Student Affairs Council
Proposed Minutes: April 1, 2016
1:00-3:00pm in the Boardroom

Attending: Kerry, Bob, Kristina, Anastasia, Sue, Helen, and Fiora
Excused: Christina
Recorder Leanne Guthrie

Agenda Item	Notes	Actions
Past meeting minutes	• Minutes from December 4, 2015 • Minutes from February 5, 2016 • Minutes from March 4, 2016	• Reviewed and approved • Reviewed and approved • Reviewed and approved
Agenda Changes	• Review for changes • Approve	• Bob asked if we could add how the ASLCC / OrgSync account is used. • Kerry motioned that we add that question under other items.
Consideration of Alternative meeting time spring term	• Is there an alternative time that is better other than the 1st & 3rd Friday of each month?	• Kerry proposed to continue with the 1st & 3rd Fridays through Spring Term. • Consider working toward a new time to meet for Fall term. Discuss this at our last meeting June 3rd.
Work Plan	• Priorities for Remainder of Year	• Work Plan –What are our priorities • Policy & Procedure review and development • Strategic Enrollment Management – Formed a steering committee with goal team leads. New student enrollment, retention & completion
Identifying Essential Documents	• Clarification of SAC's role • What is essential? • What policies and procedures are essential for students? • Consideration of a request to Diversity Council to identify what essential languages, policies and procedures to have transferred	• Necessary student documents that need to be translated into necessary language. • Student Affairs would look at the policies & procedures on COPPs and identify what is essential. • Diversity Council would then determine what languages they would be in. • We would only look at the documents that are related to students.
Consideration of sponsoring a deliberative dialog	• Ashley	• Ashley was not in attendance so no report was given.
Information Sharing	• Student Affairs re-design discussion	• Student Affairs had a meeting with about 100 attendees. The question was asked. **How might Student Affairs be organized to help facilitate student success?** • We received some feedback on how some people might answer that question and what are some of our challenges. • We are going to send out a Survey for staff to fill out.

- Follow up Meeting is scheduled for April 12th.
- Work on developing a new Student Affairs Strategic plan- In the past it was a collaborative endeavore with Learning Council, which has now expired. Learning Council is now working on their own strategic plan. SAC has a draft of the new strategic plan.
- Kerry suggested that we should postpone a lot of the work because there is work being done on a new structural redesign for Student Affairs.
- We are looking at cross functional teams instead of having staff function by silos.
- We hope to have a model that is proposed by the end of the term.
- We have 2 options…we can stay the same or we can change. How much change do we propose?
- Would the strategic plan change in terms of what we want to emphasize if we were adopting a different approach to student affairs and how we do our work?
- Discussion continued about the redesign of building 1 and Student Enrollment Services.
- Background information was given on Students First and how it was supposed to work. The problems of understaffing seem to be at the core, but hiring more staff at this time is not an option so we need to work with what we have. We need an updated system to streamline process.
- Lane has a history of coming up with ideas, processes, methods of doing things and not implementing them. The consequences of wasted time and money.
- So the real question is … do we want to postpone doing any more work on the Student Affairs Strategic Plan until we wrap up this discussion or continue working on it through the end of the term?
- Look at incorporating leveraging technology more effectively.
- It was suggested that we have a 1 year outlook or interim plan to let people know that we are working and thing are evolving.
- Enrollment Services would like to be involved in making the decisions and helping develop the process. Enrollment Service has the details of what works and what doesn't.
- A motion for a 1 year transition plan and summarizes the work that we are doing. Update that plan on quarterly bases and put it on our Web Site. Motion was proposed by Sue and 2nd by Kristina and approved.

	• OCR visit review at a future meeting	• We do not have the report back yet. We will report back on that.
Other items	• How ASLCC / OrgSync account is used?	• Bob has received several emails from ASLCC. It is inappropriate for managers, staff or employees of the college to be using the email account in terms of the frontal line in a way that reports to someone else, specifically the elected representatives of the student body not ASA Staff. Is it possible for that not to happen again? • Kerry responded; in OrgSync and the ASLCC there are about 50 portals in OrgSync which provides information to students in a different way than it is available on the Web. • Campus wide emails were sent from the ASLCC portal with names/ email address of people who were not credit students. ASLCC advisors are working with IT to fix the problem with the upload. • There is now a 2nd ASLCC portal that is all students and you have to opt in and then there is a restricted portal that is reserved for just Student Government. • Bob's concern is what does the "from line" represent? If it is from an individual that is part of ASLCC that is ok. If the "from line" says it's from ASLCC then that doesn't include managers or administrators. It is a misrepresentation of who the message is from. • If a system administrator may need to send out a message from ASLCC to a group within a portal. We don't know if there is a different way to send that message out it is a technical issue on the OrgSync side not an intentional issue on our side. We will be talking to OrgSync about that but it cannot be solved immediately • We created a portal primarily for ASLCC and a portal for all students.
Requests for future agendas	• Matt Cline: Catering food prices for student events	• Propose that we talk to Matt about the Cost of Catering food for student group functions. • The perception is that you can get something cheaper off campus than on campus. • What is the policy? Can we order office campus food?

NOTE: Documents for the meeting are available on the SAC portal of OrgSync.
Adjourned at: 2:35 pm
Next meeting to be determined 1:00pm in Boardroom**.**