

Student Services Council Minutes

December 16, 2014

2:00pm – Room 110A

Members Present: Lillian Ortiz, Jonathan Miller, Judy Colson, Ricky Frazier, Laurie Behrmann, Elaine Gilgis, Selina Boria

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

1. The minutes from the November 18, 2014 meeting were discussed and approved. There was clarification of co-chairs, Laurie Behrmann and Robyn Butterfield. It was shared that other committees/councils have approved minutes via e-mail or Sharepoint. This will be discussed further.
2. **Future meeting dates** – The January 20, 2015 meeting is moved to January 13, 2015, room 107A to allow more time for make-up meetings due to weather, exams etc. as was the case last year. Noted- faculty are not back in session yet. The May 19th meeting is moved to May 12th, room TBD. Laurie shared that the Governance Steering Committee stressed importance of attendance at all meetings, as it is a duty of each council member. Each Council also has 2 votes at GSC meetings and it is important that we have 2 members from Council there, plus alternate in order for us to have a strong representation with any votes.
3. **Update by Laurie from the Governance Steering Committee meeting on 12/9/14.**
 - a) Multi-cultural center is moving forward in January 2015 in HLC 101. Only classes that have a multicultural theme have been scheduled there.
 - b) Operations Council is working on bringing back a school nurse.
 - c) Voting by ex-officios was discussed. VP's will not be voting members, but other members who are currently non-voting, can be changed to voting members per each Council. This will be voted on at the next SSCM that has a quorum. All members present at this meeting were in agreement of changing non-voting members to voting to allow more chance of having a quorum of voting members.
 - d) **Children on Campus Policy** – passed at last BOT meeting
 - e) **Student Action Policy** was submitted the GSC. Chairs will share it with their Councils for review and then it will go to the March Forum for a vote.
 - f) **Parliamentarian** - Margaret Wong has been appointed the Parliamentarian for the All College Forum.
4. **Personal Care Assistant** – The Council will wait to discuss this when Kristie Proctor from Disability Services is available.
5. **New Business**
 - **Lillian Ortiz** – Shared happenings of the Enrollment Management Team. They are working on establishing a 12 month payment plan through the Financial Aid Office. Also working on establishing a debit card system which students can use for cafeteria, books, etc. (One Card) Lillian also queried the group about rolling out a policy change such as these to the college community and what is the best way – QCCFamily, Open Door, All College Day, Forum etc.

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- **Policy Template** – The Council discussed formatting proposed policies (and older policies) into the template. Lillian and Laurie will meet before our next meeting to put the PCA draft policy into the template and have the Council review it on 1/13/15. In future meetings, the Council discussed addressing and formatting older policies, not in proper format and seeing if there are any that need to be retired.
- **Susan Laprade** will be invited to attend our next meeting to review Governance and the Councils since so many members of the SSC are new.

The meeting adjourned at 2:50pm.

The next meeting is January 13, 2015 at 2:00pm in Room 107A

Minutes are respectfully submitted by Selina Boria