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| Crafton Hills College Student Services Council | |  | Date: October 7, 2024 Time: 10:00am.-12:00pm. Location: CCR 233 |
| Minutes | | | |
| Rebecca Abeyta-P Krysten Audibert-A Larry Aycock-P Trinette Barrie-P Willie Blackmon-P | James Grabow/Ernesto Rivera-P LaTasha Hagler-P Veronica Lehman-P Mariana Macamay-P Ericka Paddock- P | Ivan Peña-P Vannesa Ramirez-P Delmy Spencer- P Gio Sosa-P Cyndie St Jean-Note taker | |
| Guests: | | | |
| | TOPIC | DISCUSSION | FUTURE ACTION |
| | Approval of 08-26-24 Minutes- Delmy | SS Council 08-26-24 Minutes Minutes approved as written. | |
| | Committee Definitions - Delmy | Crafton Council looked at committee definitions and have identified functional committees as an operations-based committee that is indefinite in duration. Student Service Council is a functional committee. Membership is based on job title and it is a closed meeting. A Task Force is a work group that is temporary in nature and once task completed, it is disbanded. | |
| | CCCAPPLY - Delmy | We are testing right now. TESS worked all last week with our consultant. The goal is to be ready by 11-4-24. Once we go live, we will need to update our website. The Laserfiche form in Counseling will still be available to do manual overrides in case of errors. Colleague will be using the latest placement rules (most up-to-date in the system). Delmy reported that she still hasn't received an answer about IB (International Baccalaureate) Credit. Currently CCCAPPLY does not include current placement results. We could use a manual override until this is fixed. According to | Delmy and Gio to work on this |

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| | Ernesto, so far we have 0 that fall into this category. | |
| Book Saver Update – Willie | <p>Various groups are still meeting weekly: policy, technology and Student Services. Currently solidifying deadlines to opt in and opt out and adding a button to opt in or opt out in Self-Service. The timeline is to be complete by November registration.</p> <p>Willie asked everyone to look at the website and if you know of any FAQs not there, we can add them.</p> <p>LaTasha asked about the Special Programs group. She hasn't received invites. Willie indicated that April is in charge of that group, and they are meeting regularly. LaTasha to reach out to April.</p> <p>Veronica indicated that the Financial Aid piece now only has one authorization needed for Book Saver and the automatic fees will automatically be deducted from Financial Aid award.</p> <p>LaTasha asked about excluding the EOPS students from the Book Saver program so they can't accidentally opt in.</p> <p>Veronica asked about students enrolled at both campuses – do they get Book Saver at each campus?</p> | Delmy asked about a process to opt out categorical students. |
| SBCCD Olympics - Delmy | The next SBCCD Olympics will be held this Friday 10-11-24 at SBVC. The time has been pushed back to start at 1:30. Our offices can close at our regular time of 1:00 p.m. | |
| Multicultural Center - Delmy | <p>There is a task force that has met two times and we have received some feedback. Mike brought the building renderings and met last Friday. They will use the Spring 2025 semester to determine layout and design, will do the actual facelift over Summer 2025 and will open in Fall 2025. It will be in the SSB building on the second floor.</p> <p>We will need to relocate faculty, staff and Trinette's closet. More information to come while changes are being discussed. It should be worked out by May 2025.</p> | |

