



# Shasta College

Student Services Council Meeting  
April 18, 2018 • 9:00 AM  
Room 2314

## MINUTES

Committee Members Present					
	Stacey Bartlett		Andy Fields	X	Becky McCall
X	Sharon Brisolara	X	Sandra Hamilton Slane		Kevin O'Rorke
X	Tina Duenas	X	Sue Huizinga		Sara Phillips - Guest
	Nadia Elwood	X	Tim Johnston		

### CALL TO ORDER

The meeting was called to order by Tim at 9:05 am

#### 1. Approval of Minutes

It was moved by Tina Duenas and seconded by Sue Huizinga to approve the Student Services Council March 21, 2017 minutes. All in favor to approve the minutes. Becky McCall abstained.

It was moved by Becky McCall and seconded by Tina Duenas to approve the Student Services Council March 27, 2017 retreat minutes. All in favor to approve the minutes.

- Note to include additional managers in Student Services at future retreat meetings.
- Also possibly include coordinators for programs in regards to particular topics.
- Perhaps also once a semester convene larger group for conversation.

#### 2. Information Items

- Technology priority list
- Instructional Council Update – Agenda Handout
- Integrated Plan
  - Will send out most recent version to Council
  - Developed 5 goal crosswalk document
  - 7 themes have evolved
  - Now narrowing down priorities/focus
  - Prioritization regarding data reporting by leads of SSSP, Equity & Inclusion, and BSI
  - Chad from Research assisting with putting plan into TracDat. Assisting with the organization in TracDat, so can pull out reports effectively.
  - BSI did get a major bump of funding that can be used through June 2019
    - Would like to talk with Kate and Ed about use of funding
- Enrollment Management Plan – Spring 2018
- MIS Workgroup / Colleague Users Group
  - Kudos to IT for initiating this workgroup
  - 24 attendees invited
- College Council – Annual Area Plan Ranking
  - Ranking of Initiatives handout

#### 3. Action Agenda

- Form Workgroup – Promoting Student Support Services and Student Success Workshops in light of the Integrated Plan and Guided Pathways framework
  - Tina and Sue will work together on workgroup

- ii. Suggestion to include Melanee who has been working on this topic
  - iii. How to define our services, how broad
  - iv. How to promote all the various workshops and online supports that exist. How to inform students of their existence.
  - v. Suggestion to also address best practices for pre-planning and promotion.
  - vi. Financial Aid is going to create a master mapping of all workshops, in order to have time to promote and build awareness.
  - vii. Idea to provide information at Flex day so that instructors can include in their Canvas shells.
  - viii. Suggestion to address preparation for Graduation as a topic
  - ix. Another idea to identify workshops for students regarding career paths and that we can identify undecided students and target them for attending these workshops.
  - x. Suggestion for outreach to other campuses and how they get students to attend.
  - xi. Also look at scheduling, identifying if there are times when students are more available and not in classes.
  - xii. Also recommendation for having a standard location for workshops, as finding the location can sometimes contribute to list of obstacles.
- b) Form Workgroup – Cutting Sections and Guided Pathways – Student Services perspective
- i. Sandra will get the counselor and Tehama perspective
  - ii. Informational campaign regarding registering early, better message to the students
  - iii. Also message the high school students, who thought when they had their ed plan created that they were registered.
  - iv. Broach annual registration concept
- c) Form Workgroup – Technology Training Needs (Colleague, other software, onboarding, etc.)
- i. IT invited conversation regarding technology training
  - ii. Sharon and Becky will address
  - iii. Also onboarding training – there is so much to learn and having to teach staff so many different programs. Having a group setting would be more efficient.

