

Student Services Leads Meeting

Tuesday, December 3, 2013

2:15 p.m. – 3:30 p.m.

Room 10-468

Minutes

Attendees:

Jennifer Hughes	X	Patty Kwok	X	Aaron Schaefer	
Sylvia Aguirre-Alberto	X	Claudia Menjivar		Laura Skaff	X
Sharon Bartels	X	Michael Mitchell	X	Dennis Tordesillas	X
Karen Chadwick		Eileen O'Brien	X	Ruth Turner	X
Gloria D'Ambra	X	Charles Phan	X	Makiko Ueda	X
Catherine Firpo	X	Louise Piper	X	Carol Ullrich	X
Alex Guiriba		Marsha Ramezane	X	Henry Villareal	
Amanda Governale	X	Paula Reyes		Brian Tupper	
Fauzi Hamadeh		Krystal Romero	X		

The meeting was called to order at 2:17 p.m.

December 13 Retreat Update

The main topic for the retreat will be the book called The Happiness Advantage, which was handed out during the October 25 pre-retreat meeting. All participants are to review the book before attending the event.

Vacation Schedules

Staff and faculty need to inform their managers if they plan to take extra days off around the winter break. The information will be assembled into one master calendar.

Jennifer announced that Michael Claire will email the campus community that CSM will be closed on Monday, December 23. However, staff and faculty who wish to work will be provided accommodations at the district office.

Program Reports for VPSS – Discuss New Proposed Approach

In order to enhance communication between Student Services departments and the VP Office, Jennifer introduced to council members Program Reporting. The report, which will be provided quarterly or twice per semester (middle and end), will be a one page

document summarizing accomplishments, concerns/issues of a SS department and ideas for improvement. The information may be used as material for the President Office's Executive Report and will allow the VP to assist in getting an action item included in the Board packet should there be an item that requires Board review and action.

Program Announcements Flyers

Discover UC Davis, Friday, February 28, 2014

UC Berkeley Tour, Wednesday, March 5, 2014

Next meeting: February 4, 2014
Room 10-468