## Student Services Council Notes

### Date: May 12, 2016

### Meeting Place: Sky Room

<table>
<thead>
<tr>
<th>Called to order:</th>
<th>1:00-2:30 p.m.</th>
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</thead>
<tbody>
<tr>
<td>Chair(s):</td>
<td>Nohemy Ornelas (NO) Hector Alvarez (HA)</td>
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<tr>
<td>Note Taker:</td>
<td>Espie Valenzuela</td>
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</tbody>
</table>

### Council Members Present: Hector Alvarez, Nohemy Ornelas, Irma Atilano, Robert Parisi, Linda Reed, Veronica Sanchez, Jeff Stein

### Council Members Absent: Cinthya Ortiz

### Ex-officio Member Present: None

### Ex-officio Members Absent: Rick Rantz, Yvonne Teniente-Cuello

### Standing Invites Present: Alex de Jounge, Marian Quaid-Maltagliati

### Guests: Will Bruce, John Staugaard, Stephanie Robb

## ACTION

### Agenda No. 1

**Review April 7 & April 28 SSC Notes (All)**

**Discussion:** Consensus to approve notes as submitted with minor edits.

### Agenda No. 2

**Health Services for Students (AB, WB)**

**Discussion:**
- AB & WB presented a proposal for EOPS Student Health Fee Waiver that entails EOPS Health Fee Waiver data.
- New incoming EOPS students will begin to pay the Student Health Fee beginning spring 2017.
- Support system will be set up for students that cannot afford to pay the health fee.
- Existing EOPS students will continue to have their student Health Fee waived until they transition out of EOPS or AHC.
- Additional funding for Student Health Services will support expanded evening services and allow for additional services at the Lompoc Valley Center.
- AB and WB will form a taskforce to explore options for students who have difficulty in paying their health fee; possibly a foundation account.
- Student Services Emergency Funds may also be available for extreme hardships.
- NO thanked WB and AB for the work.

**Action:**
- SSC consensus to recommend implementing a new process that all new EOPS students pay for Health fees effective spring 2017. Align board policy to reflect the change. Submit proposal to Assess Health Fees for EOPS Students as a consent item to the Board in June 2016.

**Deadline:** May 27, 2016  
**Responsibility:** NO, AB, WB

### Agenda No. 3

**Student Transcript Annotation (IA)**

**Discussion:** Effective Spring 2016. A&R will work out the process with the students

**Action:** Consensus to approve proposal.

**Deadline:** Spring 2016  
**Responsibility:** MQM

### Agenda No. 4

**Council Annual Report of Accomplishments (HA, NO)**
Discussion:

- Members provided the input noted below:

  * Briefly identify any challenges encountered by your council in fulfilling its functions during the 2015-16 year.*
  
  - Receiving appropriate input/feedback from constituents in a timely manner (i.e., SSC members reported they request feedback but often received none to limited feedback)
  - Internal/external timelines
  - Vacant member positions being filled

  * What specific institutional improvement needs have been identified by your council to be forwarded to College Council for consideration?*
  
  - Common assessment initiative
  - Gender Neutral Bathrooms
  - Academic Standards
  - Switch to Banner XE
  - Filling member positions as they become vacant

    a) What intentional and deliberate steps can your council take to address challenges and/or needed improvements?
    
    - Collaborate with other councils and groups
    - Share SSC college council updates with members
    - Develop resources to provide guidance and support

    b) What actions should College Council take to facilitate improvement of challenges for the institution as a whole?
    
    - Filling positions and vacancies
    - Revise template to avoid duplication of questions
    - Report outcomes of recommendations made

Action:


Deadline: May 13, 2016

Responsibility: NO, HA, EV

Agenda No. 5 Gender Bathrooms (NO, SR)

Discussion:

- SR shared ASBG recommendation. Students did not feel comfortable submitting a recommendation without a student survey in Santa Maria and LVC. They are conducting surveys today. They will have results on Monday, May 16.