#### 4. Discussion Agenda

- a) Student Services One Stop Building – determine process for gathering input - Handout
- a. First step is that Tina will be talking to Student Services staff to get feedback on vision for location
  - b. Next is preference regarding how to move forward? Create a focus group or schedule meetings that staff from departments.
  - c. Question regarding Student Employment. Mindy who is new and works under EWD posts to job board and is located in Leann's former office in Transfer Center, but she may be leaving campus with EWD Dept. Tina will check with her. Suggestion to add career and job search topics to workshop lists.
  - d. Bursar's office to handle all money transactions separate from A&R and the Business Office.
    - i. What would employment in the Bursar's office look like? Current staff or new staff?
  - e. No second floor
  - f. No kiosk snack/coffee station in 100 building
  - g. Pitching to have bookstore move over to 100 building, but with minimal footprint
  - h. Health and Wellness can remain in 2000 building
  - i. Campus Safety mini office
  - j. Multi-use office space
  - k. Conference/training room – one large room with partition(s) to break space into two or more smaller meeting spaces.
  - l. Dedicated workshop area, possibly connected with Student Success Center location
  - m. Transfer Center needs space and looking at how to better accommodate reps from Universities. More exploration of the location.
  - n. Counseling services – General counselors remain in 100 building, and more decisions to be made regarding specialized counselors being embedded in departments.
  - o. Advocated for a counseling office and student meeting space in additional locations
  - p. Assessment



- q. Restrooms, baby changing stations, signage, gender neutral facilities as well.
  - r. HR, Marketing, Administration, President moving to another undetermined location
- b) First Year Experience – program organization and leadership
- a. Struggling with capacity. Last year had part time support. Innovation grant funding is ending this June.
  - b. Summer event launch. Would familiarize students with the campus.
  - c. Added this year high touch counselor contacts (3 counselors), and a few events and workshops. Attendance was low.
  - d. Staff and budget capacity limitations
  - e. Noted Butte College’s success with their FYE program and use of initial courses to create cohort
  - f. Looking for who could help to take the lead on FYE and/or how to build capacity
  - g. Participation has been based on self-selection. Promise students were sent outreach letters, and about 5% responded.
  - h. Suggestion to invite Melanee to the conversation
  - i. Reach out to instructors who teach STU 1
  - j. Also include Frank in conversation
- c) *Redesigning America’s Community Colleges, Bailey, et al.* – Discussion of Introduction and Chapter 1  
Hold over and revisit questions at next meeting
- i. From your perspective, what are one or two “take-aways” from the Introduction and chapter 1?
  - ii. “In this book, we argue that to improve their outcomes on a substantial scale in an environment very different from the past, colleges must undertake a more fundamental re-thinking of their organization and culture.” (p. 12)
    - a. To what extent are outcomes dependent upon structure.
    - b. The authors present “guided pathways” as a solution to completion. The authors also suggest that peripheral reforms are doomed to mediocrity. What steps can be taken to create new structures?
  - iii. In chapter one, the authors make the case for “meta-majors”. What “groupings” make sense at this college and who should decide?
  - iv. The authors make a case for “default pathways”. What are the advantages and disadvantages of this approach?

## 5. Area Updates

### EOPS/CARE

- Kudos to Sandra and Sara for creating CAFYES funding model that was adopted by the state
- Motion moving forward at state level for a \$5 million augment to the funding

### Student Services

- STEP UP is moving over to Student Services from EWD

### CalWORKs

- Currently hosting a large regional CalWORKs conference
- Poverty Simulation – trainer being brought out to present in June.

### Enrollment

- Proposing Student Success Coordinator position at range 40
  - More program overview division wise
  - Could be used for multiple purposes
  - Higher level program work

### Student Life

- Applied to be part of state UMOJA program and received acceptance letter yesterday
- Students will be making a trip to the Good News Rescue Mission
- Graduation
  - Over 1200 applications for graduation

- May have five bachelor's included
  - Foundation will be paying expenses of Bachelor students
- Speaker announced – Chancellor Eloy Ortiz Oakley

Parking Lot:

- PRCA-24 / WTC Assessment
- IFS Reports
- AB 705 – Assessment
- Categorical Program Integration
- Student Senate and food support

**NEXT MEETING**

The next meeting is scheduled for Wednesday, May 2, 2018 from 9:00 am – 11:00 am in Room 2314.  
Recorded by: Michelle Fairchild, Administrative Secretary, Enrollment Services



