

**Student Services Council Meeting Notes**  
**Wednesday, December 14, 2005**  
**Student Council Chambers**  
**10:00 - 11:30 a.m.**

Attending: Castillo, Cheung, Coleman, Jones, Kyne, Lister, Lomax, Schroeder, Sellitti, Singh, Waathiq, Walton, Woodward

Items	Discussion	Outcome
<b>Grant Funds</b>	<p>Discussion of allocation of funds provided by the Chancellor's office for Student Services (see list of items). Griffin commented on the need to work with instruction regarding the increase in growth, which is down 10%. He also talked about the retention plan Noel Levitz is developing for the college. Griffin said the First Year Experience plan should include instruction to make it successful. He also mentioned the importance of career as mentioned in the Good Works Survey.</p> <p>Castillo commented on the campus looking unfriendly to students. i.e. signage, Griffin commented that GWS indicated that we are not making the student's experience fun. Griffin will discuss making us more visible with the VPs and President.</p> <p>Group agreed the college needs more visibility – advertising – more people for outreach and retention (instruction) folks and a commitment) – develop a team of folks to work on this and include Division Deans. \$20,000 has been allocated to Outreach.</p> <p>Cheung - recommends developing a strategic recruitment plan i.e. International Student Program and approaching it as a business in order to deal with the competition.</p> <p>Coleman - radio advertising that reaches all areas.</p> <p>Sellitti - request that the president call a joint meeting between SS &amp; Instruction to develop a comprehensive study - provide people to answer the phone, use of videos advertising programs i.e. theatres.</p> <p>Waathiq suggested taking information from the career center to students about hot careers while recruiting.</p> <p>Sellitti – take instruction out to the community</p> <p>Singh commented that student athletes are making their decision later in the year.</p> <p><b>Where do we go from here --</b></p> <ul style="list-style-type: none"> <li>-Someone to answer phones</li> <li>coordinate services</li> <li>creating task force to develop a strategic plan for outreach, recruitment and retention</li> <li>increase personnel in outreach</li> <li>commitment from instruction</li> <li>purchase a van for recruiting</li> <li>bumper stickers</li> <li>designated person for high school outreach and one for businesses, i.e. job fairs</li> <li>schedule college open house during the year</li> <li>advertise at the flea market</li> <li>joint meeting with Student Services and Instruction</li> </ul>	
<b>Program Review</b>	<p>Handout - 05-06 Program Review document</p> <p>Griffin commented that the college might see more dollars in 06-07 with COLA of 4-5% from the state. Will make recommendation for 06-07 budget years. Reminder that the PR doesn't have to answer all the questions, just those that address them. Griffin needs the information for College Council in February. Follow up meeting with SS folks about their PR.</p> <p>Include what works and what doesn't before they have to complete the new one.</p> <p>May need to change SSPBT meeting in February to review PRGS, which will be Feb. 6.</p> <p><b>Distribution:</b> Augenstein, Castillo, Chamkasem, Cheung, Cognetta, Coleman, Espinosa-Pieb, Gannon, Haynes, Irwin, Johnson, Jones, Kawazoe, Kyne, Lister, Lomax, Manriquez, Mieso, Rashall, Rodriguez, Robles, Sellitti, Sigala-Aguilar, Singh, Thai, Waathiq, Walton, Wang, Woodward, Academic Senate President, Classified Senate President</p>	