**Student Services Managers and Coordinators**

**December 1st 10:00am**

**STC 104**

**AGENDA**

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

GUESTS: Chuck Cekola, Eileen Apperson-Williams, Linda Nies, Michelle Johnson, Samara Trimble

1. ADDITIONS TO AGENDA
2. Eileen Apperson-Williams – PLO Assessment
3. Michelle Johnson – Data Request Forms
4. Ryen Hirata – Outreach and Matriculation Presentation
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 (Chuck Cekola)** - 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. **Title V/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. **SSS Grant (Chuck Cekola)**
   15. **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.
   16. **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. Mission Statement/Core Values (print from Blackboard)
   2. MAA Funds
   3. IIPP Safety Training (print from Blackboard)
   4. Faculty Award (print from Blackboard) – Ken Zech
   5. Vacation Balances
7. NEW BUSINESS:
   1. Holiday Adopt-A-Family
   2. PLO’s – Ken Zech
   3. Second Cycle of Student Services Satisfaction Surveys
   4. Class Climate Training – December 22nd
   5. “I Can Afford College” Financial Aid Update
   6. Annual Program Review reports
   7. Online student survey for those who did not register
   8. Assembly – December 14th
   9. District Managers Meeting – December 20th 8:30am – 11:00am
8. HOMEWORK:
   1. Integrated Planning curriculum dispersed in dept. meetings
   2. Ryen Hirata – pop quiz
   3. Provide Holiday Coverage to VP’s Office
9. BOARD REPORT ITEMS PROVIDED TO LUCY
10. FUTURE AGENDA ITEMS:
    1. B.I.T. – Behavior Intervention Team/Crisis Intervention
    2. Next Meeting: **January 26, 2011**