

**STUDENT SERVICES COUNCIL**  
**Friday, April 17, 2009**  
**Minutes**

A regular meeting of the Student Services Council was held on Friday, April 17, 2009 in the Darby Hall Board Room at Central Office. Attendance was as follows:

**Official Members**

|                            |         |                       |         |
|----------------------------|---------|-----------------------|---------|
| Dr. Tyrone Jackson (Chair) | present | Ms. Jennifer Leimer   | absent  |
| Dr. Dean Belton            | present | Ms. Terri Ormes       | present |
| Mr. David Besancon         | present | Ms. Carin Platt       | absent  |
| Ms. Cheryl Bond            | present | Dr. Janice Poole      | present |
| Dr. Joanna Burnside        | absent  | Ms. Michelle Sekul    | present |
| Ms. Stacy Carmichael       | absent  | Mr. John Shows        | present |
| Ms. Elaine Davis           | present | Dr. Trevor Smith      | present |
| Mr. Jeff Donahoe           | absent  | Ms. Searcy Taylor     | present |
| Mr. Greg Hartley           | present | Ms. Whitney Wilkinson | absent  |
| Dr. Joan Haynes            | present | Mr. Jonathan Woodward | present |
| Ms. Patti Holloway         | present | Dr. Bill Yates        | present |
| Ms. Sherry James           | absent  |                       |         |
| Ms. Lynn Tinchler-Ladner   | present |                       |         |
| Dr. Pamela Ladner          | absent  |                       |         |
| Mr. Wade Ladner            | absent  |                       |         |

**Other(s) Present**

Sheree Bond  
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: D. WITHDRAWAL CODES IN BANNER Ms. Tinchler-Ladner; E. BANNER 8 and WINDOWS 7 Mr. Besancon; F. MILITARY SPOUSES Ms. Holloway; and CAREER TECH SCHOLARSHIPS. The agenda was approved.
- III. MINUTES OF PREVIOUS MEETING – **February 13, 2009**. The previous minutes of the Student Services Council have been approved by the Executive Council.
- IV. UNFINISHED BUSINESS.
  - A. LITTER CAMPAIGN. Dr. Jackson distributed a handout on the litter campaign. The handout was a list of current practices that we will continue and a list of new initiatives. Some new suggestions are permanent signs at various locations promoting Going Green efforts, add more trash receptacles, enhance efforts during Earth Day celebration, etc. He asked the committee for any new suggestions. Dr. Yates said JC has a Gear Up program and made Go

Green a part of it; this event is for sixth graders and they can go home and tell their parents about it. Ms. Tincher-Ladner suggested recycle bins near the trash area. Mr. Shows said he is going to a meeting April 20<sup>th</sup> about H1B training classes for different groups on Go Green.

- B. DISCUSS THE UNEXPECTED AND UNINTENDED RESULTS OF THE SCHOLARSHIP FOR DUAL ENROLLMENT STUDENTS. **Ms. Ormes withdrew this item.**
  - C. ACCREDITATION STANDARDS FOR HIGH SCHOOL DIPLOMAS. **Ms. Ormes withdrew this item.**
  - D. RESEARCH THE GRADES AND PERSISTENCE RATES OF MOD DIPLOMA STUDENTS. **Ms. Ormes withdrew this item.**
  - E. REFUND OF FEES TO FAMILIES OF STUDENTS THAT DIE DURING THE SEMESTER. Dr. Yates stated as of right now, the Business Office handles this on a case by case basis. Ms. Ormes stated a deceased student showed up on a report pulled for potential graduates. Mr. Besancon said to get with him on this. Ms. Tincher-Ladner suggested deleting the student's address or changing it to a college address so we don't lose the data. **Dr. Yates deferred this item to the Fall.**
- V. NEW BUSINESS.
- A. MS JR. MISS AND MISS MISSISSIPPI AMERICA SCHOLARSHIPS. Dr. Jackson distributed a handout of a proposed form for this scholarship. The scholarship already exist we just need a form. Suggested removing ACT score, last four of the social security number, add county, add date of birth, etc. Mr. Besancon will take social security numbers on forms to the Banner Steering Committee to review. **After discussion, Dr. Jackson stated he would revise the form and bring it back to SSC.**
  - B. OCR UPDATE. Dr. Jackson stated we had our first round at JC and everything appeared to have gone well. The OCR team will be at Perkinston next Monday, JD on Tuesday, and AMTC/WH on Wednesday. Thirty days after our visit, we will get a letter of findings. In sixty days we have to send in a plan of action to State Board. In ninety days they can accept or reject our plan. Then in nine months, they conduct a follow up to see that we are working on our plan.
  - C. GRADUATION UPDATE. Dr. Jackson stated Graduation is May 14<sup>th</sup>. Dr. Yates said it looks like the Popps Ferry Bridge will be open. As of April 16<sup>th</sup> we have 1,616 Graduates for 08-09 and 728 Graduates walking. Overall graduate numbers are up, we are just down in the number of walkers. These numbers are subject to change due to students not completing final requirements.

