MINUTES

March 28, 2013
10:00 AM – 12 noon, Room 707

Attendees: Kathleen Allen, ValJean Dale, Philomena Franco, Sandra Genera, Paulette Lino, Roberto Mendez, Stacey Moore, Becky Plaza, Gerald Shimada, Ernesto Victoria, Jeanne Wilson and Bella Witt

Meeting started: 10:03 a.m.

I. General Updates from VP Shimada

NEW REVENUE ALLOCATION MODEL
Through DBSG and the last Board meeting, we have a new revenue allocation model which will go into effect the next fiscal year, July 1st 2013. This model has allocated all the FTFs that come to the District, along with the base funding based on past enrollments. The state has a formula that calculates each district’s minimal operational funding. The goal is to divide the money in a fair and transparent way.

What is at stake are basic revenues i.e., parking, international students, community education, transcript processing fee, administrative cost allowance for awarding pell grants, and other entrepreneurial endeavors. Who gets the revenue from rental/leasing of the new district building in Dublin that we bought from Washington Mutual (WAMU) which is now Chase? Chase is one of our renters, along with a dental office. The district occupies the whole third floor. Additionally, the old district building in Pleasanton is available for leasing.

It has not been decided through DBSG as to how local revenues will be allocated. This will prove to be an interesting discussion.

The FTFs and basic funding allocation is fair given the number of students Chabot and LPC serve and the District gets a little bit to maintain essential district services, but not as much as the current model.

REVIEW OF BOARD AND ADMINISTRATIVE POLICIES
The District is reviewing all board and administrative policies. As the discussion moves into policies governing the Student Services Division, VP Shimada will invite along Dean Matt Kritscher and Director Paulette Lino for their input.
**Priority Registration Changes Notification**

Director Lino handed out a draft of a statement that will notify our students and community about the upcoming changes in our priority registration process. This statement will be included in the Summer/Fall Class 2013 Schedule under registration. It will also be posted in the back page of the faculty schedule. An email will be sent to all students. The goal is to post the notice a week before registration starts which will be on April 24th.

Preliminary course offerings will be available online the week of April 15th. The summer schedule is almost ready.

**II. New Student Orientation Proposal**

Chabot Student Indy Nelson presented his proposal for a “New Student” Orientation which emulates the way Apple introduces new product, i.e., Iphone and IPad and is similar to the large format orientation that CSUEB puts on.

In a nutshell, the orientation is intended to be a 2-hour inspirational seminar replete with motivational speakers and new student educational resource booklets designed to help “students get started and be successful at Chabot”. Students will meet college administration officials, counselors, have the opportunity to meet and make new friends and get a catered lunch. The last ½ hour of the orientation will focus on SEPs. The overall goal of the orientation is to make new students at Chabot feel welcome by creating enthusiasm, providing essential information and creating a synergy that will lead students to schedule an appointment with counselors. The cost of the orientation for students is $12.00. ASCC supposedly will grant several hundred waivers for students who cannot pay the fee. This proposed orientation is in addition to our current Online Orientation and PSCN 25 class. Participation of faculty and counselors is a voluntary commitment. For full details please refer to Indy’s attached proposal.

Indy previously met w/ VP Shimada, Dean Kritscher and Becky Plaza regarding his proposal. Becky distributed the email she sent to Indy sharing her concerns.

The thought of Indy and student government representatives actively involved in the welcoming of new students is a great idea and positive endeavor. However Student Services Advisory Group members voiced their questions and concerns:

- $12.00 fee has to be optional because we cannot require students to pay a fee for a non-unit class. Chabot student population is primarily low income and will choose to opt out.
- No funding in the proposal for faculty and staff to work the event and the college does have the money to support the program.
- Logistics of informing the students, assessing the fee, adding an additional page on the admissions paperwork.
- Create extra burden for counselors who are already working on their own time to make their programs successful.
- CSUEB has a full-time staff of five to run their orientation. Even if its student government personnel changes, the full-time staff provide consistency by making sure information is accurate.
- Who will plan and manage this orientation once Indy Nelson has left the college? (Indy said he will create a timeline for others to follow.)
The proposed Student Handbook is similar to the college catalog. To give students both will confuse them, and in choosing to use the handbook, students may not get the additional updates. (Indy stated that the current college catalog is extremely challenging to look through because it does not provide in color format all the different things that are noted in the proposed student handbook.)

Recommendations from the Student Services Advisory Group:

- The week prior to the start of the semester and the week after is a good time to work with divisions to hold open houses. Get the students and instructional faculty excited.
- Combine new student orientation with Gladiator Day.
- Share ideas with the catalog committee in the quest to make our catalog more user friendly.

The SSAG members did not endorse the New Student Orientation Proposal as it stands.

III. River Flow Model / Student Services Next Step
Becky shared that Counseling’s River Flow Model received lots of good feedback from the PRBC subgroup. One of the suggested changes is to rename one of the river channels from “Lifelong Learner” to “Skills Builder”. It will match our Institutional Research’s labels and the State of California de-prioritized lifelong learner and no longer considered it as one of the core missions of community colleges.

PSCN 22 is similar to the Passion Project in that it is a collaboration between counselors and faculty from different disciplines. And it looks like the State will allow us to provide students with one-semester SEP in our PSCN 25 class.

One of the reservations with the “Wheel” model is that counseling is de-centralized.

The PRBC subgroup will meet on April 17th to flush out the details and then present the revised model at the PRBC meeting on April 24th and on Flex Day, April 30th. Some of the questions that need to be addressed:
---How are we going to pay for it?
---How are we going to collaborate?
---What is the training program going to reflect?

IV. Suicide Prevention and Gatekeeper Training
Valjean Dale said the Suicide Prevention and Gatekeeper Training that was presented at Convocation will be presented again on Flex Day. This program is paid for by the State Chancellor’s Office for all community colleges. There are 3 specific programs: faculty, students and veterans. The training was well received by our Mental Health Services Advisory Group. Peer advisors went through the faculty self-paced training.

To access the training, one can use any computer using the following URL address:

Kognitocampus.com/faculty/
Enrollment key: ccc8752
The self-paced training takes an hour.

Meeting Adjourned: 12 noon

Next Meetings: April 18, 2013
(No SSAG meeting on April 24th. VP Shimada will be off-campus attending the APAHE Conference.)

BW

Handouts
--- Priority Registration Changes Notification
--- ASCC New Student Orientation Proposal
--- Email - B Plaza to I Nelson
--- PSCN 20 Course Outline
--- PSCN 22 Course Outline
--- Kognito At-Risk for College Staff
--- Kognito At-Risk for College Students