

Student Services Council Minutes

April 21, 2015

2:00pm – Room 107A

Members Present: Paula Ogden, Kristen Proctor, Jane Shea, Ricky Frazier, Laurie Behrmann, Elaine Gilgis, Joshua Averett, Selina Boria

This meeting commenced at 2:10pm – a quorum was not present.

Note - The Council attempted to meet March 17, 2015, but there was no quorum. The minutes from the February 17, 2015 meeting were reviewed, but not approved due to no quorum.

- The group discussed PTK students serving on the Council and earning volunteer time
- Laurie will approach Bonnie Coleman to make a formal request

Governance Steering Committee Recap:

- The **Incident Policy** presented by the Faculty Senate will be presented to next All College Forum. It establishes guidelines for faculty to follow in the event of an incident in a classroom. The finalized guidelines will be posted visibly for all faculty.
- **Faculty/Staff email** review – GSC discussed emails and if all faculty and staff are given one. It has been clarified through IT that as part of the hiring process all new hires are assigned an email. Some people may not access or use it, but one is assigned. Departments that have personnel that do not access their email, will post QCC Family emails on a bulletin board. If a new hire has an issue with their email or not able to access information, please inform them to contact the HELP desk and inquire about it, there may have been an error in the process.

Update and Review of Student Action Policy:

- **Student Action Policy** – The Steering Committee reviewed the policy and there were some issues with wording on sanctions and they felt the Dean had too much power. It was reworded and the violations piece was taken out, it will follow Code of Conduct – Laurie approved these changes on behalf of the Council. At today's meeting, the council agreed to reword the first section – Purpose of the Policy, for ease of understanding. The change will be sent to Susan to be updated for All College Forum.

Personnel changes: The group discussed that no one was retiring or leaving the Council, therefore no election is necessary.

New Business: ROOTS – Joshua shared that he is the VP of a new club on campus called ROOTS – they have an outside affiliation with an immigrant student movement. Ricardo Caton is the advisor. The club is about social justice, leadership and unity. They will address issues with policy both on campus and in Worcester area. The council discussed the Student Immigrant Movement and Dream Friendly Schools. They want to encourage administration to come out saying they support in-state tuition for immigrants, putting pressure on politicians to support their bills.

Personal Care Attendant Policy: Kristie shared the revisions she made to the policy, including parking for PCA's in the student lots only. Laurie transferred the policy to the template and reviewed it with the council. The group suggested changes. Kristie will come up with a definition for a PCA for the template and definition for a student with a disability. It will be brought back to next meeting for final review.

The meeting adjourned at 3:10pm.

The next meeting is May 12, 2015 at 2:00pm in Room 107A

Minutes are respectfully submitted by Selina Boria