**Student Services Managers and Coordinators**

**April 28, 2010 10:00am**

**STC 104**

**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. March 28, 2010 NOTES – Blackboard
3. ADDITIONS TO AGENDA
4. KUDOS to Ana Zarco and Ken Zech – RC annual Volunteer of the Year
5. OLD BUSINESS:
   1. Absence forms
   2. Communications
      1. Email calendar - access
      2. Phone bank - CTE
      3. Training – datatel communication
   3. From 12.15.09 SS Assembly
      1. Concern: Veteran’s Services – better location/staffing
      2. Accomplishment: K16 Bridge Program
   4. STC/INC Building name?
   5. Mini – Grant expenditures
   6. Student Services Satisfaction Survey calendar
   7. *Student Services Hours for 2010 – 2011 (summer, fall, spring)*
   8. *2010-2011 Goals for SSMC* 
      1. *routine to innovative*
      2. *community development and/or professional development*
   9. *Expository Reading and Writing training – Early Assessment Plan*
   10. *Req. cut-off dates*
6. NEW BUSINESS
   1. SSMC Summer email re services
   2. Vegan visit on May 5 – AR 5550
   3. Matriculation /Outreach Coordinator position announcement
   4. Fingerprinting (Live Scan) Procedure
   5. Academic Senate Updates – HS Enrichment, Student Conduct
   6. Transfer-level Sections
   7. Chancellor Binder – start with your Goals for this year and end with 2010-2011
   8. Emergency Procedures – handout draft
   9. Accreditation Survey
   10. Blackboard Training in late spring or summer
   11. Summer Student Workers/Summer Youth Program
   12. C-Class Recommendations
   13. Vegan Outreach on campus May 5th
7. REPORTS:

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| a. Business Services (Linda Nies) | i. Financial Aid (Chris Cortes) |
| b. DSPS (Ryen Hirata) | j. Health Services (Pat Jackson) |
| c. Admissions & Records (Letty Alvarez) | k. K-16 Bridge (Adelfa Lorenzano) |
| d. Assessment Center (Steve Jones) | l. Outreach & Recruitment(David Waring) |
| e. Athletics (Javier Renteria) | m. Residence Hall (Lisa McAndrews) |
| f. CalWORKs (Frank Mascola) | n. Student Activities (Dan Kilbert) |
| g. Counseling (Case Bos) | o. Tutorial Center (Ken Zech) |
| h. EOP&S (Eluterio Escamilla) | p. Upward Bound (Diana Banuelos) |

1. HOMEWORK:
   1. Chancellor’s Binder – High Prioirty
   2. C-Class nominations
2. BOARD REPORT ITEMS PROVIDED TO LUCY:

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1. DEADLINES:
   1. SS surveys administered and returned to Emilie – see calendar
2. FUTURE AGENDA ITEMS:
3. Non-Instructional Assessment Training
4. Value Statements (Class Climate survey using Mantra words from December 2009 Assembly)
5. Reedley College Program Learning Outcomes
6. Updating campus map to reflect office moves
7. B.I.T. – Behavior Intervention Team/Crisis Intervention
8. Faculty Award
9. Next Meeting: **May 26, 2010 10:00am STC 104**

**the three fundamental requirements for making sound decisions. They are:**

1. **be proactive;**
2. **be humble; and**
3. **be not angry or afraid.**