**Student Services Managers and Coordinators**

**August 25th 10:00am**

**STC 104**

**AGENDA**

1. ROLL:  Adelfa Lorenzano, Case Bos, Chris Cortes, Dan Kilbert, Diana Banuelos, Eluterio Escamilla, Frank Mascola, Javier Renteria, Ken Zech, Letty Alvarez, Lisa McAndrews, Pat Jackson, Ryen Hirata

GUESTS: Linda Nies, Samara Trimble

1. June 2, 2010 NOTES – Blackboard
2. ADDITIONS TO AGENDA
3. KUDOS
   1. Diana Banuelos, Michelle Johnson, Melanie Highfill – SSS Grants
4. Dr. Hioco
5. Darrin Cousineau
6. REPORTS:
   1. **Business Services (Linda Nies)**
   2. **DSPS (Samara Trimble)**
   3. **Admissions & Records (Letty Alvarez)** - Program learning outcome of training students in the use of district-issued email, which will be the college’s primary means of electronically communicating with the student.
   4. **Athletics (Javier Renteria)** - Create a series of workshops for all coaches, sharing recruiting, fundraising and other skill-building ideas as a means of overall program development.
   5. **CalWORKs** **(Frank Mascola)** - Recognizing that budgets for categorical programs continue to shrink, sharing resources when and wherever possible with other campus categorical programs i.e. EOPS, will need to occur in order to maintain basic services to our program students.
   6. **Counseling (Case Bos)** - Implement the use of the SARS Grid software to better coordinate student appointments, track student contacts, provide immediate feedback to instructors for Early Alert, etc.
   7. **EOP&S** - Identify and serve approximately 434 students, which is a substantive reduction in the number of student served in years past, in the same efficient format developed this year.
   8. **Financial Aid** **(Chris Cortes)** –
      1. Completion of the new Veteran’s Resource Center, adjacent to the Financial Aid Office, and coordination of student services for our veteran population.
      2. Purchase and implementation of new scholarship application software program.
   9. **Health Services (Pat Jackson)** - Extend and refine our outreach to the residence hall and general campus community, using the new student center, with the underlying goals of providing information and resources to promote access to health care using a variety of communication modes – posters, videos.etc.
   10. **K – 16 Bridge (Adelfa Lorenzano)** - Development of the K-16 curriculum, blending the established concepts with those more appropriate to Reedley College – bilingual lessons, novella projects targeting parents and first generation college students, etc.
   11. **Outreach & Testing (Ryen Hirata)** - Assist in the development of a Reedley College Enrollment Management Plan that is supported and continuously evaluated by data.
   12. **Residence Hall (Lisa McAndrews)** - Develop a culture volunteerism, partnerships and contribution within our community through increased programs and activities – an example of which would be our participation in the Youth Leadership Institute for 2010-2011.
   13. **Student Activities (Dan Kilbert)** - Implementation of Student Rep Fee at Reedley College in the spring 2011 semester.
   14. **Tutorial Center (Ken Zech)** - Expand and improve tutor training within budgetary constraints using group tutoring, volunteerism, etc.
   15. **Upward Bound (Diana Banuelos)**
7. OLD BUSINESS:
   1. Communication Coordination – Lucy
   2. From 12.15.09 SS Assembly
      1. Concern: Too much paper
      2. Accomplishment: Staffing of Web Room – counselors, interns, etc.
   3. Expository Reading and Writing training – 8/30/10
   4. Hiring/Application Process
   5. Chancellor Binder Project – Blackboard
   6. Emergency Procedures – Blackboard
   7. Faculty Award Timeline – Ken
   8. MAA Reporting
8. NEW BUSINESS
   1. We C.A.R.E Assembly – Emilie
      1. Customer Service Links
      2. Discussion Calendar
      3. One Stop Website
   2. Resource Action Plans – Renee
   3. Building Security – Blackboard
   4. AR 3300: Public Records – Handout
   5. Asset Inventory – Emilie
   6. Division of Labor Updates
   7. Weekly Student Services Email
   8. Integrated Planning
   9. Student Emails
   10. TEST Building
   11. Accreditation Survey Results – Blackboard
   12. Student Services Survey Results
   13. Section Caps – A&R, FAO, Business
   14. Grant Worksheet - Renee
9. HOMEWORK:
   1. Email Calendar of Events
   2. Evaluate Survey Results/Goals for standing meeting
   3. Schedule coverage for September 3rd assembly
10. BOARD REPORT ITEMS PROVIDED TO LUCY:
11. DEADLINES:
    1. Resource Action Plans – September 30th
12. FUTURE AGENDA ITEMS:
    1. Department Timelines
    2. Reedley College Program Learning Outcomes – Eileen Apperson – Williams (09.22.10)
    3. B.I.T. – Behavior Intervention Team/Crisis Intervention
    4. Next Meeting: **September 22, 2010 10:00am STC 104**

**“The main thing is to keep the main thing the main thing.” -** Stephen R. Covey