

Student Services Advisory Council Notes from January 16, 2007

Present: Joe Marron, Ray Reyes, Nanyamka Hill, Mary Asher-Fitzpatrick, Beth Appenzeller, Sandy Lyon, Laurie Brown, Priscilla Bartholomew, Sharon Barrett

Recording Secretary: Anna Quinzii

- 1. Charge** – Joe distributed the SSAC information contained in the Organizational and Governance Structures manual (available on the Cuyamaca College website) and discussed the charge of the Committee, which is: “(SSAC) is the advisory council to the Vice President, Student Development and Services on the functions and activities of the various Student Services areas. The purpose of the Council is to provide teamwork and joint problem solving among all the Student Services representatives. This Council serves as a communication link to the rest of the Student Services staff.”
- 2. Teamwork Discussion** – Joe discussed his desire for all Student Services staff to work as a team in events coordinated by the Division, i.e., commencement ceremonies, College Hours, Schedule Debuts, etc. Nanyamka Hill asked that information on all these activities be shared so that staff can be informed and participate. Laurie Brown recommended that a Master Calendar for all Cuyamaca College events be prepared so that everyone will know when activities are scheduled. Joe will discuss this suggestion with President’s Cabinet. SSAC members discussed previous teambuilding activities for the Division, including off-campus retreats at Humphrey’s (which were funded by the Managers’ \$500 Professional Enhancement budgets) and other locations. It was recommended that informal activities be hosted by the Division throughout the year to build a sense of camaraderie among all Student Services staff.
- 3. Meeting Schedule** – The SSAC agreed that meetings will be held once per month, not twice. Anna will resend the meeting schedule for SSAC meetings from now through June to all members. SSAC meetings for Spring 2007 semester will be held on Tuesdays, from 1:00-2:30 p.m., in Room Z-112 on the following dates: February 20, March 20, April 17, May 15, and June 19.
- 4. Chair** – Joe noted that, while he is the SSAC Chair, he views the Council as a shared governance committee. He encouraged the Council members to submit agenda items for these meetings and asked Anna to send out meeting reminders/calls for agenda items one week prior to each meeting.
- 5. Composition** – Joe would like to revise the composition of the SSAC to include the Financial Aid Supervisor, the CARE/EOPS Program Specialist, the Alternate Media High Tech Center Access Specialist, the DSPS Student Services Specialist, DSPS Learning Disabilities Specialist/Counselor, and the CalWORKs Specialist. In addition, appropriate revisions will be made to reflect the correct titles and departments of all SSAC members.

6. 2007 Goals

a. Accreditation – Joe is currently on the subcommittee to develop the report for Standard IIB. In the future he will most likely be asking Division staff for their assistance with this report.

b. Master Plan – The Master Plan Committee has been formed and, with the assistance of Beth Appenzeller, will be working this semester to update the Plan for 2007-2008..

c. Program Review - In future, the Student Services Division will utilize CAS standards for program review. Joe discussed the CAS self-assessment guide and standards and how he feels they will help the Division to simplify the program review process. SSAC members will be asked to help Student Services departments and staff to adapt their program reviews to these new standards.

7. Enrollment – Joe expressed his satisfaction with the enrollment growth numbers, which have increased dramatically since early December. At the present time, enrollment growth is up nearly 5% for student units. Joe thanked all staff for their outreach efforts to help the College meet its enrollment goal.

8. Searches – Joe updated the SSPRC on the searches to replace job vacancies in the Division. The CalWORKs Specialist interviews have concluded, and it is anticipated that the successful candidate will begin employment the end of February; the full-time Counseling position has been filled by Greg Gomez, who was approved for lateral transfer; the Interim Associate Dean Special Funded Programs position has gone out to the public and will close on Monday, January 29; the Dean of Counseling and Matriculation position is currently open to the public; the search committee to find the permanent Associate Dean Special Funded Programs will meet with Personnel next week for their orientation to begin the process; the Health and Wellness Supervisor position, which has been on hold due to negotiations regarding job description/salary placement, will be advertised in the near future; and the DSPS Counselor/Coordinator position will be advertised shortly and will remain a faculty position. The paperwork to begin the search for a full-time EOPS counselor will be processed by Sandy Lyon, and Beth Appenzeller will work on the replacements for the Community Relations/Outreach Coordinator and A&R Specialist (International Students) vacancies.

9. Professional Development Week – Joe encouraged all Student Services staff to attend as many Professional Development activities as possible.

The meeting was adjourned at 2:25 p.m.

