Student Services Planning Council
Meeting Notes
Wednesday, October 28, 2009
1:00-3:00 9-354

In attendance: Mike Ferrari, Peter Barbatis, Regina Blok, Ruth Miller, Karen Olesen, Romeo Garcia, Aja Butler, Rita Sabbadini, Debbie Joy, Ariackna Alvarez

I. Preview Day (Open House)

   Committee: Ari Alvarez, Kathy Sammut, Rita Sabbadini and Regina Blok

   • Tours
   • Faculty and Deans
   • Student Panels
   • Panel of Deans
   • Workshops – Breakout Sessions
   • Financial Aid
   • Alumni

II. Welcome Day/Parent Orientation (Freshman Connection)

   Committee: Alejandra Reyna, Aja Butler, Eliazer Ayala-Austin, Ari Alvarez, Romeo Garcia, and Soraya Sohrabi

   • Focus on First Year Students
   • Send survey to faculty to pick which Saturday, Aug. 7 or Aug. 14
   • Ask Bookstore if they can be open on the specified Saturday
   • Prepare for 500 students plus parents
   • Create take-a-ways and a parent guide
   • Write a Position Paper in narrative form
   • How much money is needed?

III. Student Services Staffing Proposal

   Instruction is going through the PIV 15 step document

   LEADSS are looking at it as well as:
   Student Services Departments (include Rita Sabbadini
   SSPC
   CPC

   Possible discuss at Flex Days
   Include component about how Student Services works with others such as the Learning Center
   and Outreach
   Advocate proposal for childcare?
IV. Student Services Website Review

Committee: Robert Hood, Roberta Chock, Regina Blok, Ruth Miller, Soraya Sohrabi, Alejandra Reyna, Eliazer Ayala-Austin, and Mike Walsh

Enrollment Audit – include on Spring agenda

V. Other

Flex Day November 11 and 12. College closed both days. Student Services will have a parallel program but all are invited to attend the academic workshops.

Student Services program:
- Student Segmentation
- Follow-up to Student Services Retreat
- New Student Services Counseling
- Preview Day
- Welcome Day
- General Counseling Information

Soon Admissions & Records will not be accepting paper registrations so to help students they will be compiling a Step-by-Step How to Use CCAPPLY for new students. During peak registration times they will also use Campus Ambassadors and PTK members to help new students.

Diversity Story Telling November 19 1:30-2:30

VI. Next Meeting – November 25, 1:00-3:00

November 11th cancelled due to Flex Day

<table>
<thead>
<tr>
<th>Meeting Date</th>
<th>Afternoon Snack</th>
</tr>
</thead>
<tbody>
<tr>
<td>October 14</td>
<td>Aja Butler</td>
</tr>
<tr>
<td>October 28</td>
<td>Regina Blok-cupcakes</td>
</tr>
<tr>
<td>November 11</td>
<td>Soraya Sohrabi</td>
</tr>
<tr>
<td>November 25</td>
<td></td>
</tr>
<tr>
<td>December 9</td>
<td>Eliazer Ayala-Austin-cookies</td>
</tr>
<tr>
<td>December 23</td>
<td>Margie Carrington</td>
</tr>
<tr>
<td>January 13</td>
<td>Ruth Miller</td>
</tr>
<tr>
<td>January 27</td>
<td>Bob Haick</td>
</tr>
<tr>
<td>February 10</td>
<td>Regina Blok</td>
</tr>
<tr>
<td>February 24</td>
<td>Margie Carrington</td>
</tr>
<tr>
<td>March 10</td>
<td>Soraya Sohrabi</td>
</tr>
<tr>
<td>March 24</td>
<td>Ruth Miller</td>
</tr>
<tr>
<td>April 14</td>
<td>Kathy Sammut</td>
</tr>
<tr>
<td>April 28</td>
<td></td>
</tr>
</tbody>
</table>