

Student Services Planning and Budget Meeting Notes  
 Wednesday, February 1, 2006  
 Student & Community Services Bldg. Conf. Rm  
 2:00 – 3:00 p.m.

Attending: Chamkasem, Cole, Griffin, Irvin, Kawazoe, Keene, Morero, Patlan, Rahall, Sellitti, Winters

Item	Discussion/Comments	Outcome
Program Review	Program Reviews due to SS managers by February 6 <sup>th</sup> .	
Budget	<p>Sellitti reported that enrollment figures for winter are improving, that we will see some instructional capital dollars (requests for funds needs to be included in PRs), Equalization funding still a hot topic at the state level. The district may not receive as much as expected.</p> <p>Enrollment is still a major concern.</p> <p>The college budget committee has not determined a timeline for resource requests so Program Reviews that have resource requests can be submitted by March instead of February.</p> <p>Restoration of "B" budget important. Need to provide information on increasing retention and how additional resources will assist with that. Prepare a narrative for College Council</p> <p>Comment made that the funds allocated by the Chancellor's office are for retention needs and should be documented. Provide Griffin this information when requesting the funding.</p>	<p>Discuss PRs          March 1<sup>st</sup> or 15<sup>th</sup>          meetings          February 15<sup>th</sup> mtg.          Criteria to review          PRs.</p>
Bond Measure	Griffin distributed handout of the De Anza College Bond Project List. The total amount of the Bond Measure is at \$50 million. \$350,000 needed to fund the Bond Measure effort and it will be raised, no funds can come from the college or district. In the areas of secondary effects is where Student Services will benefit the most.	
Summary & Agenda Items	<p>Griffin provided a handout prepared by Bob Barr, Institutional Research that provided information about enrollment trends. Document maybe uses to communicate information to the community about the college. Griffin commented that the document did not include enough information on retention, student success, and access, DSS.</p> <p>Sellitti commented that it would be important to know why students drop in the first two weeks of classes</p> <p>C: Hawk, Miner, Murphy</p>	