Notes from the February 20, 2007 Student Services Advisory Council Meeting

Present: Joe Marron, Raad Jerjis, Sandy Lyon, Beth Appenzeller, Ray Reyes, Cathy Bowyer, Nanyamka Hill, Sharon Barrett, Marcella Brown, Teresa McNeil, Sheryl Eaves, Laurie Brown, Beth Viersen

1. Student Services Master Plan – Joe Marron distributed a packet of information related to the Student Services Master Plan. Managers and lead personnel will need to complete the forms for their area and e-mail them back to Joe by 5:00 p.m. on February 27. The Student Development and Services Master Plan Committee is hoping to have a draft of the revised plan for 2007/08 available for a first reading by the end of April. Teresa noted that she and the counselors will be participating in a retreat to work on this information. Beth asked if technology requests should be included. Joe asked all present to not only fill out the form to request technology but to also include this information on the budget planning sheet. Beth will e-mail the technology report to Anna for inclusion with the 2006/2007 Master Plan and the budget sheet, which will be e-mailed to all SSAC members later today.

2. Budget Timeline – Joe wants the completed budget planning forms for 2007/2008 e-mailed to his office by 5:00 p.m. on March 1, 2007. These forms are for non-categorical budgets only.

3. Search Update – Joe noted that finalists have been identified for the Interim Associate Dean, Special Funded Programs position. It is anticipated that this interim position will be filled by the middle of March. In the meantime, the search for the permanent replacement for this position is underway, with an anticipated start date of July 1, 2007. The Dean of Counseling search is well underway, and the Health Services Supervisor committee will be formed shortly. The DSPPS Counselor/Coordinator position is 99% ready to go. The EOPS Counselor committee has been formed and Sharon Barrett will work with Sandy Lyon to identify a student representative. The Outreach Coordinator committee has been formed and the initial paperwork processed. The International Specialist committee has been formed. Teresa will be initiating paperwork for a 19-hour per week CalWORKs clerical position. Beth asked who would be the point person for the DSPPS portion of the Student Development and Services Master Plan. Joe will meet with the DSPPS staff on February 22 and speak to them about this issue.

4. Student Services Program Update – Joe noted that the Student Services Program Review Committee will be incorporating CAS standards into the review process. At the current time, it is anticipated that 3-4 programs will be reviewed each year. Joe will be purchasing another set of standards from his supply budget. He will also be implementing a process to utilize NASPA to help advertise Division vacancies. In the future Joe would like to contract with NASPA to provide 40 hours of CAS training for up to 30 Cuyamaca staff members.

5. Accreditation – Joe said the Accreditation process is proceeding well. In the near future he will need assistance from Student Services staff to provide him with necessary information for the report.

6. Student Center Update – The Student Center is on schedule, with a completion date of August 29, 2007. It is anticipated that the move-in date will be the end of September/early October, 2007. Joe will be working with Beth to form a Grand Opening committee, and encouraged SSAC members to participate. Joe discussed possible uses for the new Student Center, which will have rooms holding up to 600 people. With the use of portable sliders, these rooms can be configured in numerous ways to accommodate meetings requiring smaller veues.

7. Spring Census Enrollment Update – Joe said that, on the final census date, Cuyamaca College enrollment was up +7.1 in headcount; +6.1 in units; and +3.3 in continuing students. Joe thanked everyone for helping the College to achieve its enrollment growth goal.

8. Cart for Student Services Staff Use – Laurie Brown asked that a cart be purchased for the use of Student Development and Services staff at the One Stop Center. Joe will review the budget process to purchase a cart. He will also speak with Bob Eygenhausen regarding whether the College had insurance on the stolen DSPS cart. Joe asked all SSAC members to provide him with feedback regarding how the Division can obtain a cargo cart for staff use.

9. Signage at the Bus Stop (to direct people to the One Stop Center) – Laurie Brown asked that, in order to alleviate student confusion and frustration, directional signs be posted at the Bus Stop to direct students to the One Stop Center. Laurie also asked that Joe speak to President's Cabinet regarding providing transportation for physically challenged students who arrive by bus and need to go to the One Stop Center.

10. This item was address was incorporated into Agenda Item #1.

11. Other – SSAC members provided updates for their departments.

Career and Student Employment Center - Laurie Brown noted that a Career Fair will be offered on May 1, from 9:30 a.m. – 12:30 p.m. on the Grand Lawn. A Career Exploration workshop will also be offered on March 10, from 9:00 a.m.- 2:00 p.m.

