

RE: Graduation

Alertify (by e-mail)

RE: Laney Mailing Labels- 45plus.

Joyce Brown-Willis

Sent: Tuesday, February 21, 2012 12:58 PM

To: Adrienne Riley

CC: Terrance Greene; Martha (Ann) Mcurdo; Jo Ann Phillips; Michael Orkin; Tina Vasconcellos; Viet Le; Danniett Howard

Hi Adrienne,

I plan on have this sent out by the end of the day today and will let you know when I have completed the task. You are very welcome and I'm glad to help! ☺

Many thanks for your cooperation,

Joyce Brown-Willis
A & R Systems Technology Analyst
Peralta Community College District
www.peralta.edu

"Yesterday is history, tomorrow is a mystery, & today is a gift, which is why it's called a present." -
Kung Fu Panda (via Eleanor Roosevelt ☺)

From: Adrienne Riley

Sent: Monday, February 20, 2012 6:15 PM

To: Joyce Brown-Willis

CC: Terrance Greene; Martha (Ann) Mcurdo; Jo Ann Phillips; Michael Orkin; Tina Vasconcellos; Viet Le; Danniett Howard

Subject: Laney Mailing Labels- 45plus.

Importance: High

Joyce

In anticipation that our original message in prior email below might exceed the text limit for Alertify, we are sending a shortened version of the message. Please let us know if you are still willing to send out for us via an email and if the wording fits your limit of text (we'll shorten further if needed). Thank you and we look forward to hearing from you. Thank you and we look forward to hearing from you.

shortened version:

You've completed 45+ associate level units and may be nearing completing an associate degree. Make an appointment with a counselor to review if you're ready for a Degree Evaluation Petition or need assistance planning the remaining requirements, *degree petition deadline is 3/23/12*. To schedule an appointment, go to the Counseling Department in Portable #1 (located behind the "F" Building) or call (510) 464-3152 or 464-3153.

Jo Ann

We will be sure to ask counselors to keep a log of student IDs & description that we can report to you if there are any problems w/ student meeting the criteria.

Adrienne
X3136

From: Adrienne Riley
Sent: Thursday, February 16, 2012 4:16 PM
To: Joyce Brown-Willis
Cc: Terrance Greene; Michael Orkin; Martha (Ann) Mcurdo; Jo Ann Phillips; Tina Vasconcellos
Subject: RE: Laney Mailing Labels- 45plus.

Jo Ann - Thank you you for the names, you just don't know how much your assistance is appreciated by the Laney Counseling Department!

Hello Joyce

It would be more cost effective & 'faster' to send the dept message via email. Would you be willing to send our message through Alertify if it fits the text limit? Let us know and we would be willing to edit if necessary; otherwise we will proceed to mail postcards. Please see message below:

Laney College - ASSOCIATE DEGREES AND CERTIFICATES

Dear Laney Student,

Our records indicate that you have completed 45 or more associate degree level units. As a result of you nearing completion of the number of units required for an associate degree, you are encouraged to see a counselor by appointment to review whether you are ready to petition for degree evaluation or need assistance planning the remaining requirements. *Spring 2012 Degree Evaluation Petition deadline is March 23, 2012.*

To schedule an appointment, please come to the Counseling Department in Portable #1 located behind the "F" Building or call (510) 464-3152 or 464-3153.

Hours of operation

Mon Wed Thurs Fri – 8:00 a.m. to 4:30 p.m.
Tues – 8:00 a.m. to 7:00 p.m.

Laney Counseling Department

Adrienne Riley
Counselor/Instructor
Laney College
900 Fallon Street
Oakland, CA 94607
Office (510) 464-3136
Fax (510) 986-6927

"I've learned that people will forget what you said, people will forget what you did, but people will never forget how you made them feel." Maya Angelou

From: Jo Ann Phillips
Sent: Thursday, February 16, 2012 1:32 PM

To: Tina Vasconcellos
Cc: Terrance Greene; Michael Orkin; Martha (Ann) Mcurdo; Joyce Brown-Willis; Adrienne Riley
Subject: Laney Mailing Labels- 45plus.

Hi Tina,

Please find attached the list of students for the 45 Plus project. It has email and regular addresses. There are 725 students with:

- a. Student **currently enrolled** at Laney College
- b. **50% or more** of current term units at Laney College
- c. Completion of 45 or more **degree-applicable** units
- d. Completion or in progress of **ENGL 1A**
- e. Completion or in progress of **MATH 13 or 203**
- f. Does not have an associate or higher degree (B.S./M.A./Ph.D.)

