Strategic Planning – Student Services Sub-Committee Meeting
January 11, 2006
3:00 PM – 4:00 PM
Library 102

Attendees:
Dr. Edward Bush, Dean of Student Services
Daniela Grecu, (Co-Chair) Outreach Specialist
Jimmie Hill (Co-Chair), Counselor
Andy Robles, Math Instructor
Cynthia Acosta, Counseling Clerk III
Pam Kollar, Academic Evaluations Specialist
Dimitrios Synodinos (Accred. Rep), Student Activities Coordinator
Maria Contreras, Matriculation Specialist

Absent:
Melissa Bader, English Instructor
Dominique Hitchcock, Spanish/French Instructor
David Payan, Counselor
Zina Lopez, Counselor
Steven Purdy, Student Financial Services Analyst

Meeting called to order by Daniela Grecu at 3:10 PM.

I. Standard IIB Questions-Group Reports:
   a. Representatives from each assigned group passed out copies of their responses and reviewed their findings with everyone. Committee members asked clarification questions and added to responses.
   b. The committee agreed to postpone the review of question 3 until our next meeting due to the absence of Dominique who primarily worked on those responses.
   c. Groups were asked to email their responses to Daniela to compile into one document.

II. Recycling Program:
   a. Dimitri and Andy provided the committee with updates about the new program. It is officially well under way! Emails were sent campus wide in support of the new program.
   b. Most locations in the Library now have orange bins for paper recycling. Student Activities will develop a pick up schedule and try to get the Green Party club on campus involved. By the end of the winter 06 term, all faculty, staff, and lab location will have bins.
   c. The goal is to reduce waste and increase recycling which will in effect reduce the monthly cost of waste management as well as decrease the number pick ups scheduled each week.
   d. It was proposed that we invite Waste Management onto campus to provide awareness workshops to interested faculty, staff and students.

III. Floating Floor in the Activity Center:
   a. Andy informed the committee that the floating floor has been fully installed in the Activity Center and the primary use of that facility will be for physical education courses, CPR, First Aid, etc.
b. A new portable has been added behind the activity center which will be used as a classroom in support of the activities offered in AC-1.

IV. New Business:
   a. Hire of a Data Analyst
      i. After reviewing the Standard IIB questions and answers as it pertains to the Student Services Program Review, the committee discussed the need to hire a Data Analyst specifically to serve the Norco Campus. As we break off to become our own college and proceed with the implementation of Student Learning Outcomes, we will require greater support for Institutional Effectiveness to help personnel analyze their data. As it stands, much of our campus surveys/questionnaires are not analyzed, rather just collected.
      ii. Andy motioned to request that the committee move forward in requesting the hire of a Statistician/Data Analyst for the Norco Campus. Dimitri seconded the motion and the entire committee agreed.
      iii. Dimitri offered to write a justification report for the need of this new position at the Norco Campus and will present it to the committee for review at our next scheduled meeting on January 24th. Thereafter, the committee will forward the justification report and our hire request to the Human Resource Sub-Committee for review.
   b. Soccer Team at RCC Norco
      i. Andy informed the committee that we do not have any athletics available to students here at the Norco Campus and would like to move forward in gathering information needed to start a men’s and women’s soccer team for the Norco Campus. As it stands, the current RCC Soccer teams that play at the Norco Campus are apart of the RCC District.
      ii. Andy will move forward in gathering the data needed to prepare a justification report to start a soccer team for our campus/college.

NEXT MEETING: Tuesday, January 24, 2006, 1:30-2:30 pm in Lib 102