

**Student Services Council Minutes**  
**September 5, 2019**  
**2:00 P.M. ~ Board Room**

**Distribution List:**

- |                                     |                              |
|-------------------------------------|------------------------------|
| ✓ <i>Marcy DeMetro</i>              | ✓ <i>Cynthia Leonard</i>     |
| ✓ <i>Janice González (recorder)</i> | <i>Shirley Louie</i>         |
| ✓ <i>Melissa Green (chair)</i>      | <i>Valerie Roberts</i>       |
| <i>Axel Hernandez</i>               | ✓ <i>Christina Van Alfen</i> |
| ✓ <i>Michelle Knudsen</i>           | <i>Stephanie Wroten</i>      |

**Standing Items**

- I. Guided Pathways Update – Who will report on this?
  - SSC would like to be updated on the GP Plan. Cyndi Leonard will check with Sunny on how to get updates or what is the latest update.
- II. Enrollment Management Update – Melissa
  - Melissa explained that EM Committee membership has been Student Services heavy and focused on Recruitment & Outreach and not program focused. Char will now be co-chairing. The plan will be revised to include instructional parts, as well. The committee will be focused on writing the Enrollment Management Plan.

**Action**

- I. AP 3900 - Janice
  - Revisiting to reinstate the paragraph on “Hours of Access” as previously written to include highly recommended league language.
    - i. The request, by Janice, to reinstate the language that was stricken at the last SSC meeting in May was made because, in relation to the topic of free speech, it seems necessary to make sure the Police Department had authority to remove persons not permitted on campus overnight unless formally authorized.
    - ii. The Council members voted to make changes to include Hours of Access as 7 a.m. to 10 p.m.; however, there wasn’t a quorum, so the item was tabled for the next SSC meeting.
- II. AP 4237 Transfer Credit – Melissa
  - This AP was forwarded from Instruction Council for approval before forwarding for approval to College Council.
  - The Council decided to review the AP even though there wasn’t quorum so that they would be prepared at the next meeting to take action on the AP.
  - The question was asked as to why we are limiting units to 48 semester units. It was suggested to ask Meghan, Admissions and Records Director why.
  - Another question was asked about the statement repeated throughout the AP “Contact Counseling Services for details” concerning “Awarding Credit for Non-Collegiate Instruction.” The committee wanted to know if this language is outdated considering there is a new Transcript Evaluator position. Should the language be changed to “Contact the Transcript Evaluator...” or “Admissions and Records?”
    - i. Meghan will be invited to attend the next meeting.
- III. 2019-20 Student Services Council Goals – Melissa

- Item tabled for next meeting, scheduled September 19 at 2 p.m.

Note: Ty Speck joined the meeting and asked permission to be on the committee. It was recommended that she forward her request to the Classified Senate President to be formally assigned as a Classified Representative given the new councils' structure.

### **Future Agenda Topics**