> <li>• Student Senate-</li> <li>• University Transfer Center-CalPoly, Loma Linda, and University of Redlands are the coming up field trips for students. Will be having a Transfer Lunch for students this year to celebrate the transfer students.</li> <li>• Veterans Resource Center- CalVet workshop on March 27<sup>th</sup>. Enrollment for VRC went from 128 to 152 students. April 5<sup>th</sup> event, movie at the Harkins theater for VRC students. Working on new Challenge Coin. The VRC will be purchasing caps &amp; gowns for students to attend graduation.</li> <li>• MESA-February 16<sup>th</sup> hosted the first STEM Summit with RUSD. Had around 75 students on campus and participated in hands on activities throughout the campus. The STEM Career fair had around 200 students that attended and 35 STEM careers within our local area participated. Working with Career center, we were able to secure 15 spots for students to complete a summer research program. Women's</li> </ul>	
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	History Month, first event this week March 6 <sup>th</sup> . Month long book display at the library.	
Other Updates:	<p>Delmy went over purchasing cutoff deadlines. The last day to create PO is April 30<sup>th</sup>. Plan and create your POs before this deadline.</p> <p>Need to have all items out of Crafton Hall storage by end of March, before construction officially starts. Please make sure it is all cleared up. If you have any planned activities, Crafton Hall is not available.</p> <p>Trinette shared that the late 8-week classes, is not really 8 weeks, but really 7 weeks.</p> <p>Rebecca became aware that self-service is only available to faculty, students, and counselors. This is a concern because many who do not have access to this will not be able to help students who need additional assistance. Delmy will follow up with Luke.</p> <p>There will be a Zoom self-service training/meeting, being coordinated with Willie, Ivan working on date.</p> <p>Important Dates: Grad fair will be tomorrow, and we want to celebrate students! Counseling shared that it would be beneficial to communicate the event date ahead of time to help with planning with Counseling for grad check-ins. It would be ideal to do this yearly at the end of February or beginning March. Moving forward the planning should start late October.</p> <p>Add to the next agenda: *Student Concerns. *Look at CCCApply communications that is being sent to students and deadlines</p>	Delmy followed up TESS . TESS will give viewing access to SS Classified staff for Self Services.
Other	<p><a href="#">Streamlining Project</a></p> <p><a href="#">Admin &amp; Student Services Outcomes</a></p>	
Adjournment	11:30 am	

**Mission Statement:** The Crafton Hills College mission is to change lives. We seek to inspire our students, support our colleagues, and embrace our community through a learning environment that is transformational. Crafton Hills College welcomes everyone and is committed to working with students from diverse backgrounds. The College has an exceptional learning environment built on a tradition of excellence, a talented faculty, a driven student body, a committed staff, with passionate leadership and community support.

**Vision:** To empower the people who study here, the people who work here, and the people who live in our community through education, engagement, and innovation.

**Values:**

- Respect: To champion active listening and open dialogue within our community.
- Integrity: To uphold honesty in our interactions and academic pursuits and maintain community collaboration.
- Diversity & Inclusion: To promote a welcoming environment through equitable and antiracist practices in all aspects of our work.
- Innovation: To actively grow and adapt to support our mission and vision through a willingness to embrace new perspectives and new ideas.

- Leadership: To develop and inspire current and future leaders through professional development, mentorship, education, and experience.
- Sustainability: To be a leader in our community by reducing environmental impact with practices that meet the needs of the present without compromising the future.

### Student Support (Re)defined

**Directed:** helping students clarify their aspirations, develop an educational focus they perceive as meaningful and develop a plan that moves them from enrollment to achievement of their goals

**Focused:** fostering students' motivation and helping them develop the skills needed to achieve their goals

**Nurtured:** conveying a sense of caring where students' success is important and expected

**Engaged:** actively involving students in meaningful and authentic educational experiences and activities inside and outside the classroom

**Connected:** creating connections between students and the institution and cultivating relationships that underscore how students' involvement with the college community can contribute to their academic and personal success

**Valued:** providing students providing students with opportunities to contribute to and enrich the college culture and community

### Student Services Council

**Charge:** The Student Services Council provides a forum for effective communication among representatives of the various departments within Student Services. It meets to discuss and coordinate the different services provided by each department. Relying on quantitative and qualitative evidence and the results of student learning assessments, the council discusses activities, problems and resolutions involving these departments, budget items and facilities, and all related accreditation standards. The Student Services Council meets monthly (first Monday of the month).

**Membership:** Vice President, Student Services (chair); Dean, Counseling; Dean, Student Services; Director, Financial Aid; Associate Dean, Student Life; Coordinator, Health and Wellness Center; Director Student Accessibility Services; Title V Activities Director; Director, EOPS/CARE; representative of Student Services Classified Staff; Student Senate representative.

**Term:** One year (for appointees)

### Student Services Strategic Directions

- Integrated and Mandatory Key Intake Programs, Placement in appropriate Programs of Study, Careful Monitoring of Student Success, and Creation of Student Success Pathways
- Promoting Equity, Access, and Inclusion, Valuing Diversity, and Supporting Student Connection
- Promotion of Deep Learning through Experiences and Courses
- Inclusion, Development, and Empowerment of Staff
- Continuous Quality Improvement and Effective Resource Utilization

### Norms:

- We will start and end meetings on time.
- We will follow the agenda.
- We will read materials, minutes, etc. and be prepared to discuss at meetings.
- We will listen to our colleagues without interruption and will show mutual respect.
- We will operate on consensus and seek agreements all can "live with." All points of view will be considered before reaching consensus.
- We will make decisions based on clear information.
- We will bring closure to decisions.
- We will support the committee's recommendations.
- We will accept the fact that there will be differing opinions and encourage open dialogue and courageous conversations.

- We will use the best interests of our stakeholders (especially students) as the basis for our decision making.
- We will honor brainstorming without being attached to our viewpoint.
- We will give the opportunity for all members to contribute.
- We will be free to speak our minds without fear of reprisal.
- We will be transparent with our colleagues and our positions on issues.
- We will identify pending issues, agreements, and action steps at the end of the meetings.
- We will stay focused on topics under the charge of the committee.
- We will report back to and seek input from constituents.