Shasta College

Student Services Council Meeting
November 15, 2017 • 9:00 AM
Room 2314

MINUTES

Committee Members Present					
X	Stacey Bartlett	X	Sue Huizinga		Jenna Barry Highfield - Guest
X	Sharon Brisolara	X	Tim Johnston	X	Sara Phillips - Guest
X	Tina Duenas	X	Becky McCall	X	Daniel Valdivia
X	Nadia Elwood		Kevin O'Rorke	X	Nick Webb
X	Sandra Hamilton Slane				

CALL TO ORDER

The meeting was called to order by Tim at 8:20 am

1. Annual Area Plan – Presentations
   Due in a couple of weeks on the 29th will be the final ranking of Initiatives, including the Faculty Ranking.

   Transfer Program (Not on list, will be on update)
   - Transfer Center Remodel/Creation of Student Success Lab
     Remodel the Transfer Center to allow for a Student Success Lab. Add ITV or the other video capabilities which could be used for our students on the various campuses to talk to university representative, for transfer center workshops, for FYE meetings, for the BOLD program and other topics such as career and employment, financial aid, admissions and probation.
   - Transfer Student Data Collection
     Collect data from our student s in order to better understand barriers that keep students from transferring and to identify behaviors and resources that assist students with transferring.
   - Associate Degrees or Transfer (ADT) Promotion
     Request budget to advertise ADT degrees to current Shasta College students, community, faculty and staff.

   Highest Ranking – ADT Promotion. Second – Data Collection.

   Residence Program (#43 and #44)
   - Residence Hall Storage Shed #43
     Have one, but that is already full and they need a second for more storage.
     They have one resident office/living quarters and it is being used for storage. Physical plants recommendation is to put in a concrete pad and add a second storage shed Quote $7,500.00. Estimate size was 7 x 10.
     *Note that Upward Bound would like to have access to storage.
   - Residence Hall Resident Advisor Office Remodel # 44
     Intention to add a service window, so that staff could assist students through the window. Also increase visibility of advisors of the common area. Quote was $2,500 for the window and countertop.

   Highest Ranking – Residence Hall Storage Shed, Second – Residence Hall Office Remodel

Admissions and Records - None

Assessment - None

CalWORKs (Not on list, will be on update)
- CalWORKs Shared Office Space (Main and Tehama)
  Shared space for CalWORKs to have a presence on main and Tehama camps to meet with CalWORKs students.
- Categorically Funded CalWORKs Technology Update
  Desk top and laptop
  Desktop computer – a minimum of $775.00
  Laptop computers – a minimum of $1,500
  Laptop dock –minimum of $200.00
  Laptop external DVD drive (if needed) – minimum of $50.00

Highest Ranking – Shared Office Space, Second – Technology Update

Career Center and Employment - None

PACE - None

EOPS/CARE
- Peer Advising
  Strengthen peer advising through leadership training - Leadership Conference.
- Promote Full Time Enrollment
  Promotional campaign to encourage full-time enrollment. Identify barriers to full-time enrollment and establish support service including increase financial aid access.

Highest Ranking – Promote Full Time Enrollment, Second – Peer Advising

Financial Aid (#34 - #42)
- Student Services Remodel #34 - rollover
- Student Services Building #35 - rollover
- Staffing to support Tehama Campus – District Funding
  Tehama Campus Student Services Analyst (Range 40) #36 (Recently Board Approved)
  Tehama Campus Student Success Facilitator 1 #37
  Tehama Campus Student Success Facilitator 2 #38
- Staffing to support Veterans Center – District Funding
  Veterans Resource Center (VSC) Analyst (Range 40) #39
  VSC Student Services Specialist #40 (Range 35; This job has not been approved yet.)
  VSC Student Success Facilitator 1 #41
  VSC Student Success Facilitator 2 #42
  *Note that the Veteran's Resource Task Force assisted with developing this staffing proposal.
  *Could be some options with hiring more work study students through the VA.
  *Nov. 7th Veterans Grant Program received and Becky shared it with Amy Webb.