- D. WITHDRAWAL CODES IN BANNER. Ms. Tincher-Ladner said her office has been asked for reports on reasons students withdraw and she has no data to collect. She has a few ideas of how to capture and not go back to a paper withdrawal. To remain paperless it will take faculty members learning new codes and entering the correct codes in Electronic Attendance. Mr. Woodward asked that instead of changing codes maybe when faculty enter a withdrawal that a box pops up and asks why. Ms. Tincher-Ladner said this would be harder to track because it is an open ended question. Ms. Taylor said the way things are set up now she doesn't know if a student initiated the withdrawal or a faculty member. She said there needs to be a piece of paper that shows they withdrew. Ms. Davis said she always asks her student to email her their request to withdraw so she has something in writing. Ms. Sekul stated Perk still uses the paper withdrawal. Students complete the withdrawal form/questionnaire in the Admissions Office. The questionnaire asks why they are withdrawing. Dr. Smith stated most students like the paperless withdrawal process. Dr. Yates said the paperless withdrawal is better for JC because many times students are struggling in the class and this gives the instructor a chance to help possibly retain them. Ms. Sekul stated that our counselor meets with students prior to withdrawing. Ms. Tincher-Ladner said there is a place in Banner to record why a student is attending MGCCC and we need to capture this information as well. **A subcommittee was formed of Ms. Tincher-Ladner (Chair), Mr. Besancon, Dr. Jackson, Dr. Smith, Ms. Sekul, Ms. Davis, Dr. Yates, Ms. Ormes, and Mr. Woodward.**
- E. BANNER 8 AND WINDOWS 7. Mr. Besancon said Executive Council approved moving to Banner 8 in Spring 2010. A Banner Steering Committee has been formed and they are going to work on issues with Banner. He will need a Student Council member and an instructor in October. Windows 7 will be released at the end of this year and we plan to implement in Fall 2010, so upgrades will happen in Summer 2010. Mr. Besancon said Office 10 is being released early next year as well. He is hoping it will just roll out and not be a major upgrade. The Computer Center will handle all upgrades.
- F. MILITARY SPOUSES. Ms. Holloway said the Federal Government is providing a Military Spouse Scholarship of \$6,000 for two years / \$3,000 per year. The role of the college is to provide a degree plan. It has to be a portable major and the government has set a list of majors that can be pursued. A potential student told her about the website where the information is located and it is only available in eight states right now but will go live for every state in May 2009. The spouses have to go through Family Services on their base to obtain this scholarship.
- G. CAREER TECH SCHOLARSHIPS. Ms. Bond asked that we add scholarships for Career Tech State and National winners. Ms. Tincher Ladner said she could write a proposal for SSC to approve and then it would have to

go before the Finance Council. Ms. Bond said her proposal will be for a one time scholarship for high school winners and this scholarship would be able to stack with the Career Tech Scholarship. She will also list examples of other colleges that offer such a scholarship.

She also asked if we could offer the Career Tech Scholarship to students within the state because we now have statewide articulation with the high schools. Now we only offer the scholarship to high school students in our four counties. She has a potential student from Itawamba interested in our Funeral Services program. Dr. Belton said the career tech schools in local district were the only ones we set up an articulation agreement with. He said if we change, we would have to change how we set up the scholarships. Ms. Bond said the state has gone with statewide articulation agreements, but we haven't changed our process. Dr. Haynes said we need to look at it and make sure everyone else is doing it as well. Ms. Taylor said we reserve scholarships for our district. Mr. Shows said the statewide offering is being discussed by other directors but nothing has been implemented. Dr. Haynes recommended the Statewide Technical Deans Association write a proposal and present it to the Community College Presidents for their blessing. Ms. Davis said a case by case base is different than a policy. **Ms. Bond will write a proposal for Career Tech Scholarships for State and National Winners. Ms. Bond and Mr. Shows will look further into the state wide offering of Career Tech Scholarships.**

VI. OTHER BUSINESS.

Ms. Tinchler-Ladner distributed copies of the Student Graduation Survey. The students will fill it out when they pick up their cap and gown.

VII. ADJOURNMENT. There being no further business, the meeting was adjourned.

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