SSEM Leadership Meeting  
September 10, 2012  
2:00 p.m.  
GWSC Room 113

Present: Frank Babcock, Delphinia Broadnax-Taylor, Derrick Brown, Joe Bentrovato, Katherine Durkee, Steve Milhorn, Patti Mills, Kenneth Ray, Jr. (chair), Tierra Smith

Absent: Warren Smith, Steve Stancil

Guests: Sheila McCants, Adrienne Garcia, Josette Bulnes

Item 1: Graduation Update – Katherine Durkee

Discussion:
We learned a lot of the system’s limitations. Datatel roadmap will help us. The advisors will continue to work with students. The Registrar’s office will certify students ready to graduate. It is highly recommended that students apply for graduation however it is not a requirement. The Registrar’s office does not process PSAV or apprenticeships. T. Smith--financial aid will not pay for courses that will help the student when transferring; will only pay for courses that are needed for the HCC degree. Financial Aid will pay for the course if it is an elective credit. She will attend the academic advising SIT meeting to inform them.

Action:

Data source:

Item 2: Financial Aid Update – Tierra Smith

Discussion:
Reviewed handout of comparisons from 2011 to 2012 on verifications completed, average wait times during registration, first refunds, total awards. The total award for fall 2011 was $71,195,426 and for fall 2012 it was $175,596,264. Over 13,000 student files were complete by July 13 and awarded by August 31.

For those individuals who applied but did not attend, the Registrar’s office indicates on the STAL screen and sends a follow-up contact. After two semesters if they do not attend they are required to re-apply which will require the processor to update the student record at that time.

Action:
T. Smith requested feedback from the Student Services Deans.

Data source:

Item 3: Service Improvement Team (SIT) Update – Kenneth Ray, Jr.

Discussion:
K. Ray provided the 2012-2013 Service Improvement Team’s and requested that they review and provide any updates to his office.

Action:
Verify your campus team representatives.

Data source:

Item 4: Solicitation of Funds (Fundraising) – Kenneth Ray, Jr.

Discussion:
Reviewed the recommended revision to Student Activities Procedure 3.708 Solicitation of Funds (Fundraising). The update is:
“Note: In order to protect the health and hygiene of our students, staff and faculty, fundraisers that involve food items should only include hermetically sealed-prepackaged foods not requiring refrigeration or heating. Preparation or storage of food in private homes is not permissible.”

Action:
The 2011-2013 Student Activities Handbook will be updated and posted to the website. The effective date for the procedure will be September 17, 2012. K. Ray will review with President’s Cabinet.

Data source:

Item 5: Dreamkeepers Update – Sheila McCants & Adrienne Garcia

Discussion:
S. McCants has completed the Administrator training for Dreamkeepers. The reporting has changed slightly and the online application has been updated. DK will put up a profile page for the College; S. McCants is working with Marketing on the profile. She is updating the emails to students. Reviewed handout: $5000 allocated March 2012. The DK requests information about expenditures, costs and date of purchase. S. McCants needs help with this. It was discussed in the past to purchase scanners however
they were not purchased. The DK has extended the deadline to spend and report on the expenditures. The SSD request that the funds be used to print brochures.

Per Tierra Smith, the DK funds have to be counted as financial aid (unmet need). Unmet need can be increased by financial aid for certain reasons such as rent, utilities, etc.

Action:
Make sure to send receipts and letters from the students who receive the funds to S. McCants.

Data source:

**Item 6: Student Voter Registration – Kenneth Ray, Jr.**

Discussion:
The higher education act requires that colleges and universities receiving federal funds to make a good faith effort to distribute voter registration forms to students. By not complying we can jeopardize our Title IV funds.

Action:
Send your campus voter registration information and campus activities to K. Ray. He will send information to students by October 1.

Data source:

**Item 7: Other - Kenneth Ray, Jr.**

a. SSEM Leadership Retreat (March 22 or April 1)
b. SSEM In-Service (April 5 or 12)
c. Residency: Children of undocumented parents
d. Positions: Veteran Student Affairs Coordinator, Services for Students w/Disabilities Officer, Pre-Collegiate Liaison Officer, Business Information Analyst

Discussion:

a. A lot is happening this year…enrollment management plan, road map, re-engineering of ARR and financial aid that we will need to prioritize. Currently looking at one of these dates for the retreat.
b. Would like a “pep rally” type event for in-service
c. We will wait until get something from the state about children of undocumented parents.
d. Position update:
   --VA Student Affairs Coordinator – currently being advertised; veteran ready and will be in compliance with executive order in fall 2013. Will standardize processes and better certify veterans.
   --Services for Students w/Disabilities Officer – currently being advertised. Will have college-wide over site; assist Plant City campus with needs and reduce the cost of interpreting services; inventory our software.
   --Pre-Collegiate Liaison Officer – position came from Dr. Atwater and Mary Ellen Elia. Will improve number of recent graduates we get from high schools; temporary position will be filled by Warren Smith.
   --Business Information Analyst – road map position to work with Registrar and Director of Financial Aid.

Action:

Data source:

**Item 8: Other**

Discussion:
Effective at the end of this month Katherine Durkee will be leaving the College and returning to Michigan. We are in the process of vetting some interims at least until June 30th. She will be available to offer assistance.

Action:

Data source:

**Item 9: Registration – Kenneth Ray, Jr.**

Discussion:
Everyone did a Great Job considering what we had to deal with: RNC, change in payment policy, hurricane Isaac, system going down twice. A registration recap discussion will be held during the September 24th Deans and Directors meeting. Will also discuss the FX grade.

J. Bentrovato saw improvements in financial aid however some students were purged who should not have been. The WN was impacted by the storm. Unremarkable as far as registration goes.

F. Babcock – de-registration after classes begin is not good. Dale Mabry reinstated 70 students (30 of them athletes) who were de-registered. J. Bentrovato commented that this makes you think about mandatory first day of class attendance.

Finance is running de-registration. They de-register after drop/add for the late start classes.

K. Ray – Nice Job!

Action:

Data source:

**Next meeting:** The next meeting is October 8, 2012 at 2:00 p.m.