**Student Services Managers and Coordinators**

**December 9, 2009 10:00am**

**PCR**

**AGENDA**

1. ROLL:  Adelfa Lorenzano, Case Bos, Chris Cortes, Dan Kilbert, David Waring, Diana Banuelos, Eluterio Escamilla, Frank Mascola, Javier Renteria, Ken Zech, Letty Alvarez, Lisa McAndrews, Pat Jackson, Steve Jones
2. November 18, 2009 NOTES – Blackboard
3. ADDITIONS TO AGENDA
4. Adelfa Lorenzano – K-16 Presentation
5. OLD BUSINESS:
   1. Goals/Objectives reviewed - Dec. 15 Staff Input
   2. Mission Statement (10/28 Homework) –December 15th staff input
   3. Vacation Report emails
   4. Phone Bank/ Email Projects
   5. Survey Questions - Blackboard
   6. Division of Labor (10/14 Homework) - Blackboard
   7. Standing Meetings – Final Schedule
   8. Sexual Harassment Prevention Training (**1pm - 3pm** Dec. 16th LRC 104)
   9. First Week Express Counseling
   10. Communication Module & Student Email
   11. December Hours (8am-5pm 12/23/09; VP’s office closed 12/24/09)
   12. Volunteer/Faculty & Staff Recognition – Ken Zech
   13. Presidential Service Awards – Adelfa Lorenzano
   14. Classified Professional of the Year Nominations
   15. Adopt – A – Family/Holiday Food Drive – Renee Dauer
6. NEW BUSINESS
   1. Chancellor Scott’s message (handout provided)
   2. Skinner’s message (handout provided)
   3. Research Requests – Blackboard Forms
   4. Opening Session/Program Outcomes (Blackboard)
   5. Student Services Division Assembly - coverage
   6. Transfer/Career Center
7. REPORTS:

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| a. Business Services (Linda Nies) | i. Financial Aid (Chris Cortes) |
| b. DSPS (Ryen Hirata) | j. Grants (Diana Banuelos) |
| c. Admissions & Records (Letty Alvarez) | k. Health Services (Pat Jackson) |
| d. Assessment Center (Steve Jones)  e. Athletics (Javier Renteria) | l. Outreach & Recruitment (David Waring) |
| f. CalWORKs (Frank Mascola) | m. Residence Hall (Lisa McAndrews) |
| g. Counseling (Case Bos) | n. Student Activities (Dan Kilbert) |
| h. EOP&S (Eluterio Escamilla) | o. Tutorial Center (Ken Zech) |

1. HOMEWORK:
   1. Classified Professional of the Year nominees
   2. Last call for survey/mission contributions
2. DEADLINES:
   1. Sexual Harassment Prevention Training – Dec. 16th **1pm – 3pm** LRC 104
   2. Classified Professional of the Year Nominations – February 16, 2010
   3. Student Services Division Assembly - December 15th 9am – 11am
3. FUTURE AGENDA ITEMS:
   1. SSS Grant
   2. USDA – HIS Grant
   3. CAHSEE/CAA Presentation (David Clark/Tom West)
   4. Next Meeting: **January 13, 2009 10:00am PCR**