**UGS Director’s Council Meeting Minutes**

**13 November 2017**

**3:00 p.m. – 4:00 p.m.**

**UH-397**

**Attendees:** Maggie Cecil, Iwona-Maria Contreras, James Graham, Barbara Herrera, April Lane, Chris Lindfelt, Ed Mendoza, Cara Pham, Veronica Ramirez-Amerson, Craig Seal, Kristen Stutz, Faye Wong

**Absentees:** Camelia Fowler, David Marshall, David Reyes, Yushra Serhan, Qiana Wallace

1. **Introduction**
   1. *Open Dialogue*

Craig Seal welcomed and thanked everyone for coming.

There was a chance for everyone to express any updates, issues, comments, questions, etc.

* Chris reported that this year CSUSB is hosting the CA Collaborative Conference. This is a tri-system conference about how to collaborate between the three systems; UC’s, CSU’s and CC’s. The conference will be held March 4th and 5th at the Riverside Convention Center. He encouraged anyone who is available to attend.
* Ed informed the team that they were able to fill the SSP III position in Advising & Academic Services. After interviews, the position was offered and accepted by a current employee, Matt Markin. There will be another search to fill Matt’s SSP II position.
* Barbara stated that there is a lot of construction being done at the Library. Human Resources is monitoring the air quality and are looking to place air purifiers where they are needed.
* James has been busy conducting interviews for winter quarter. SI is expanding across campus and providing services for additional departments/classes. He reported that the “Peer Lead Support” team, consisting of SI, Student Mentoring, and Tutoring had a quarter wrap-up event. This went well and there was a great turn out of student employees who were able to interact and share ideas and information from the different areas. Lastly, James shared that the new SI leaders will be attending the Peer Leader Training on January 4th and 5th.
* April is working with others to plan for next summer’s CFS program. They are leaning towards having one session that is six weeks long this coming summer. She has been in many meetings to collaborate with departments and programs, including Math and English, to prepare for the next CFS program. She informed the team that she recently went to a “Best Practices Meeting”. This was a valuable meeting and one of the topics was on what to be aware of with the Q2S conversion.
* Faye stated that she was called by an employee at the Chancellor’s Office and asked her if she would sit on a committee for guidance for Early Start. She agreed and will be updating the team as new information is available.
* Kristen stated that the SAIL Study Marathon went well. She shared that she will be having student leaders attend the Peer Leader Training on January 4th and 5th. Julia Munyandamutsa, the SAIL Supervisor Counselor, will be facilitating a session on PAWS at the training. Additionally, the majority of their SAIL grant will be awarded in January to the students. Lastly, SAIL is going to have a MBTI event in January that will be required for all SAIL grant recipients. They will take the assessment before and collaborate in groups about how their personality type affects them as a student, in the workforce, and in decision making.
* Iwona informed the team that the Writing Center will be getting new carpet tomorrow. Also, construction is continuing in the Tutoring Lab, with new furniture installed over the winter break. Iwona asked that if anyone needs a wall painted to let her know and she can have it done over the break as well. Lastly, she stated that UGS has a marketing team of three students who will be going out around campus and at different events to market all of UGS. Chris requested that the students help with EAB marketing for myCAP.
* Maggie stated that all of her reports are out and they had recently closed the quarter with a successful celebration.
* Veronica reported that the CSU application program is now successful at matching the CASE ID with the Coyote ID. However, there are still some challenges that they are facing and working through. EOP has been awarded two grants. On March 24th there will be the Annual Golf Tournament and everyone is welcome. Lastly, it was brought to their attention by a student that they received an email notification that they need to begin paying back their loan since they have graduated or dropped below full-time status when this is not the case. This is being investigated to see if this is a scam or a reporting error.

Craig provided updates from Administration Council. The GI 2025 is still a topic of priority. Everything is being pushed on cohorts. There is likely to be another GIG this summer fund seniors to graduate on time.

There is a three-day Advising Institute occurring on campus. Faculty have shown great interest in EAB and myCAP. It is going to be important to get marketing material out to campus and have trainings available on a weekly basis.

Craig is asking that all departments look at events that require campus visitors to park, so we can correctly budget and perhaps request a review of the new parktin policy to support our programs.

Craig updated the team that they are still looking to hire an Associate/Assistant Director position for EOP. They are waiting to get the final approval from HR to proceed.

1. **Review**
   1. *Minutes*

The minutes were sent out to UGS prior to the meeting. If there are any edits that need to be made they should be sent to Cara Pham. The minutes will be posted on the website.

* 1. *Agenda*

The agenda was sent out to UGS prior to the meeting. There was a request to add a Budget item to the agenda.

1. **UGS Updates**

The December UGS calendar has been distributed. Any additional items for December and any items for the upcoming months should be sent to Cara.

The All-UGS Winter Luncheon is confirmed for Monday, December 18th from 11 a.m. – 2:00 p.m. at the Shandon Hills Golf Club. This event will include a white elephant gift exchange with a $10 limit. Please RSVP to Cara to get an accurate head count for the luncheon.

The UGS ISA Process flowchart was distributed for review. This is a work in progress but it gives a visual of the direction that UGS will be moving forward with ISA hiring.

Craig provided a brief update on Early Start. The current thought is to have one 6-week session in the summer that would focus on Category IV students. There is discussion about how best to address Category III students (who are recommended, but not required to attend). Math is exploring options.

1. **Discussion**

The Dean’s Report Card is available on Qualtrics. It is an opportunity for UGS staff to anonymously provide feedback on his performance as the Dean. The feedback will be used to improve services. Craig will then be filling out a report card for department leaders.

UGS Leadership Team has been created to replace the current Director’s Council. This is a smaller group of MPP’s. After feedback, the director of the Honors Program, David Marshall, and the Director of the Director of the Writing Center, Maggie Cecil will be added to the team. This group will meet monthly. In addition, Craig will be attending department meetings once a month.

A preliminary list of UGS winter/spring/summer staff events was provided. Craig would like to have All-UGS events once a month. Feedback and ideas are welcome. One idea was to have the group do a Poverty Stimulation.

The budget process will be discussed further at the next meeting. Iwona informed the team that all trust accounts are being reviewed. She will be working with each department for further detail.

The UGS website previously had a “News” section. This was not utilized and has been eliminated. There is now a new “Research” section. Craig is asking that as staff attends conferences and other research opportunities to send Cara links and materials to share on the website.

1. **Future Issues**

Other items coming soon include:

* AA\_Priorities\_17-18\_All UGS
* Coyote First Step/Early Start/SOAR (Pilot revised programs Summer 2018)
* First Year Experience (Develop an expanded first-year experience model)
* Paraprofessional Training (UGS onboarding process for professional staff/students).
* Expand alumni connections and program advisory boards
* UGS brand identify.