Assssment – Marcella Brown informed those present that, beginning in April 2007, students will now be able to sign up for assessment testing online. Initially, this process will be done through SARS, however, Marcella hopes to eventually develop a process similar to the one currently being used for Transfer Center appointments.

Sandy Lyon said she is delighted that EOPS will soon be advertising for a replacement full-time counselor position. Sandy and her staff are currently working with the Title III

program to develop a summer bridge program to recruit EOPS-eligible high school students.

Admissions and Records – Beth Appenzeller discussed new initiatives that are currently taking place in A&R, including a Collaborative Outreach Committee. This committee is now meeting to develop a calendar in the public folders drive. This calendar will be accessible to everyone engaged in outreach and will allow the College to get a better idea of outreach events being sponsored by the Student Development and Services Division. Beth discussed outreach activities which will be offered this spring, including participation by the Ambassadors in this year's Garden Festival. A&R plans to staff at least three outreach tables at the Festival, and will be renting shuttles to take participants on tours of the College. In the meantime, A&R staff are still working to implement Datatel by the target date of summer 2008. Beth indicated that DARS, the degree audit component, might be online prior to this date. Beth Appenzeller stated that Cuyamaca College outreach representatives will now be attending a meeting held on the first Monday of the month at 1:00 p.m. for high school guidance counselors meeting. Beth encouraged SSAC members to e-mail issues/activities/events to her so that they could be included on the agenda for these meetings.

Financial Aid – Ray Reys reported that the College Connection activity will take place on April 13. The Scholarship ceremony will be held on May 4 at the One Stop Center. Ray announced that a new federal grant for academic competitiveness will soon be available to Cuyamaca College students. He is currently working with staff at Grossmont College and IS to complete an online process for students who wish to apply for this grant, which is tied to the Pell grant and is geared toward high school honor graduates who have taken higher-level math and science courses. Currently, \$4,050 is the maximum amount available to community college students for Pell grants, but legislators are currently lobbying to increase this amount. Ray also noted that AAUW scholarships are available for female students with at least a 3.0 GPA. Any student interested in applying for an AAUW scholarship should see Shari Ball in Financial Aid.

Athletics – Cathy Bowyer congratulated the Men's Basketball team, which will be engaged in a playoff game with Santa Ana Community College at 7:00 p.m. on February 21. For the first time, the playoff game will be on Cuyamaca's home court. Cathy noted that the Women's Basketball team also finished strong. The Track and field program currently has 80 full-time student participants and the golf team is ranked number six in California.

Nanyamka Hill noted that the CARE/DSPS/EOPS recognition ceremony will be on May 4 and encouraged everyone to attend.

Student Affairs – Sharon Barrett stated that the College Hour to celebrate Black History Month was very successful, with approximately 350 students participating. Student fee deferrals are now completed for the Spring 2007 semester. The ASCC snack bar is open on a daily basis and has been making a small profit. Three new clubs have completed their charter applications and will be operating in the near future. Sharon noted that the

ASCC Executive Board meets every week, with a guest speaker solicited every two weeks. She hopes to host Duncan Hunter in the near future. Planning for the Commencement ceremony has officially begun. This year's ceremony will be held on May 31st and will mark the 29th anniversary of the College.

The meeting was adjourned at 2:40 p.m. **The next Student Services Advisory Council will be held on Tuesday, March 20, from 1:00-2:30 p.m., in Conference Room 1 of the One Stop Center**

Notes from March 20, 2007 Student Services Advisory Council

Present: Joe Marron, Sandy Lyon, Beth Viersen, Sharon Barrett, Sheryl Eaves, Laurie Brown, Beth Appenzeller, Nanyamka Hill, Cathy Bowyer, Mary Asher-Fitzpatrick, Teresa McNeil

Notes from March 20, 2007 Student Services Advisory Council

Present: Joe Marron, Sandy Lyon, Beth Viersen, Sharon Barrett, Sheryl Eaves, Laurie Brown, Beth Appenzeller, Nanyamka Hill, Cathy Bowyer, Mary Asher-Fitzpatrick, Teresa McNeil

Recording Secretary: Anna Quinzii

1. Welcome Sheryl Eaves – CalWORKs – Joe Marron welcomed everyone to the meeting and expressed his concern that several members were not present. He asked that anyone not able to attend an SSAC meeting inform his Assistant, Anna Quinzii. Joe then welcomed Ms. Sheryl Eaves, who was recently appointed as the CalWORKs Specialist, to Cuyamaca College and the SSAC.

