CUESTA COLLEGE
STUDENT SERVICES LEADERSHIP TEAM

| X | S. McLaughlin | X | C. Muñoz | X | K. Pimentel |
| X | A. Gutierrez  | X | N. Ornelas | X | V. Sawzak   |
| X | R. Aldama     | X | J. Jackson |   | K. Peters   |

MINUTES
March 5, 2013, 8:30-10:00am, Room 3219

Approval of February 7 2013 Minutes

Check-In – 10 min
Anthony Gutierrez reported he and five students will be attending a conference in Washington DC next week. Students in the Leadership class have been assigned to interview a business or educational leader outside Cuesta. ASCC budget hearings will occur the next three days. Several Student Services programs are requesting funds for next year.

S. McLaughlin reported Cabinet members have advocated for finding a way to give students the catalog at orientation, i.e. on a thumb drive. A. Gutierrez will check with Connect@Cuesta for funding.

V. Sawzak reported the Health Services program review is completed. Safe Spring Break will be presented on March 25 in the Student Center Courtyard.

C. Muñoz reported the local high school counselor conference was held at the North County Campus and expressed his thanks to A. Gutierrez for the student representation and presentation. The 2013 Assessment Schedule was distributed. Assessments begin April 10; high schools have the option of holding the testing at their location or students can attend a Saturday assessment. Makeup testing dates are listed at the bottom of the schedule. Students may also access the assessment website for days and times. Local high schools are notified who have taken the tests.

S. McLaughlin reported Julieta Siu and Janelle LaFond will staff a table at the March 9 Central Coast Jazz Festival. The grab n go tabletop display with photos will be used. Various handouts will be made available to the attending high school students.

R. Aldama reported 2013-14 applications are being process. There will be AB540 training available for faculty, staff and community members as a result of funding from ASCC – Dr. Richard Cortes will present at the North County Campus on the evening of April 18 and again Friday morning, April 19, at the SLO campus. The Financial Aid APPW is being completed and will be forwarded to N. Ornelas for review.

Review Counseling Department’s Smart Q&A System
S. McLaughlin reported Standard IIB in the Strategic Plan addressed the need to serve students in different locations. One way to address this initiative is through the Smart Q&A system. Catherine Machado reported on the background and demonstrated how the program works. The program is free to Cuesta as we are a beta tester and as such it’s likely the final software will be received free of charge or for a reduced price. In reply to V. Sawzak’s concern about confidentiality, C. Machado stated responses are addressed in generalities. In response to A. Gutierrez’ question, C. Machado will speak with Sean Landers to insert the location on myCuesta. C. Machado will introduce both Student Life and Leadership and Health Services to the program. S. McLaughlin suggested EOPS and DSPS become involved along with Financial Aid and asked C. Machado to inform her if any departments are not responding in a timely manner. K. Pimentel suggest adding the steps to success or a #10 on the “get started” website (http://cuesta.edu/student/getstarted/).
S. McLaughlin pointed out the technology requests are due to Janice House on Friday, March 8 however the cluster plan is not due until later, expressing concern that the leaders have had an opportunity to discuss their top technology requests with their staff along with all department priorities. In reply to S. McLaughlin’s question, K. Pimentel stated Degree Works is the number one priority in Admissions and Records. C. Muñoz reported requesting computer replacements and asked about software. S. McLaughlin stated software should be included however software will be covered by District dollars. Include all computers on the six year cycle, i.e. immediate, intermediate, long term. Computers in Assessment are in direct support of students and will be ranked higher than administrative requests, depending upon how the justification is crafted. In your requests, include how the request supports the strategic plan. In reply to A. Gutierrez’ question, an inventory listed is located in Computer Services that will identify when computers were purchased. Additionally the ID tag may indicate a purchase date. A. Gutierrez reported requesting updated computers, signboard replacement, and tablets-for-rent. V. Sawzak noted there is no Health Services requests for technology.

A Cluster priority meeting will be held Wednesday, March 20 from 11:00 a.m. – noon in room 3172D

Next Student Services Leader Meeting: April 9, 2013, 10:30 - noon, room 3172D