|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Monday July 27th** | **Tuesday July 28th** | **Wednesday July 29th** | **Thursday July 30th** |
| **8am** | Meeting @ HR District | Staff meeting with Justine and Amanda (Student Life) | Meeting with CHC Director of Student Life Ericka Paddock  [epaddock@sbccd.cc.ca.us](mailto:epaddock@sbccd.cc.ca.us)  (CHC – SC 107) | Student Life Office Study Materials: Board policies and Budgeting |
| **9-10 am** | Meeting @ HR District | Meeting with Amanda  (Student Life) | Meeting with CHC Director of Student Life Ericka Paddock  [epaddock@sbccd.cc.ca.us](mailto:epaddock@sbccd.cc.ca.us)  (CHC – SC 107) | Student Life Office Study Materials: Board policies and Budgeting |
| **10-11 am** | Meeting @ HR District | Meet President and VPs in President’s Office | Student Services Council Meeting 10m-12pm | Student Life Office Study Materials: Board policies and Budgeting |
| **11am-12pm** | Meeting @ HR District | Meeting with Justine  (Student Life) | Student Services Council Meeting 10am-12pm | Student Life Office Study Materials: Board policies and Budgeting |
| **12-1 pm** | Meeting @ HR District | Lunch w/ VPSS and Staff  Chilies | Lunch w/ VPSS and Dean of Counseling | Lunch |
| **1-2 pm** | Meeting with VPSS 1-4pm. Review training and responsibilities | Campus Tour | Meeting with Nguyen, Joseph jnguyen@sbccd.cc.ca.us  Former Interim Director of Student Life  (Student Life) | Meeting with Johnny Conley FYE and NSWD  (Liberal Arts) |
| **2-3 pm** | Meeting with VPSS 1-4pm. Review training and responsibilities | Review Student Life Program Plan and SAO | Meeting with ASG President  (Student Life) | Student Life Front Counter |
| **3-4 pm** | Meeting with VPSS 1-4pm. Review training and responsibilities | Research BP/AP 5500  Read Materials | Meeting with ASG  (Student Life) | Reception for New Director of Student Life |
| **4-5 pm** | Meeting w VPSS and Dean of Counseling, Marco Cota | Research BP/AP 5500  Read Materials  Debrief W/ VPSS 5-6 pm Student Code of Conduct | Research Title IX 4-6pm | Reception for New Director of Student Life |

**Director of Student Life Training Schedule**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | **Monday Aug 3** | **Tuesday Aug 4** | **Wednesday Aug 5** | **Thursday Aug 6th** | **Friday, Aud 7th** |
| **8am** | Review Student Life Department Plan | District Manager’s Meeting | Joe Cabrales CHC  Student Discipline  (LADM 300E) |  | Shari Blackwell-Board memos and PRs (ADSS 200) |
| **9-10 am** | Review Student Life Department Plan | District Manager’s Meeting | Joe Cabrales CHC  Student Discipline  (LADM 300E) |  | Shari Blackwell-Board memos and PRs (ADSS 200) |
| **10-11 am** | Staff Meeting Graduation VPSS Office | District Manager’s Meeting | Meet with Justine about Student orgs  (Student Life) | IO/SS joint cabinet meeting. Meet all deans | Meeting w/ Karol P Budgets (ADSS 206) |
| **11am-12pm** | Yvette Diversity Committee VPSS Office | District Manager’s Meeting | Meet with Marco Cota.  (Counseling) | ASG Meeting  (Region 9 Retreat) |  |
| **12-1 pm** | WAG Meeting with VPSS | District Manager’s Meeting | Lunch | Lunch |  |
| **1-2 pm** | Meeting with Mary V VPSS Office | District Manager’s Meeting | Meet with Elaine Akers and Kindra (Student Health Center) |  | Review Student Life budgets w/ Amanda (Student Life) |
| **2-3 pm** | Watch last year’s graduation | District Manager’s Meeting | Research study materials |  | Review Student Life budgets w/ Amanda (Student Life) |
| **3-4 pm** | Meet with Amanda re: Student Discipline Letters | District Manager’s Meeting | Research study materials |  |  |
| **4-6pm** | Research study materials | District Manager’s Meeting | Debrief w/ VPSS |  | Meeting with Lt. Tamayo |

**Key Dates:**

August 4 SBCCD District Manager’s Meeting

August 12 New Student Welcome Day 7:30am-1pm

August 13 New Employee Luncheon 1pm-2pm

August 17 SBVC Opening Day 8am-1pm

August 18 Instruction begins

Aug. 21 – 23 ASG Region 9 Retreat

Aug. 25-27 ASG Week of Welcome

Sept. 17-18 Student Services Managers Retreat

October 1-4 ASG Washington DC Trip

Meeting with VPSS 1st/3rd Monday of the month beginning August 3rd10:30-11:30pm in VPSS Office

Student Services Manager’s Meeting, 2nd Thursday 10-11:30

Student Services Council Meeting, 4th Thursday 10-11:30

ASG Meeting, every Friday 12:00pm – 1:00pm

Arts Lecture and Diversity Meeting first Wednesday of every month, 1-2pm

Managers meeting, varied dates TBA

Enrollment Management, varies dates TBA