



Meeting Bullets
Student Services
June 24, 2011
Board Room
11:30 a.m. – 12:30 p.m.

Member Distribution List:

Barbara Fountain, Admissions and Records
 Erin Vines, Counseling and Special Services
 Cynthia Simon, I. Director Financial Aid
 Ona Smith, Financial Aid Lead
 Candice Roe, DSP
 Jocelyn Mouton, CalWorks

Mostafa Ghous
 Gail Anderson
 Finance and Administration
 Unnamed Counselor
 Amy Utt (tentative)
 Jowel C. Laguerre, Ph.D., Superintendent-President

AGENDA TOPIC	PURPOSE	OUTCOME
1. Call to Order		11:30
2. Approval of Agenda	Action	Approved
3. Approval of Minutes or Bullets		First meeting – No minutes available
4. Membership - Laguerre	Discussion	Director of FA, FA S. Analyst; Registrar + 1 staff; Counseling dean; Coordinators: EOPS, CalWorks, and DSP; Counselor ; Veterans Coordinator; CPlacement; Student Development; and Finance Rep.
5. Fall Hours - All	Discussion/Action For Fall and Spring Hours First two weeks of class: 9-6; Patrol 8-9	A&R and FA: M-R: 9-3; Info booth: 9-6, F: 9-3 (to be evaluated by R. P. Dir.
6. E-Transcript and Transcript Online – Fountain	Information	Not discussed
7. Closing for Flex Cal – All	Action: August 15.	A/R & FA to be closed all day.
8. International Students: Update – Fountain	Information	Increase in numbers. Laurie attending to applications. Good job,

		Laurie
9. Efficiencies – Fountain	Discussion	We will discuss a mapping process at next meeting for student experience at SCC: Target services. Bring your map if you have one
10. 2012 Objectives for the Division – All	Action	JCL will put that together for us all.
11. Community College Completion Agenda – Laguerre	Information	Postponed to a future meeting
12. Units: Update - All	Information	None
13. Closing of FAO in July – Lopez	Information	Financial Aid Office will be closed July 18-22 for processing. Appointment Window will be active: accepting forms.
14. Update on Temporary FA Director – Lopez	Information	An update is to be given on June 27 or 28, 2011
15. Update on SSA II Job Description and Placement – Lopez	Information	The job description will be shared with the FA staff at the Monday meeting at 4.
16. OTHER - All		None
17. Adjournment		With 10 minutes left

The next meeting is scheduled for July 6 from 2 to 3:30 in the Board Room.

Send Agenda items to me by Tuesday. Here are the items we have so far:

Proposed Agenda for July 6, 2011

- Purpose of the group: All - Discussion
- Mapping and mapping process: All - Discussion
- Regular days and times of future meetings: All - Action
- Note taking: Takes a village: Jowel - Action
- Closings and office hours: recap – Ona and Barbara
- Professional development in Student Services – Jowel
- E-Transcript and Transcript online - Barbara