

Student Services Planning Council

March 20, 2018

1:30pm-3:00pm

CSS-219

MINUTES

Present: Natalie Aceves (co-chair), Eva Amezola, Patti Brusca, Hortencia Cuevas, Mark DeAsis, Lilia Garcia, Monica Green (co-chair), Monica Huizar, Tenisha James, Pam Kollar, Leticia Martinez, Daniela McCarter, John Moore (co-chair), David Schlanger, Maureen Sinclair

Absent: Bowen Fei, Maria Gonzalez, Mark Hartley, Maria Jurado, Lisa McAllister

Guests: Cynthia Acosta, Trish Hodawanus, Samuel Lee, Cecilia Ramirez, James Reeves

Approval of 2/28/18 minutes

Motion to approve by John Moore

Seconded by Mark DeAsis

Motion passed with one abstention

Institutional Reorganization/Institutional Advancement

Dr. Green gave the council a history of the completion initiative, its correlation to guided pathways and how it relates to the reorganization. Currently we have six departments that need to be reorganized into four schools. Job descriptions will need to be looked at to address proposed changes. The floor opened for discussion.

Dr. Lee – long range is to have a dean over each of the four schools and learn how to function in a case management mode within each school (counselor, IDS, educational advisor, peer mentor, deans & chairs). CTE will be implemented within the schools rather than as a separate area. Dr. Lee walked through the institutional reorganization document to assist everyone in how to read and understand the information as presented. The big goal is to align an administrator, faculty and staff with a school. The current proposal has two academic deans each covering two schools. The current proposal has the existing CTE dean positioned to oversee an effort for institutional advancement. With the STEM director position currently vacant, research is being done to determine if funding can be shifted to cover 50% of Dr. Parks' position to oversee the STEM program. No changes to department chairs.

- It seems that the work load for counselors is disproportionate; despite the differences in number of FTES there are two counselors assigned to each school
 - We are still working on work load based on the numbers

Dr. Green - gave an overview of the proposed changes to student services, some of which would be shifted to the proposed office of advancement, particularly distinguishing the difference between oversight of initiatives versus the hands on work done by the departments. Dr. Green also highlighted what is moving from one area to another. It was noted that the proposed departmental and program moves involve movement of people.

- Colleen Molko is experienced in this area along with reporting and grant-writing.
- Why is EOPS/CARE being moved under Dr. Ocegüera; it seems out of place?
 - EOPS/CARE goes hand-in-hand with Foster Youth and is appropriately placed with the other equity initiatives.
- UMOJA/PUENTE are counselor lead programs and should fall under the Dean, Student Services offices as the overseer of the counseling department
- Dr. Green discussed the need for a Director of the DRC to be in compliance and distributed a handout regarding the regulation, the number of students served and how we compare to the most similar 10 community colleges in terms of students served. Dr. James reported that currently the wait time for students to receive accommodations is sometimes as long as a 2 weeks.
 - So based on this information, we are out of compliance in DRC, right? For weighted student, it is clear that Norco College needs a Director.

- Can we cap the DRC program, so we don't go over the number of students that requires a Director to be in compliance?
 - No, we are required to provide accommodations to all students who have a documented disability. However, the time it takes to receive accommodations would be longer.
- Why was a director chosen versus a counselor/coordinator?
 - A director has the capacity to perform more of the needed functions, while not taking away from direct services to the students, such as approving accommodation requests. They are also available 12 months.

Mr. Reeves – distributed the proposal for the college advancement office and explained the rationale for development of this new area for the college to fund the initiatives Dr. Reece would like to move forward. Mr. Reeves noted that the communications portion of this office in terms of outreach would strive to develop a consistent message to the public.

- What about compliance for grants? The dean or director is going to have their hands full with a multitude of responsibilities. How are they supposed to keep up with the compliance of every grant? Being out of compliance can result in loss of funding.
- Custodial and Warehouse should also be listed, or is it included in facilities?
- Finance and Administration under Javier Sierra should be Facilities Utilization & Administration
- Why is the CRC being moved to business services when all the work is performed for faculty?
 - In most models of comparable colleges this is where this function rests
 - The job functions themselves are not academic in nature (copying, mailroom, keys, etc)

Wayfinding Committee update

Tricia Hodawanus gave an update on getting students, faculty, staff and visitors around campus.

Phase 1 is scheduled to begin immediately with a goal of completion by summer in order to be ready for fall. The budget for the first phase is approximately \$40,000. Five RFI's were received and will be discussed at the next meeting on 3/29. The top 2 or 3 will be identified and put forward to the VP's.

InsideTrack Advising/Coaching Assessment Debrief & Training Schedule

Various training sessions are scheduled in April; the schedule will be sent out.

Onboarding

Tabled until next meeting.

Program Review Deadline – Nuventive/Improve Training

Dr. Green reminded the group of the Friday, 3/23/18 Nuventive training and the April 20, 2018 Program Review deadline.

Guided Pathways/CCC Work Plan

The Guided Pathways work plan will be sent out to group; the Executive Summary and Report will be submitted on Friday, March 23, 2018.

Athletic Expansion

Tabled until next meeting.

Commencement

Tabled until next meeting.