

**Student Success Leadership Team Meeting**  
**Wednesday, May 2, 2018 - 9:30-11:00**  
**Arvada Campus**

**Present:**

Lisa Fowler, Gina Jimenez, Dean Rathe, Linda Yazdani, Shannon Webber,  
Seidel Moses, Tena Harris, Kirk Fallon, Jean Kelly, Glenn Holly, Mary Adrian  
Absent: Armando Burciaga, Jen Macken, Cynthia Shields, Steve Zeeh

**Lisa Fowler Updates:**

- Friday, May 11 at 2:00 is graduation practice. Ceremony is Saturday, May 12<sup>th</sup> at 10:00. Please participate.
  - Linda Comeaux will be Master of Ceremonies, instead of Ron Slinger
  - Will make weather call 24-48 hours out
  - CCD requires graduation rehearsal, we do not
- Coffee and Catchup is Friday, May 1:
  - Randy will present their ILearn project
  - Cathy Rock will share construction news
- May 23<sup>rd</sup> is set aside for everyone to have Performance Planning meetings with Lisa to set goals for the coming year. Everyone should weave in retention and completion.
- At the VP council it was discussed that HR at the system level is writing a competency dictionary for each job. President's and VPs will be first.
- CCCS is looking at risk assessment across all schools. What would shut down a school: safety compliance, concurrent enrollment (what is it went away), technology (stay on top of it as equal or better than 4 year schools), cost of living versus salaries.
- Consultant retained to look into how do we can get credit for "Skill Builders" students who attend short term, maybe only taking a few CTE classes.
- Accuplacer Next Gen. Scores are in place and they are working on the measures that will allow a student NOT to take the test. CCNC and ACC will pilot in June/July.
- New security measures as applied to Federal Financial Aid. Ange Gramse (CCCS legal) gave a presentation.
  - Certain procedures in the event of a security breach
  - Keep Department of Ed responses on file
  - EU put new data protection regulation in effect – High Fines for violation
  - With International students we have to be careful of sending info/student records
- Membership as a system into "Study Colorado" with opportunities to market
- If Fraudulent applications are identified, IT can immediately disable

- ACC has had more problems with this
- Multiple applications coming from the same IP address
  - o Some legitimate apps can come from 1 address: group homes, working with an agent, etc.
  - o Dean has seen 75 apps come from same address
- Check for valid postal address
- Can we flag them somehow and keep track of them on the administrative side without deleting them either in Recruit or Banner
- Accessibility Workgroup: compiled responses from all colleges for process in handling accommodations before documentation is provided:
  - Not good practice to provide provisional accommodations because it is hard to pull them back once you have given them
  - Working with Ange Gramse to make sure we are all legal. Different schools are all over the place.
  - Faculty trusts accessibility accommodations when they know the student was required to provide documentation of a disability
- CCCS Student Success Conference June 29<sup>th</sup> in Colorado Springs is open for registration
- 18 sessions available so far...may be possible to still offer a presentation. Contact Stacie Amaya or Landon Pirius at CCCS right away if interested.
- The Marketing Director position is open and will close Wednesday, May 16th.
- The Web Manager position is open and will close Monday, May 28th.
- Call Center Specialist position was posted and will close Monday, May 28th.
- Michele and the VPs had a budget meeting Monday, May 7<sup>th</sup> to work on budget priorities. Results to be discussed at next SS meeting.
- We are still looking for participants for the June 1<sup>st</sup> EAB:
  - Workflow and Training:
  - Promotions and Communication:
  - Content Development:
  - Academic Planning:
  - Instructional Services has done a lot of work on Guided Pathways

### **Kirk Fallon – Student Recreation Center**

- Done with programming for the semester
- 25 participants in the dodgeball “throw something at your instructors”
- 75 participants in the build your own trail mix
- During the power outage, still had a big attendance
- 70 for spawn night

- Satisfaction survey sent out on May 1<sup>st</sup>...over 150 respondents on the first day good feedback that SRC has improved quality of life at RRCC
  - See results attached to the minutes.
- We have adaptive rock climbing equipment with a giant curtain now in place so climbers can have privacy
- Now that the first year is under our belts, we are looking for collaborative usage...welcome suggestions to work with other departments
- New personal trainer and trip leader positions have been approved. They are variable hourly, however, preference will be given to students.