- No one expressed concern over making the single-user restrooms all gender, but there was a flurry of negative responses to any changes affecting the multi-use bathrooms, even though it was explained the current issue pertains to only the single-user restrooms. This was the feedback from Supervisory/Confidential (LR).

- Management Association was fine. The only concern was that we need lockers. (RP)

- Once students knew they were singular bathrooms they were ok. No major concerns. (IA)

Action:

- Consensus support the recommendation of the students. Once decided we will submit a proposal from SSC to include constituents’ feedback converting single stalls to neutral gender.

Deadline: TBD

Responsibility: NO, HA

INFORMATION

Agenda No. 6 Drug-Free Schools and College District Regulations Report (FH)

Discussion:

Drug-Free Schools and College District Regulations report and Gender Neutral Bathrooms was shared with SSC members and Campus Police.
<table>
<thead>
<tr>
<th>Action</th>
<th>None</th>
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<tbody>
<tr>
<td>Deadline</td>
<td>N/A</td>
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<tr>
<td><strong>Agenda No. 7</strong></td>
<td><strong>Student Handbook for Concurrent Enrollment (HA)</strong></td>
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</table>
| Discussion | • No further feedback or edits received since April 28 meeting.  
• Book will be finalized by the end of the semester or early fall.  
• Shared with College Council and Academic Senate as an information item.  
• Campus Graphics will provide copies.  
• Student Handbook may be available online on the concurrent enrollment tab on the AHC website. |
| Action | • Consensus from all members to approve Concurrent Enrollment Student Handbook. Handbook will need president’s signature on the student welcome letter that is part of the handbook. |
| Deadline | Fall 2016 | Responsibility | NO |
| **Agenda No. 8** | **Accreditation Draft Review (NO)** |
| Discussion | • NO said at the last meeting individuals may need to serve on groups.  
• Draft was vetted and presented to Board on Tuesday, May 10.  
• NO suggested SSC look at the content of the draft.  
• This is not an action item. May schedule a meeting in June with SSC members after Board meeting.  
• Accreditation visit Sept 26 |
| Action | • Schedule a meeting in June with SSC members after board meeting. |
| Deadline | June 30, 2016 | Responsibility | EV |
| **Agenda No. 9** | **Common Assessment Initiative (NO)** |
| Discussion | • NO provided a memo from the Chancellor’s Office regarding the Adoption/Implementation schedule for the Common Assessment Initiative.  
• Working group/force task has been formed to coordinate this project. Sharon and Yvonne chairing this task.  
• State has allocated AHC $15,000 for any cost related to the implementation.  
• MQM asked if there is going to be a marketing campaign for the district. NO will follow up with Sharon and Yvonne. |
| Action | • NO will follow up with Sharon Alldredge and YTC regarding marketing campaign.  
• NO asked SSC members to share with constituencies as in information item. |
| Deadline | N/A | Responsibility | NO & SSC Members |
| **Agenda No. 10** | **Committee Reports:** |
| Discussion | • CAST (AB, YTC, VS, RP) – Minimal referrals received. NO stated the district is implementing software for discipline, CAST, and Title IX to track cases.  
• LOAC-SS (MM) – No Report  
• Enrollment Management (RP) – Outlined when students can finish classes in a reasonable time. What we need to do to meet student need. This study will be submitted to the State. This will help predict enrollment.  
• Calendar (MQM) – On May 10 Board of Trustees approved amended 2016-17 Amended Academic |
Calendar and 2017-2018 Proposed Academic Calendar to include winter intersession.
- 3SP & Student Equity (YTC) - 3SP/SE Committee will meet on May 19th to discuss the additional money that Student Equity is giving to CCC. We will need to apply for these monies but the monies will strengthen and expand current initiatives in the plan, including: Counseling Summit for all counselors (High School, middle school, college, university), Parent Nights, Professional Development (webinars), CTE field trips for students, additional monies for emergency fund
- Outreach Advisory (YTC) - Outreach retreat is scheduled June 10.