Council	Council Ranking	Initiative	Resource Allocation Score
SSC	1	Hobsons Starfish Ongoing Support	138
IC	3	Learning Outcomes Development, Revision, and Assessment	136
SSC	2	Website Redesign	136
IC	8	DH2018 DH clinic sterilizers x 4	133
ASC	1	Shasta CARES (Campus Advocacy, Resources and Education for Safety) Advocate and Prevention Educator	132
IC	6	Track Facility and Football Practice Field Safety Upgrade	132
SSC	7	Financial Aid-Student Services Remodel (Facilities Request)	132
IC	10	Safety Test the Equipment in the 3D Area	131
SSC	3	SARS Ongoing Support	131
IC	1	Design Tools for Canvas	130
IC	19	Fire Training Tower/Structure	128
IC	21	Flashover Prop	127
SSC	9	Student Success Center Ongoing Support	127
IC	33	Safety lighting around ECE Center Building and Walkways	124
ASC	2	Tasers	123
IC	25	Fire Training Props at Fire Ground	123
SSC	6	Student Lingo Ongoing Support	123
IC	2	Enterprise Level Video Production and Management	121
IC	4	Microbiology Lab Equipment- EXED	121
IC	7	Burney Remodel - Ext. Ed	121
SSC	4	DocuWare_Automated Workflow_Ongoing Support	120
SSC	19	Associate Degrees for Transfer (ADT) Promotion	119
IC	5	Computer Cart, Burney - EXED	118
SSC	5	College Source - TES	116
SSC	10	High School Counselor Day Ongoing Support	116
IC	30	SLAM-TLC Institutionalize Embedded Tutoring and Supplemental Instruction (SI) program	113
SSC	8	Student Union - Coffee Shop, Rec. Center, Student Senate, Meeting Rooms, etc.	113
SSC	27	Promote full-time enrollment	112
IC	37	New Classrooms on the Farm Laboratory	111
IC	42	Improve/add lab space in 4000 and 1200 buildings	111
IC	11	HSUP - MA - Laptops & carts for lab	110
IC	35	Rescue Systems Equipment	110
SSC	13	Integrated Student/Staff ID Card System	110
IC	24	Fire Apparatus Covered Storage	109
IC	17	Welding: Computer Lab	107
IC	27	Waterboy Sports Hydration System	107
IC	47	Add Emergency Call Stations at entrances/exits of ECE Center building	107
IC	59	Tehama Sidewalk to TRAX Bus Shelters (ExEd)	106.5
IC	22	Welding: Expand oxy/fuel welding area	106
IC	68	Tehama Sidewalk to Street (ExEd)	106
SSC	17	Preview Day Ongoing Support	105
SSC	14	Peer Advising	104
SSC	23	iSpring_Online Orientation_Ongoing Financial Support	104
IC	9	Anatomy Life Size Human Muscle Model	103
IC	28	Engineering Lab equipment for Engineering courses	103



