**Student Services Managers and Coordinators**

**January 13, 2010 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. December 9, 2009 NOTES – Blackboard
3. ADDITIONS TO AGENDA
4. OLD BUSINESS:
   1. Mission Statement/Mantra update
   2. Vacation Report update
   3. First Week Express Counseling update
   4. Communication Module & Student Email-beginners version
   5. Presidential Service Awards – Adelfa Lorenzano
   6. Student Services Division Assembly update
   7. Goals/Objectives – print off Blackboard
5. NEW BUSINESS
   1. Non Instructional Assessment Training
   2. Online Safety Training
   3. Counseling Survey- print off Blackboard
6. 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. Confirmation of vacation day consultations
   3. RTG assignments from Counseling and Outreach
2. DEADLINES:
   1. Classified Professional of the Year Nominations – February 16, 2010
3. FUTURE AGENDA ITEMS:
   1. Phone Bank/ Email Projects
   2. Communication Module & Student Email-beginners version
   3. Volunteer/Faculty & Staff Recognition – Ken Zech
   4. Next Meeting: **January 27, 2010 10:00am PCR**