

Student Services Council Meeting

July 26, 2011

9:00am – 10:30pm

Board Room

Present: Cynthia Simon, Carolyn Moore, Amy Utt, Erin Vines, Gale Anderson, Dena Hudson, Peter Bostic, Lynette Gray

- **Membership (Barbara Fountain) Agenda Item #4**

Increase Resources for Assessment: In interest of including Fawziya from Assessment, eventually hope to have more staff who can assist in Assessment so Fawziya can attend SSC without closing. Upon that happening, she will begin attending.

Lynette Gray was introduced by Peter Bostic. Lynette is the new Grants Manager and will be working with employees from all areas to seek out and secure grants in an effort to maintain consistent funding and therefore services to students.

- **Student Services Fall Hours: (FA, A&R, Counseling) #5**

Counseling & DSP hours: Monday - Thursday until 7pm for now, maybe for entire year. Need to evaluate during the year.

Dr. Laguerre stated that business hours need to be communicated to students in **advance**.

Admissions and Records/Financial Aid hours: 1st 2 weeks of Fall Semester
Monday – Thursday 9am-6pm and Friday 9am-3pm

Erin Vines: Counseling maintain current schedule of Mon-Thur 8-7; Fri 8-3

- **#15 Web Page (Peter Bostic) #15**

Update on work done on new MySolano website www.solano.edu/test - enter -

New site will launch late October or early November in conjunction with start of spring priority registration.

Go to test website - check out your own page to see if it needs updating. It may need photos - send to peter. When taking photos, have students sign authorization form.

Copy Peter on whatever is sent to Scott Ota when updating your site.

Priority Registration: Late November/early December for Spring 2012

Luminis should be ready January 2012. It will allow you to update from your own desk

- **Transcripts Online (Barbara Fountain) #6**

Most colleges require all transcript ordering to be done online only.

SCC is moving toward ordering transcripts online only effective with start of fall 2012 semester – Same turnaround time as now. A & R will accommodate exceptions where requests cannot be done online.

Computers will be made available to students in 400 building giving step-by-step procedures on ordering transcripts online.

SCC currently reviewing/deciding between “E-Tran” or “Credentials”. The latter is believed to be better. Barb researching and will report back.

- **Closing for Flex Cal on August 15th (Dr. Laguerre) #7**

Dr. Laguerre wants to close offices for Flex Cal on August 15th, especially during the State of the College address (College update): 10:30-11:15am & 12-1:30pm for the Community Luncheon

- Admissions and Records will be closed all day but will have the Info Booth Open
- Financial Aid will be closed but will open 425A as an Info Booth
- Dr. Laguerre said it was ok for Counseling to stay open if we have student coverage

New Financial Aid Director - Effective August 15th: Robin Darcangelo , currently at Shasta Community College.

In future, trainings will be planned for Student Services to take place the day of the college address so that valuable work continues to occur during closed hours.

- **IEP's**

Erin working to give pertinent staff access to IEP's so they can print them for students and avoid making those students make a trip to the main campus.

- **Fall Retreat (Dr. Laguerre) #8**

Dr. Laguerre would like a Fall Retreat planned for Student Services away from the main campus – perhaps at either the Vacaville or Vallejo Center or off-campus entirely. Suggestion made that it may be worthwhile to have someone independent of the college to facilitate the retreat so the participants can concentrate on the discussion rather than running the retreat.

Proposed dates: October 7th or 14th (Dr. Laguerre thought a Friday might be the best day for it)

Committee formed to plan retreat comprised of Cynthia Simon, Erin Vines and Amy Utt.

The retreat cannot be scheduled for the last week of October because the **Accreditation team will be here. All student services managers and staff to be present for that visit.**

Dr. Laguerre requested that Student Services work to create a mission statement as one of the objectives of the retreat.

- **Permanent Reg. Lab (Barbara Fountain) #9**

Barbara proposed having a permanent registration lab. The Career Placement Center is being looked at for this service in conjunction with the Transfer Center. These areas could also be used to counsel students on resumes and other related services.

Per Barbara, for now, the Fall 2011 Registration Lab will be in the tutoring Center on the first floor of the 400 bldg.

Barbara Fountain to add this as action item for further discussion for strategic plan.

- **Priority Registration Changes (Barbara Fountain) #12**

Talked about possible priority registration changes and the need to determine what programs should have priority registration. Barbara said they may consider dropping a student's priority if they have over a certain number of units and are not progressing.

Dena Hudson pointed out that there have been some instances where MESA students have had to attend other community colleges (Napa or Sacramento) to take some of their required classes, especially the engineering majors. Since there are a limited number of courses being offered for their major, they need to be sure and register for those specific classes on their registration date. When they have to wait to register it limits their ability to sign up for other required classes because they are full by then.

Dr. Laguerre suggested possibility of partnering with Napa College to allow students to take courses there. He said that he, Mostafa, Betsy and Arturo could discuss this and the issue of priority status for MESA students and suggested that it should also be a "Retreat Topic".

- **Class Cancellation (Cynthia Simon) #16**

Classes need to be canceled early enough so students can find other classes in order to receive financial aid or veteran's aid.

Need to establish a policy or deadline when a class can be cancelled.

Per Dr. Laguerre, Deans will decide on what classes will be canceled and work with Students Services to decide on when (the deadline).

Cynthia Simon said Financial Aid needs at least 2 weeks, preferably 3 weeks to get the financial aid checks out on a timely basis.

Barbara said that 2 weeks is more "student friendly" allowing students to find alternative classes sooner than the first week when it is hardest to find courses.