

Student Success Leadership Team Meeting
Wednesday, May 16, 2018 - 9:30-11:00
Red Fox Room

Present:

Lisa Fowler, Gina Jimenez, Jen Macken, Glenn Holly, Dean Rathe, Linda Yazdani, Seidel Moses, Steve Zeeh, Kirk Fallon, Jean Kelly, Mary Adrian

Absent: Armando Burciaga, Cynthia Shields, Shannon Webber, Tena Harris

Lisa Fowler Updates:

- EAB visiting campus June 1st. Everyone is welcome to the Open Session 9:45-10:30.
 - Lisa, Linda Comeaux, Bryan Bryant and Michele Haney spent 5.5 hours in a budget meeting establishing priorities and scrutinizing open jobs. Positions that help attract students will be filled:
 - Accessibility Services, Rec Center, and Call Center positions will be filled.
- Catalog software was approved, \$8,600. Have been working with an older, unsupported version.
- Go2Orientation was approved to purchase the whole suite, but because of dollar amount it needs to go through the purchasing bid process this fall.
 - We are still in about a two million dollar budget shortfall
 - Travel will be evaluated as needed if part of a grant or for retention or accreditation
 - Bryan will present the budget to the RRCC Board
- June 21st will be our planning retreat with a focus on retention and HLC upcoming visit and our 2018-2019 goals
- We are switching over to an electronic Student Feedback form, which is live on most Student Services pages, with a Burgundy button that says "Tell us How We're Doing" Here's a link: https://rrcc.formstack.com/forms/student_feedback
 - We would like to have a kiosk on each campus to allow students fill out the feedback forms. Exploratory process with IT.
- Construction will begin May 21st on the new HUB area, and the access to the Learning Commons will change. We will have Welcome Table sign-up sheets sent out for people to help direct students in the new access.
 - Signage will be prominently displayed to alert visitors to the new access
 - Our First Service Learning conference hosted at RRCC is coming up the end of May. If you are interested in attending only one session, talk to Lisa.
 - Local attendees are coming, as well as from outside of Colorado
 - Wendy Bird and Toni Nicholas are the organizers
- Hiring 2 new advisors in Advising
- Hiring 1 Marketing Director

- Hiring 1 Arvada Student Success Navigator
- Hiring 1 FYE position
- Hiring 1 Webmaster position
- Hiring 1 Campus Life Administrative Assistant
- Hiring 1 Accessibility Navigator
- Hiring 1 Call Center Specialist
- Waiting to hear on the COSI grant

Steve Zeeh – Campus Life

- Graduation was Saturday, May 12th. Thanks everyone for your help!
 - Owl was in the rafters of the Pavilion during the ceremony
 - Bre did a great job as motivational speaker, warming up the students while they waited to walk out
- Mika in the Project Center can help with the directional signage for the construction access redirect
- Steve will go and take course to become certified to offer the course for PTK, the third week in June.
- Reevaluating leasing of water machines, and soda machines on campus

Kirk Fallon – Student Rec Center

- To put down the floor in the gym, for the graduation staging area, took 2 people 5 hours
- Student survey is closed. Very positive feedback. Good ideas for new projects.
- Every Tuesday from 8-9 am trail runs are offered, for any speed, even if not a member
- This summer there will be group fitness, yoga, Zumba and Adventure programs

Dean Rathe – Admissions

- Graduation went well. It was great to have arranged for Jessica to be at the front of the graduates to receive their diplomas. Shout out to Jen Macken, our rookie Marshall.
- 1,736 handed in grad apps, some are still being looked at
- 203 signed up to walk
- CDHE legislation passed favorable to Community Colleges
 - PLA will transfer among all institutions
 - They can't make up their own rules at the 4 year institutions, the Degrees with Designation will be accepted as written
- Still waiting on missing grades. 770 were missing on Monday, due date was Sunday. 109 still missing on Wednesday. Linda Comeaux is keeping a close eye on this.

Seidel Moses – Enrollment Management & Student Success

- Not feeling well...no report

Linda Yazdani – International Student Services

- ESL Graduation last week. 11 graduated from the college, they had special sashes to wear in the ceremony coordinated to their countries. The sashes were a big hit, very motivational.
- Linda will offer a session at the Service Learning conference, looking at the intersection of Service Learning and Study Abroad.
- With the construction, International Student Services will move to classroom 1162
- The office has been imaging everything to go paperless. A lot of scanning and shredding is happening.
- International Educator_CO/WY conference will be held at RRCC on June 15 for \$45.00.

