DSS Meeting Minutes

April 24, 2013

9:00 a.m.

DO Boardroom

Meeting called by: Carla Mathews Type of meeting: Director's Meeting

Facilitator: Carla Mathews Recorder: Alkinie Lewis

Attendees: C. Mathews, S. Linden, J. Brown-Williams, K. McMullen, W. Porter, K. Van Buren, T. McFadden

L. Nadlicki, A. Lewis

Minutes

Agenda & Minutes Approved Presenter: C. Mathews

Agenda item: Staffing Updates Presenter: All

Discussion:

AH – K. McMullen

M. Snell retiring

HL – K. Van Buren

Full Staff

OR – K. Van Buren

Interviewing for SSS Level III position open

• RO – J. Brown-Williams

C. Porter retiring, temp in place

72-hour posting

SF – T. McFadden

Full Staff

• DO – S. Linden

Full staff

Financial - W. Porter

AH - J. Pullins

HL - K. Johnson

RO - Secretary position open

Part-time VA Position open

Recruiters & ISA Offices

Presenter: J. Brown-Williams

Discussion: Next meeting May 14, 2013

- School Expo
- Counseling Luncheon @ OR
- ISA's continually working on website, on hold due to new RFP vendor. Once vendor is identified, will go on priority
 list
- ISAs is required to processed all international students, not just F1s.
- Should have orientation for all international students.
- Carla expanded new budget for orientation
- ISAs completed digital imaging training on April 18, K. McMullen will be training D. Schack
- Discussed equipment needs for counseling offices (handled by K. McMullen)

Digital Imaging & Scanning

Discussion:

- Shredder bins need to be signed off by Renee.
- Boxes stocked all over offices, need to be removed
- Need college wide system for digital imaging & scanning
- Batches (strategy/ideas)
 - All SSS should take responsibility for every aspect of enrollment services no matter what campus did what or when.
 - Pilot a scanning schedule beginning May 1, 2013.
 - Monday HL
 - Tuesday OR
 - Wednesday AH
 - Thursday RO
 - Friday SF
 - DSS to submit RITS to create a scanning email box (please see scanning schedule from May)
 - While specific campuses are imaging on their day, all other campuses should be on ACD
 - o ISAs will submit paperwork to ES for imaging

Agenda item:

College Wide Enrollment Services Retreat

Presenter:

Presenter:

C. Mathews

ΑII

Discussion:

- Financial Aid added to agenda (30 minutes)
- Refreshments Each Director bring refreshments
 - o Cookies-K. Van-Buren/C. Mathews
 - Water-S. Linden/K. McMullen
 - o Chips/Pretzels J. Brown-Williams
 - o Candy-T. McFadden

DSS Meeting (Rotation for refreshments)

- o May Wilma
- o June Kelly
- o July Kelly
- o August Jan
- September Tanya
- October Carla
- November Katherine
- December Steve
- Send suggestions for ES Retreatment agenda

Student Financial Resources/Scholarships

Presenter:

W. Porter

Discussion:

- Working on auto packaging loans and working w/IT, 6,000 applications (some duplicates) and 3,000 Summer loans,
- Should loan data base be shut down temporarily due to issue with violation of student information?
- If applications were submitted by March 8, processing of application is guaranteed