

**Enrollment Services Directors Meeting
 Wednesday, December 5, 2012
 9:00am – 12:00pm
 District Office – Meeting Room 1
 Minutes**

IN ATTENDANCE:

X	Brown-Williams, Janice	X	McMullen, Katherine		
X	Linden, Steve	X	Porter, Wilma		Lewis, Alkinie
X	Mathews, Carla	X	Van Buren, Kelli	X	Nadlicki, Leanne (Recorder)

- I. The meeting was called to order at 9:10am. Today’s agenda was accepted. With Carla’s approval, minutes were not taken at the last meeting on September 19, 2012.

- II. Standing Updates
 - A. Reorganization Efforts-
 - Carla would like an inter-work relations meeting scheduled with the Directors, ISA, Recruiters and Financial Aid managers early next year
 - B. Staffing Updates-
 1. District Office
 - Two vacancies, five internal applicants
 - Conducting interviews beginning next week
 - Plan to make January Board
 - Anticipated start date, Monday, January 28, 2013
 - One week of transition, training with current Temporary employee
 2. Auburn Hills Campus-
 - Enrollment Services & Counseling - no changes, fully staffed
 - Diana Schack’s PT secretary is out on FMLA now. There will not be a temp hired to fill in
 - Counseling SSS are being trained on ImageNow software by Katherine and Ann Riedel
 - Katherine is working with interim campus president, Gordon May, to have the ASC testing center moved back into “B” Building.
 3. Royal Oak Campus-
 - Cheryl Porter will be on intermittent FMLA for 3 months
 - Tina Felcyn will be on sabbatical from January 2 – April 29
 - Duties will be handled by the other two recruiters
 4. Southfield Campus-
 - Nicole Bell (first name Virginia, goes by Nicole) started in the new SSS position
 5. Highland Lakes
 - No changes, fully staffed
 6. Orchard Ridge
 - Regina Dunham’s SSS position currently held by temporary employee, Nicole Sanders, can be posted after 12-11-12 if Regina decides to stay with the position she accepted with Orchard Ridge financial aid
 - Jennifer Pullins counseling SSS position is still being held by temporary employee, Tammy Brown. Jennifer is on a temporary transfer to the Auburn Hills Tech Prep department
 - Erin Abraham, Career Center Specialist, returned from leave and is being trained on the ImageNow software
 - Nancy Nicholson, ISA, is out until the first of the year. Diana Schack & Rocio are covering her workload

6. Financial Aid –

- a) Orchard Ridge – Regina Dunham started in the FA Specialist position. The secretary position is still being filled by a temporary employee.
- b) Southfield – Fully staffed. Paul Recollet was hired for the secretary position.
- c) Auburn Hills – Veterans positions need to be filled. Wilma requested 1 fulltime and 1 part time position.
- d) Royal Oak – No changes, fully staffed
- e) Highland Lakes – Jean Kirby, secretary, is retiring in December. Position request was submitted.

C. Recruiters / ISA

- Meeting held on December 4th
- Next meeting will be held in February
- The ISAs were asked to review their webpage at the September meeting and submit recommended changes/updates

D. Financial Aid (Student Financial Resources and Scholarships)

- 18,566 awards processed as of last week
- 1,000 loans for Winter semester
- 500 ISIRs submitted – should be processed today
- Processors are processing 25 – 35 applications per day
- Close to recertification
- Deadline for having everything submitted to Eileen is between December 7th and 10th
- IT finished the Fin Aid inquiry online
- Wilma will be working with Marketing to publicize this new feature
- Marketing is hiring a contractor to redo the OCC website
- December 20th will be a busy day – grades verified for SAP

E. DO Operations

- Transcript evaluations – 3 weeks processing time
- Graduation applications – Kim L is geared up for the end of the semester. Deadline to have Fall degrees posted is the end of January
- December 20th will be a busy day – grades posted, prerequisite verification, transcripts held for end of semester grades, academic standing report

F. Orientation

- Kelli has a meeting with PDTC on December 6th from 2:00pm – 4:00pm to discuss ways we can provide orientation
- A follow up meeting will include IT, recruiters, etc..... will be held after the first of the year to begin building the framework for mandatory orientation

III. Administrative Remarks (Carla Mathews)

- Carla instructed to group to create a grid which can be used to track: Project/Plan, Strategies, Timeline, Resources (including people needed) for all current and new projects
- Carla assigned a “homework” assignment to the Directors: Use a leadership strategy with your staff and be prepared to discuss it at the next meeting. It can be a quote or something to challenge them.
- Carla is suggesting the Directors read the book titled *Multipliers* by Liz Wiseman. It has great leadership examples.
- We need to start thinking about succession planning
- The Directors will become more empowered to handle campus issues relative to student services

- Carla referred the Directors to Palm Beach State College's website (palmbeachstate.edu) for ideas about how to arrange and provide policies and procedures in one place on the school's public website. This will be needed before we apply for the Baldrige or other common award.
- Carla would like a meeting scheduled early next year with Carla, Steve, the DSSs and the counseling chairs to discuss the transition of clerical work to the clerical staff
- Carla is creating an instrument for evaluating the administrative staff. There will be a major accountability measure.
- This instrument can be used by the Directors for the management staff that they supervise.

IV. New Business

A. Deferred Action for Childhood Arrivals (DACA) – Steve Linden presented information regarding the new legislation for students whose parents brought them into the country illegally. There have been several students referred to him by Auburn Hills counselors. At this point, Steve's research has led to the following:

- This legislation gives students a deferred status from possible deportation
- The AACRAO website does not have much information about this law
- There is a question as to whether or not this qualifies them for INDI tuition rates
- There was an article from Massachusetts stating that the governor of that state is granting in-state tuition rates for students in this situation; however, our governor has not declared that we must follow suit
- The Michigan Immigrants Right Center is taking the term that these people have a right to "Legal Presence" in this country to mean they are entitled to all of the rights and benefits (including being charged INDI tuition rates at OCC); however, this simply means they have an opportunity to be legally present.
- Steve sent an e-mail to the other Registrars and some (NMC in Traverse City) have never even heard of this. Schoolcraft is treating them the same as INOS.
- Steve intends to treat them as INOS.
- Carla directed Steve to send his findings and the process we plan to follow to the counseling chairs and ISAs today

V. Old Business / Action Items (From 12-5-12 meeting) –

The meeting adjourned at 12:15pm. The next meeting is scheduled for Wednesday, December 19, 2012 at District Office – Board Room. All of the meetings will be held at District Office. Carla is requesting that the Directors assist with providing refreshments. Steve and Katherine volunteered to bring food to the next meeting.