Jean Kelly – Accessibility Services

- Working with ACC on a pilot project to find systems/products to jointly purchase to help automate or streamline some of the processes in Accessibility Services.
- Jean conducted a Faculty & Student survey this spring 2018 semester, (also Fall 2017) The goal was to help determine if we are actually removing barriers for students with disabilities which is our overarching mission. From both students and faculty we were asking questions related to the ease of getting accommodations in place and whether these accommodations truly removed the barriers students were facing due to their disability. In general terms, the accommodation process is working with room for growth.
- 6 students in the PA program have accommodations
- With the construction, the space from a closet previously in Jean's office will be utilized to create an accessible private testing room
- Stacy Roe is traveling to India with the RRCC group
- Will be hiring a full-time Navigator/Office Specialist position instead of having 2 part-time. Working with HR on that job description
- Jean will be helping with interpreting for the keynote speakers at the Service Learning conference. Also will be hiring extra interpreters
- The first Annual Fox Trot relay was held on 5.15.18 with 6 teams. The New Kits on the Block won first place and the Ravenous Unicorns won Team Spirit.

Glenn Holly – Career Services

- Recently attended a Career Services Roundtable. Currently there is no connection between the 13 Community Colleges for electronic job boards. As a group they are looking for bids and demos to provide a consortium where if a job posts to one school, it could post to all.
- Very interested in Purple Briefcase, which is owned by Noel Levitz. It has an Internship module included for less money the current system in use with GradLeaders, previously known as CSO.
 - In final stages of approval at VP meeting
 - Meet with IT for single sign-in, which signs all of our students up at once
 - Great for employers to list at all schools
- Strategic Plan from ILEARN, doing pre an post student surveys on Career Assessments

Jen Macken – Inclusion and Diversity

- With construction, her office is moving to 1680 (faculty office area)
- The HUB is moving to 1178 and Danae will be there
- Peggy Stewart's 2 retirement parties on her last day: 5/30 in the Grey's/Torrey's Peak rooms in the afternoon, then the West Rail after work
- Need 2 more people for the Safe Zone training next Wednesday, May 23 from 9-11am. This training changes enough that someone should take it every 3 years.

Gina Jimenez – Arvada Campus

- Arvada had their first Fresh Check Day on May 2
 - about 100 participants
 - Due to weather we had to move indoors
 - Student employees helped
- Tyler Casias covered a recruitment event at St. Joseph Hospital
- There will also be an upcoming job fair for health programs
- Working with Randy for tutoring at Arvada
- Hours have been updated on the website and sent to Shavon

Jen Macken – HLC

- How do we help to provide evidence?
- Work with HR. Need all job descriptions and what we require to validate the candidates are qualified:
 - Resumes
 - Application
 - Transcripts
 - Specific type of experience
- We need to provide consistent training for on boarding new employees
- We have resources in the Student Resource Guide...will get posted on the website for easy access
- Credit Completion Process
- Who does what kind of surveys or reports?
 - Dean pulls end-of-semester report for Students on Probation or Suspension
 - Dean checks for pre-reqs every week
 - Jean has done Faculty & Student Surveys – Fall 2017 & Spring 2018
 - Kirk does Student Surveys- last in May 2018
 - Kirk monitors usage of the SRC
 - Glenn does weekly reports
 - Financial Aid pulls SAP reports every semester
 - Jen does Climate Surveys every other year
 - Linda does International Student exit survey: Mar, May, July, Oct & Dec
 - Linda also tracks student success: May, July & Dec

- Linda monitors full-time enrollment and absenteeism
- Linda has weekly co-curricular activity
- Gina collects evaluations from large group tours
- Receive results of robo-call campaigns in Jan and Aug
- Every manager/director does monthly report for each program area
- System office-every other year- April survey
- Seidel looking at 3 types of drop students: No Show, Walk Away, Still in some classes
- Tracking how well people did semester to semester when awarded PLA
- Cynthia created survey for students requesting RRCC transcripts. 80-90% not for transferring.
- BIT monthly reports
- Jen will type out-fill out before the retreat
- HLC retreat June 11th, inviting some administrative assistants: Nadine, Jeanie, Mary (who will likely help to pull evidence)

Meeting adjourned
next meeting June 6, 2018