RCC Norco Campus
Strategic Planning
Student Services Sub-Committee
Friday, September 16, 2005 11-12:30 pm Lib. 102

Minutes

Sub-Committee Chairs: Daniela Grecu and Jimmie Hill

Present: Cynthia Acosta; Heather Hurst; Pam Kollar; Alice Montemayor; David Payan; Julie Revollo; Andy Robles; Dimitrios Synodinos; Tracy Hale (Student Rep.)

Co-Chair Updates:
Jimmie Hill informed the both he and Daniela attended a Strategic Planning Co-Chair meeting to discuss current initiatives occurring district wide using Measure C funds. Mo. Valley is using Measure C money to expand their current Tiger’s Den. We at Norco were encouraged to begin looking at plans to build a new Tiger’s Den.

- Strategic Planning Committee will also develop a wish list of ways Measure C funds can be used for our campus
- Dimitrios Synodinos was nominated to serve as the Accreditation representative on behalf of the Student Services Sub Committee. He will attend those meetings and report all information to our group.
- Instead of electing just one person to be the alternate chair when Daniela Grecu and Jimmie Hill are unavailable, the two chairs will inform the entire sub committee for availability and volunteers to cover important events/meetings.
- All previous committee minutes and notes can be obtained from accessing www.rcc.edu/norco/forums on the college website. (It’s like a blackboard type posting board for all of the committees).

Student Services Sub-Standards:

Jimmie reviewed the sub standards that our committee is responsible for. Each committee member was asked to review all four and choose one to sign up for, conduct research, etc. Everyone was asked to sign up on the sub-committee’s forums page for one of the standards. Instead of using the forums board, everyone can email Daniela to sign-up for their preferred standard.

Convocation Guest Speaker Nomination for 2006

The flyer, created by Melissa Bader will be distributed throughout the campus in promotion for students, staff and faculty to nominate next year’s guest speaker. The Strategic Planning Committee will follow the timeline (created by Daniela, Jimmie and Melissa in a prior meeting) to ensure all of the steps leading to the selection process for next year’s speaker are in place and upheld throughout this school year. Once we
proceed with our timeline steps, Dr. Davis will be presented with the final three candidates, then she will make her selection.

Each committee member was given the nomination packet for review and for revision suggestions. Dimitri suggested each nomination should have a short biography attached with the packet.

It was noted that the flyer should also include the deadline to submit the nomination packets as well as the area code of our campus in the listed phone number. Daniela will make all necessary corrections.

Cynthia Acosta and Alice Montemayor both suggested that the packets could be dropped off at either Counseling or Admissions instead of leaving all packets with Jimmie in his office. The committee agreed to have all returned packets go to the Counseling Dept.

Heather Hurst suggested modifying the spring timeline period, so that more time is given in earlier months to review the candidates. It was suggested that the review process begins in February instead of April. The committee agreed.

**Committee Updates**

**Marquee**
- The committee is interested in obtaining Measure C money for the purchase of a campus marquee. Dimitri was asked to obtain costs and more information regarding the details associated with ordering and maintenance costs of a marquee.

- Dimitri reported his updates along with the range of costs which range from $60,000 to over $100,000.00. In order for Dimitri to receive accurate estimates from a company he is familiar with, he would need our specifications of what we want and how we want the marquee’s function.

- Marquees can either be very basic with only functions which would not be very expensive, or there are marquees that are very high tech- running for 24 hours a day and advertising every department on campus.

- He also mentioned that it would save the campus a lot of money if we could find a local company that specializes in marquees. But, the problem with marquees is that they need to be maintained routinely.

- Heather Hurst mentioned that Title V could assist with the cost of the marquee because the grant includes enhancing student achievement by using technology.

**Recycling Program**
- Andy Robles reported that he was given permission from Dr. Davis to begin the recycling program this past summer.
- A few concerns that we need to consider:
  Although recycling will save the college money, how do we get waste management
to pick it up? Who will pay for it?

Andy also mentioned that permanent recycling reciprocals will be placed throughout the
campus in the near future.

- Andy suggested that the recycling program be maintained by three clubs on campus, one
for bottle materials, one for cans, and one for remaining materials.

- The CACT will also be able to reuse the materials and recycle them for their own needs.

- We could also use recycled materials for compost throughout the campus.

Daniela closed the meeting by reminding members to remember to select one of the sub-
standards under student services and begin conducting research for their selected
standard.

Meeting was adjourned at 12:30 pm

Minutes taken by Julie Revollo