

Minutes:

May 19, 2011 Meeting

DSS/ISA/Recruiters

Royal Oak Campus

In Attendance: Janice Brown Williams, Katherine McMullen, Kelli Van Buren, Rocio Oxholm-Flores, Diana Schack, Nancy Nicholson, Tina Felcyn, David Sopko

- I. Review of Minutes from 4/21/2011
 - a) Nancy Nicholson and Rocio Oxholm-Flores need to be added to the attendees' portion of the minutes.
 - b) Diana Schack noted that her name was entered as Diane in the minutes. Needs to be changed to Diana.
 - c) Under section VII. New Business section, the following changes need to be made:
 - o KLM changes to KMR
 - o Nancy is the ISA that will be presenting the "Let's Talk Culture."
 - o Nancy has been asked by the PDTC to present a workshop for Public Safety.
- II. ISA Campus Report
 - a) Tri Valley State
 - o Rocio has had 12 reinstatements for Tri Valley students at the Royal Oak campus. 8 of those students have received "notice to appear", a deportation hearing.
 - o Diana will forward information to Rocio that may assist in these deportation determinations.
 - o So far there have been 12 students at the RO Campus, no students at the HL or AH campuses, and 2 students at the OR campus with 7/8 still pending records.
 - o There is a June 19th filing deadline.
 - b) SEVIS recertification Status from 3/29/11
 - o The recertification is still pending. There have been no problems since the final documents were submitted 3/29/11.
 - c) ISA Updates
 - o Diana thanked Rocio, Janice and Katherine in maintaining a consistent message and good communication through all of those involved regarding a student that was looking to transfer from AH to RO.
 - o Diana has had 8 new students for Summer semester. She has also been issuing quite a few I20's for the Fall semester.
 - o Diana mentioned a student (NJ Najocu) that came over from Nigeria. He is a basketball player for Oakland Community College and is maintaining a 4.0 through all of his ESL and other courses; he is also maintaining his overload well with his current obligations. It was suggested that the students' story be forwarded to George Cartsonis, and also to Michele Kersten-Hart, for inclusion in the Student Newsletter and possible featured on the website.

- The new “No Show” N grade policy will assist in students meeting Satisfactory Academic Progress (SAP.)
- It was mentioned that a CP mark does not necessarily mean a student is achieving Satisfactory Academic Progress.
- Nancy also has several new students for the Fall semester.
- Nancy is working hard to bring students in and make them more visible. She is encouraging them to participate in college events and even as student ambassadors at the Orchard Ridge campus.
- Nancy is trying to work with the International Student Group (ISG). Trying to get more information from the Student Development coordinator to move through her to include more F-1 International students in their activities. She would like to work more closely with the ISG and Student Life to coordinate events.
- There is an opportunity for work-study students to be AtD Orientation Leaders. This would be a great opportunity for International Students to volunteer and become more involved. Kelly will help with these efforts at the Orchard Ridge Campus.
- “Cool Connections” was suggested as a possible title for a newsletter to be done in conjunction with the ISG to communicate information for all International Students. Information could also include other volunteer opportunities for F1 students.
- There are Student Ambassador opportunities available for students. They would need to have 60 hours of volunteer work to receive a \$500 scholarship.
- There is a Webinar on 6/16/11 (1:30 p.m. – 2:20 p.m.) about Undocumented Students Population for Admissions and Advisors. The cost is \$75 for the college as a whole. Kelly is going to follow up with Carla regarding this opportunity.
- Rocios’ information is included under section II A.

III. Recruiter Campus Reports

a) View Piece status

- Received these with the same information in them. The information was put together to be generic enough for maximum utilization. There is no specific date or financial information in it, and is thus able to be used from year to year with minimal updating.

b) Upcoming Events/Open House Sessions from 5/16/11 – 5/20/11

- The open houses are happening at the campuses this week:

- Monday Royal Oak
- Tuesday Orchard Ridge
- Wednesday Auburn Hills
- Thursday Highland Lakes
- Friday None

- Jessica Newman did a great job of getting Oakland community College students out to volunteer for the AH Open House.

- There will hopefully be an Open House at Southfield next year as the construction will be completed. Royal Oak may be in question depending on their construction schedule.
- Over 17,000 invitations went out to local High School Juniors and Seniors.
- The exact attendance numbers for the Open Houses are still being calculated and will be forthcoming.
- The Recruiters are looking for new ways to get prospective students on campus.
- Tina reported that the High School Counselor Luncheon went well.
- Upcoming events:
 - Farmington Founders Festival
 - Royal Oak Garage Sale
 - Various Career Fairs

c) Three year budget analysis

- Tina presented the Recruitment Account Budget that she put together using information gathered from Datatel. It breaks down the budget for the Recruiters over the last three years (2008, 2009, 2010), and contains the available information from this year (2011).
- Tina also noted that some of the accounts are JV'd at the end of the Fiscal year, so this year's numbers appear skewed because of that.
- Jan stated that the ISA's should put together a similarly formatted spreadsheet so that when budget time comes around next year, it can be used to more easily validate the needed budget.
- Jan also stated that there should be an effort to identify the events that need to happen every year and to have the appropriate numbers ready to validate the budget required for those events.
- The Recruiters' are also working closer with the ISA's and others to expand the information for F1 and other ESL students.

d) AH Counselor update meeting June 7th, 2011 from 1 p.m. – 4:30 p.m.

- Jan talked about the Counselors update that will be happening at the Auburn Hills Campus. She feels that this would be a great opportunity for both the Recruiters and the ISA's to attend and obtain a great deal of information. The event is scheduled for June 7th, 2011 from 1 p.m. – 4:30 p.m. Jan will forward the invitation to the ISA's. Contact people at Auburn Hills would be Charlie Kurzer and Susan Mamros.

IV. College-Wide Strategic Plan – Stronger by Design

a) Review Initiatives for student service areas

- Item 10.5 (MTELP testing procedures should be similar from campus to campus)
 - There are currently some inconsistencies with who is chosen to do a writing sample and who reviews those writing sample.
 - The entire process needs to be reviewed and standardized.
 - They are looking at utilizing SARS for ISA notes to have them available to all of the ISA's at all times. They are also looking into using digital

imaging as well for documents. This would be a possible temporary step while there is investigation into using fsaAtlas, which would be a more comprehensive database for the ISA's to utilize.

- Jan noted that the entire document was available for review on Infomart – Stronger by Design.

b) Discussion

o Achieving the Dream

- Jan is now on the Achieving the Dream team.
- There are mandatory orientations coming for students that place into ENG-1055.
- There will be information coming out over the Summer for the Fall semester.
- The orientations will be mandatory before a student placing in ENG-1055 can register.
- There will be room for 100 students per orientation session, and up to 3 - 4 orientation sessions per semester for each campus.

Submitted by:
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