Memorandum

To: President Perez

CC: 

From: Joe S. Ramirez

Date: 4/23/2014

Re: Update on Student Service Action Plan

I am forwarding you an update on the hires and resources we will be able to fund for AY ’14 – ’15:

1. Admissions & Records: Student Support Services Representative; cost, $36,000 plus benefits per year; We are not able to hire a SS Representative but we will be hiring an A & R Evaluator from General Fund. This will be posted early June’14.

2. DSPS: .5 FTEF for the position of DSPS Director, this would make the position 1.0 FTEF; cost, approximately $50,000 annually; This position will be funded by the 2014 – 2015 Budget. It will be posted by May 22, 2014.

3. Counseling Department – 1 FTEF Counselor will be hired by August 01, 2014 funded by General Funds. 2 FT Limited Term or the equivalent, will be hired by August 01, 2014, funded by Student Services and Support Program (3SP) Funds.

4. Financial Aid Department: Accounting Technician position; this position will not be hired this year. Instead, an Evening Supervisor will be hired from General Funds by mid-August 2014.

5. Assessment Center: Student Services Assistant; this position will be hired in June ’14 funded by 3SP Funds.

6. Dean of Student Services; this position will be posted by May 05, 2014 and hire by mid-July ’14. The position will be funded, 75% 3SP Funds and 25% General Funds.

7. Outreach and Recruitment Coordinator; has been posted and is funded by the STEM and Title V programs.

8. International/Veteran Student Program Office Assistant Clerk position; will not be hired for AY ’14 – ’15.

Resources
1. Assessment Center: Software and Hardware for Document Imaging; will be purchased by 3SP funds.

2. Counseling Department: High End Copier/Fax/Scanner; may be purchased by 3SP funds.

3. Transfer Center: A Travel line item in the TC Budget; not funded for AY ’14 – ’15.

4. Reestablish Tutorial Services; will be forwarded to AY ’15 – ’16

5. Outreach and Recruitment Budget; still working on funding
6. Student Workers; will be funded with 3SP and Title V funds
7. Additional Supplies; working with Administrative Services with this request
8. Printing, printers and Computers; we will be submitting a grant for a new Title V grant with emphasis in Student Services, when successful, these items will be funded through this grant.
9. New Online Orientation and Counseling software will be purchased with 3SP funds.

If additional information is needed please let me know. Thank you.