

Directors' Council  
Meeting Minutes  
February 8, 2017

10:02 a.m. The meeting was called to order by Jeff Floyd, Directors' Council Chair

- Welcome Remarks, Announcements and Recognition of New Members

10:10 a.m. 2017-2019 Directors' Council Officer Nominations, announced by Dr. Kim Daniel-Robinson  
Nominations Committee Chair

- The recommended slate of officers for the 2017-2018 academic year are:
  - Chair Denise Robinson Lewis
  - Vice Chair Sharon Rosengart
  - Secretary Liana Fornarotto
  - Professional Development Committee Chair Michael Corso
  - Assessment Committee Chair Jane Zeff
  - Community Committee Chair Sharon Rosengart

10:13 a.m. Navigating the Budget Development Website for FY 2018, presented by Donald Bennett,  
Associate Director of Budget and Fiscal Planning

- The procedures for requesting new faculty/ staff positions, equipment replacement and new software requests were reviewed.
- The budget development process was reviewed. All requests must first be submitted to the appropriate vice president for approval before any action is taken by the board.
- The website location of key paperwork was pointed out.

10:26 a.m. FAFSA – Advantages and Challenges, presented by Michael Corso, Director of Financial Aid

- The most recent changes to student requests for federal financial aid now require the use of prior, prior year tax returns. Documents from 2015 are now to be used for requesting aid in academic year 2017-2018. All of the information has been sent to students beginning at Halloween.
- October 1, 2016 is the new start date for 2017 FAFSA applications. It is possible to import the income and tax information directly from the IRS so that award letters can go out earlier as well. A YouTube video covers the tax retrieval process quite well.
- The new deadline for FAFSA filing in New Jersey is now April 15, 2017.
- Comment Code 399 is being utilized to identify discrepancies from tax income information in 2016 & 2017. This could lead to a loss of money available in ensuing years to make up for a previous error.

10:44 a.m. Introducing the Starfish Student Support System, presented by Linda Refsland, Director of First Year Foundation Program

- What is it? A software platform designed to incorporate Early Alert, Progress Reports, appointments, and prediction for issues of concern.

- The implementation process is lengthy. There will be a soft release by March 2017 regarding the early alert features; Summer 2017 will bring flags and alerts for prevention issues, as well as the ability to create profiles for new students. By Fall 2017, progress reports and early alerts can only be accessed or created via Starfish.
- There are four major components of the software:
  - Progress surveys, kudos and flags to track student progress.
  - Raise Your Hand – where students can request assistance with any number of issues like trouble in class, missing paperwork from an office or requesting an appointment with a particular office.
  - Faculty/ staff can raise a flag regarding some concern (anything, really) without issuing a progress survey.
  - Automatic flags generated based on lack of login, blackboard grades or participation, and any other custom creation.
- Connection features allow for students, faculty and staff to customize profile pages, enter contact information for creating a success network, calendar requests to create or accept appointments with text reminders, and kiosk lanes to gauge wait times for high traffic offices.
- Predictive analytics features can recommend classes based on previous academic performance and generate a success score for various characteristics and performance history. This is the area that will take the longest amount of time to develop, due to its very nature, as the data must be collected before it can be applied.
- Sample pages will soon be up and running to encourage faculty, staff, offices and students to create their own profile pages.
- Students can see if a flag is raised regarding their performance. Faculty and staff can only see flags if they entered it or if the flag pertains to their area.
- Starfish works with Degree Works but there is no interface with Banner or Blackboard.

11:55 a.m. Closing Remarks from Jeff Floyd, Directors' Council Chair

- Reminder for the next two meetings:
  - Tuesday, April 25, 2017 presented by the Community Committee
  - Tuesday, June 13, 2017 presenting the Directors' Council Awards