

Student Services Master Planning Committee- October 23, 2013

Present: Barbara Baston Karen Clancy Heather Del Carlo Diann Jackson
 Adam Runyan Denise Stevenson Dr. Vasquez Patrick Walton

2 PM

Committee reviewed the SSMP for errors, changes and additional input.

Karen handed out a job description for the Director of Enrollment Services. Highlighted were the jobs Sandy Jonas and Kim Clain currently do, working out of class. As well as the jobs other departments do.

Committee discussed hiring a Director of Enrollment Services versus upgrading Sandy and Kim with the addition of another Administrative Assistant I. The committee voted and it was decided to hire a director.

Staff recommendations were prioritized.

Non-Staffing recommendations were corrected, updated and prioritized.

Adjourned at 3:10 PM

The next meeting will be October 30, 2013 at 2 PM in the Admin Conference room.