Highest Ranking – Student Services Bldg #35
Rank #2 - Student Services Remodel #34
Rank #3 - VSC Student Success Facilitator 1 #41
Rank #4 - Tehama Campus Student Success Facilitator 1 #37
Rank #5 - VSC Student Services Specialist #40
Rank #6 - Tehama Campus Student Success Facilitator #38
Rank #7 - VSC Student Success Facilitator 2 #42
Rank #8 – Tehama Campus Student Services Analyst #36
Rank #9 - Veterans Resource Center (VSC) Analyst #39

Student Life (#45 - #52)

- Administrative Secretary 1 #45 (range 33)
  Adding UMOJA and Global - has added significant added work load to Student Life office. Would like to reclassify current position as a Student Services Coordinator for Global Ed and have a new Admin Secretary to provide services to Director of Student Life, Director of Residence, Student Services Coordinator for Global Ed and Student Services Coordinator.
- Integrated Student/Staff ID Cards #46
  A student/staff ID card system which integrates with Colleague and other on campus software. Could be used for Dorm Access, Library, loading of funds onto cards, and Campus Safety possibilities. Moved forward pending 2017/2018 initiative funding decisions.
- Student Union – Coffee Shop, Rec Center, Student Senate, Meeting Rooms, etc. #47
  Create an actual Student Union (not cafeteria) which includes some/all of the following examples, Coffee Shop (with outdoor bistro seating), Student Store w/food pantry run by SCSS, Rec. Center, Student Senate, Meetings Rooms, UMOJA Village, etc. A potential location could be where the current bookstore is located if they were to move to the "one-stop shop" student services building.
- Full Time Classified Position #48
  Dependent on Student Union approval. One classified worker to oversee remaining staff student staff.
- Student Center/Quad AV Technology #49
  Permanent PA system, speakers, projector in the Student Center/Quad areas.
- Website Redesign #50
  This initiative supports the need to generally update the Student Services website to promote a process focused experience.
- Quad Shade Structure #51
  Quad Shade Structure – cost estimate is $10,000.00.
- Campus/Community Food Truck #52
  Campus food truck estimated cost is $50,000.00. If the food truck operated 4 hours per day making approx. $750.00 per hour ($3,000.00 per day.)

Highest Ranking – Admin Secretary #45

Rank #2 – Student Union #47

Rank #3 -Website Redesign #50

Rank #4 - Integrated card system #46

Rank #5 - Quad Shade Structure #51

Rank #6 - Full Time Classified Position #48

Rank #7 - Student Center Technology #49

Rank #8 – Campus/Community Food Truck #52

Rank #9 – Peer Advising (EOPS/CARE Initiative)

TRiO - None

Enrollment Services (#7 - #33)

- Digital Signage Refresh #7
  Connected with # 26 UC View – Digital Signage Support
- CollegeSource – TES #8
  Transfer Evaluation System. Software publishes
  Transcript evaluations at the front end to inform Hobson's Starfish Ed Plan Program. Cost about $9,000.00 annually.
- DocuWare Automated Workflow #9
  Automated workflow and scanning solution. Used to scan vault documents. Only uses a small part of its capabilities. Has ability to streamline to on-line form fillable documents and a

paperless process. SSSP funded initial investment costs. Proposing District pick up ongoing cost which is about $10,000.00.

- Dublabs Ongoing Support #10
  Mobile app available to students and staff. SSSP invested with other departments to get functionality going. Still in process of improvements and expansions. $14,000.00 a year cost.
- First Year Experience (FYE) Ongoing Support #11
  New students identified during recruitment/matriculation process by counselors. Initial outreach to 500 students, and current active participants number about 50 students. Contact requirements and incentives.
  Conceptualizing a model from a sister college in which students who were enrolled in particular courses. Sara from Research is completing a quiet study regarding students enrolled in a STU Course an impact on success and retention.
- HS Counselor Day Ongoing Support #12
- Hobsons Starfish Ongoing Support #13
- Hobsons Starfish Promotion #14
- iSpring Online Orientation #15
  Internally produced orientation. License has expired, but we can still use program, but there are no updates. $1,170.00 a year for licensing.
- Preview Day Ongoing Orientation #16
  Cost was about $5,000.00.
- Outreach Publications and Printing #17
  SSSP has in the past provided many of the publications, brochures, booklets and so forth, but in the future would need support from District funding.
- Regroup Ongoing Support #18
  Text messaging program. Total cost $7,340.00.
- SARS Ongoing Support #19
  Software package for scheduling in counseling, assessment center, tutoring, and assists with pulling reporting data. $6,800.00.
- Hobsons Starfish Staff Support #20
- Hobsons Student Success Facilitator #21
  Added support to assist with workflow
- Staff Transcript Evaluator 1 #22
  Current A&R Tech II on SSSP, and intention is to move funding to General, but there is am A&R Tech II vacant position funded by General Funds.
- Staff Transcript Evaluator 2 #23
  New Evaluator position. We have a Student Success Facilitator who is working part time out of class as an A&R Tech II.
- StudentLingo #24
  Online workshops that are being offered and are being well utilized.
- SSC Computer Refresh #25
  Planning in advance for refresh in 2020.
- UC View – Digital Signage Support #26
- Student Success Center Ongoing Support #27
  Goal to institutionalize supplies for the SSC from District funds.
- Employment Services Development Tech # 28
- Website Renewal # 29
- Staff Guided Pathway Counselor #30
  Counseling Dept asked to move forward to fill behind the part of Leann's position that offered career guidance.
- Parking Permit Automate Service #31
- Student Service Tablets in Tehama #32