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| <p>Health and Wellness Update – Delmy</p> | <p>Currently recruiting for two counselor positions. A new Associate Deam of Student Support is being created with a focus on mental health issues. This position will be overseeing health services with primary focus on mental health. We will be providing professional development to faculty and staff to help provide support for students’ mental health issues. This position will also oversee the BIT program.</p> <p>Ivan stated he is working with the Inland Empire Equitable Health Care Access pilot program which is tasked with increasing the number of students who apply and get Medi-Cal. We are partnering with IEHP.</p> <p>Delmy also announced we are moving forward with recruitment for the SAS Director permanent position.</p> | |
| <p>Student Services Barriers Identification Survey for Students – Delmy</p> | <p>Delmy provided a very rough draft of potential questions for this student survey. The purpose of this survey is to identify any barriers that students feel we need to address. There was a lot of discussion about the questions and multiple-choice answers. We need to include some positive responses, so the survey doesn’t have negative vibes. Include one option that “I haven’t experienced any barriers”.</p> <p>Veronica was concerned about negative responses for Financial Aid since she has been dealing with a lot of problems with Department of Ed and FAFSA. Veronica to look at wording to help focus students issues outside of our control.</p> <p>It was suggested that we have some open ended questions.</p> <p>Trinette suggested we include technology as one of the identified barriers.</p> <p>Delmy suggested we include something about a sense of belonging on campus.</p> | <p>Delmy to send out a Google doc of the survey to all present to review and to add any suggestions or comments by 10-18-24.</p> <p>Delmy asked each department to have internal conversations and identify two processes/improvements/barriers to work on.</p> |
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| <p>Department Updates</p> | <ul style="list-style-type: none"> • A & R- Working on Book Saver opt in and opt out. Dual Enrollment 3.0 on LaserFiche went live a week ago. It attempts to fix a lot of bugs. The big thing is parents only have to authorize once for students and it stays there until either manually changed or the student turns 18. Met with EMT program and Amanda Ward looking at EMT courses with pre-requisites and trying to fix some courses making them full term courses. Hoping some changes will occur in Spring 2025. • Career Center-Trinette indicated that Hello Major will be held on 10-16-24 from 10:00-1:00 in main quad. There will be some academic departments there and some employers and food trucks with free food for students. Also doing a Lunch and Learn with the completion coaches and this week the topic is experiences with UCR and UC Irvine. • Counseling-Ernesto stated they are preparing for transfer season and the Fall Festival on 10-31-24. Currently very busy with 1700 appointments scheduled (unduplicated is 1400). • SAS- Vannesa stated Breakfast with Basic Needs on 10-10-24. Hosting a Mental Health and SAS fair on 10-23-24. The “I’m Alive” group will be here. In addition, Timely Care will be here. Students will need to visit stations and get checked off before they can eat. • EOPS/CARE, CalWORKs, DREAMERS, NEXT-UP- Tesha send out campus wide email on Friday with the schedule of event for the week of Oct 14-18th for Undocumented Student Action Week. In November we will have a National First-Generation Student | <p>Rebecca and Lily to provide snacks to all departments for the CDC Pajama Walk on 10-31-24.</p> <p>Erica to see about Ryker being included in the CDC Pajama Walk.</p> |
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| | <p>Day resource fair and luncheon (Nov 4-5).</p> <ul style="list-style-type: none"> • Financial Aid and Scholarships – Veronica finally caught up. Still having major issues with FAFSA and still working through the Department of Ed. Starting workshops for the FSA ID’s for the high schools and expecting these will be required end of December possibly January 2025. • Health & Wellness- We have workshops coming up for Conflict Management with Family and Conflict Management with Friends. Also, the Health Center has flu shots and COVID tests. • Outreach and Educational Partnership – Willie stated there is a Counselor’s Luncheon for high school counselors on 10-25-24 from 9:00-1:00. We have received 50 RSVPS including people from outside our service area (we did not reach out to them but they called and wanted to be included). • Student Life and Basic Needs-There will be a gender marker workshop on 12-1-24 to help students understand State and Federal process to change name and gender on federal documents. Working on National Coming Out Day. Basic Needs is looking for Smart Pens and will have a food truck on 10-23-24. • Student Senate- Counseling and Student Senate will cohost a Unit Marker Celebration and Club Rush on 10-31-24. They will be sending out emails to student who have achieved their unit marker goal. Ericka indicated that an LBGT survey has been approved by Student Senate and will be going out this semester. • University Transfer Center – Did not have a transfer fair due to the fires. However, we have invited several local | |
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| | <p>universities to attend the Hello Major event on 10-16-24. Mariana indicated we have 1300 students that are UC transferrable including math and English. Of that number, 77 students have a 4.0 GPA and 927 have a 3.0 GPA.</p> <ul style="list-style-type: none"> • Veterans Resource Center- The veteran’s Center is partnering with 5 Winds Country Music Festival, is hosting a Sweet Salute event on 11-4-24 and a Harvest and Honor Dinner late in November and a call will be going out for volunteers to serve. • MESA- We hosted 112 9th graders from Yucaipa High School who toured the Allied Health departments. We would like to make this an annual event. We normally have an Allied Health event with the Girl Scouts in November, but we have decided to move to Spring and partner with Woman’s History month. Should be in March 2025 and we expect 250-300 students. • Rebecca stated that Classified Senate has reached out to Child Development Center and have invited them to walk the children down to Student Services on 10-31-24. There will be 32 kids included in the walk. Since they don’t celebrate Halloween, it will be a Pajama parade. Student Services will provide snacks (not all candy as some have allergies). Rebecca to send out information soon. | |
| Other | <p><u>Streamlining Project</u> Gio stated the Streamlining Pilot has ended after five years. In years 1-4, the report was due the end of May. Year five is due in December 2025. Gio hopes to have most of it done by May 2025. The State Chancellor’s Office refers</p> | |