Council	Council Ranking	Initiative	Resource Allocation Score
IC	32	Access/Subscription to Adaptive Software for Editing and Sentence-level Writing Practice	103
IC	46	Campus/Classroom Cleanliness & Updates to Classroom Furniture	103
IC	95	Replace bamboo fence lining on ECE Center playground	103
SSC	18	Regroup Ongoing Support	103
SSC	25	Parking Permit - Automate Service	102
IC	13	Professional Development Funding for Accelerated English (196 and 101A)	101
IC	29	Physical Science Equipment for Instructional Improvement	101
SSC	15	First Year Experience Ongoing Support	101
SSC	32	Hobsons Starfish Promotion - Ongoing Support	101
ASC	3	Electronic Health Record System in Student Health & Wellness Office	100
IC	16	Math Classroom Technology	99
IC	79	Replace Locking mechanism for Conference Room door	99
SSC	11	Student Services Building	99
SSC	29	Transfer Center Remodel/Creation of Student Success Lab	99
IC	34	Chromebook Cart, for 2100 building English classes, especially developmental and accelerated classes (30 Chromebooks)	98
IC	49	Cooling fans for gymnasium and outside venues	98
IC	62	Technology upgrade	98
SSC	12	Latino/a/x Initiative	98
SSC	16	Establish a Student Center for Equity and Inclusion	98
IC	43	Student Classroom Furniture - EXED	97.5
IC	14	Furnaces for engineering	97
IC	23	Science Learning Center Textbook Update	97
IC	131	Tennis Court Patches	97
SSC	26	Student Services Tablets - Tehama	97
IC	12	Patient Lifts	96
IC	20	Computers/Tablets for Library Checkout	96
IC	38	Student Printing in Tehama (ExEd)	96
IC	101	Sound System Football	95
IC	163	Women's and Men's Locker Rooms	95
SSC	21	Transfer Student Data Collection	95
IC	31	Master Plan for the Tehama Campus Grounds -EXED	93
IC	40	Service and Re-Certification of our newly purchased Crane	93
IC	66	Welding: ATF Renewal	93
IC	26	HSUP - ADN Classroom furniture- Interchange Multimedia Tables and chairs	92
IC	52	ACSS Student Centered Space Between 500 -600 Buildings	92
IC	80	Resurface Gallery Walls (and Critique Wall, Room 300)	92
IC	85	Recarpet Rm 400	92
SSC	28	Student Services Success Center - Burney Campus	92
IC	15	HSUP - MA - Wall-mounted patient assessment equipment	91
IC	18	Lab Updates: 1301A and 1301B Bandwidth Upgrade	91
IC	44	HSUP - ADN & VOCN AvTrach Wearable Simulator	91
IC	125	Tracking system for evaluation of student skills and academic progress to meet performance standards.	91
SSC	22	Quad Shade Structure	91
IC	91	Upgrade/replace Nursery Production equipment in greenhouse 1	90
IC	105	Marketing/Advertising to Increase Enrollment in AA-T Social Science Degrees	90



Council	Council Ranking	Initiative	Resource Allocation Score
IC	65	Ground Ladders	89
IC	86	Pave sidewalk (20 feet).	89
IC	103	Welding: Upgraded projectors and Docu-cams	89
IC	132	Case Managers/Students Advocates for Social Sciences Majors	89
IC	41	HSUP - ADN & VOCN Pyxis Medication System (pr OmniCell)	88
IC	58	Score Boards	88
SSC	20	Campus/Community Food Truck - (Endless food option possibilities)	88
IC	48	Heavy Equipment Training Simulators	87
IC	60	Sound/Noise Mitigation in Library Study Rooms and Foyer	86
ASC	4	Lexipol Services	85
IC	53	Fire: Vehicle Extrication Hydraulic Tools	85
IC	61	Student Lounge Furniture, Tehama - EXED	85
IC	63	Rigger I and II certification	85
IC	94	Statistics Tablets	85
IC	141	Athletic Injury Treatment Center cleanup repair and floor plan adjustments to provide a portable classroom setting	85
SSC	31	Residence Hall Resident Advisor Office Remodel - Insert service window/shelving	85
ASC	5	Increase Tableau Server License	84
IC	36	Updated low-fidelity manikins	84
IC	84	Carpet Replacement	84
IC	122	Replace Fire utility vehicle.	84
IC	138	Soccer Team Shelters	84
IC	39	Facilitator Training for Instructional Skills Workshop	83
IC	75	Portable Lab System	83
IC	90	Diesel: Advanced Diesel Electric Course	83
IC	98	Irrigation Technology Upgrades	83
IC	102	Development of a MESA (Math, Engineering Science Achievement Program	83
IC	64	DIESEL/INDE: Hydraulic Systems Training Stations	82
IC	159	New Gym/ Special events arena	82
SSC	34	Student Center/Quad Audio/Visual Technology - (projector, projection screen, speakers)	82
IC	45	HSUP - ADN & VOCN Pediatric manikin	81
IC	55	INDE: Milling Machine and Lathe	81
IC	70	Purchase Evidence-Based Assessment Tools.	81
IC	151	Male and Female locker rooms at the lower athletic fields	81
IC	54	GIS Online and OEI Course Delivery	80
IC	78	Lab Updates: 2209 SQL Server Purchase and Install	80
IC	143	Advertising and Marketing	80
IC	167	Natural Resources Industry Relationships	80
SSC	39	Student Success Center Computer Refresh	80
IC	51	Chromebooks for upstairs 700 building English classes (12 Chromebooks)	79
IC	76	Commercial Driver Licensing (IG #1)	79
IC	93	Welding: Self-dumping bins	79
IC	104	Diesel: Electronic Diesel Engine Breakout Control Boxes.	79
IC	128	Professional Development for HIT Faculty	79
IC	130	Professional Development for HIM Faculty	79
SSC	30	CalWORKs Shared Office Space (Main & Tehama)	79



