



Student Services Council May 24, 2016 Meeting Notes

Present: Angel Ruvalcaba, Breanne Bok, Brian Isbell, Brian Sharp, Chad Meadors, Crystal Heitz, Heidi Hamer, Jodi Dahlke, Justin Ford, Katherine Sully, Leszek Cromwell, Mary Kate Marthaller, Matt Johnson, Sandie St. Onge, Shalaina Williams, Shannon Vantrease, Shannon Wachob, Traci Fuller, and Kendra Sprague, Chair

Guests: Jason Arrowsmith, Kelley West, Steven Boyer, and Tara Starr

➤ Updates

- **Budget Review** – Kelley West provided the same information that Nolan and Chris have recently provided at All Staff and Classified/Exempt Staff meetings. The current drop in enrollment is causing a need to cut budgets, while trying to maintain our current staffing levels. The new employees hired to fill ctcLink one-year project positions are not part of the operating budget. The suggested budget will go to the Board of Trustees for approval during their June meeting.
- **English Placement** – Angel & Chad did a great tag-team PowerPoint presentation and discussion on Directed Self Placement (DSP). With Compass leaving, a new assessment tool is needed. The statewide Multiple Measures Task Force is helping to determine the best way to move forward. The guided reflection process of DSP helps students access their writing preparation in relation to course sequences, learning objectives, and available support. It is the student's choice!
- **Running Start Placement** – Angel & Chad also provided information on the Smarter Balance test used by local high schools. The results can be uploaded into ctcLink. Students will take DSP along with other students and if their DSP score is 3-4 or if they have a 2.5 cumulative GPA with a 3.0 or higher GPA in English/Literature they will be eligible for Running Start.
- **Title IX** – Kendra reminded us that transgender students must be treated as the gender with which they identify. She provided a [handout](#) from the Office of Civil Rights and stressed proper pronoun usage and a review of page 2 dealing with protections and safeguards.
- **Science of Being Happy at Work** – Kendra also provided a handout from the recent workshop on practicing positivity at work. I have scanned and attached that two-page handout below as I could not find the link online.



➤ Around the Table:

- **Angel Ruvalcaba** – Math Bootcamps are scheduled for June 1 (3 hours) and June 13-14 (Intense program). Nursing tests will be offered in June and July.

- **Breanne Bok** – Breanne has been named the new Educational Talent Search Director, effective September 1, assuming the grant is renewed.
- **Brian Isbell** – The cohort default rate is down by more than 1%, which is a really big deal! ctclink conversion preparation is keeping staff busy.
- **Crystal Heitz** – Worker Retraining orientations are provided on Tuesdays at 1:00.
- **Jason Arrowsmith** – A new emergency notification clock/PA/messaging system is being installed throughout campus. Security staff will soon be seen wearing red shirts. A new Behavior Intervention form and information is available [online](#). Maxient software to track student issues for Clery reporting, BIT, Conduct, Title IX, etc. is being installed and select staff will receive training on July 28, prior to software implementation.
- **Jodi Dahlke** – Student Support Services (SSS) will showcase their program and students on June 15. Planning is underway for an Upward Bound grant application. The annual Summer Bridge program will transition current Educational Talent Search (ETS) students to Student Support Services.
- **Justin Ford** – 2016-17 planners are now available. The Student Handbook will be online, rather than printed. Commencement announcements are now available and 320 students have placed cap and gown orders. The Spring Transfer Fair will be this Thursday in the Student Center.
- **Katherine Sully** – A marketing push is currently underway for Basic Food Employment and Training (BFET).
- **Mary Kate Marthaller** – Mary Kate asked to be included in the Title IX group meetings.
- **Sandie St. Onge** – Sandie provided upcoming dates of importance:
 - 5/25 – Operations Council Reports due to Sandie before noon
 - 5/26 – Visa Statements arrive, have all your receipts to Sandie
 - 5/26-5/30 – NWAC Tournament on campus
 - 6/3 – May Travel reimbursement requests due
 - 6/13 - International Program Director, Marie Boisvert starts
 - 6/13 – All Staff BBQ, sign up for potluck items by department
 - 6/17 – All Bookstore purchases end for 2015-16 budget
 - 6/21 – ALL Visa purchases end for 2015-16 budget
 - 7/6 - Vice President of Student Services, Sue Orchard starts
 - 7/7 – Open Door – “Meet and Greet” the new VPSS 10:00 – 2:00
- **Shalaina Williams** – New Student Orientations (NSO) are being provided 2-3 times a week through the week prior to fall quarter. Students must pre-register. An on-line orientation is

available for on-line only students.

- **Shannon Vantrease** - Refer students who may be eligible for Disability Support Services (DSS) to the DSS office to complete a questionnaire.
- **Steven Boyer** – Thursday from 10:00 to 1:00 in the Student Center conference rooms there will be a Passport to the Community event. It will include 38 local agencies and will provide up to 300 free lunches to participating students.

The next Student Services Council meeting is scheduled for June 28 at 8:30 a.m. and will be a celebration of our time with Kendra, as this will be her last meeting. Food and Fun are on the agenda!