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**Digital Imaging & Scanning****Presenter:** All**Discussion:**

- Shredder bins need to be signed off by Renee.
- Boxes stocked all over offices, need to be removed
- Need college wide system for digital imaging & scanning
- Batches (strategy/ideas)
  - All SSS should take responsibility for every aspect of enrollment services no matter what campus did what or when.
  - Pilot a scanning schedule beginning May 1, 2013.
    - Monday – HL
    - Tuesday – OR
    - Wednesday – AH
    - Thursday – RO
    - Friday – SF
  - DSS to submit RITS to create a scanning email box  
(*please see scanning schedule from May*)
  - While specific campuses are imaging on their day, all other campuses should be on ACD
  - ISAs will submit paperwork to ES for imaging

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**Agenda item:** College Wide Enrollment Services Retreat**Presenter:** C. Mathews**Discussion:**

- Financial Aid added to agenda (30 minutes)
- Refreshments – Each Director bring refreshments
  - Cookies-K. Van-Buren/C. Mathews
  - Water-S. Linden/K. McMullen
  - Chips/Pretzels – J. Brown-Williams
  - Candy-T. McFadden

**DSS Meeting (Rotation for refreshments)**

- May – Wilma
- June – Kelly
- July – Kelly
- August – Jan
- September – Tanya
- October – Carla
- November – Katherine
- December - Steve
- Send suggestions for ES Retreatment agenda

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**Student Financial Resources/Scholarships****Presenter:** W. Porter**Discussion:**

- Working on auto packaging loans and working w/IT, 6,000 applications (some duplicates) and 3,000 Summer loans,
- Should loan data base be shut down temporarily due to issue with violation of student information?
- If applications were submitted by March 8, processing of application is guaranteed