Council	Council Ranking	Initiative	Resource Allocation Score
IC	57	NSF Improving Undergraduate STEM Education (IUSE) Grant	78
IC	72	Lab Updates: 1301A Servers for Microsoft Curriculum	78
IC	81	HSUP ADN & VOCN Faculty Professional Development	78
IC	92	Football Ticket Booth	78
IC	100	Water Refill Station in Library	78
IC	109	Forest Science Equipment	78
IC	134	Professional Development Funding for Social Sciences faculty	78
IC	174	Sand Volleyball Courts	78
SSC	24	Residence Hall Storage Shed (to store large furniture items like beds)	78
IC	97	Auto: Compression and Leakage Testers	77
IC	169	Conferences and Training	77
IC	71	Swine Barn Renovation	76
IC	136	Stackable Certificates for Horticulture	76
IC	156	Funding for marketing to increase diversity within the Administration of Justice program	76
IC	170	Professional Development: Send instructors to instructional professional development such as TechEd	76
SSC	33	Outreach Publications and Printing On-going Support	76
SSC	37	Digital Signage Refresh	76
IC	50	HSUP - ADN & VOCN Lap Top computers	75
IC	56	Elkay Water Filtration Station	75
IC	88	Auto: Air Conditioning Training Aid	75
IC	124	Green Waste Recycling Mill	75
IC	129	Seek Accreditation for Horticulture Degree and Certificate from NALP organization.	75
IC	144	INDE: Professional development (OSHA)	75
IC	162	Men in ECE Caucus	75
IC	67	10 Countryman Earset and 10 receivers sets for use in live music and theatre productions	74
IC	69	Instructional Materials	74
IC	89	Auto: Electrical Training	74
IC	106	Auto: Brake Disc and Drum Micrometers	74
IC	117	Professional development in Simulation Training	74
SSC	36	DubLabs Ongoing Support	74
SSC	38	UC View-Digital Signage Support	74
IC	96	Welding: Ironworker	73
IC	108	Lab Equipment for New Classrooms for Farm Laboratory	73
IC	135	ASL/Foreign Language Practice Laboratory	73
IC	160	Landscaping and Foliage for the south side of the Tehama Driveway (ExEd)	73
IC	168	Electric Utility Cart and garage-car port structure	73
SSC	35	CalWORKS Technology Update	73
IC	77	Global Navigation Satellite System for the Komatsu 655 Grader	72
IC	82	HSUP - ADN Computer Tablets	72
IC	87	Welding 17/18: Bend-tech tubing software	71
IC	137	Web Design Update	71
IC	73	Rating Tools Certification Renewals	70
IC	114	Auto: Alternators	70
IC	126	Welding, Diesel, Auto, Manufacturing: Display screen	70



