

Student Services Planning Council  
October 25, 2017  
10:00am – 11:30am  
ST-107

## **MINUTES**

**Present:** Patti Brusca, Miriam Carrillo, Hortencia Cuevas, Mark DeAsis, Lilia Garcia, Maria Gonzalez, Monica Green (co-chair), Mark Hartley, Monica Huizar, Tenisha James, Lisa McAllister, Daniela McCarson, John Moore (co-chair)

**Absent:** Natalie Aceves (co-chair), Eva Amezola, Bowen Fei, Maria Jurado, Pam Kollar, Leticia Martinez, Maureen Sinclair

Guests: Azadeh Iglesias, Daniel Landin, Erin Spurbeck, LeRoy Welch (JFKMCHS)

### **Approval of 9/27/17 minutes**

Motion to approve by Monica Huizar  
Seconded by Maria Gonzalez  
Motion passed unanimously

### **Equipment ranking review**

Discussion regarding the request for Surveillance Cameras indicated concern at the district level; issue revolves around responsibility for monitoring, as well as ensuring compatibility with the district's existing system. The matter is currently sitting with Risk Mgmt. It was noted that RCC currently has cameras in the new CAK building that are compatible with the district's existing system.

Motion by Mark Hartley to approve the \$5000+ equipment ranking for as prioritized by the council.  
Seconded by Mark DeAsis  
Motion passed unanimously

### **Program Review**

- 2016-17 debrief –  
The council discussed the current process and gave input/ suggestions regarding changes. There was general agreement that the current process works well as is. In the past, ISPC focus was on process and lists were approved as is without changes to ranking. ISPC will now rank the top five needs on the staff and equipment lists from academic affairs, business services, and student services into one prioritized list. The needs of the councils will not be re-ranked as such it will preserve SSPC's original ranking order. Lists will go through the new ISPC process next month
- 2017-18 timeline  
SSPC elected a 3-year cycle with annual updates, focusing on resource needs. TrakDat, now known as Nuventive's Improve, will change the SSPC timeline to bring all 3 councils to uniform dates cycles, aligning deadlines. Currently the varying deadlines are:
  - APC – April
  - SSPC – June
  - Administrative Unit – August

The change will move all deadlines to April. SSPC will extend our 2016/17 program reviews into the new system this year for the April 2018 deadline. Assessment will be

ongoing; resources will be completed annually and the overview and assessments will be completed every 3 years. The vendor will have Student Services ready in December, training will take place in January, and be ready for use in February and March. This will reduce the amount of time SSPC spends on Program Review and allow for more time to address other initiatives. Again, assessment will be ongoing through the 3-year cycle.

- 2017-18 template

The template will be made uniform, so there will be changes. One area expected to change is in the needs assessment area (Section III of existing template). Strategic Goals and objectives linkages will be added to the student services assessment plans.

### **Application Deadline**

The council discussed the pros and cons of changing the current applicate date (2 weeks prior to start of term).

Motion by John Moore to change deadline to the 1<sup>st</sup> Friday after the beginning of FAL and SPR and the 1<sup>st</sup> day of WIN and Summer Intercession.

Seconded by Mark DeAsis

8 YES, 6 NO - Motion passed

### **Onboarding Process**

What are areas of improvement and what are the action items? This will be covered in detail at the 10/27/17 Student Services retreat.

### **Emergency Aid for DACA Students (AB134) criteria**

Norco College received funding of \$38,623. Suggested criteria:

- -0- Expected Family Contribution (EFC)
- Awarded the Board of Governor's Fee Waiver (BOGW)
- Enrolled in more than six units
- Met academic standing

Of the 330 applicants, 72 met the suggested criteria, which would be an average disbursement of \$536 per student.

Motion by Mark DeAsis to approve the suggested criteria.

Seconded by Tenisha James

Motion passed unanimously

### **JFK Middle College High School update**

Mark DeAsis, joined by JFK Assistant Principal, LeRoy Welch, presented a PowerPoint overview focusing on the most recent two years of the 11-year partnership between Norco College and JFK Middle College High School.