**Student Services Managers and Coordinators**

**September 22nd 10:00am**

**STC 104**

**AGENDA**

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

ABSENT: Eluterio Escamilla

GUESTS: Linda Nies, Samara Trimble, Anastascia Klimek, Chris Spomer, Jane Zavala-Martinez

1. There were no changes to the August 25, 2010 notes.
2. There were no additions to the agenda.
3. Chris Spomer and Jane Zavala-Martinez gave a presentation on the SARS program. SARS is a scheduling and reporting system now being utilized by the counseling department. SARS make scheduling easier than it was with Outlook. It also enables you to view a student’s history. They are hoping to have the entire district synced by spring. They will begin using a receipt machine when students schedule an appointment. An email is also sent. Counselors can run reports using SARS. Group scheduling is also made easier. Using eSARS, students can schedule appointments online. Javier Renteria mentioned that you cannot access the schedule from off campus at this point. Computer Services is working on activating the site.
4. Kudos were given to Chris Spomer and Jane Zavala-Martinez for their work on implementing the SARS system.
5. REPORTS ON PROGRESS TOWARDS GOALS:
	1. Linda Nies reported that Business services had sent out reminders to students who have balances on their account. Phone calls were made via the phone banks.
	2. Samara Trimble reported that DSPS is trying to get SARS set up by October 1, 2010.
	3. Letty Alvarez reported that Admissions and Records was able to add whether or not a student has activated their email address to the instructors rosters. They are getting ready to email student registration dates. Michael White stated that Ryen Hirata should be included in that discussion so that he can put signage out. Samara Trimble requested that certain groups of students be removed from list.
	4. Javier Renteria reported that Athletics is having a meeting to discuss ideas for professional development. Coaches will also be a part of the evaluation process. The football and volleyball seasons have started.
	5. Frank Mascola reported that there still has not been any word on the CalWORKs budget. There was discussion regarding the availability of the spring 2011 class schedule. It was stated that the schedule should be posted online by October 1, 2010.
	6. Case Bos reported that the counseling department is using SARS for scheduling. They are planning for an ESL and general counselor to be paid for from the TRIO grants.
	7. Anastasia Klimek reported that there are 470 identified EOPS test. They are working on transitioning to SARS.
	8. Chris Cortes reported that they are working on finishing the Veteran’s Resource Center. The scholarship application will be strictly online next year. Scholarship Night is October 6, 2010.
	9. Pat Jackson reported that Health Services is in the Student Center every other week and in the Residence Hall every other week. They are posting information in the bathrooms. There awareness posters will be up soon. They hosted a Diabetic Awareness Day on September 21st and it was very successful. Ryen Hirata is now responsible for scheduling the STC reception area.
	10. Adelfa Lorenzano is working on blending the K16 lesson plans with Reedley College services. There are training session scheduled with KCUSD middle schools throughout the semester.
	11. Ryen Hirata reported that the Outreach and Matriculation office is working on advertising eSARS and encouraging students to schedule their Student Educational Plans. Some people are noticing that district email is still be marked as spam. Ryen Hirata will follow up with the district IS department. Michael White reported that the Enrollment Management Plan was going to be an important task for the Matriculation Office.
	12. Lisa McAndrews reported that the Residence Hall students will be doing more volunteer work. They are gearing up for Fiesta. They are hosting a budget workshop.
	13. Dan Kilbert reported that the student representation fee will be activated for spring 2011. He would like to work on a student center fee. He provided a handout on the campaign to encourage students to schedule appointments to complete their SEP. There is a Smart Money finance workshop scheduled for today, September 22nd. Adelfa Lorenzano stated that they would like to have everyone bring a bag of candy for the red ribbon carnival. Adelfa Lorenzano suggested adding something about graduation for the end of the sample SEP. Javier Renteria stated that the counseling department would like input when regarding tasks that deal with counseling.
	14. Ken Zech reported that the Tutorial Center is assisting more students. They have implemented new tutor training. He is working on improving some supplemental materials.
	15. Diana Banuelos reported that Upward Bound’s goal is to try to recruit more males into the program. They have hired two male basketball players to help with this task. They are also trying to encourage students to use the laptop program more often.
6. OLD BUSINESS:
	1. A concern from the December 15, 2009 assembly was that there was not a location for the Veteran’s Center. Michael White reported that having it opened by Veteran’s Day is high priority. They are scheduling staff for the Center.
	2. Emilie Gerety reported that there was a campus wide Integrated Planning assembly on September 3, 2010. The integrated planning process was reviewed and follow up “curriculum” was corrected.
	3. Renee Dauer reported that the Resource Action Plans are due by September 30, 2010.
	4. The updated building security reports are posted on Blackboard. Letty Alvarez stated that the north facing doors in the Student Services building do not work properly. Michael White will do an MSR.
	5. The building that houses CalWORKs, Upward Bound, and Assessment Center is now called the Testing Building. The name was approved by the facility committee.
7. NEW BUSINESS
	1. There will be a Student Services Summit held at the Clovis Center sometime this semester. Eileen Apperson-Williams will be hosting. These summits are important for dialogue.
	2. The Categorical Budget meeting will be held 11:00 am this Friday, September 24th in STC 104.
	3. This morning was the first Coffee Break with staff. Communication with staff was discussed. Facebook was suggested as a means for communication. Michael White stated that managers need to encourage employees log on to Blackboard and participate.
	4. The next VPSAC meeting will be held in STC 100 so that more people can witness the process. It was suggested that SSMC be held there once as well so that students can see and hear what’s going on. Frank Mascola think it’s a good idea for transparency. He also thinks students could learn about our jobs. Diana Banuelos likes the idea. She stated that we would need a way to let students know that they are welcome otherwise they might feel displaced. Dan Kilbert does not think that the students will feel comfortable meeting with managers in “their” area.
	5. Michael White reviewed the Integrated Planning curriculum plans. There will be bi-monthly light switch postings. Managers are required to discuss this with their staff at department meetings. The first posting is an overview of Integrated Planning. It was emphasized that it is the manager’s responsibility to review these materials with their staff. At the SSMC meetings, managers will be given the curriculum. The 2nd week of each month, a manager will go around to each of the departments to give a pop quiz. They will select one person from each office to ask the question to. If the answer given is correct, the individual will receive 2 points and each department member will receive 1 point. The manager will email the results to ss.vp@reedleycollege.edu.
		1. (Friday of 3rd week) questions through Class Climate for all S.S.
	6. A pre-test survey will be sent to everyone in Student Services. It will come from “Michael”. At the end of the semester, there will be a post test to see if the curriculum worked.
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
	1. September 27th the Fellowship of Christian Athletes will host ???
	2. Every department needs to submit suggestions to Lucy.
10. DEADLINES:
	1. Resource Action Plans – September 30th
	2. Scholarship Night Oct. 6th
	3. 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)

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