

Student Services Planning Council
October 28, 2015
1:30pm-3:00pm
ST-107

MINUTES

Present: Natalie Aceves, Mejghan Ahmadi, Miriam Alonso, Patti Brusca, Zina Chacon (co-chair), Keith Coleman, Hortencia Cuevas, Mark DeAsis, William Diehl, Lilia Garcia, Monica Green (co-chair, Maria Gonzalez, Mark Hartley, Kevin Hayes, Pamela Kollar, Leticia Martinez (co-chair), Lisa McAllister, Daniela McCarson, Koji Uesugi

Absent: Eva Amezola, Tricia Hodawanus, Lisa Nelson, Dimitrios Synodinos

Welcome

Approval of 9/23/15 minutes

Motion to approve by Monica Green

Seconded by Daniela McCarson

Passed with one correction and one abstention

Program Review

- Timeline revisions
Dr. Green reviewed changes to the timeline made by the CORE team

- Template
The group went through the 2015-16 template and discussed the changes. The following additional changes were made:
 - Font needs to be consistent throughout the document
 - Add footnote to Table II.1.A. referencing the appendix

- Fall & Spring Peer Review Rubric
The group walked through the fall and spring rubrics and the area it correlates to in the template. After the peer review sessions, all originals should be returned to Tanya by the reviewer; scanned copies will be sent to the group.

Staffing prioritization (cont'd)

Since the last meeting Dr. Chacon attended a Student Equity Committee meeting where it was determined that outreach is included in that grant. As a result of receiving the SSSP allocation last Friday, a decision was made to fund the Outreach Specialist position making it full-time. As a result, the motion from last month's SSPC meeting to swap the Transfer Center College Receptionist position with the Outreach Specialist is off the table.

Dr. Uesugi gave an overview of the services to disabled students previously provided by the District that will likely be moving to Norco and MVC. The DRC now serves over 500 students and is therefore required to have a director. There are some colleges who use Student Equity funds for the Director position and/or other position needs. Currently our internal funds would not be able to fund all the staffing needs of the department.

The Student Financial Services Officer is the main person responsible for transmitting funds to the students and calculating refunds due to the college from students who were overpaid in a disbursement. Currently there is one SFS Officer is a FT, 40-hour position in the district servicing RCC and MVC. This position works very closely with IT, the business office and the accounting office. All of this is being done by the Director at Norco, in addition to the FT director duties. This is a critical position to the operation of the department.

Maria Gonzalez motioned to change the order of the positions as follows:

- 1) Student Financial Services Officer
- 2) DRC Director
- 3) A&R AA III

Seconded by Leticia Martinez

Discussion:

- It was brought to the attention that last year the committee was asked to honor the process that is in place, otherwise there is no point in taking the time to do the ranking.
- Dr. Green informed the group that there is discussion about changing the process in the future to include discussion prior to the ranking. However, it should also be noted that it is typical for discussion during the process to result in some shifting of the ranking.
- Another suggestion was to add an indicator if a position has the potential to receive outside funding or if is required to meet some criteria or compliance issue, as this could influence the ranking process. On the flip side, that can negatively impact the rankings for crucial positions if those doing the ranking believe the position will ultimately be taken care of through other means.
- Number of students served should also be considered.
- A question was raised as to whether or not categorically funded positions should be included in the process.
- Perhaps the ranking criteria should be changed to address the issues brought up during the discussion. One area not currently covered is mandated or compliance/regulatory related issues.
- The committee voted on the motion as follows:
 - Ayes = 8
 - Nays = 8
 - Abstentions = 2
- Motion does not pass

More information was requested regarding the positions for Health Services. Lisa McAllister explained that all positions are funded by a special fund specifically for health services. There is not enough money in the current budget to fund all the positions which is why the need to add it to program review arose.

Review equipment prioritization

Dr. Green thanked the committee for working on the equipment list and explained how and when the equipment prioritization is funded.

Good of the Order

- 2015-16 application filing period for CSU and UC transfer has begun
- The SFS Scholarship period has begun