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**Agenda No. 11** Items/Updates for College Council (All)

**Discussion:**
- None to submit

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**Agenda No. 12** Co-Chair Remarks (HA)

**Discussion:**
- Thanked everyone. Last meeting for the semester.
- May reconvene in June to review Accreditation
- Sept 8 is first meeting for 2016-2017 academic year.

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**Agenda No. 13** Other/Future Agenda Items (All)

**Discussion:**
- Calendar concern with spring break matching high school (Jeff Stein). NO suggested that Jeff meet with representatives in the fall semester.

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**PENDING ITEMS**

**Agenda No. 14** None

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<td>Responsibility:</td>
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**Adjourned:** 2:34 p.m.

**Next Student Services Council meeting date:** Reconvene June 2016
STUDENT SERVICES COUNCIL
AGENDA
Thursday, September 8, 2016
1:00 pm - 2:30 pm
Sky Room

Current/Action Items
1. Review May 12, 2016 SSC Notes (All)

Information
2. Council Member Orientation (HA, NO)
3. SSC Function Review CCPD (HA, NO)
4. SSC Goals (HA, NO)
5. Accreditation Update (HA, NO)
6. Concurrent Enrollment Update (HA, NO)
7. Phase V Board Policies listed below have been uploaded on SharePoint.
   - 3730 BP/AP Privacy Protection Rev (Quaid-Maltagliati)
   - 3930 BP Minors on Campus Revision (Ornelas)
   - 4010 BP/AP Academic Calendar Senate (Ornelas)
   - 4070 BP Auditing and Auditing Fees Senate (Ornelas)
   - 4110 BP/AP Honorary Degrees Senate (Ornelas)
   - 4226 BP/AP Multiple Overlapping Enrollments Senate (Quaid-Maltagliati)
   - 4240 BP/AP Academic Renewal Senate (Quaid-Maltagliati)
   - 4250 AP Probation Revision Senate (Quaid-Maltagliati)
   - 4255 AP Dismissal Readmission Senate (Quaid-Maltagliati)
   - 5800 BP/AP Prevention of ID Theft in Student Financial Transactions Senate (Parisi)
8. Winter Intersession (NO)
9. Assembly Bill 1995 Community colleges: homeless students: access to shower facilities (NO)
10. Committee Reports:
    - CAST (AD, YTC, VS, RP)
    - LOAC-SS (MM, YT)
    - Enrollment Management (RP)
    - Calendar (NO)
    - 3SP & Student Equity (YTC)
    - Outreach Advisory (YTC)
11. Items/Updates for College Council (All)
12. Co-Chair Remarks (HA, NO)
13. Other/Future Agenda Items (All)

Pending Items
14. None

Next Meeting – September 22, 2016

Mission Statement
Allan Hancock College provides quality educational opportunities that enhance student learning and the creative, intellectual, cultural and economic vitality of our diverse community.
Student Services Council Notes

Date: September 8, 2016
Meeting Place: Sky Room

Called to order: 1:00-2:30 p.m.  Chair(s): Nohemy Ornelas (NO) Hector Alvarez (HA)  Note Taker: Espie Valenzuela

Council Members Present: Nohemy Ornelas, Hector Alvarez, Robert Parisi, Veronica Reyes, Veronica Sanchez, Jeff Stein, Mia Alvara

Council Members Absent: Linda Reed

Ex-officio Member Present: Rick Rantz, Yvonne Teniente-Cuello

Ex-officio Members Absent: None

Standing Invites Present: Juanita Tuan, Marian Quaid-Maltagliati

Guests: None

ACTION

Agenda No. 1  Review May 12, 2016 SSC Notes (All)

Discussion:
• NO and HA welcomed all and introduced two new members, Veronica Reyes representing CSEA and Mia Alvara representing ASBG. Faculty Association is currently looking for a replacement for Jeff Stein, PT Faculty.

