

Student Services Managers Meeting
Thursday, April 2, 2015
Minutes

Called to Order: 9:00am (room 432)

Present: Shirley Lewis, , Rischa Slade, Jerry Kea, Jocelyn Mouton, Jose Ballesteros, Robin Darcangelo; Shemila Johnson, John Mullen (Admiss. Consultant)

Absent: Joleena Lewis (ASSC rep), Maire Morinec,

Introduce: John Mullen, part-time consultant, Admissions

1. Enrollment Services

Records and Registration

- ◆ Priority – evaluation – transcripts
- ◆ Service at Centers – employees report to Center Dean
 - Could still help out on the main campus
- ◆ Accreditation Standards – Equitable Services at Centers
 - 5-year plan started in 2011
 - Will look at progress made at next Student Services Managers Meeting
 - Library – Counseling – FA – Enrollment
 - FA & Residency
 - Intake and general info - direct to correct resources
 - One solution – one day per week
 - Issue: lack of staff
 - Classified Union has asked for a meeting and wants to know a solution
 - Phones answered by Admissions & Outreach (Shemila Johnson)
 - Phones answered by Records and Registrations (John Mullen)
 - Needs some tweaking

2. Super Saturday – 4/18/15

- ◆ All enrollment: orientation (Rm 308) to enroll in classes
 - If already done, some can skip orientation
- ◆ Jocelyn is doing the “Welcome”
- ◆ Counseling
 - Some individual and some group counseling
- ◆ Assessment – 500 building
- ◆ Registration Lab – Assessment center
- ◆ “Ask Me” booth – all day
- ◆ FA table
- ◆ Athletics table
- ◆ Umoja table
- ◆ Call PD for security
- ◆ Break and lunch in 400
 - Lunch bags to go - 414