2. SLO's/Accreditation/Starting/April 17/Document Room – Joe indicated that SLO's will be required by WASC for the impending Accreditation report. The Student Development and Services Division must provide this information for each of its departments. This will require a backward process – SLO's will be identified and then planning will take place to accommodate them. Teresa McNeil suggested that the Division could perhaps partner with Student Services at Grossmont College, which might be further ahead with their SLO's. Teresa stated that she will attempt to tie existing Counseling outcomes data to the needed SLO information. Once the SLO's are identified, they will need to be assessed. Sandy Lyon recommended that caution be utilized in development of SLO's so that later assessment would not be difficult. Beth Appenzeller discussed an SLO matrix she received from Sequoia Community College and recommended that it be utilized to help the Division develop its own SLO's. Joe stated that SLO's will be needed for three documents: 1) Standard IIB of the Accreditation Report; 2) A document that Joe must send to the State regarding what percentage of offices/classes currently have completed learning outcomes; 3) The Student Development and Services Master Plan. Joe indicated that each department will need to edit information already sent for the Master Plan to include SLO data. This might require alteration of the timeline for rough drafts to be sunshined at IPC and Academic Senate. Joe will follow up on this with appropriate staff. Joe asked that SLO's be incorporated into the Master Plan and other documents by April 15. Beth suggested that SLO's be incorporated into each department snapshot as well as department plans as a primary goal. Joe asked that all departments make SLO's their highest priority. Anyone who would like a copy of the SLO matrix from Sequoia should contact Beth. Joe noted that the deadline for the first draft of the College Accreditation report is April 17.

Document room – the College is currently working on a repository for all Accreditation documents. All documents relating to the four standards will also be available on a CD, which will be provided to all visiting Accreditation team members. Joe will work with Teresa to revisit the list of needed documents. He will then be calling various individuals

to help him obtain this information. These documents will be due by the end of April 2007.

3. Master Plan/2007/08 and 2008/09/Incorporation/Budget/Must Haves – Joe thanked everyone for the information they have submitted for the Master Plan. In 2007/08, the Student Development and Services Master Plan Committee would like to change the timeline for this report so that it would align with that used by the Instructional Master Plan Committee. To do so, planning will need to begin in October 2007 for the 2008/09 report. Joe stated that this should help the Division to better incorporate its budgetary needs, including must haves, into the overall College budgeting process. The SDSMP Committee and department managers will work to prioritize all must have items. Joe will then utilize this information for budget planning at President's Cabinet.

4. Student Center – Update

- a) Joe stated that the RFP for food services will be going to the public in the near future. It is hoped that 10-11 vendors will submit bids.
- b) Bookstore – Plans are proceeding on schedule for the new Bookstore to be located within the Student Center.
- c) Copy Center – this idea is still being discussed
- d) Office Decisions – Joe stated that he has not determined whether the VP's office will move to the new Student Center. If this move does occur, Joe will work with his managers to determine the most appropriate use for the vacated space.
- e) Courtyard – Joe discussed the new courtyard which is being planned for the space between the Science and Technology Center. Designs are currently being presented for this area and it is anticipated that 10,000 commemorative bricks for the courtyard will be sold for approximately \$100 each as a fundraiser for the College. These bricks can then be personalized for each donor.
- f) Usage/Rental/Personnel – Joe stated that there will most likely be numerous requests from the community to utilize the new Student Center. At the present time, there are no plans to hire additional personnel for these and other new tasks. In response to Sandy Lyon's inquiry regarding liquor licenses for special events, Joe indicated his hope that the vendor selected to provide food services for the new Student Center will be able to provide these types of licenses.
- g) Technology – Joe noted that the new Student Center will accommodate wireless as well as plug-in technology. It is anticipated that the new courtyard will be wireless.
- h) Signage – Joe stated that new signage is currently being determined for the entire campus.
- i) Key Platform – Joe noted that the College will determine which staff will have keys to the new buildings. It is also likely that the new Student Center will have some kind of a marquee.

5. Dr. Ken Gonzalez – Joe announced that approval for Dr. Ken Gonzalez to serve as the Interim Dean of Special Funded Programs would be discussed at the March 20 Board meeting. Joe stated that Dr. Gonzalez currently serves as a tenured faculty member at USD, as well as an enrollment management and retention consultant for several community colleges throughout the country. If approved at tonight's Board meeting, Dr. Gonzalez will begin his interim assignment tomorrow at 8:30 a.m.