Action:
• Consensus to approve May 12 notes as submitted with minor edits.

INFORMATION

Agenda No. 2  Council Member Orientation (HA, NO)

Discussion:
• Two handouts were distributed to reacquaint SSC members with their goals and responsibilities. Also discussed was the meaning of Shared Governance.
  ➢ Council Co-Chair Training (handout)
  ➢ Serving on a Council or Committee (handout)
• Co-Chairs encouraged SSC members to share the documents with constituency group, let them know who you are representing and what your role and responsibilities will be so that you open your communication to remain integrated.
• RP asked if these handouts were available online.

Action:
• Espie will email handouts to SSC.

Agenda No. 3  SSC Function Review CCPD (HA, NO)

Discussion:
• SSC Page in CCPD was distributed to SSC for review.
• NO said edits are due to College Council the first week in October.
• Espie will email SSC Functions to members.

Action:
• Action item Sept. 22.
• Review functions and send your edits via email to NO, HA and Espie by Sept 19.

Deadline: Sept. 19, 2016  Responsibility: NO & HA

Agenda No. 4  SSC Goals (NO)
### Discussion:
- Draft of SSC Goals for 2016-17 was discussed for review.

### Action:
- Submit additional goals to NO, HA and Espie by Sept 19. See attached file *2016-2017 SS Council Goals.docx*.
- Action item Sept 22.

### Deadline: Sept 19, 2016  Responsibility: NO & HA

### Agenda No. 5  Accreditation Update

#### Discussion:
- Accreditation visit is scheduled week of Sept. 26. There is a total of 14 members on the team.
- Tidy up areas in each department before visit. NO will share schedule with SSC.
- If new to a council you’re advised to indicate you are a new member serving on the council.
- Initial findings are submitted to AACJ. AHC will receive those findings Feb 2017.
- NO asked SSC members to share the Quality Focus Essay link with your constituents, as an FYI.
- Accreditation Standard II.C. Student Support Services is online. NO asked to share the link with the constituents, as an FYI.

#### Action:
- SSC members share Quality Focus essay with constituents: [http://dfl.hancockcollege.edu/2016Accreditation/Final/Quality%20Focus%20Essay.pdf](http://dfl.hancockcollege.edu/2016Accreditation/Final/Quality%20Focus%20Essay.pdf)

#### Deadline: Sept. 22, 2016  Responsibility: NO & HA

### Agenda No. 6  Concurrent Enrollment Update (HA,NO)

#### Discussion:
- Lots of work in defining a set process, working with RR, Dr. Railey, A&R. Raquel and Alicia assist with the enrollment process and collaborate with faculty and administrators.
- Taskforce is under Dr. Railey office. They will be meeting soon.

### Agenda No. 7  Phase V Board Policies

#### Discussion:
- NO stated BP/APs listed below are on SharePoint:
  - 3730 BP/AP Privacy Protection Rev (Quaid-Maltagliati)
  - 3930 BP Minors on Campus Revision (Ornelas)
  - 4010 BP/AP Academic Calendar *Senate* (Ornelas)
  - 4070 BP Auditing and Auditing Fees *Senate* (Ornelas)
  - 4110 BP/AP Honorary Degrees *Senate* (Ornelas)
  - 4226 BP/AP Multiple Overlapping Enrollments Senate (Quaid-Maltagliati)
  - 4240 BP/AP Academic Renewal *Senate* (Quaid-Maltagliati)
  - 4250 AP Probation Revision *Senate* (Quaid-Maltagliati)
  - 4255 AP Dismissal Readmission *Senate* (Quaid-Maltagliati)
  - 5800 BP/AP Prevention of ID Theft in Student Financial Transactions *Senate* (Parisi)
- Juanita will coordinate BP/APs with Academic Senate for review and feedback.
- 4250 AP deleted readmission and just added to 4255. This AP will be submitted as a first reading to the Board.