### **Dean Rathe – Enrollment Services**

- 1225 applications processed in April
- Chelsy and Alexa have been going to events with Matt and Tena
- 4,200 outreach calls were made in April, Shavon has been involved w/training for the call center to have up-to-date info
- New Banner 9, will go into same database as existing Banner
  - There is a link for self-training on the launch page for Internet Native Banner
- Jen Broadwater searched diplomas for the last 5 years and 87% are certificates

### **Gina Jimenez – Arvada Student Services**

- Wrapping up Spring 2018
- Thanks for getting the Admissions Navigator position posted for Arvada (now closed)
- Lots of road construction going on around Arvada campus
  - new light off of Kipling might open June?
  - Campus would get new address
- Holistic Health park will be built on property near upper parking lot

### **Glenn Holly – Career Services**

- Huge month in April with 144 office visits, which is 5.5% over last year
- Looking to track more types of contacts, Melissa reaches out with about 1,700 emails a year, not to mention phone calls.
- Over 35 paid employer recruiting tables, which Rachel has developed a system for tracking
- FYE position has closed and committee is reviewing applications

### **Linda Yazdani – International Student Services**

- End of semester. ESL completers are now ready to go on to college classes.
- She is sending out a letter through “Study Colorado” to start a group for students to stay connected. 11 degree completers.
- School of Mines students taking summer classes are building her numbers

- Continuing work started back in February for an articulation agreement with Royal Rhodes University for 2+2 degrees, faculty and research share and study abroad opportunities
- Had first International Student Services work group meeting with 7 CCCS schools in attendance.
  - Landon Pirius was there.
  - Linda found out the tuition at Lamar is half of what we charge non-resident students here \$7,000 versus \$15,000.
  - It is up to the school, students will choose the less expensive rural schools. Our out-of-state tuition is pricing us out of the market.

### **Tena Harris – Outreach and Recruitment**

- Last month JFK and Lincoln HS were here
- We got about 65 Warren Tech graduates registered for Fall classes this week
- Jefferson HS will be here for Orientation on May 14<sup>th</sup>
- All Navigators are making new application follow-up calls
  - Shannon in Fin Aid helping with May 9<sup>th</sup> FAFSA night
  - June 2<sup>nd</sup> Registration Day event
- We should hear any time about the COSI grant, the deadline to decide was May 10<sup>th</sup>. Would bring on 2 new positions, one here and one at HS

### **Jean Kelly – Accessibility Services**

- One of Jean's PT front desk staff was approached to be an adjunct instructor. Unfortunately, cannot be employed in 2 categories at one time. Bob Miller in HR is looking at what options might be available. Exempt vs non-exempt
  - It is challenging to have 2 people job sharing when no one is officially a lead to coordinate tasks
- ACC and RRCC are joining in for a pilot project to automate some processes, like sending emails through Banner
- An Accessibility Faculty Advisory committee is being formed
- Nora is surveying Student Success departments for needs for Accessibility training
- With the HUB construction Accessibility has managed to get a small testing room
- Jean can work from a laptop, and will work wherever there is open space during construction
- Jean and Kirk will collaborate on an Adaptive Palooza event this fall with Go Ball, adaptive climbing, blind yoga
- Have been receiving calls from outreach effort sharing our accessibility services to HS counselors who handle plans

### **Shannon Webber – Financial Aid**

- Summer Pell grant announcement was in the John Letter
- Linda, Kevin, Mundy and Shannon met regarding Spanish training. Financial Aid will be the pilot department to train front desk staff, learning typical phrases in Spanish.
- Looking at co-curricular activities for SAP (Satisfactory Academic Progress)
  - SAP appeal after you meet with Career Services for instance
- RRCC, OJC and CCD will be undergoing a state Financial Aid audit
  - Mostly audit will happen at Lowry
- DF Financial Aid info for scholars release form...can we get an RRCC branded form
- May 8<sup>th</sup> is the last day for work study students who are graduating or not returning to RRCC
- May 15<sup>th</sup> the bookstore lists will go out: try when speaking to students to emphasize this is only for books and supplies (no gum, drinks, etc)
- May 16<sup>th</sup> Emergency Loans

### **Seidel Moses – Enrollment Management & Student Success**

- Has been having a weekly staff meeting, if you would like to give a presentation to the Navigators, so they are more informed about your area
- If you have any events that might be useful for outreach, please share with Seidel to put on a calendar: community, chamber, club events that might generate leads
- Working on recruiter calendar for the year plugging in Open Houses, robo calls, registration days, etc...all planned out
- Kudos to Dean and Tena, the summer new student registration is already almost equal to the end of term numbers from last summer!!

Meeting adjourned  
next meeting May 16th