- Student Success Center in Burney #33

Highest Ranking – Hobsons Starfish Ongoing Support and Hobsons Starfish Ongoing Staff Support
Rank#2 -

Equity and Inclusion (#1 - #6)

- Student Center for Equity and Inclusion
Space for students to meet, accessible, centrally located physical space on campus to provide for student gatherings.

  Equity and Inclusion currently supports portions of the positions listed above. Cost to the Equity budget is approximately $90,000.00 and proposal is for District to pick up support, and then Equity funding can support other positions.
- Associate Dean of Student Services
- Director of Marketing
- Articulation Officer/Counseling

- Latino/a/x Initiative
Initiative would be further developed by the counselors, instructional staff, classified staff and administrators who have expressed interest in working t scale up academic support programs for our Latino/a students at all sited. The initiative would include cultural events, representation on key participatory committees, professional learning related to culturally responsive practices with special attention to diverse Latino/a cultures, student leadership development and opportunities, civic engagement/service learning, family events/inreach and referrals to campus and community programs and services. The initiative will draw on what has been learned through the Catch the Next program, but will be structured to support a Guided Pathways Framework with counselors focused on 2(initially) meta reports.

Highest Ranking – Latino/a/x, Second – Student Center for Equity and Inclusion

Next Steps:
  o Separate Out Initiative List and Staff List
  o Suggestions to distinguish the staff list with details such as including Existing, New, Reclassified
  o Plan to get updated list out in a couple of days.
  o Finals due on November 29th

- December 20th following SSC meeting Council will go to the Giant Orange for a celebratory lunch.

Meeting Adjourn: 12:00 pm

NEXT MEETING

The next meeting is scheduled for Wednesday, December 6, 2017 from 9:00 am – 11:00 am in Room 2314.
Recorded by: Michelle Fairchild, Administrative Secretary, Enrollment Services

Shasta College

Student Services Council Meeting
Wednesday November 15, 2017
9:00 AM • Room 2314
AGENDA

1. Approval of Minutes

2. Annual Area Plan - Presentations

3. Area Updates

4. Other/Announcements

5. Next Time

NAME: _____ SIGNATURE: _____

STUDENT SERVICES ANNUAL AREA PLAN INITITATIVES PRIORITY SCALE

Instructions:This priority setting scale requires that you compare each initiative to one another, i.e. initiative #1 compares with #2, #3, and #4.

1. Student Center for Equity and Inclusion

2. Director of Residence Life Position
    1
    2

3. Associate Dean of Student Services
    1 2
    3 3

4. Director of Marketing
    1 2 3
    4 4 4

5. Articulation Officer/Counseling
    1 2 3 4
    5 5 5 5

6. Latino/a/x Initiative
    1 2 3 4 5
    6 6 6 6 6

7. Digital Signage Refresh
    1 2 3 4 5 6
    7 7 7 7 7 7

8. College Source - TES
    1 2 3 4 5 6 7
    8 8 8 8 8 8 8

9. DocuWare Automated Workflow
    1 2 3 4 5 6 7 8
    9 9 9 9 9 9 9 9

10. DubLabs Ongoing Support
    1   2   3   4   5   6   7   8   9
    10 10 10 10 10 10 10 10 10

11. First Year Experience Ongoing Support
    1   2   3   4   5   6   7   8   9   10
    11 11 11 11 11 11 11 11 11 11

12. HS Counselor Day Ongoing Support
    1   2   3   4   5   6   7   8   9   10 11
    12 12 12 12 12 12 12 12 12 12 12

13. Hobsons Starfish Ongoing Support
    1   2   3   4   5   6   7   8   9   10 11 12
    13 13 13 13 13 13 13 13 13 13 13 13