6. Search Updates

- a) Associate Dean of Special Funded Programs – The application for this position has gone to the public and will close shortly.
- b) Dean of Counseling – this position will close soon.
- c) Outreach Coordinator – Joe is working on this position with Beth Appenzeller. The job announcement has not gone out yet.
- d) International Specialist – all paperwork for this position has been completed and forwarded to Personnel. It is hoped that the job announcement will go out soon.
- e) Health Services/Reorganization – Joe indicated that issues related to Ed Code and Title 5 requirements for the Health Services Supervisor position have slowed down the replacement process. It is hoped that these issues will be resolved soon so that replacement of this vacancy can proceed.
- f) EOPS – Sandy stated that the Search Committee for the EOPS Counselor vacancy will be meeting tomorrow with Angela Diaz
- g) DSPS/Reorganization/CalWORKs – Joe indicated that reorganization for DSPS/CalWORKs may have to wait until the Health Services Supervisor issue is resolved.

7. Dinner Dance – Joe urged all staff to attend the upcoming Foundation Dinner Dance and expressed his hope that all Student Development and Services departments would contribute toward the auction baskets. Any questions regarding basket donations should be forwarded to Henri Migala or Maria Mendoza.

8. Introduction of Greg Gomez – Joe noted that he will introduce Greg Gomez as a new Counselor hire at tonight's Board meeting.

9. Cornerstones 2007-08 – Joe asked that all SSPRC members work to develop one new recruitment and one new retention program for 2007-08, and include learning outcomes for each. At some point in the future, information regarding these programs will be incorporated into some sort of brochure or booklet to showcase the Division.

10. Memorial Fountain – Joe stated that a Committee has been formed and is currently working with Dale Switzer to implement this project. A survey has been developed to determine what type of water feature is desired as well as an appropriate location. Anna will ensure that all staff in the One Stop Center receive this poll. Once the surveys are tallied, the next phase will be for the Committee to select an appropriate water feature, determine all costs including installation, and then begin fundraising.

11. Enrollment Management Celebration 3/21 and 3/23 – Joe asked that all Student Development and Services staff be encouraged to attend the Enrollment Management Celebration on 3/21 in F-106 as well as the potluck on 3/23.

12. Registration Change Timetable – Joe is working with Henri to develop a new timetable for registration. It is currently anticipated that telephone registration will be gradually phased out in favor of web registration. Beth noted that, because the College did not purchase the telephone registration module, when it moves to Colleague in Spring 2008 this option will no longer be available to applicants. Beth stated that she did not feel the elimination of telephone registration would greatly affect the College's enrollment.

13. Summer Retreat – Joe is currently reviewing the possibility of a Summer 2007 retreat for Student Development and Services staff.

14. Professional Development - 2007-08 – Joe stated that the Division needs to develop mandatory professional development activities for SSAC members and Managers. At the present time, he would like to see each department prepare a professional presentation regarding their area to be shown to other Division staff. These types of presentations would help all Division staff to better understand each others issues, goals, and activities. Beth Viersen suggested that Instruction and Administrative Services staff also be invited to these types of presentations. Mary Asher recommended that the Division sponsor a ½-day or full-day retreat during Professional Development Week, similar to that offered by other Divisions and departments of the College. This retreat could be held in the new Student Center or at the Water Conservation Garden.

15. Shared Governance Committees – Joe discussed the reconstitution of the Student Gender and Equity and Campus Accessibility Committees. Once the composition of these committees is determined, Joe will be reconvening them at the earliest opportunity.

16. International/Out-of-State Ad Hoc Group – Joe said he would like to form an ad hoc group to discuss how Cuyamaca College can recruit additional international and out-of-state students. Beth noted that requirements for these types of students are noted on the college web site.

17. Campus Signage – Joe stated that, in the near future, the One Stop Center will be designated as the Cuyamaca College's 'A' building. The current Administrative building as well as surrounding classrooms will be designated as the 'F' building. This renumbering will be implemented within the next academic year.

18. Department Projects – Information to Me – Individual Meetings – ICE – Joe asked the SSPRC to keep him fully apprised of information, programs and activities involving their area(s) so that he can be adequately prepared for all meetings.

19. Other – Joe encouraged all staff to inform him if they would like him to attend any of their activities, including meet and greet functions, opening remarks, staff meetings, etc.

Joe adjourned the meeting at 3:00 p.m. **The next Student Services Advisory Council meeting will take place on Tuesday, April 17, from 1:00-2:30 p.m., in Conference Room One at the One Stop Center.**