Council	Council Ranking	Initiative	Resource Allocation Score
IC	145	Football Press Box Painting	70
IC	146	Automotive Continuing Education 17/18	70
IC	83	Outdoor Interactive STEAM Experience	69
IC	99	Reupholster Library Chairs in Student Study Spaces	69
IC	118	Electric Stimulation Units for Athletic Training Room	69
IC	120	Appraise permanent college artworks	69
IC	148	Timpani	69
IC	155	Dress forms for theatre and music costumes	69
IC	112	Auto: Fluke Meters	68
IC	127	Auto: Classroom response devices	68
IC	153	Electronic Sign for Tehama (ExEd)	68
IC	110	Auto: Power Probe	67
IC	115	Welding: Robot training aid	67
IC	149	International Business Curriculum	67
IC	161	Lockers for the 3D Area	67
IC	74	600 bldg conference room electronic equipment (wall mt tv, and fixin's)	66
IC	107	Auto: Belt Tension Gauges	66
IC	121	Auto: Lab Scopes	66
IC	171	Student Housing on the Shasta College Farm	66
IC	139	SLAM-TLC Outdoor Tables and Seating	65
IC	111	Auto: Vacuum Gauges	64
IC	133	Baldwin Piano Restoration	64
IC	178	Athletic Hall of Fame recognition display to be located on existing wall in Memorial Stadium	64
IC	116	Auto: Material press	63
IC	142	Portable still life table to fit over model stand	63
IC	152	SLAM-TLC Visits to companion colleges	63
IC	164	Replace AG pickup on the Shasta College Farm	63
IC	172	Online Marketing of GIS Program	63
IC	119	Deep Muscle Stimulator	62
IC	150	Welding, Diesel, Auto, Manufacturing: Recruitment trailer	62
IC	157	Equipment Yard Fencing	62
IC	173	Renovate ECE Storage Building	62
IC	113	Auto: Air Conditioning Service Equipment	61
IC	147	Paved Fire and Emergency access road with staff parking	61
IC	176	Student Ag/Hort Products Store	61
IC	177	Reinstate coordinator position to the Administration of Justice Program	61
IC	140	Plasma Cutter with Compressed Air	60
IC	154	Advanced Summer Institute (ASI)	60
IC	123	Game Ready Cryo therapy machine	59
IC	165	Recruitment and Outreach Staff for Ag/NR	59
IC	166	KCACTF Conference Travel (Updated)	55
IC	175	Bella Vista Range Property	54
IC	158	Practice Segment Timer	53