14. Hobsons Starfish Promotion
    1   2   3   4   5   6   7   8   9   10 11 12 13
    14 14 14 14 14 14 14 14 14 14 14 14 14

15. iSpring Online Orientation
    1   2   3   4   5   6   7   8   9   10 11 12 13 14
    15 15 15 15 15 15 15 15 15 15 15 15 15 15

16. Preview Day Ongoing Support
    1   2   3   4   5   6   7   8   9   10 11 12 13 14 15
    16 16 16 16 16 16 16 16 16 16 16 16 16 16 16

17. Outreach Publications and Printing _____ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16
17 17 17 17 17 17 17 17 17 17 17 17 17 17 17 17

18. Regroup Ongoing Support _____ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17
18 18 18 18 18 18 18 18 18 18 18 18 18 18 18 18 18

19. SARS Ongoing Support _____ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18
19 19 19 19 19 19 19 19 19 19 19 19 19 19 19 19 19 19

20. Hobsons Starfish Staff Support _____ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19
20 20 20 20 20 20 20 20 20 20 20 20 20 20 20 20 20 20 20

21. Hobsons SSF _____ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20
21 21 21 21 21 21 21 21 21 21 21 21 21 21 21 21 21 21 21 21

22. Staff Transcript Evaluator 1 _____ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21
22 22 22 22 22 22 22 22 22 22 22 22 22 22 22 22 22 22 22 22 22

23. Staff Transcript Evaluator 2 _____ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22
23 23 23 23 23 23 23 23 23 23 23 23 23 23 23 23 23 23 23 23 23 23

24. Student Lingo _____ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23
24 24 24 24 24 24 24 24 24 24 24 24 24 24 24 24 24 24 24 24 24 24 24

25. SSC Computer Refresh _____ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24
25 25 25 25 25 25 25 25 25 25 25 25 25 25 25 25 25 25 25 25 25 25 25 25

26. UC View – Digital Signage Support _____ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25
26 26 26 26 26 26 26 26 26 26 26 26 26 26 26 26 26 26 26 26 26 26 26 26 26

27. Student Success Center Ongoing Support _____ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26
27 27 27 27 27 27 27 27 27 27 27 27 27 27 27 27 27 27 27 27 27 27 27 27 27 27

28. Employment Services Development Tech _____ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27
28 28 28 28 28 28 28 28 28 28 28 28 28 28 28 28 28 28 28 28 28 28 28 28 28 28 28

29. Website Renewal _____ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28
29 29 29 29 29 29 29 29 29 29 29 29 29 29 29 29 29 29 29 29 29 29 29 29 29 29 29 29

30. Staff – Guided Pathway Counselor _____ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29
30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30 30

31. Parking Permit – Automate Service _____ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30
31 31 31 31 31 31 31 31 31 31 31 31 31 31 31 31 31 31 31 31 31 31 31 31 31 31 31 31 31 31

32. Student Service Tablets – Tehama _____ 1 2 3 4 5 6 7 8 9 10 11 12 13 14 15 16 17 18 19 20 21 22 23 24 25 26 27 28 29 30 31
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33. Student Success Center – Burney

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
33	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33	33

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34. Student Services Remodel

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
34	34	34	34	34	34	34	34	34	34	34	34	34	34	34	34	34	34	34	34	34	34	34	34	34	34	34	34	34	34	34

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34 34

35. Student Services Building (2)

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35	35

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36. Tehama Campus – Student Services Analyst

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36	36

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37. Tehama Campus - SSF 1

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
37	37	37	37	37	37	37	37	37	37	37	37	37	37	37	37	37	37	37	37	37	37	37	37	37	37	37	37	37	37	37

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37 37 37 37 37

38. Tehama Campus – SSF 2

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
38	38	38	38	38	38	38	38	38	38	38	38	38	38	38	38	38	38	38	38	38	38	38	38	38	38	38	38	38	38	38

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38 38 38 38 38 38

39. Veterans Resource Center (VSC) – Analyst

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
39	39	39	39	39	39	39	39	39	39	39	39	39	39	39	39	39	39	39	39	39	39	39	39	39	39	39	39	39	39	39

