Redwoods Community College District
Enrollment Management Committee
Thursday, June 3, 2010
3:00 p.m.
Boardroom, Eureka Campus

Notes

PRESENT
Rachel Anderson, Jenn Bailey, Mary Grace Barrick, Daniel Bixler, Steve Brown, Geoff Cain, Anna Duffy, Kathy Goodlive, Joe Hash, Anita Janis, (phone) Geisce Ly(phone), Nikiya McWilliams, Karen Nelson, Keith Snow-Flamer, Ruby Sodhi, Lynn Thiesen, Cheryl Tucker, Juana Tabares

VALIDATION OF THE STUDENT SERVICES PROGRAM REVIEW RANKING
The reason for this meeting is to validate the Student Service program review request ranking which has been distributed throughout the district on several occasions.

There has been a hole in the model with information not reaching the Budget Planning Committee (BPC); this is a major flaw in what hasn’t been done this year. Information will be submitted over the summer to the BPC to correct this. The BPC web page will be updated and additional members are being recruited, the committee will also have a new mission.

Review rankings and discuss any additional requests and addendums from programs.

- Does the committee feel that there is a difference between “ASC Program Director” and “Program Director”? The committee originally came up with “ASC Program Director” this will remain the same per the committee.
- Have any of the positions on the ranking list been filled?
  - CalS Acd. Ad. filled
- Due to cuts in EOPS they can no longer advocate for a full – time Student support specialist, request made to remove from ranking (Cheryl)

REVIEW OF ADDENDUMS FROM PROGRAMS
The criteria used in determining rank was discussed and each program that submitted an addendum advocated for the positions that are being requested.

Campus Life
Assistant
Which category does Campus Life request fall under? Nikiya stated that it is a new program and there are many activities and they are spread very thin.

Library
Librarian .5 to fill in when Ruth is away (10mo/35 hrs per wk)
Open 7:45 – 8 pm M-TH and Fri 7:45-5 pm. This could also be an accreditation issue. Need extra help “on the floor” to accommodate students/customers.
Instructional Support Specialist II.5

ASC
AOA I support for ASC a “go to” person to pull the department together.

Testing clerk – proctor tests
Instructional Assistant Support II Learning Cnter 114

Counseling
Counselor has been doing articulation which was previously dormant for a number of years, tremendous hole w/out Mike Miller.
Articulation Officer? Required? Accreditation issue?
Steve and Rachel Rank as P1

CalSOAP
Outreach Coordinator
Build bridges with community and program
Funding (CSAC grant funded)

Athletic Department
Head Football coach
Strictly football coach outside of faculty- straight contract coaching duties specified. Can we look at this a head football coach or PRME or Personal Services contract?

Each EMC committee member was asked to rank each position using the specified criteria and process.

NEXT STEPS
Submit list to Rachel and Steve for approval, allow a 24 hour turn around. Then submit to BPC.

The EMC will forward student services staffing request recommendations to the BPC. Technology, facilities, equipment/furniture requests recommendations will be sent to the appropriate planning committee for prioritization. These committees will forward their recommended rankings to the BPC.

OVERVIEW OF RANKING RECOMMENDATIONS
These recommendations to the Budget Planning Committee (BPC) are based on the information received to date. The rankings may change or positions may be added, deleted or revised based on the needs of the institution.

These recommendations are based on information provided by student services program review or addendums. Staffing recommendations come from a variety of integrated planning functional committees. Not all staffing recommendations go through the EMC.

ADJOURNED
5:30 p.m.

SUBMITTED
lw