



# COLLEGE ADVANCEMENT MEETING

11/17/2009

2:00 – 4:00pm

**Location:** AGB  
President's Large  
Conference Room

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**Facilitator:** Estella Castillo-Garrison

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**Attendees:** Michelle Anstadt, Morgan Barrows, Dixie Bullock, Ana Maria Cobos, Eric Garant, Jerry Hannula, Jennifer Hedgecock, Michael Hoggatt, Leslie Humphrey-Quirk, Hiro Konishi, Mary Law, Jennie McCue, Sophie Miller, Terence Nelson, James Pyle, Jan Ventura, Nina Welch, Adam Williams

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**Pre-meeting:**

- Submit completed *SMART Goal Development Worksheet* via email to [egarrison@saddleback.edu](mailto:egarrison@saddleback.edu) by 8am Monday, 11/16/2009
- Submit suggested agenda items to [egarrison@saddleback.edu](mailto:egarrison@saddleback.edu) by 8am Monday, 11/16/2009

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**Please read:** Website Information

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**Please bring:** (recommended) Binder for paperwork

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## AGENDA ITEMS

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Topic	Presenter	Time allotted
✓ Welcome		
✓ Review & prioritize submitted goals for <i>Improve Student Preparedness</i>	Committee	
✓ Review & prioritize submitted goals for <i>Foster Innovation</i>	Committee	
✓ Review & prioritize submitted goals for <i>Excel in College Transfers</i>	Committee	
✓ Review & prioritize submitted goals for <i>Enhance Resources</i>	Committee	
✓		
✓		
✓		
✓		

## OTHER INFORMATION

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**Next Meeting:** Tuesday, December 1<sup>st</sup> – AGB, President's Large Conference Room

**Observers:**

**Resources:**

**Special notes:**

## Strategic Planning Groups Areas of Focus

### College Advancement

Marketing and Advertising	Web site	Internet
Catalog and Schedule	Internal and External Communication	Radio/TV Station
Outreach and Recruitment	Foundation	Alumni (Students, Faculty, and Staff)
Community Education	Campus and Community Events	Government Affairs
Public Relations		

### Educational Development

Scheduling	Curriculum	Basic Skills
OSH Budget	Academics	Faculty & Staff Development
Degrees & Certificates	Career & Technical Education	Emeritus
New Programs	Honors	Grants
Program Development	Distance Education	Study Abroad

### Operational Support and Resources

New Facilities	Scheduled Maintenance	Maintenance
Custodial	Grounds	Parking
Energy and Sustainability	Equipment	Technology
Transportation	Campus Beautification	Ergonomics
Classroom Set-up	Facilities Usage	Duplication

### Student Affairs

Matriculation	Retention	Persistence
Course Completion	Degree and Certificate Attainment	Enrollment Services
Counseling Services	Transfer	Tutoring
Student Support	Safety	Emergency Planning and Preparedness
Student Health	Special Programs	Food and Beverage
Bookstore		