

## Student Services Council Minutes

February 17, 2015

2:00pm – Room 107A

**Members Present:** Lillian Ortiz, Jonathan Miller, Paula Ogden, Kristen Proctor, Jane Shea, Ricky Frazier, Laurie Behrmann, Elaine Gilgis, Marie Scichilone, Geovanni Cruz, Aidan Light, Selina Boria

This meeting commenced at 2:05pm – a quorum was present.

The minutes from the December 16, 2014 meeting were reviewed and approved. The Council tried to meet January 13, 2015, but there was no quorum.

### **New Business:**

1. Elaine shared a conversation she had with Bonnie Coleman about the council approaching Bonnie to formally request students from PTK to serve on the Student Services Council in the future. Many PTK students need volunteer hours and the Council would be a great opportunity for them to earn that time. It was confirmed that the student members on the Council do not have to be Student Senate members. All were in agreement to contact PTK for members in the future.
2. **Snow Day Update** – From the students' perspective, they have been getting emails and communication from teachers with assignments for classes missed due to snow. Monday pm classes have been operating like an online course due to cancellations. Paula teaches a Monday pm class and has put assignments online- she stated that students have been responsive and doing assignments. No one was aware of how many classes used 2/16/15 (President's Day) as a make-up day. Kristie reported that Nursing, EMT & healthcare students are nervous and upset with cancellations since they have to pass their exams and need to learn the material. We may see withdrawals in this area. There were approximately 100 classes affected by the weather on our campus. Paula shared that many National Guard students were activated for storm assistance, so they were unable to attend classes as well – approximately 500 students were affected statewide.
3. **12 Month Payment Plan** – Lillian said the plan is still in the works and will report back when there is more information.
4. **Agenda Items** – Lillian requested that items or topics for the agenda be sent to Laurie for future meetings.

**Steering Committee Recap:** No recap from the Steering Committee, as they have not met since December due to weather.

**Ex-Officio Voting** – Ex-officio Council Members don't have to be non-voting. The Council voted and approved all members to be voting, with the exception of Lillian as VP.

**Personal Care Assistant Policy**– Kristie gave an update of where the policy stands. She reviewed other institutions policies, noting there are differences between residential and commuter campuses. Kristie raised some questions for the Council for clarification:

1. **Parking:** Should PCA's pay for parking or are they given a parking pass 'gratis'.  
The Council agreed to allow them a student parking, not staff, without having to pay.

## **Student Services Council Minutes**

**February 17, 2015**

**2:00pm – Room 107A**

2. **Student ID:** Does a PCA get an ID? The council agreed that the ID comes with privileges of being a faculty/staff or student – the council agreed -NO, they should not be given an ID. There was discussion of developing a new one specific for PCA's.
3. **Ethical Issues:** Some issues that need to be addressed in the policy - Does a PCA assist with homework or assignments? Do we allow faculty to approach PCA's when an issue arises? Do PCA's go into classrooms or wait outside?  
PCA's serve no academic purpose, they are there to help with personal care, water, snacks, backpack etc. Kristie has only come across one school's policy where a PCA is not allowed in the room. All others allow them in the class. The policy needs to be broad.  
**Space issue** – Where does PCA sit if class is full? As of now there is no flag in our system for Registrar to see if extra space needed. How do we track PCA's so faculty are aware? We need to develop a way for it to be known. Kristie shared that we may see Behavior Assistants in rooms down the road for non-medical issues.

**The meeting adjourned at 2:55pm.**

**The next meeting is March 17, 2015 at 2:00pm in Room 107A**

**Minutes are respectfully submitted by Selina Boria**