#### Action:
- SSC members share Phase V Board Policies with constituents. Board Policies are on SharePoint for all to view at: [http://share.hancockcollege.edu/policies/Student%20Services/Forms/AllItems.aspx](http://share.hancockcollege.edu/policies/Student%20Services/Forms/AllItems.aspx)
- Develop a timeline for Phase V Board Policies
<table>
<thead>
<tr>
<th>Deadline:</th>
<th>Fall 2016</th>
<th>Responsibility:</th>
<th>NO &amp; HA</th>
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<tbody>
<tr>
<td>Agenda No. 8</td>
<td>Winter Intersession</td>
<td>Discussion:</td>
<td>Table</td>
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<tr>
<td>Agenda No. 9</td>
<td>Assembly Bill 1995 Community colleges: homeless students: access to shower facilities (NO)</td>
<td>Discussion:</td>
<td>• A handout was provided to SSC members. Facilities took to Council. We need to define a process and take to College Council.</td>
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<tr>
<td>Action:</td>
<td>• SSC submit a proposal to College Council.</td>
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<tr>
<td>Deadline:</td>
<td>Fall 2016</td>
<td>Responsibility:</td>
<td>NO &amp; HA</td>
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<tr>
<td>Agenda No. 10</td>
<td>Committee Reports:</td>
<td>Discussion:</td>
<td>• CAST (AD, YTC, VS, RP) – Met in August. Sept 27 meeting date is tentative due to Accreditation visit.</td>
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<td>• LOAC-SS (MM) – Next meeting SSC will review the Institutional Assessment Plan.</td>
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<td>• Enrollment Management (RP) – Meeting next week.</td>
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<td>• Calendar (MQM) – Board approved 2017-18 calendar May 2016.</td>
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<td>• 3SP &amp; Student Equity (YTC) - Meeting Sept 15 to discuss allocation of dollars.</td>
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<td>• Outreach Advisory (YTC) – Met this week. Enrollment Management had feedback regarding outreach plan, community education, returning students, and branching out to other high schools.</td>
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<tr>
<td>Agenda No. 11</td>
<td>Items/Updates for College Council (All)</td>
<td>Discussion:</td>
<td>• Share as an information on SSC Report: Board Policies Phase V, SSC 2016-17 Goals, and Homeless Student. There will be no action or information items on Sept. 26 College Council agenda from SSC.</td>
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<td>• Next College Council Meeting is Sept. 26</td>
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<td>‣ Sept 19- Agenda topics and council reports due to Melinda</td>
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<td>‣ Sept 21- Materials &amp; pdf due to Melinda</td>
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<td>‣ Sept 23 - Posting to SharePoint due Sept 23.</td>
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<tr>
<td>Agenda No. 12</td>
<td>Co-Chair Remarks (HA &amp; NO)</td>
<td>Discussion:</td>
<td>• None provided at this meeting</td>
</tr>
<tr>
<td>Agenda No. 13</td>
<td>Other/Future Agenda Items (All)</td>
<td>Discussion:</td>
<td>• None</td>
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<tr>
<td><strong>PENDING ITEMS</strong></td>
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<tr>
<td>Agenda No. 14</td>
<td>None</td>
<td>Discussion:</td>
<td>NA</td>
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<tr>
<td>Adjourned:</td>
<td>2:34 p.m.</td>
<td>Next Student Services Council meeting date:</td>
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STUDENT SERVICES COUNCIL
AGENDA
Thursday, September 22, 2016
1:00 pm - 2:30 pm
Sky Room

Current/Action Items
1. Review Sept 8, 2016 SSC Notes (All) 10 min
2. SSC Goals (HA)

Information
3. Accreditation Update (HA)
4. Phase V Board Policies listed below have been uploaded on SharePoint (HA)
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10. Other/Future Agenda Items (All)

Pending Items
11. None

Next Meeting – October 13, 2016

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