Student Services Director’s Meeting  
August 13, 2009

- Absent (Justin)

- Business
  - Enrollment / Orientation  
    The group related concerns about where we’re at. Many of this revolves around Instruction. Gary, Tami, and Eric will keep up the work trying to make the huge enrollment more student-friendly.
  - If you had $1M… (Miller legislation)  
    There are grant possibilities coming up. The group brainstormed some ideas if we had one million dollars. These ideas included: increasing staff, getting everyone into LKH, creating a call center, expanding TRIO by 400 students, coming up with emergency scholarships, and looking at how we can get student to complete their degrees. Eric will stay on the lookout for possibilities.
  - NIC Today  
    As mentioned in the all staff meeting, please use NIC Today for general announcements rather than the all campus email distribution list.
  - New Employee Orientation and Hire Dates  
    New employee start dates need to coincide with HR’s new employee orientation dates. Instructions from HR are forthcoming. We need to follow this protocol. Exceptions need to be discussed with Eric. The orientation program should be pretty keen.
  - Use of Hand-held Devices  
    There was much discussion about the use of such devices in your office and at meetings. The final landing place was that the manager-in-charge of the situation should set the tone and standard for use of these devices, understanding that it is the technology of the next generation, but that they can still be distracting to the group’s focus, especially when text and other non-work related activities are happening on them.

- Updates
  - Seiter Hall
    No update.

- Reminders
  - Hula Back to Skoola  
    August 20, 5:15
  - PersonnelRequests  
    Due September 15
  - Learning Outcomes  
    Due September 15
  - Impact of Professional Development Day (Dec 11)
Due September 15
o Employee Evaluations
Due October 1