

Student Services Council Meeting Minutes

The Student Services Council meeting started at 10:32 am on October 4th, 2011 in the board room building 600 at the Solano Community College Main Campus

-Committee Members Present: Cynthia Simon, Robin Darcangelo, Mostafa Ghous, Steven Springer, Gale Anderson, Amy Utt, Pres. Laguerre, Barbara Fountain, Candace Roe, . Teresa McLeod (video conference from the Vacaville Center), John Siefert (video conference from the Vallejo Center).

-Dr. Laguerre requested to add the career center on the membership. The council agreed and the Career placement center has been added to the Student Services Council.

-Barbara Fountain requested to the council to utilize something better than the current video conferencing technology. Dr. Laguerre requested for council members to move over to areas where the camera can record for now so that we can fit everyone on the screen.

-Dr. Laguerre asked if anyone has question on the notes. If so, email the group to take part on the discussion; Dr. Laguerre asked the council members if Research and Planning should join group. The council decided to allow Research and Planning to join the group.

-Dr. Laguerre asked the council to make a decision on the leaving the departments open or closed during the president's college address.

-Teresa McLeod and John S. asked that center not close to prepare for students because of the heavy traffic at that time.

-Dr. Laguerre suggested that centers close for a couple of hours and have the presidential address early in the morning instead. The centers could close from 8:30am-10am.

-Dr. Laguerre suggested that workshops can still be scheduled during the CSEA and Op. Engineers

-Cynthia Simons recommended that the Fall retreat be moved toward the spring semester in February and to close for half of the day. Dates suggested were Feb. 16 and 17th. A winery was a place of interest from the retreat committee.

-The retreat committee and the council were not sure if the winery would be appropriate.

-After some discussion among all council members the retreat date was moved to March 9th by the council because of a holiday on Feb. 17th

-Barbara Fountain recommended that we need to decide on closures ahead of time to give enough time for students prepare.

-The centers reported that they are OK with the propose retreat dates.

-Barbara Fountain discussed the priority registration changes explained from the survey collected from the listserve. Should SCC wait for legislation to pass law on new priority registration policies or should SCC decide now and work the laws in later?

-Dr. Laguerre suggested that he is curious to see what the success rates are for students who are receiving priority registration and base some of it on that.

-Barbara Fountain suggested that the Foster Youth students priority registration law will pass and that will be an easy fix in the system.

-Dr. Laguerre suggests that first time, full-time students should be priority.

-Dr. Laguerre suggested that Barbara Fountain work with Peter Cammish on the proposal for new priority registration list.

-Dr. Laguerre asked the council on ways to implement the professional development funds.

-Barbara Fountain and Cynthia Simon recommended to bring in speakers during the retreat.

-Erin Vines arrived 11:00am

-Barbara presented the Managing Emotions workshop

-Dr. Laguerre asked Barbara to take the Managing Emotions workshop suggestion to the retreat committee

-Dr. Laguerre asked to look at the student survey and base the speaker on the survey and asked the group what they think.

-Erin Vines suggested that the preview day surveys suggested that there are areas we need to work on and there are areas that are doing good. Vines reported that classroom space was needed more than anything on preview day.

-Dr. Laguerre recommended that faculty can participate in preview day as an optional Flex Cal. Connection with faculty is needed.

- Dr. Laguerre recommended that is should be sent as optional flex and that is should be shared with faculty now. Dr. Laguerre requested that Erin should share this to ALG and the Academic Senate.

-Steven Springer observed from Preview Day that some sessions were crowded and some were not.

Committee Reports

-Retreat committee: Dr. Laguerre asked if we could have the retreat at CC Yin's Ranch. Dr. Laguerre asked to put March 9th closure in the schedule, web-sites, signs, etc. A request has been put in to accommodate all faculty and staff at \$200 per person for professional development.

-Virtual Student Services (VSS) Committee: Erin asked members to suggest challenges and things they are able to do with respect to virtual services. Dr. Laguerre suggested that Erin contact students to attend the VSS committee. Dr. Laguerre asked that Erin contact Thom Watkins to become involved with the Learning Management System. E-college is becoming expensive so it would be good to use this as an alternative.

-Closing Committee: Gale Anderson asked if student services will be closed for two hours instead so that the committee will have to reconsider the two hours of closing. The committee should talk to Peter on the evaluation of the hours to determine good hours for closures. The committee will make some recommendations at the next meeting.

-Career Placement Center: Barbara will be attending the EAP conference to get other ideas of how others are using the registration lab. The issue with the elevator may be a problem with having the lab upstairs. A permanent lab would reduce lines. Steven suggested that students can use the DSP lab if the elevator is the issue. Barbara suggested that staffing would be an issue with using DSP. Barbara suggested that the labs work well if it is well staffed. Cynthia Simon recommended that the transfer and career center should be swapped with the tutoring center. Dr. Laguerre said that tutoring will be eventually moved back to the 100 after 2012. Amy asked if the students could use the 100 training room next to the library. Barbara said that it may be too far for registration staff and students.

-Dr. Laguerre asked for the next review of student success recommendations from the CCCCO, and hours of operations, report from the committees.

-Robin Darcangelo asked about what deadlines should be made for the student worker training. The response was for sometime in Spring.

-Theresa and John asked for the handouts from our council meeting.

-Barbara asked about the service mapping. Dr. Laguerre responded that this can be discussed during the retreat. Talk to Barbara more about it.

-Candace Roe asked what are we using instead of the "How are we doing" flyer. Erin suggested that his department is still using them and processing within the department. Dr. Laguerre asked to have a discussion about it next time.

Adjournment at 12:00pm