

STUDENT SERVICES COUNCIL
Friday, February 13, 2009
Minutes

A regular meeting of the Student Services Council was held on Friday, February 13, 2009 in the Banquet Room at the Jefferson Davis Campus. Attendance was as follows:

Official Members

Dr. Tyrone Jackson (Chair)	present
Dr. Dean Belton	absent
Mr. David Besancon	absent
Ms. Cheryl Bond	present
Dr. Joanna Burnside	present
Ms. Stacy Carmichael	present
Ms. Elaine Davis	present
Mr. Jeff Donahoe	present
Mr. Greg Hartley	present
Dr. Joan Haynes	present
Ms. Patti Holloway	present
Ms. Sherry James	absent
Ms. Lynn Tincher-Ladner	absent
Dr. Pamela Ladner	present
Mr. Wade Ladner	present

Ms. Jennifer Leimer	absent
Ms. Terri Ormes	present
Ms. Carin Platt	absent
Dr. Janice Poole	absent
Ms. Michelle Sekul	present
Mr. John Shows	absent
Dr. Trevor Smith	present
Ms. Searcy Taylor	present
Ms. Whitney Wilkinson	present
Mr. Jonathan Woodward	present
Dr. Bill Yates	present

Other(s) Present

Leslie Gilliland
Buffy Matthews
Sharon White
Gloria Smith
Becky Franks, recorder

- I. CALL TO ORDER. Dr. Jackson called the meeting to order at 9:00 a.m.
- II. APPROVAL OF AGENDA. The following items were added to the agenda under New Business: GRADUATION CHECKLIST for Dr. Haynes. The agenda was approved.
- III. MINUTES OF PREVIOUS MEETING – **November 14, 2008**. The previous minutes of the Student Services Council have been approved by the Executive Council.
- IV. UNFINISHED BUSINESS.
 - A. MISSISSIPPI VIRTUAL COMMUNITY COLLEGE. Ms. Matthews distributed a handout and stated MGCCC is in second place for MSVCC Spring 2009 enrollment in unduplicated numbers and third place with total enrollment in online classes. She stated the State Board is currently working

with D2L to move hybrid and web-enhanced D2L classes to one server, which will save MGCCC a great deal of money.

- B. TITLE III GRANT. Ms. Gilliland distributed a handout with a table showing the number of tests that the assessment centers have given for the first three years of the grant. Distance Learning is the main concern of the grant and MGCCC has increased the number of tests given since the first year.

Student Advisement will continue to automate the assignment of faculty advisors and move more advising resources to an online medium. MGCCC has been selected as an alternate site to participate in Phi Theta Kappa's CollegeFish.org beta test. Advisor/Advisee assignments will be run Wednesday, February 18th.

- C. SACS UPDATE. Dr. Haynes stated Ms. Tincher-Ladner is busy preparing the last minute pieces which have to be mailed by March 15th. These documents will go to our off-site team, which is a team of eight people from other institutions similar to ours and they are assigned specific parts to review. The team will come together in Atlanta in May and finalize recommendations for us. We will get those recommendations in June and we will get a chance to comply with them. Our official onsite visit will be October 27-29. QEP info will be given to the onsite team and they will also follow up on things in which we were not in full compliance. If Ms. Tincher-Ladner asks you for documents, she needs them immediately, so please provide those documents.
- D. ADMINISTRATIVE STATEMENT 219 RETENTION AND DISPOSAL OF PERMANENT RECORDS. Ms. Sekul stated at the last meeting everyone was given a copy of the draft statement and agreed to review it and decide on it today. **SSC approved the statement.**
- E. LITTER CAMPAIGN. Dr. Jackson deferred this item.
- F. DISCUSS THE UNEXPECTED AND UNINTENDED RESULTS OF THE SCHOLARSHIP FOR DUAL ENROLLMENT STUDENTS. Ms. Ormes deferred this item.
- G. ACCREDITATION STANDARDS FOR HIGH SCHOOL DIPLOMAS. Ms. Ormes deferred this item.
- H. RESEARCH THE GRADES AND PERSISTENCE RATES OF MOD DIPLOMA STUDENTS. Ms. Ormes deferred this item.
- I. REFUND OF FEES TO FAMILIES OF STUDENTS THAT DIE DURING THE SEMESTER. Dr. Yates stated there is not a policy so the campuses have no guidelines to follow in a case of a student passing away while enrolled in classes. Ms. Carmichael said this issue was discussed at the Finance Council meeting and it was decided that the student needs to be marked as deceased in

