

**Student Services Council Minutes**  
**Wednesday, November 02, 2016**  
**10:00 A.M. ~ Board Room**

**Distribution List:**

✓	<b>Melissa Green</b>	✓	<b>Charlie Roche</b>
✓	<b>Sunny Greene</b>	✓	<b>Bart Scott</b>
✓	<b>Denis Hagarty</b>		<b>Todd Scott</b>
✓	<b>Jan Harris</b>		<b>Scotty Thomason</b>
✓	<b>Doug Haugen</b>		<b>Meghan Witherell</b>
	<b>Jan Keen</b>	✓	<b>Stephanie Wroten</b>
✓	<b>Valerie Roberts</b>	✓	<b>Michelle Knudsen</b>

**I. Approval of 10/5/16 Minutes**

- Two corrections are to be made. Item IV – Charlie proposed that all returning high school students receive the Siskiyou Promise, not just returning Yreka high school graduates. Item V. was tabled.
- Approved the October minutes with corrections (Roberts, Knudsen).

**II. Review of Student Services 2015-16 Program Reviews and Resources Requests**

- Melissa spoke with Nancy Funk about the process/timeline for requesting resources. Nancy said to look at the 15/16 Program Reviews, analyze the results/data, and determine resources needed. It is important to substantiate requests with data.
- Based on the information readily available for review, this determination could not be made.
- After discussion, Melissa decided that a special meeting to evaluate results and needed resources was necessary. That meeting will take place on November 16<sup>th</sup>.

**III. Student Equity Plan Revision – need subcommittee**

- Tabled

**IV. AP's 5520, 5013, 5015, and 5030 revisions per League recommendations**

- AP's 5013, 5015, and 5030 were approved by the group unanimously (Knudsen, Roberts).
- AP 5520 was approved with minor corrections which included the removal of reference to "tape" recordings and the addition of "digital" recording (Haugen/Roberts).

**V. AP 5035 Follow-up (Unofficial Transcriptions) Meghan and Val to report**

- Melissa surveyed the Chief Student Services Officers through their listserve, and received several responses. All colleges but one, put holds on both official and unofficial transcripts.
- Val spoke with Kent about getting a list of how many students owe and how much they owe.

- If students owe money, they are not able to view/print their unofficial transcripts.
- If the student wants their transcripts, they will have to pay the balance in full, or set up a payment plan and the transcripts will be released when the balance is paid in full.
- The minimum amount for a hold to be placed is \$1.00
- Charlie noted that the online payment option isn't easily accessible.
- Melissa suggested that we find out if Banner can give students the right to print unofficial transcripts, even with a hold on their record.

**VI. Strategic Enrollment Plan – overview and call for participants**

- Tabled

**VII. Area Updates**

- Tabled

**VIII. Other**

- None

**Future Agenda Topics:**

- Student Equity Plan Revision – need subcommittee
- Strategic Enrollment Plan – overview and call for participants

**2016-17 Meetings**

July 6, 2016

January 4, 2017

August 3, 2016

February 1, 2017

September 7, 2016

March 1, 2017

October 5, 2016

April 5, 2017

November 2, 2016

May 3, 2017

December 7, 2016