

Student Services Council Meeting Minutes

September 20, 2011

10:30am – 12pm

Board Room

Present: Cynthia Simon, Robin Darcangelo, Erin Vines, Mostafa Ghous, Gale Anderson, Steven Springer, Jocelyn Mouton, Carolyn Moore, Barb Fountain, Lisa Collins

1. Monday, November 28, 2011: First day of spring 2012 priority registration
2. April 25, 2012: First day of summer/fall 2012 priority registration
3. Cross training for work studies (Mostafa/FA): If possible, please continue to hold basic customer training for study students. Same thing Zafer had done previously. Incorporate defibrillator training?

Robin is going to put together a training plan. Zafer had a binder that was given to Cynthia. Goal will be to have this complete by early November 2011.

4. Method of including Centers is not working well at all.
5. Active Shooter Training: There will be some trainings prior to the exercise taking place on November 22. Email was sent to \$all on September 19th.
6. New employees need to get trained on these things when they are hired.
7. Closing for flex-Jocelyn noted that sub committee met to discuss this. Their outcomes were as follows:
 - a. Notifying students of utmost importance. Include signs on doors, possible ads over KUIC, local papers, Schedule of Classes, homepage, eblasts, facebook, craigslist.
 - b. Ensure that website is consistent. Need standardized location for calendar/dates that is preferably on the main page.
 - c. Mostafa will bring images to future meeting of some proposed signage.
 - d. Important for all employees to be able to attend to feel like they are part of things
 - e. At next SSC meeting maybe we brainstorm possible workshops CSEA could put on for CSEA staff that would justify an all day closure.

Teresa and John stated that Centers still very busy the day before classes begin so leaving Centers, even just for President's welcome, is problematic, let alone being gone the entire day for workshops.

- f. Jocelyn's committee will put together recommendation for what we do.
8. Retreat-Too late to plan a fall retreat. Agreed upon to wait until spring 2012 for a retreat. Options suggested were to close for either a half or whole day on February 15 or 16. What kind of sessions? Trainings? Team building? Go to winery? One day or half day? Include Centers.
- Maybe speaker for half a day then winery or other activity afterwards?
- Challenge with including all Center staff as not all of their work hours have them working during the time the retreat might occur.
9. Objectives for Student Services division-Available in MyGroups/Research and Planning. Everyone needs to know and participate in them.
10. Priority Registration: MESA, FYSI, Calgrant (see robin), Summer Bridge? Other groups fold into summer bridge?
- a. Change so that students with an excessive number of units go to bottom of priority
 - b. Make exceptions for BSI? Engineering students? (they take high number of units. Not fair to punish for that in their cases?)
- More than 90 falls to end of priority? We need to look at our data to see what our trends are.
- Barb to get forthcoming legislation information to share with group and summary of what other schools are doing.
11. Online services-summary of things we're doing/not doing/want to do. Erin will send the meeting notes out to all.
12. Career Center space: Discussion of pros/cons of permanent reg lab. American River and Sac City both have one. Visit, get pictures and discuss with colleagues from those schools and report back to committee. Issues surround having a high traffic area upstairs in 400 since elevator is unreliable.