I spoke with Joyce Brown-Willis in A&R. She regularly sends emails through Alertify to a list of emails. The message is a regular text type message. I don't think it has fancy formatting, but if you want to use this method you can send her the text for the email and she has offered to send it out. There is a limit to the number of characters, but I do not know the limit.

I cannot stress enough, that if there are any problems with the list, send me the student ID(s) with a brief problem description and I will be happy look into it. That being said, I was very carefully in making sure students selected meet the criteria.

Jo Ann

Jo Ann Phillips
Research & Systems Technology Analyst
Peralta Community College District
Phone: 510.466.7389
Fax: 510.466.7304

From: Tina Vasconcellos
Sent: Thursday, February 09, 2012 12:28 PM
To: Michael Orkin; Martha (Ann) Mcurdo
Cc: Jo Ann Phillips; Terrance Greene
Subject: RE: Laney Mailing Labels

Great!!! Thanks Mike ☺ & Thanks JoAnn!!

Tina Vasconcellos, Ph.D.
Dean of Academic and Student
Affairs
Laney College
900 Fallon Street
Oakland, CA 94607
tvasconcellos@peralta.edu
510.986.6994

From: Michael Orkin
Sent: Thursday, February 09, 2012 12:30 PM

<https://mail.peralta.edu/owa/?ac=Item&t=IPM.Note&id=RgAAAAD%2b%2bVBZ5GfqQ...> 4/11/2012

To: Martha (Ann) Mcurdo
Cc: Jo Ann Phillips; Tina Vasconcellos; Terrance Greene
Subject: RE: Laney Mailing Labels

Hello Ann,

Jo Ann will be working on this and will be in touch.

Mike

Michael Orkin, Ph.D.
Associate Vice Chancellor of Academic Affairs
Peralta Community College District
333 East 8th St.
Oakland, CA 94606
(510) 466-7308
morkin@peralta.edu

From: Martha (Ann) Mcurdo
Sent: Thursday, February 09, 2012 9:21 AM
To: Michael Orkin
Cc: Jo Ann Phillips; Tina Vasconcellos; Terrance Greene
Subject: FW: Laney Mailing Labels

Laney has a long history of requesting mailing labels from district research for a number of past mailings to increase required matriculation follow-up activities with students, with special effort to increase certificate and associate completions. You will note the sample history of requests in the email below and the 1st attachment.

Since conversion to PeopleSoft such activities have been problematic. The Laney Counseling Department is requesting consideration that district research can assist us in re-establishing the one contact with students regarding 45+ unit completions. We are hoping it might be possible to receive such information in time for us to make contact within the next two weeks, (to warn of the March 23 deadline). The parameters are described below and on the 2nd attachment.

Below are the suggested parameters for message to go out to students - **45+ unit label run criteria:**

- g. Student **currently enrolled** at Laney College
- h. **50% or more** of current term units at Laney College
- i. Completion of 45 or more **degree-applicable** units
- j. Completion or in progress of **ENGL 1A**
- k. Completion or in progress of **MATH 13 or 203**
- l. Does not have an associate or higher degree (B.S./M.A./Ph.D.)

In the past we received mailing labels and used US Mail. If at all possible our current proposal is to email the message via the student's PCCD email address. If neither is possible (email blast or mailing labels), could names & addresses be provided and hopefully we can find someone at Laney that can do a mail merge to create the mailing labels.

We realize everyone is short staffed and setting work priorities, but hope this request might be considered in an effort to increase Laney's graduation rate. We are also open to any suggestions to adjust the parameters/criteria if needed.

Thank you for your consideration.

From: Adrienne Riley
Sent: Wednesday, August 24, 2005 11:10 AM
To: Jo Ann Phillips
Cc: Iris Brooks; Matthew Kritscher; Carlos Mc Lean
Subject: Laney Mailing Labels

Jo Ann

Thank you for your willingness to help us out once again with mailing labels, that will assist us with Laney student outreach and follow-up activities.

Attached is last year's memo that details the 'parameters' needed for:

1. 45+ unit label run criteria
2. New Matric (non-ESL) labels
3. New Matric (ESL) labels

(Just a note, although obvious - the attached memo was written related to dates for the spring mailings.)

In terms of need, we would like to have the mailings labels in the following order of priority to meet scheduled activities:

45+ unit label - need to receive by 9/5/05

New Matric labels - need to receive by 9/12/05

It would also be very helpful to receive an advance fyi of the number of labels in each run, that would enable us to send the copy job to IMC & have it back at office when we receive the labels - so we expedite the mailing.

Your assistance is much appreciated.
Adrienne