

# Student Services Council Meeting Minutes

March 20, 2012

10:30 am-Noon

Board Room

Present: Dr. Jowel Laguerre, Shemila Johnson, Barbara Fountain, Jocelyn Mouton, Erin Vines, Cynthia Simon, Steven Springer, Carolyn Moore, Marie Mayne, Lisa Collins, Mostafa Ghous, Ona Smith, Gale Anderson, Peter Cammish and CENTERS: Theresa McLeod, John Siefert

Dr. Laguerre reminded us of the need to extend an invitation to Instructional Programs to attend a session with the SSC. Recommend someone from Computer Sciences. No additional items added to this week's agenda.

## Discussion:

- Dr. Laguerre spoke of the cancellation of summer session and the rationale behind that decision. He asked: What do we wish to accomplish during this time?
  - Barbara reviewed the Project List of some things to aim to complete in lieu of
  - Dr. Laguerre mentioned Degree Works
- Suggestion was made to invite Scott Ota to attend our next SSC Meeting
- Barbara spoke about the new SCC Web page and will send the link to the SSC for our viewing pleasure. The new website has a nice, orderly presentation and is similar to websites of other colleges. Anticipated roll-out is late April or early May. We hope to set up access so each area can update its own pages by the end of this year.
- Summer expectation: All centers and offices will be open as usual
- Peter inquired if the campus will be open on Friday during the summer
  - Dr. Laguerre: Not yet planned-pending future discussion

## Student Tours:

- Shemila met with Mostafa and the process has begun to hire a Student Ambassador
  - Goal is to set consistent schedules for campus tours two days per week with 1 ½ hours blocks of time
  - Launch an online tour request form to be submitted electronically
- Marie: How is one chosen to be a Student Ambassador?
  - Some of our Tutors may be interested
    - ASSC provided funds to pay for volunteers
    - Shemila will send the form outlining criteria for eligibility
    - Encouraged to recommend students who may be interested
- Carolyn mentioned the tours she conducts for DSP Students and the challenges of trying to accommodate the various dates. The Vocational trades are of the most interest to the majority of the students. It was suggested to be mindful of campus

rivalries that may exist among schools when setting up tour schedules. It would be great to offer some training and advice on how to register during these tours.

- Barbara suggested that perhaps scheduling 6 months in advance would allow time to address issues or concerns.
- Tours at Centers?
  - Theresa stated that tours at VVCTR are given as needed none are scheduled
  - John stated that not many come to ask for tours

### **Preview of April 4<sup>th</sup> presentation to the Board-International Student Outreach**

- Shemila gave a demo presentation to the SSC. She spoke about:
  - Researching the Housing issue
  - International Grants pending
  - Upcoming SIEP projects to reach and share with student
  - Creation of International Club
  - Implementing a Buddy System to aid transition/success with a domestic student
  - EMC and SSC were invited to attend her presentation for International Students
  - Outlined plans to recruit in various markets to generate International Student interest in Solano College.
    - Dr. Laguerre mentioned the huge advantage we have with UC Davis, Berkeley and Sonoma State as partners to aid in recruitment.
    - Maire mentioned that she has an International Student Tutor who is doing very well assisting with French and other subjects.

### **Review of the first Annual SSC Retreat**

- Dr. Laguerre started out by saying that he was pleased with the entire retreat in that the Ice Breaker, presentations by guest speaker and the development of the Mission Statement went well.
- Each SSC member was asked to give their impressions and expressed the following:
  - Proud we accomplished something
  - Should have included notice of Continental Breakfast
  - Needed to have SSC complete a survey-perhaps Peter will prepare one for next meeting?
  - Nice to be present and included for a change
  - Needed more activity and interaction
  - Breakout session best if not all lecture
  - Good speaker-structured classroom environment
  - Went better than expected, nice to sit back, very productive
  - Great start to the Mission Statement
  - Nice to see colleagues in a relaxed setting-much needed
  - Overall a fun time

- Awesome experience
- Healthy, renewing, energizing
- Enjoyed interacting and team building with others outside my office
- What about a bowling night?

**Planning for next Retreat should begin:**

- Dr. Laguerre asked that Shemila be added to list of Retreat Committee Members

**Updates from Committee Leads:**

- Erin Vines - Virtual Student – looking into a proposal for using iPhone app/chat to allow staff to interact with students for counseling.
  - Dr. Laguerre mentioned a Reporter Group. It would be good to join them to look at the technology to assist us with this.

**Closure Committee**

- Tasked to meet with constituent groups to give awareness of Closure Procedures.

**Proposal for SSC to meet once per month from 10 am - noon**

- Dr. Laguerre asked and received unanimous agreement

**Upcoming Agenda items:**

- Hours of operation for summer 2012 (Student Services? Other offices?)
- 2012-2013 list of dates and deadlines
  - SSC Retreat
  - Flex Cal dates
- **Career Placement relocation:** First Floor--Rooms 402/403 where Tutoring Center currently resides – move to take place over the summer along with Modifications to Room 437 current Career Placement Office, and **Tutoring Center's new location 2<sup>nd</sup> floor.**
- Projected next meeting April 3, 2012
- No SSC Meetings are scheduled for the months of July and August

Meeting adjourned 11:45 am

