



# Student Services Manager Meeting Minutes

February 10, 2012

9:00AM – 11AM

3<sup>rd</sup> Floor Distance Learning Conference Room

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**Attendance:** Bill Kerwin, Jennifer McDonald, Cynthia Pienkowski, Sallie Salinas were present.

## **Evaluations**

Interim Vice President Wilkerson said that it is imperative that evaluations be complete. This has been an agenda item for months and evaluations that have not been completed make it unfair to the staff that reports to you. They deserve to have written feedback on their performance.

## **Budgets**

Interim Vice President Wilkerson discussed the budget and asked that each manager identify areas in their budget that needs to be added, areas that are not funded, and areas that we have excess. We need to scrutinize every line item to make sure it is absolutely essential.

## **Staffing Updates**

There are still discussions about moving staff from some departments to others. Admissions & Records continues to be understaffed as does Financial Aid. There are ongoing discussions to move a staff person from ISD/Coast Learning Systems to A&R. Jennifer McDonald has been asked to identify the tasks that are most needed at this time in case this move occurs.

## **Reorganization Ideas**

With the move of IT to the building to the south of the College Center, there is an opportunity to reorganize the way we work. Interim Vice President Wilkerson will work with Cynthia and Bill to discuss the consolidation of EOPS/CARE, CalWORKs, and Assessment to better coordinate staffing and services. It will also benefit ASG students if they have easier accessibility to their office. We are also looking at a reorganization in the DSP&S office. If you have other ideas, please share.

## **Master Plan / Goals**

The 2011-2016 Strategic Goals were distributed and a discussion followed regarding the goals for Student Services. While the initiatives have not yet been identified, our goals need to be centered on student focused services and partnerships.

## **Prioritization List**

The prioritization list was reviewed and all managers were asked to ensure their projects were completed and funds spent as soon as possible.