Minutes of Student Development Committee

Subcommittee of the Educational Advisory Council
Portland Community College
2:00 to 4:00 p.m.
Thursday, November 18, 2010
Submitted by Victoria Galanopoulos, Recorder

Location: Rock Creek, Building 9-122c

Members Present: Co-Chairs: Cami Bishop & Kathleen Bradach, Victoria Galanopoulos, Soufiane El Moussi, Wesley Jacobsen, Sharon Morgan, May Donohue, April Nording, Magdalena Tolva, Laurie Chadwick, Kristen Martin

Attending Guest: Dee Wilson

1.0 Approval of Agenda/Minutes/Introductions

The minutes were approved.

2.0 Old Business

2.1 Suggested goals for the SDC (2010-2011 academic year):

(1) Look at Student's Rights and Responsibilities.

Suggested that Dean Linda Reisser be invited to next meeting so that the SDC may ask specifically what the deans want.

Look at grievance policy, specifically extending the timeline.

Add language about the use of recordable devices during class time. Recording lectures is a useful tool and strategy for students. However, recent concerns have been raised highlighting the potential abuse and misuse of recording class lectures.

(2) Support students in their efforts to resolve issues with Food Services.

Kristen gave a brief update on the history of Food Services, as it pertains to non-Food Service employees serving food to the public. In 1994 Food Services investigated the way other groups were serving food on campus. Possible safety issues were voiced and as a result Risk Management developed policies to address those concerns. Last Spring a few incidents occurring on multiple campuses called into question the way students were serving and storing food items. Shortly following those incidents, an abrupt enforcement of the 1994 policies (as well newly adopted 2010 policies), created confusion across the district. Questions were being asked with inconsistent answers. In many cases each

question had multiple answers and varied by who was answering it. Some questions and concerns included:

What is the policy, and where can it be found?
The policy is too vague; what is the procedure for clarification?
How does this policy fit in with the mission of our college community?
Is it a PCC policy or Public Health policy?

Narce Rodriguez, RC Dean of Student Development, and Linda Reisser, CA Dean of Student Development, have been working with Student Leadership Coordinators (SLC's) to collect a list of questions and concerns each campus has had in working with Food Services.

Soufiane explained that after the October District Student Council (SDC) meeting, representatives from Food Services met with student leaders, SLC's, Clubs & Programs Specialists and Deans in an effort to gain a uniform understanding of the Food Services Policies. At that meeting it was agreed that a committee needed to be formed to progress further. The committee will include Food Services, 1-2 student reps from each campus as well as SLC's. Soufiane explained that he will update the SDC after the group has been formed.

(3) Bond - support student's voice in what they would like to see funded as a result of the bond.

Kristen facilitated a student group at Rock Creek focused on what students would like to see as a result of the bond. She will bring in the results and share at the December SDC meeting.

A district survey has been developed to help select projects that will be funded by the bond. Soufiane is going to invite Linda Degman and Gina Whitehill to the December SDC, and ask them to bring the survey to share. Linda and Gina attended the November DSC meeting to ask them for help in promoting the survey, perhaps the SDC could help as well.

(4) There is a new policy to be tested this term with more follow up for instructors who do not turn in grades. In the future, if instructors do not turn in grades, students will be automatically dropped from classes requiring a prerequisite for a course in which no grade was turned in. SDC will look at the communication process for getting the word out to students on the policy change regarding these automatic drops so that students will know whom to contact if they are dropped for a course which they have passed, though the instructor did not turn in the grade.

3.0 New Business

3.1 SDC Chair Position Discussion: Cami wants clarification of how the process by which people are appointed to EAC committee chair positions.

3.2 Meeting rooms for winter and spring. Room reservations have been hard to complete due to high enrollment requiring more rooms. Cami is asking a representative of each campus to find a room for the month in which they are scheduled to host the meeting.

Student Development Committee Locations 2010		
Date	Campus	Room
January 13th	Sylvania	Spruce Room
February 10th	Cascade	
March 10th	Rock Creek	
April 14th	Sylvania	
May 12th	South East	
June 9th	Rock Creek	

3.3 District Student Council – Soufiane El Moussi earlier reported work with Food Services.

3.4 College Bursar– Guest Speaker - Dee Wilson, College Treasurer, provided information about the Title 3 grant that was awarded to PCC**.** The grant will be used to improve four key areas in student support services that will deliver financial aid faster: Financial Aid, Veterans Services, Bursary and Foundation operations.

The purpose of Dee's visit was to talk about and get feedback from the SDC on two related issues that are in the planning stages for this summer: 1) The addition of a debit card option for Financial Aid refunds, and 2) Moving up the drop deadline by a week.

1) Advantages of Debit Card:
   - Process applications sooner by educating students to apply for financial aid earlier.
   - Look at Veterans benefits to identify areas where tedious lengthy processes can be replaced by automated systems.
   - Add an alternate delivery method. For example 14% of students wait for checks to get mailed which generally takes 9 days. PCC is looking at using a secure debit card that would allow them to directly deposit financial aid into a student's account. If we use a vendor that utilized debit cards to dispense funds, then students would have access to their funds within 3 days. It is not a credit card; therefore students must be able to access their money for free, which is accomplished via in-network ATM's. Students may only use what money they have in their account. Vendors

offer a variety of services that PCC would be able to negotiate on behalf of students, for example, a text notification if their account falls below a set amount.

Dee wants to know what thoughts, questions and or concerns the SDC might have to this proposal.

Question: If a student is in collections can their funds be accessed by a bill collector?
Answer: If a student owes money to a financial institution (which may be the student's personal bank or our debit card vendor) and we send money to that financial institution, then yes the financial institution may have a legal right to collect what is due to them.
If a student owes money to PCC and we have already sent the money to a financial institution, PCC would have no claim on that money.
If a student owes money to PCC and we have not already sent the money to a financial institution, we would follow applicable financial aid regulations which would allow us to collect in some cases but not in others.
Question: Does the student have to use the debit card?
Answer: No, the student may choose to have their financial aid mailed to them, or direct deposited into their own account. However all those options will take longer for payment to reach student.
Question: Where will the ATM's be located?
Answer: At least one on every campus. The location and number of ATM's located in the community will vary depending on which vendor is selected.

2) Moving the "Drop" deadline:
Move the drop deadline up by a week, from the end of the second week to the end of the first week. It was suggested that by moving the drop deadline it would reduce the problem of hoarding classes. At the same time concern was issued for students who meet once a week for class in that they may not have enough time to make a drop decision. Moving the drop deadline will be an executive decision, made by the cabinet.

A concern was raised about the safety and security of students accessing their funds from campus ATM's.

Dee would like additional feedback and encourages others to call or email her.

<u>Next meeting— SE Tabor 138, December 9, 2-4:00 p.m.</u>

The Student Development Committee welcomes participation from any member of the PCC Community.