

# 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 11<sup>th</sup> cancelled due to Flex Day

Meeting Date	Afternoon Snack	
October 14	Aja Butler	Ari Alvarez-cookies
October 28	Regina Blok-cupcakes	
November 11	Soraya Sohrabi	Rita Sabbadini-fruit
November 25		
December 9	Eliazer Ayala-Austin-cookies	
December 23	Margie Carrington	
January 13	Ruth Miller	
January 27	Bob Haick	
February 10	Regina Blok	
February 24	Margie Carrington	
March 10	Soraya Sohrabi	
March 24	Ruth Miller	
April 14	Kathy Sammut	
April 28		