SS/Other	Ideal Location	Grouping	Student Services Departments / Areas	POC	Employees / Student Capacity	Notes
Student Services	100		Enrollment Services	Tim Johnston	3 / (4 Capacity)	
Student Services	100		Assessment	Tim Johnston	3	
Student Services	100		Transfer Center	Daniel Valdivia	3	
Student Services	100		Counseling - First Floor	Tim Johnston	25	
Student Services	100		Financial Aid	Becky McCall	11	Blended w/ A&R
Student Services	Adjacent to 100 (North)		Veterans Services Center	Becky McCall/S. Brisolara	3 (20 Capacity)	Protrusion from new 100 w/ outdoor entrance - pod style (2) offices, computer lab, relaxation area, social area. Located next to Financial Aid. Include discreet indoor &/or outdoor entrance.
Student Services	100		Admissions & Records	Leann Williams	11 / (14 Capacity)	Blended w/ FA
Student Services	100		Student Success Center / FYE Center	Tim Johnston	3	
Other Needs	100		(2) Conference Room(s)	N/A	0 / (40 & 20 Capacity)	Second Floor - If partition wall- must be soundproof. Need laptop carts to utilize space for group orientation/assessments.
Other Needs	100		Reception / Welcome Area	N/A		
Other Needs	100		Staff Lounge w/ kitchen	N/A		Second Floor
Other Needs	100		Ample Restrooms	N/A		
Other Needs	100		Multi-Use Office	N/A	1 / (3 Capacity)	Utilized by: H&HS, CalWORKs, SMART, etc.
Other Needs	100		Kiosk snack/coffee station	N/A	1 / (5 Capacity)	
Other Dept.'s	100		Bookstore	N/A		Second Floor
Other Dept.'s	100		Health & Wellness	Debbie Goodman		Include discreet indoor entrance &/or outdoor entrance.
Other Dept.'s	100		Campus Safety Sub-Station	Lonnie Seay	1 / (2 Capacity)	To be highly utilized during peak registration/fin. aid disbursements.
Other Dept.'s	200		Library Services	Will Breitbach		
Other Dept.'s	200		Gateway to College	Nancy Berkey		
Other Dept.'s	500		ACSS	Stacey Bartlett		
Other Dept.'s	700		Information & Technology	James Crandall		
Other Dept.'s	700		Learning Resource Center	Teresa Doyle		
Other Dept.'s	900		SLAM	Frank Nigro		
Other Dept.'s	1300		Campus Safety	Lonnie Seay		
Other Dept.'s	1800		PEAT	Mike Mari		
Student Services	2000		Support Services	Sandra Hamilton Slane	1	
Student Services	2000		EOPS	Sandra Hamilton Slane	8 / (8 Capacity)	
Student Services	2000		PACE (Partners in Access to College Educ.)	Sandra Hamilton Slane	8 / (30 Capacity)	
Student Services	2000		TRIO	Sue Huizinga	7 / (8 Capacity)	
Student Services	2000		SCI*FI	Bob DePaul	3 / (20 Capacity)	
Student Services	2000		Foster Kinship	Sheri Wiggins	2	
Student Services	2000		College to Career	Amber Perez	2 / (25 Capacity)	
Student Services	2000		Access & Equity	Sharon Brisolara	2-3	
Student Services	2000		Center for Equity & Inclusion	Sharon Brisolara	1-2 (35-50 Capacity)	
Other Dept.'s	2000		Food Services	Denise Axtell		
Student Services	2100		Career Development (Moving w/ EWD)?	Leann Williams	1	Currently in Student Employment but discussed splitting duties.
Student Services	2100		Student Employment (Moving w/ HR)?	Leann Williams	1	Currently in Student Employment but discussed splitting duties.
Other Needs	2100		Board Room?	N/A	40 Capacity?	
Other Needs	2100		HR - (2) Interview Rooms & (1) Testing Room	Greg Smith	0 / (10 & 1 Capacity)	
Other Dept.'s	2100		Administrative Services	Morris Rodrigue		
Other Dept.'s	2100		Business Office	Jill Ault		
Other Dept.'s	2100		Dual Enrollment	Teresa Doyle		
Other Dept.'s	2100		EWD	Eva Jimenez		
Other Dept.'s	2100		Extended Education	Andrew Fields		
Other Dept.'s	2100		Human Resources	Greg Smith		
Other Dept.'s	2100		Office of Instruction	Morris Rodrigue		



Other Dept.'s	2100		President's Office	Joe Wyse		
Other Dept.'s	2100		Foundation	Scott Thompson		
Other Dept.'s	2100		Research	Kate Mahar		
Other Dept.'s	2100		Marketing & Public Relations	Peter Griggs		
Other Dept.'s	2100		Grants Office	Amy Webb		
Other Dept.'s	2100		Innovation Office	Theresa Markword		
Student Services	2300		VP Student Services	Kevin O'Rorke	2	
Student Services	2300		Student Life	Tina Duenas	3 - 5 / (11 Capacity)	
Student Services	2300		Global Education Center	Tina Duenas	2 / (15-20 Capacity)	
Student Services	2300		Student Senate	Tina Duenas	0 / (30-33 Capacity)	
Student Services	2300		Club Room	Tina Duenas	0 / (20-25 Capacity)	
Other Needs	2300		Coffee Shop / Café / Student Store	N/A		In current bookstore location
Other Dept.'s	2700		Physical Plant	George Estrada		
Student Services	3000		Student Housing	Nicholas Webb	14 / (126 Capacity)	Potential new build with non bond funds at a later date
Student Services	Downtown		CalWORKs	Nadia Elwood	2 on campus	To utilize "Community Office" when on campus
Other Dept.'s	Downtown		HSUP	Kathy Royce		
Other Needs	All Inst./New CTE		(1) Community Office	N/A	1 (2 Capacity)	CTE/Instructional Program Counselors, etc.
Other Dept.'s	New CTE		BAITS	Michael Sloan		
Other Dept.'s	New CTE		Bistro	Mike Mari		