

**Student Services Planning Council**  
**September 23, 2015**  
**1:30pm-3:00pm**  
**ST-107**

**Minutes**

**Present:** Monica Green, Natalie Aceves, Mejghan Ahmadi, Miriam Alonso, Eva Amezola, Patti Brusca, Zina Chacon, Keith Coleman, Mark DeAsis, William Diehl, Lilia Garcia, Maria Gonzalez, Kevin Hayes, Pam Kollar, Leticia Martinez, Lisa McAllister, Daniela McCarton, Dimitrios Synodinos, Koji Uesugi

**Absent:** Hortencia Cuevas, Lilia Garcia, Tricia Hodawanus, John Moore, Lisa Nelson

**Welcome**

Agenda amended to include update from Beth Gomez, Vice President, Business Services

**Approval of 8/17/15 minutes**

- Motion to approve: Miriam Alonso
- Seconded by: Mark DeAsis
- Passed

**Business Services update**

Beth Gomez, Vice President, Business Services, presented information on the Invest in Excellence fundraising campaign and gave an overview of the 2015-16 Final Budget.

**Staffing prioritization**

- Dr. Green summarized the college-wide prioritization process and timeline for the council.
- APC is currently prioritizing, but have not yet voted on faculty positions. Ranking will be finalized at the October 2, 2015 meeting.
- Prioritization discussion:
  - DRC Director (#1)  
Dr. Uesugi informed the group know that there have been changes with regard to funding for the DRC Director position, and as it stands, general funding may be needed to supplement the DRC budget categorical funding forecasted to cover the entire cost of this position.
  - Administrative Assistant III - A&R (#2)  
Mark let the group know that in addition to A&R, Cashier's office, Evaluations and Veterans Services, there are 3 more areas he oversees: JFK, Concurrent Enrollment and Athletic eligibility, hence the need for FT administrative support and organization.
  - Student Financial Services Officer (#3)  
Maria indicated that the District currently has a FT SFS Officer providing services to RCC and MVC. Here at Norco, she, as the Director, is performing these FT duties in addition to the directors duties. At the time the Director position was filled, the duties of the SFS Officer were written into the job description for what was supposed to be a temporary basis due to a lack of funding.
  - Cashier Clerk (#4)

Norco will need to have its own student accounts to support sponsored billing of grant funded programs, as the district no longer supports the colleges. The cashier clerk position has responsibility for student accounts. There was discussion about the appropriate place for the cashier/student accounts function, as it may be better placed in business services. Clarification: the cashier's office only has .5 staffing. Our FT Student Services Technician is an A&R employee with FT responsibilities in other areas, but provides back-up to the cashier's office.

- Academic Evaluations Specialist (#5)  
A significant increase in workload due to a change in workflow and using OnBase to perform up-front evaluations to feed into SEP's will result in needing additional staffing. SSSP funds will be used as this supports the counseling function.
- Assistant Director, EOPS/CARE (#6)  
EOPS is in growth mode and funding is contingent upon it. The state mandates a Director for programs receiving \$500,000 or more. We are currently at \$499,000 with Dr. Uesugi serving as the EOPS Director and dedicating 35% of his time to the EOPS/CARE program. A Director must be funded with general funds; an Assistant Director can be funded with categorical funds.

Dr. Green gave a historical overview of how SSSP developed out of the former matriculation program and the new funding model. Funding must be used on the core services of assessment, orientation and counseling.

- College Receptionist - Transfer Center (#7)  
Natalie gave the group an overview of the job responsibilities of support staff in the transfer center and the number of counselors and university representatives they support. Currently she is unable to cover all the necessary areas of responsibility or the hours the transfer center is open. FWS student workers have very limited access and are therefore unable to assist in anything other than basic support.
- A&R Operations Assistants (3 positions - #8, 10, 15)  
Mark informed the group that in mid-October there will be a shift in how transcripts are handled that will have a serious impact on the workload of the A&R Operations Assistants and he would therefore ask that these positions be moved up in rank to positions 1, 2 and 3. After discussion regarding job duties and possible alternative funding, the group decided to leave these positions as currently ranked.
- Outreach Specialist increase to FT (#19)  
Daniela shared with the group the increased requests for outreach services especially since we are in growth mode have made it nearly impossible to meet the demand with only a part-time Outreach Specialist on staff. Natalie Aceves motioned to swap positions 7 and 19. Motion tabled.

Discussion will continue at the next meeting.

### **Review equipment prioritization**

Tabled until the next meeting

**Next meeting: Wednesday, October 28, 2015, 1:30pm – 3:00pm, ST107**