

**MINUTES**  
**STUDENT SERVICES COUNCIL MEETING**  
**TUESDAY, NOVEMBER 27, 2012**  
**ROOM 107A**  
**2:30 P.M.**

**MEMBERS PRESENT:** Jane Shea, Acting Chair  
Jonathan Miller, Ex-Officio  
Laurie Behrmann; Lori Corcoran; Elaine Gilgis;  
Lori Gourouses; Michelle McCrillis; Paula Ogden

**STUDENT MEMBERS:** Clement Adamah; Betsabe Castillo-Rivera;  
Kingsley Dinyeah; Joseph Kroell, III; Amy Pierce

**MEMBERS ABSENT:** Steve Sullivan, Ex-Officio  
Judy Colson; Ralph Parente

The meeting was called to order at 2:15 p.m., by Jane Shea, Acting Chair for Vice President Steve Sullivan, Ex Officio. Jane announced that she would be leaving at 3:00 p.m., and that Michelle McCrillis would conduct the meeting in her absence.

Although the Council Functions was not the first item on the Agenda, Jane Shea distributed copies and requested that the Student Services Council Members review the Council Functions prior to discussing the other Agenda Items. The Student Council's responsibilities will be to review, recommend, and/or develop policies and procedures for Student Services to include the following:

- To review and develop policies and procedures addressing Student Life issues on campus.
- To review and develop policies and procedures related to students' rights and responsibilities.
- To review, develop, and recommend policies and procedures regarding the use and distribution of funds allocated to student government.
- To review and develop policies and procedures with respect to HIPPA, FERPA, and other student health and records related legal requirements.
- To develop and review policies and procedures addressing college athletics and other extracurricular activities, including policies regarding the implementation of Title IV requirements.
- To develop and review policies and procedures regarding advertisers and recruiters who request space on campus.
- To develop and review policies and procedures regarding distribution of literature and/or other materials on campus.
- To develop and review policies and procedures regarding Financial Aid, and other Enrollment Services functions.
- To review, discuss, and consider policy and procedures development for other matters as presented to the Council.

Following the Introductions from the Student Services Council Members,

Jane Shea, Acting Chair, asked for nominations for the election of a Chair for the Student Services Council. Interest in serving as Chair was shown by Lori Corcoran and Michelle McCrillis. Jane Shea made a motion for the nomination of both members. The motion was unanimously accepted. A vote was taken. Jane Shea counted the ballots with results shown as follows:

**Michelle McCrillis – 6 votes**

**Lori Corcoran – 5 votes**

Michelle McCrillis will serve as Chair of the Student Services Council for Academic Year 2012 – 2013.

For your calendars, please make note of future Student Services Council Meetings which will be held on the following dates:

**December 18, 2012**

**January 22, 2013**

**February 19, 2013**

**April 23, 2013**

All meetings will be scheduled on Tuesdays from 2:00 p.m. to 3:00 p.m. Lori Gourouses will confirm the meeting dates once space has been reserved. Please notify Lori if you are unable to attend the meeting. Please note that there will be no scheduled meeting on Tuesday, March 19, 2013.

Michelle McCrillis asked for nominations for a Vice Chair. Kingsley Dinyeah nominated Clement Adamah. Lori Corcoran seconded the nomination. Clement Adamah was unanimously elected to serve as Vice Chair.

Michelle McCrillis asked for volunteers to serve on the Governance Steering Committee. The two students who will serve on the Steering Committee will be Joseph Kroell, III, Voting Member, and Amy Pierce, Alternate Voting Member. Jonathan Miller, Ex-Officio Member of the Student Services Council, would like to serve as a Member of the Governance Steering Committee. Lori Corcoran suggested that discussion on whether or not Jonathan is eligible to serve should be tabled until our next scheduled meeting on December 18, 2012.

Michelle McCrillis will speak to Susan Laprade regarding the review of the 'Draft' Constitution and will report back to the Council.

Michelle McCrillis suggested that student representatives from Southbridge and the Department of Public Safety be recommended for membership on the Student Services Council. Four additional students will be recommended for membership in addition to the five students who attended the meeting.

Michelle McCrillis made a motion to adjourn the meeting. The motion was unanimously agreed upon, and the meeting was adjourned at 3:40 p.m.

Respectfully submitted,

Lori Gourouses  
Staff Assistant to the Vice President  
of Enrollment and Student Services