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39 39 39 39 39 39 39

40. VSC – Student Services Specialist

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40	40

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40 40 40 40 40 40 40 40

41. VSC – Student Success Facilitator 1

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41	41

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42. VSC – Student Success Facilitator 2

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
42	42	42	42	42	42	42	42	42	42	42	42	42	42	42	42	42	42	42	42	42	42	42	42	42	42	42	42	42	42	42

32	33	34	35	36	37	38	39	40	41
42	42	42	42	42	42	42	42	42	42

43. Residence Hall Storage Shed

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
43	43	43	43	43	43	43	43	43	43	43	43	43	43	43	43	43	43	43	43	43	43	43	43	43	43	43	43	43	43	43

32	33	34	35	36	37	38	39	40	41	42
43	43	43	43	43	43	43	43	43	43	43

44. Residence Hall Resident Advisor Remodel

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
44	44	44	44	44	44	44	44	44	44	44	44	44	44	44	44	44	44	44	44	44	44	44	44	44	44	44	44	44	44	44

32	33	34	35	36	37	38	39	40	41	42	43
44	44	44	44	44	44	44	44	44	44	44	44

45. Admin Secretary – District Funded

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45	45

32	33	34	35	36	37	38	39	40	41	42	43	44
45	45	45	45	45	45	45	45	45	45	45	45	45

46. Integrated Student/Staff ID Cards

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46	46

32	33	34	35	36	37	38	39	40	41	42	43	44	45
46	46	46	46	46	46	46	46	46	46	46	46	46	46

47. Student Union

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47	47

32	33	34	35	36	37	38	39	40	41	42	43	44	45	46
47	47	47	47	47	47	47	47	47	47	47	47	47	47	47

48. Full Time Classified Position

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48

32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47
48	48	48	48	48	48	48	48	48	48	48	48	48	48	48	48

49. Student Center/Quad AV Technology

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49

32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48
49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49	49

50. Website Redesign

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31
50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50

32	33	34	35	36	37	38	39	40	41	42	43	44	45	46	47	48	49
50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50	50

51. Quad Shade Structure _____

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 |

| 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 |
| 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 | 51 |

52. Campus/Community Food Truck _____

| 1 | 2 | 3 | 4 | 5 | 6 | 7 | 8 | 9 | 10 | 11 | 12 | 13 | 14 | 15 | 16 | 17 | 18 | 19 | 20 | 21 | 22 | 23 | 24 | 25 | 26 | 27 | 28 | 29 | 30 | 31 |
| 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 |

| 32 | 33 | 34 | 35 | 36 | 37 | 38 | 39 | 40 | 41 | 42 | 43 | 44 | 45 | 46 | 47 | 48 | 49 | 50 | 51 |
| 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 | 52 |

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21
__	__	__	__	__	__	__	__	__	__	__	__	__	__	__	__	__	__	__	__	__

22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40	41	42
__	__	__	__	__	__	__	__	__	__	__	__	__	__	__	__	__	__	__	__	__

43	44	45	46	47	48	49	50	51	52
__	__	__	__	__	__	__	__	__	__

Enrollment Services
Annual Area Plan Initiatives 2018-19

Initiative Requests

College Source/TES (3)

Digital Signage Refresh (17)

DocuWare Ongoing Support (4)

Dublabs Ongoing Support (11)

FYE Ongoing Support (13)

HS Counselor Day Ongoing Support (12)

Hobsons Starfish Ongoing Support (1)

Hobsons Starfish Promotions Ongoing Support (16)

iSpring Ongoing Support (10)

Parking Permit – Automate Service (6)

Preview Day Ongoing Support (9)

Outreach Publications / Printing Ongoing Support (8)

Regroup Ongoing Support (15)

SARS Ongoing Supportg (5)

Student Lingo Ongoing Support (7)

Student Services Building (21)

Student Success Center Ongoing Support (14)

Student Success Center Computer Refresh (19)

UC View Ongoing Support (18)

Veterans Center (20)

Website Renewal (2)

Staff Requests

Employment Development Services Technician (7)

Guided Pathway Counselor (8)

Hobsons Starfish Ongoing Staff Support (1)

Hobsons Starfish Student Success Facilitator (3)

Transcript Evaluator 1 (2)

Transcript Evaluator 2 (4)

Student Success Facilitator (2) Veterans Center (5)

Student Services Coordinator (1) Veterans Center (6)

Extended Education

Student Services Tablets – Tehama

Student Services Success Center - Burney