

**STUDENT SERVICES COUNCIL  
NOTES FOR TUESDAY APRIL 3, 2012**

- Scott Ota presented to the Council the College website which will replace the current website. He has presented the new website to students, Academic Senate and the President's Cabinet, and also to the Dean's Council. The website is currently slated to roll-out in June.
- Jeff Lamb presented the Council with his plans for a library upgrade, especially at the Centers. This is in response to the ACCJC review of the College last fall and their subsequent recommendations.

Overall, the ACCJC was concerned about funding levels of the library, which have been set back to 2005 funding levels. Concerns were also raised as to the services to students at the libraries at both Centers.

Library holdings needs to be expanded for both Vallejo and Vacaville Centers

The Vallejo Center experiences quite a bit of library traffic and so the footprint of the Vallejo Center library needs to be expanded, also the space for books needs to be expanded and security for library properties needs to be considered. Any renovations to the library/learning lab area can be completed in the summer.

Vacaville also faces the same situation. While the library has adequate patronage, the Reading/Writing lab in Vacaville needs to be outfitted with more technology.

In order to control expenditures, a closer examination of the databases provided to the students by the libraries will be undertaken.

- Learning Management System – currently the College will stay with the current platform for E-College. Pearson who has just bought Canvas (another E-College platform) can offer the District a free E-College platform if the instructors purchase their books for the classes run on E-College. If this is accepted, than the District could save \$400,000 per year for three years on the cost of E-College. With the three year contract of our current LMS, we can use the system for two years, than on the third year transition to Canvas.
- Fall Flex-Cal – Barbara Fountain met with the Flex Cal Committee last week to discuss moving the Campus-wide President's Update to an earlier morning time in order to coordinate Student Services Office closure for that meeting. The committee agreed that to hold the President's Update at 8:30 am and all Campus-wide activities afterwards. This would allow Student Service workers to close their offices and attend. This will be done with the caveat that there will be clear communication via email, website, etc of this closing.
- It was further proposed that due to work involved in preparing for the semester, the staff at both Centers will attend the activities that morning, return to the Centers to conclude preparations for the first of the semester, which for this Fall will be on Monday, August 13, 2012.

It was further proposed that all the Student Services Offices should remain closed that day. Since that day is a Friday, the offices usually are open abbreviated hours.

Some exceptions were noted.

1. The ID station would be open, but manned by student workers. Mostafa would take this suggestion to the ASSC.
2. Student crisis would be attended to on a case-by-case basis.
3. DSP – even with communication to students going out, there will be students showing up for pretty routine help that probably can be hold over to the next day.
4. CALWORKS should remain open.

Keep exceptions to a minimum

Have good signage to remind and inform students of the closure.

- Agenda Item 6 – Summer Staffing. The Center offices will remain open for the summer. Limited staffing, possibly a seasonal worker fielding registration and admission questions. Student Services Generalist would then be freed to go to the Fairfield Campus for training in Student Services Offices. The Admin III's would also be given more scheduling responsibilities.

Vacaville still has flood clean-up to do and would like to use the summer to accomplish tis work.

Will there be counseling at all at the Centers during the summer?

Robin Darcangelo likes the idea of cross-training the Generalists

Barbara Fountain stated that A&R will still accept petitions for degrees over the summer.

Address the cross-training of all student services staff in other departments, i.e. CALWORKS.

It was recommended that we should expand discussion of cross-training of all front-line staff.

A mention by Robin that the Student Services Binder is still in development.

- Move Agenda item 7 to May meeting
- Future Agenda Item – Fall retreat, set date for October.
- Future Agenda Item – FERPA training for student workers and student services staff.
- Agenda Item 10 – Banner 8.6 update. The schedule for upgrade to 8.6 has been changed from mid-April. Would like to move it to the summer when we have no classes, will avoid the many complications that often come with an upgrade. The Banner Operations Team and Banner Student Team discussed moving the upgrade implementation to June 5, 2012, and having it operational on June 6, 2012. There is a complementary upgrade that then must be made with Oracle. For this upgrade the whole system must be offline for a week. This will upgrade Oracle from 10G to 11G. This downtime might work with most offices, but there are regulatory issues with Financial Aid that might interfere. The decision on what week to choose to make this

upgrade must be made. The two weeks chosen are the last week of July and the last week of September.

- Future Agenda Item – Communication concerning proposed system downtime for upgrade.
- Agenda Item 11 – move to May Agenda
- Agenda Item 12 – Move to May Agenda.
- Agenda Item 13 – Erin Vines Absent
- Other – Marie Mayne, requested donations of scratch paper and wrapped candy to the Tutoring Center.