Student Services Director’s Meeting
July 2, 2009

- Absent  Victor, Maxine, Jolie

- Business
  - Dean of Students Update (Linda)
    Move is complete. Alex was hired. The DOS office staff is getting their training done and will have more information out soon. Please note that when there is any issue surrounding “student welfare”…the DOS Office should be contacted (not Eric)
  - Career Services Update (Gary)
    Move is complete. Some new initiatives are being designed. More info will be out soon about the scope of Career Services and its closer ties to Advising Services.
  - C&E Update (Lanny)
    Hunt for a Student Union Manager is underway to free up time for Lanny so he can take charge of Conference and Event process. Sharon now reports to Lanny, and is continuing in her role as currently defined.
  - Portal Update (Dean)
    The project is delayed, and might not be ready until February. Dean will keep us apprised.
  - Seiter Hall Update & Timeline
    - CSC, CEA to 1st Floor?
    Sharon is the SS representative on this project. As the committee meets to discuss the Seiter remodel, she’ll give us updates.
  - Employee Opinion Survey
    Eric hasn’t seen the SS comments, but overall satisfaction improved over last year. More to come as Eric gets specifics.
  - Professional Development Day
    December 11 to replace curriculum day. Director’s have until September 1 to determine how this day will impact their operations. The intent is to have every staff member participate and to close down campus.
  - Convocation Week
    - 8/17: Sharon, Gary, Tami (New Faculty)
    - Tuesday’s schedule
    Tuesday will be a bit different. Instead of 2 meals that day, we’ll only be doing a lunch and Dr. Bell’s comments will be delivered outside during the picnic. Logistics are still being determined.
  - Popcorn Forum (now Cardinal Connections)
    PF is now CC. The committee (on which Justin serves as an SS rep) wants to help make the connection of their theme throughout the year and across departments. This year theme is Ecology and Economy. Therefore, the committee would hope that we could all tie our
programing and curriculum to the theme. More about the events for 09-10 will be coming.

- Enrollment Boom
  - Instruction: Expanded Class sizes, hiring adjuncts/special appointments/adopting more hybrid
    These are the things that Instruction is doing now. Tami and Gary would like to send Instruction a message each week letting them know the current standing of impacted areas. Sounds like a good idea.
  - Student Services
    We are anticipating impacts of increased enrollment. Ideas, suggestions, and concerns should be reported to Directors.
  - Payment Deadline Reminder
    Tami will confirm, but thinks Erna and Diana have this covered.
  - Personnel Requests (mid-year, next year):
    - Admin Asst in Health to FT
    - Counselors/NP’s to 5 Days
    - Career Services
    - Enrollment Services
      These are just a few suggestions in personnel requests. Directors have until September 1 to determine where they might need staff for 2010-11 so that the requests can be prioritized.

- Reminders
  - Employee Evaluations
    By October 1
  - 09-10 Strategic Planning
    Goals are being developed as we meet for Director Evals. Once these are done, we will post on the website.
  - Director’s Retreat (July 10)
    Agenda:
    - Consistency
    - Code of Ethics
    - Learning Outcomes