I. New Business

a. Office of Campus Life (B. Marks) - Bryan shared the new *Campus Life and Student Learning Manual* that has been completed and ready to disseminate campus-wide. James suggested that an all student services manual also be designed with policies and procedures. Bryan commented that he is reviewing Columbia’s. It was suggested that student specialists provide input/information in the creation of this new “handbook.”

Bryan presented the new *Student Conduct* brochure that will be distributed campus-wide. This will be sent to all division deans. Discussed ensued regarding campus activities and the process that staff should follow regarding on-campus activities. Campus Life will administratively oversee campus activities, depending on the funding.
II. Discussion (Updates) -

a. Student Services Redesign Update (J. Abbott) – Jenni reported that there has been a 5 percent in costs for the upcoming renovations. She also described what has changed to incur the 5 percent reduction, i.e. the glass barriers in the admissions and records office will not be removed. There were several original plans that will not be done.

b. Common Assessment Initiative (L. Yager) – This has been postponed until a new timeframe is announced. This will cause some concern as it is tied to SSSP and SE funding. It was suggested that faculty take the Accuplacer test for feedback.

c. SQL Conversion Update (L. Yager) – Mindy Jasperson (consultant in IT) is asking for Crystal Report priorities from managers. Jenni, Laura, Martha, Flerida and James will meet to discuss these priorities in more detail. James will meet with Dan Duffy to present these priorities. Staff were asked to let James know what their priorities are.

d. Updated Enrollment Forms (L. Yager) – Laura reported that their website has been updated to inform students of important dates and access to the new forms: http://www.mjc.edu/studentservices/enrollment/

e. Student Success 10 Steps (L. Yager) – Discussed ensued as to the current steps that students are following in applying here at MJC. Consensus was reached as to how bad the current communication to students on the “flier” that they are given. Discussion on a possible video was and how beneficial it would be to students. James asked staff to go to CCCApply and give feedback. James will schedule a meeting with Dan Duffy to discuss.

f. Starfish & Student Services Outcomes (M. Robles) – Martha reported the kick-off meeting will be on 10/10/16. A meeting will be scheduled for Wednesday morning with Dan to discuss IT issues and will include James, Jackie, Martha, and Laura. Martha also asked to schedule time to discuss Elumen for the purpose of discussing how elumen can assist with student services. Martha will send the Power Point presentation that followed the initial meeting elumen had with Student Services. She recently obtained the PowerPoint.

III. Other

a. Student Workers – Hector Duarte voiced his concern that students are not able to log-on to either SARS or Datatel. This restriction will greatly impact EOP&S and asked specifically what students can do. He stated that they sign confidentiality forms, are fingerprinted, so he needs clarity. James will discuss in executive cabinet and report back to managers.
NEXT MEETING: September 26, 2016, Morris Memorial Building, Conference Room A