The November 2, 2016 DAWG meeting was held in the Annex Training Room with the following discussions and individuals in attendance (\* = *via CCC Confer*):

***Attendance:***

|  |  |
| --- | --- |
| Crafton | Joe Cabrales, Kirsten Colvey, \*Kristi Simonson, Kristina Heilgeist, Larry Aycock, \*Robert McAtee |
| Valley | \*April Dale-Carter, \*Corrina Baber, \*Steven Silva, \*Veada Benjamin, \*Yancie Carter |
| Annex | Andy Chang, DyAnn Walter, Joanna Crisostomo, Joyce Bond, \*Michael Aquino, Robert (Brock) Scudder |

**I. *EPI Steering Committee*** – Robert McAtee /Ailsa Aguilar-Kitibur / Andy Chang

* Review/Project Signoff - Monday, Nov 7th (9-12pm)
* Will create a list of items that should be running by Nov 17th
* Locations for the Starfish Login and the embedded Starfish link.
* Campus Website (front page)
* WebAdvisor
* Hobson will be Training Faculty and Staff on Starfish
* Valley - Nov 17th
* Crafton – Nov 18th
* Faculty and Staff may come to either session.
* A State Representative will be at the Nov 17th Training Session.
* Extended Contract for Ferrilli 🡪 300 Hours
* 300 Hours - include following items
* Changes to correct problems found during the last review
* Early Alert
* Degree Planner – want to end up with a 1 page printout.
* We will only be charged for hours worked.
* Money covered by…
* State Sub-Grant
* SSSP Grant
* Next Steps:
* Robert McAtee will submit a HelpDesk Ticket to add Starfish to the Counselor and Faculty Menu in WebAdvisor. Starfish will replace SARSALERT on the Faculty Menu.
* Robert McAtee will create another HelpDesk Ticket to have a link put on the College’s Website (under the Login).

**II. Pulling Fees from Financial Aid** – Larry Aycock / April Dale-Carter / John Muskavitch

* Larry Aycock spoke about his previous experiences with PEL and BOG.
* Once BOG paid the enrollment fees, additional fees would be paid by the PEL Grant.
* *Downside:* The student received the remaining PEL amount about 10-days later.

Currently the student receives PEL Funds during the 1st week of school.

* *Upside:* The student would not be dropped for not being able to pay fees.
* Larry wanted to know if it is feasible to go back to that kind of system.
* Recommended by the *Valley Enrollment Management Committee* and some Crafton Committees.
* ***Questions:***
1. Are there any cost factors involved?
2. Could be a timing issue depending on when PEL Funds are dispersed.
* *This topic will be moved to the Parking Lot, until Amber Gallagher and John Muskavitch are able to attend the meeting.*

**III. *Student’s Emergency Contact*** - Robert McAtee, Larry Aycock

* **Entered on the Application**
* **Updated via WebAdvisor**
* **Stored in the EMER Screen (limited access due to sensitive nature of the data)**
* ***Question:* Should Counselors be allowed access to the information?**





* ***Next Steps*:**
* **Add the Student Emergency Information to the ‘Student In-Take Form’.**
* **Capture the information in the form when the Student signs up with a Counselor.**
* **Add : City and State to the form**
* **Results: 911 Emergency Services can be contacted for that City/State, if a problem arises.**