Banner so nothing goes out with the student's name on it. Ms. Taylor said we need to keep the Financial Aid side in mind when adjusting a student's record. Dr. Yates said his main concern is out of pocket students; their family may need this money for funeral expenses. Ms. Ormes suggested writing off fees but not issue a refund. Ms. Holloway suggested instead of changing grades to a "W" we develop a code for deceased. Ms. Sekul suggested we piggy back with the medical withdrawal procedures and build in a stipulation for deceased. A subcommittee was formed to develop the policy. The subcommittee is Dr. Jackson, Ms. Sekul, Mr. Donahoe, Dr. Yates, and Ms. Carmichael.

V. NEW BUSINESS.

- A. ICP'S BEING PLACED ON THE WEBSITE. Ms. Sharon White distributed the new recruitment packets. She asked everyone to discard any old ones they have. She would like to place this on the website. They are trying to get it to where students can complete as many forms online as possible. Once this is launched, students will be able to complete forms online or print and submit them to us. The Financial Aid Applications will be set up to print and mail in only, right now. They will look into students completing this form online in the future. Ms. White will check with Mr. Besancon to see if the Financial Aid Application can be set up similar to the Admissions Application so it can be completed online. Ms. Sekul stated she has a couple of updates for the Housing Application that she will send to Ms. White, this form cannot be completed online. It can be printed and completed by hand and mailed in. Ms. Sekul said she has requested assistance from the computer center to make this happen. Once it is available online, the year 2009-2010 will come off. It was suggested to call the packet College Guide since it covers everything. **SSC approved adding the ICP's to the website.**
- B. GRADUATION SURVEY. Dr. Haynes stated last year at Graduation we had students line up and march in so it was hard to get them to complete the survey. **SSC decided to have students complete the survey when they pick up their caps and gowns this year and next year, add the survey to the Graduation Application.**
- C. ADA HANDBOOK. Ms. Gloria Smith distributed a new copy of the proposed ADA Handbook. This will be distributed to students they serve so they are aware of guidelines and policies. The last time this document was updated was 2000. Ms. Holloway said she noticed the line for the address is too short on the form. Ms. Sekul suggested moving the left margin in because in booklet format some information will be cut off. Ms. Carmichael stated the Coordinators have two different titles in the handbook and suggested making it the same title throughout the handbook. It was suggested to change have to has in the first sentence on page seven. **SSC approved this handbook.**

- D. GED SCHOLARSHIP. Dr. Jackson distributed a handout and stated Ms. Becky Layton asked that we take age requirement off. There are stipulations but these are handled by the GED area and if a student can take the GED we should offer them the scholarship. Ms. Carmichael said in the past the age of 18 was on there so we wouldn't encourage students to drop out. **SSC approved the changes to the GED Scholarship Form and it will go to IAC and Executive Council.**
- E. CHARGING FOR TRANSCRIPTS. Ms. Sekul distributed a handout showing what other colleges charge for transcripts. At this time, we do not charge for transcripts and she suggested the college establish a number of free transcripts and charge thereafter. For example after a student has requested four transcripts, they will pay a fee for everyone after that. She said Banner tracks the number of copies printed. After discussion, it was decided to leave the policy as is and monitor abuse (students have requested 20 or more transcripts at one time).
- F. GRADUATION CHECKLIST. Dr. Haynes reminded everyone to use the updated Graduation Checklist on the forms drive. In gathering information for SACS, they discovered there were many old forms being used.
- VI. OTHER BUSINESS.
- Ms. Taylor asked Dr. Haynes to send out a college wide email reminding employees to use the updated forms from the forms drive. Dr. Haynes stated the OCR statement will be added to the document containing the logo so you can copy and paste.
- VII. FUTURE MEETINGS.
- Friday, April 17, 2009 – 9:00a.m., Central Office
- VIII. ADJOURNMENT. There being no further business, the meeting was adjourned.

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