

APPENDIX J – Student Services Planning Committee Report

Subcommittee Members:

Victor Jaime (lead), Ted Ceasar, Jan Magno, Sergio Lopez, and Trini Arguelles

The Student Services Resource Plan is a compilation of objectives and resource requests gleaned from the Student Services Plan and the area’s annual Program Reviews. Developed by the Student Services Council, in collaboration with all interested employees within the Student Services area, the six year Student Services Plan is an overarching document which combines all unit planning reports, including the Annual and Comprehensive Program Reviews, the Student Services Resource Plan, the Education Master Plan, and the Accreditation Self-Evaluation, Standard IIB. While the Student Services Resource Plan is a part of the Student Services Strategic Plan, due to its direct connection to the Education Master Plan, it does flow from the same set of goals and objectives: Student Success; Excellence in Education; and College Effectiveness. The following goals and resource requests reflect the area’s direction for the coming year, with plans to move toward a new emphasis on helping students ‘get in, get done, and get out’. The resources requested by the Student Services programs relies heavily on Service Area Outcomes, both student and program, to determine priorities for resource allocation while targets are now more objective and data driven.

Student Services Planning Committee Goals & Recommendations				
#	Resource Plan Goal (with targets if possible)	EMP Goal	Due Date	Lead
1	Implement new Priority Registration Plan	1.2, 1.3	7/1/2012	Jan Magno Victor Jaime Task Force
2	Ensure assessment of SAOs	1.8	7/1/2011	Ted Ceasar Sergio Lopez Jan Magno
3	Ensure annual assessment of Comprehensive Program Reviews	1.8	7/1/2012	Ted Ceasar Sergio Lopez Jan Magno
4	Implement Degree Works live on Student Self Service	3.5, 1.2, 1.3	7/1/2011	Ted Ceasar Trini Arguelles
5	Plan for expansion of First Step into full EAP	1.2, 1.3, 1.4, 2.3	1/1/2012	Ted Ceasar Jan Magno Trini Arguelles
6	Plan for the transition of Student Health Services to in-house	3.1	7/1/2012	Sergio Lopez
7	Implement expanded Vets/Athletes outreach/counseling	1.2, 1.3, 1.4	10/1/2011	Ted Ceasar Jan Magno

Student Services Requests from APR and CPR

Priority	Acct	Descrip	Org	Dept	Actual 2009-10	Request 2011-12	Justification
1		Secretary for Admissions	901	Adm/ Rec	0.00	\$45,000	After re-org, Admission/Records was left with no clerical support
1		Secretary for FA	931	Fin Aid	0.00	\$45,000	After re-org, Fin Aid was left with no clerical support
10		New ½ time Transfer Counselor		Trans Ctr	0.00	\$80,000	Replace adjunct counselor from 09-10
10		Clerical support for the Transfer Center		Trans Ctr	\$56,000	\$45,000	Clerical position was eliminated as part of cost cutting measures
10		Laptop		VP	0.00	\$1500	
10		Staff Trvl		Trans Ctr	\$5000	\$6000	Articulation funding for travel and copy/print