The minutes of September 23, 2008 were approved.

The first item on the agenda was Organizational Review Team. The consultants want to meet with Student Services Council on October 23, 2008 from 10:30a to 11:30a and Dr. Smith asked who would like to attend this session. He explained that we do not know the format of this meeting, but would like all who could attend to be there. These consultants CCBT are in the process of looking at this District to see how best we can use our resources/staff in comparison to other college districts of similar size.
Tom Golbetz, Paula Pritchett, Cheryl Miller and Irene Serna stated that they would be there. Others are checking out their schedule to see if they can attend. Will let Donna know by Friday, to let Brenda Rogers know how many will be in attendance.

Ginny mentioned that it would be a good idea to brainstorm a little before the meeting to decide what we felt would be the priorities of the Council especially since we only have an hour with the consultants. Each program should look at their program review, look at pluses, know their vision and mission for each area. It was decided to go into the meeting with specific ideas.

*One of our strengths and also a weakness is our geographically separated proximity issue, good in the sense of access to students, but it takes extra time to coordinate and to work together being so spread out.

*Retention – we create a bridge marrying the instruction side to student services; also train instructors on retention techniques. 1st year experience, retention rates??

*We serve individual students not just full-time or part-time.

*Access for students – identify access issues for students, barriers.

*We should produce a quick schematic of Student Services. We need to see all of our activities; a staffing matrix would be helpful. We need to show that we already are facing reduction of hours of services.

*It was suggested that we develop a visual of Student Services and how we all work towards a central vision.

ACCESS

SPECIAL PROGRAMS

VISION OF STUDENT SERVICES

PERSISTANCE

INSTRUCTION

*We should mention matriculation and all of the eight required areas to start a student off – assessment, counseling, etc. We should mention that counseling drives enrollment.

*Historically Student Services personnel are the 1st to go.

*We are a 12 month operation now since we have an added workload with the new winter session, and intense summer session with 4 or 5 starting dates. We have also had changes in our calendar going from 18 to 16 weeks.

*Mention that enrollment is trending up and due to a tougher economy students need more help economically, personally, etc. We traditionally offer cheaper
services than outside services so we are used more. There is more of a need for support services, and we are spending less and needing more.

*We have increased our volume of adult students and next year an influx of veterans and their beneficiaries are due to start coming back to school.

*College-wide we obviously play an important role since the ranking process for hiring rated the ET Counselor position number 1 for hiring.

*Cross-training would help expand our resources so we need more of it with more flexible Human Resource guidelines.

*We should speak to our efforts in Outreach pertaining to Access.

*It was mentioned that retirements in faculty in Student Services is at 15% next year.

*Michelle has a schematic to help you give a quick look at your program areas. She will send out that will hopefully help you show numbers and purposes in programs and I will attach it to these minutes.

At 2:00pm the meeting was stopped without covering the whole agenda. It was felt that this time was better used to get our questions together for the meeting with the consultants. The remainder of the agenda will be covered at our next meeting on October 28, 2008, from 12:30p-2:00p in the Club Room.