**Student Services Managers and Coordinators**

**October 27th 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. September 22, 2010 NOTES – Blackboard
2. ADDITIONS TO AGENDA
3. Review of Division Resource Action Plan Proposals
4. KUDOS
   1. Chris Spomer/Jane Zavala- Martinez
5. REPORTS ON PROGRESS TOWARDS GOALS:
   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)** - Continue efforts of previous year to accommodate growing demand for services by further expanding the use of small-group tutoring. Update and improve in-service tutor training curriculum.
   15. **Upward Bound (Diana Banuelos)** – 1. Increase male participation in the program. Continue to find ways to recruit male students into the three UB grants at Reedley College. 2. Invest in staff training on both Blumen database and using data for program inmprovements. 3. Increase the use of RC UB laptop loan program among it’s students.
6. OLD BUSINESS:
   1. *From 12.15.09 SS Assembly*
      1. *Concern: Veteran’s Services – better location/staffing – VST meeting Oct 13 @ 11:00 am*
      2. *Accomplishment – Veteran’s Day Opening of VRC*
   2. *~~TEST Building~~*
   3. *Student Services Summit at Clovis Center – November 12, 2010*
   4. *Categorical Budget meeting 11:00 am Friday STC 104*
   5. *~~Coffee “Breaks”~~*
   6. *Consideration to have meeting in STC 100*
   7. *Integrated Planning curriculum* 
      1. *(bi-monthly) Light switch postings*
      2. *(4th week at SSMC) discussions for your dept. meetings*
      3. *(approx. 2nd week) Managers Pop Quiz (Lisa McAndrews)*
         1. *select one from each office to ask question*
         2. *2 points for individual/1 for each department member total points to* [*ss.vp@reedleycollege.edu*](mailto:ss.vp@reedleycollege.edu)
      4. *(Friday of 3rd week) questions through Class Climate for all S.S.*
   8. Student Services Summit at Clovis Center – TBA
   9. Mini Grants
   10. Safety Training (IIPP)
7. NEW BUSINESS:
   1. Mission Statement/Core Values Revision
   2. MAA Funds
   3. Catalogs – will be returned to warehouse
8. HOMEWORK:
   1. Accreditation curriculum dispersed in dept. meetings
   2. Lisa M. – pop quiz
   3. Evaluate Survey Results/Goals for standing meeting
9. BOARD REPORT ITEMS PROVIDED TO LUCY
10. DEADLINES:
    1. Categorical Budget Committee Friday, 11:00 am
11. FUTURE AGENDA ITEMS:
    1. Ryen Hirata and Matriculation calendar/activities
    2. B.I.T. – Behavior Intervention Team/Crisis Intervention
    3. Next Meeting: **October 27, 2010 10:00am STC 104**

[***Let us make a special effort to stop communicating with each other, so we can have some conversation.***](http://www.quotationspage.com/quote/1215.html)

http://www.quotationspage.com/icon_blank.gif[**Judith Martin**](http://www.quotationspage.com/quotes/Judith_Martin/), *(Miss Manners)*

**Catalogs still in storage room:**

* **Admissions and Records 50**
* **Assessment 3**
* **Counseling 50**
* **DSPS 22**
* **EOPS 10**
* **Financial Aid 10**
* **Residence Hall 50**
* **Student Activities 5**
* **Upward Bound 50**