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| | <p>to it as VAR (Vision Aligned Report). There will be new programs and activities included this year on the VAR. A online form is now available and Gio will send out a link to this entire group. He will provide a demo in the future.</p> <p>Admin & Student Services Outcomes</p> <p>PPR deadline is this month for 4 year plans. When you log in, you will see nothing in question 10. You must start from scratch.</p> <p>SAOs for 2023-2024 academic year are due by 12-15-24. You can use this same document for your PPR submissions.</p> | |
| Adjournment | 12:00 | |

Important Dates:

Mission Statement: The Crafton Hills College mission is to change lives. We seek to inspire our students, support our colleagues, and embrace our community through a learning environment that is transformational. Crafton Hills College welcomes everyone and is committed to working with students from diverse backgrounds. The College has an exceptional learning environment built on a tradition of excellence, a talented faculty, a driven student body, a committed staff, with passionate leadership and community support.

Vision: To empower the people who study here, the people who work here, and the people who live in our community through education, engagement, and innovation.

Values:

- Respect: To champion active listening and open dialogue within our community.
- Integrity: To uphold honesty in our interactions and academic pursuits and maintain community collaboration.
- Diversity & Inclusion: To promote a welcoming environment through equitable and antiracist practices in all aspects of our work.
- Innovation: To actively grow and adapt to support our mission and vision through a willingness to embrace new perspectives and new ideas.
- Leadership: To develop and inspire current and future leaders through professional development, mentorship, education, and experience.
- Sustainability: To be a leader in our community by reducing environmental impact with practices that meet the needs of the present without compromising the future.

Student Support (Re)defined

Directed: helping students clarify their aspirations, develop an educational focus they perceive as meaningful and develop a plan that moves them from enrollment to achievement of their goals

Focused: fostering students' motivation and helping them develop the skills needed to achieve their goals

Nurtured: conveying a sense of caring where students' success is important and expected

Engaged: actively involving students in meaningful and authentic educational experiences and activities inside and outside the classroom

Connected: creating connections between students and the institution and cultivating relationships that underscore how students' involvement with the college community can contribute to their academic and personal success

Valued: providing students providing students with opportunities to contribute to and enrich the college culture and community

Student Services Council

Charge: The Student Services Council provides a forum for effective communication among representatives of the various departments within Student Services. It meets to discuss and coordinate the different services provided by each department. Relying on quantitative and qualitative evidence and the results of student learning assessments, the council discusses activities, problems and resolutions involving these departments, budget items and facilities, and all related accreditation standards. The Student Services Council meets monthly (first Monday of the month).

Membership: Vice President, Student Services (chair); Dean, Counseling; Dean, Student Services; Director, Financial Aid; Associate Dean, Student Life; Coordinator, Health and Wellness Center; Director Student Accessibility Services; Title V Activities Director; Director, EOPS/CARE; representative of Student Services Classified Staff; Student Senate representative.

Term: One year (for appointees)

Student Services Strategic Directions

- ▶ Integrated and Mandatory Key Intake Programs, Placement in appropriate Programs of Study, Careful Monitoring of Student Success, and Creation of Student Success Pathways
- ▶ Promoting Equity, Access, and Inclusion, Valuing Diversity, and Supporting Student Connection
- ▶ Promotion of Deep Learning through Experiences and Courses
- ▶ Inclusion, Development, and Empowerment of Staff
- ▶ Continuous Quality Improvement and Effective Resource Utilization

Norms:

- We will start and end meetings on time.
- We will follow the agenda.
- We will read materials, minutes, etc. and be prepared to discuss at meetings.
- We will listen to our colleagues without interruption and will show mutual respect.
- We will operate on consensus and seek agreements all can “live with.” All points of view will be considered before reaching consensus.
- We will make decisions based on clear information.
- We will bring closure to decisions.
- We will support the committee’s recommendations.
- We will accept the fact that there will be differing opinions and encourage open dialogue and courageous conversations.
- We will use the best interests of our stakeholders (especially students) as the basis for our decision making.
- We will honor brainstorming without being attached to our viewpoint.
- We will give the opportunity for all members to contribute.
- We will be free to speak our minds without fear of reprisal.
- We will be transparent with our colleagues and our positions on issues.
- We will identify pending issues, agreements, and action steps at the end of the meetings.
- We will stay focused on topics under the charge of the committee.
- We will report back to and seek input from constituents.