

# Student Services Council Meeting Minutes

**The Student Services Council meeting started at 10:35 am on October 18, 2011 in the board room building 600 at the Solano Community College Main Campus**

-Committee Members Present: Barbara Fountain, Amy Utt, Gale Anderson, Steven Springer, Peter Cammish, Dr. Jowel Laguerre, Cynthia Simon, Robin Darcangelo, Jocelyn Mouton, Erin Vines, Candice Roe, Theresa McLeod (video conference from the Vacaville Center),

-Peter Cammish is welcomed to the meeting

-Minutes from Oct. 4<sup>th</sup> 2011, were unanimously approved.

-Dr. Laguerre announced the review of the Learning Management System (LMS). The review should also come to the Student Services Council (SSC). Dale and Sandy will present the system to SSC. Dr. Laguerre asked the SSC to give feedback on the LMS as to which one we should adopt. Virtual Student Services (VSS) committee will get us to the same pace. The Nov. 1<sup>st</sup> meeting will be dedicated to review the LMS.

-Dr. Laguerre discussed the student success task force from the CCCCCO. Dr. Laguerre is requesting for the council to please read it and access it on the President's blog. Perhaps this can be reviewed during the retreat.

-10:43 Jocelyn Mouton joined the meeting

-Cynthia Simon mentioned that the plan from the CCCCCO came up at the EOPS conference.

-10:45 am Candice Roe joined the meeting

-If you voice your opinion on the CCCCCO Student Service plan. Your voice will be heard. Think of students when you express your opinion.

-Cynthia Simon mentioned that in November there will be a hearing in Oakland.

-Dr. Laguerre mentioned that this affects us more than any other part of the college.

-Robin Darcangelo is requesting that departments still need to submit their material [for the student worker training]. Robin will be sending another reminder email for everyone.

-Dr. Laguerre asked about who should receive a student worker training binder.

-Teresa M. was briefed on the project by Dr. Laguerre. Teresa replied back to Dr. Laguerre that his voice was breaking up but will send her information to Robin shortly.

-Barbara asked if the lookup capability with Work-Study students are still restricted

-Robin mentioned that she created a confidentiality contract. Students and supervisor should sign it.

-Dr. Laguerre recommended that Robin and Barbara work together. This item should be put on the Cabinet agenda for discussion.

-The council agreed that student access to lookup screens are important and should be reviewed

-The SSC did not find any CSEA issues with lookup access

-Dr. Laguerre asked that Peter Cammish evaluate the effectiveness of the hours of student services. Speak to Erin, Barbara, and others as a start.

-Barbara F. discussed that she met with Peter and will prepare something for the 15<sup>th</sup> instead. Foster youth students are given priority reg beginning Jan. 1<sup>st</sup>.

-Barbara F. and the council discussed service mapping.

-Amy Utt submitted her mapping to Scott Ota

-Dr. Laguerre proposed an idea to use Barbara's mapping as a starting point and add to it.

-Cynthia Simon mentioned that EOPS share the EOPS mapping procedures.

-Barbara F. and Dr. Laguerre recommended to have an interactive online web-site

Dr. Laguerre discussed a job placement job description. Ensure that your students leave with a positive impression. A Career Placement center is ideal for the students to have a relationship. From a legal standpoint we need to know how many have jobs, what jobs are they getting, for example how many nursing students are getting jobs. Some funding will come from Cal Perkins. This will go to the board at the next meeting in November.

-Dr. Laguerre mentioned that the Coordinator of Marketing and Outreach has been chosen and will go to the board tomorrow. Her name is Shamila Johnson. She will be joining the SSC group.

#### Committee Reports

Retreat Committee: Cynthia S -They have not met and does not have a report. Dr. Laguerre suggested to invite others to help.

Virtual Student Committee: Erin not present (Erin arrived later, see below)

#### Student Services Closure Committee:

Attendance: Jocelyn Mouton, Ona Smith, Amy Utt, Gale Anderson, Mostafa Ghous

Suggested Procedures

#### CAMPUS CLOSURE

1. Have calendar done reflecting closures preferably 6 months in advance.

2. Try to move hours/dates/deadlines to homepage.
3. Send email blasts at least once a month reflecting hours/dates/deadlines.
4. Ensure there is signage at main entrances to each building reflecting same. (could just be a one page paper listing them)
5. Publish hours/dates/deadlines in Schedule of Classes and Catalog.
6. Do radio announcements of upcoming closures. (free service)
7. Each office places a closure message on their main line.

#### OFFICE CLOSURE

1. Have calendar done reflecting closures preferably 6 months in advance.
2. Try to move hours/dates/deadlines to homepage.
3. Ensure there is signage at main entrances to each building reflecting same. (could just be a one page paper listing them)
4. Each office places a closure message of their main line.

The Committee recommends the following notification for campus closure

KUIC

Vacaville Reporter

Daily Republic

Vallejo Times

SCC Schedule

SCC Calendar

SCC Homepage

Signs on Main campus Bldgs 400, 1400/Vallejo /Vacaville Campuses –email signs for them to print/post

Send email blast through MySolano

Note/Recommendations: Website needs to be consistent. Standardized and centralized office hours should be on our page homepage (If hours are in 3 places, then all need to be changed). Calendar page also needs to be centralized

Create and store on the INTRANET a standard template that all offices will use to announce their closure. Always print the closure notice on the same color paper stock.

Peter Bostic to handle public service announcements

IT Department and area Manager to handle the email blasts

Area Manager or designee responsible for signage and placement

-Erin Vines arrived at 11:19 am

-Erin asked if the times would be discussed during the campus closure committee meeting. Dr. Laguerre asked for Erin to speak to Peter.

Career Placement: Barbara F. passed out proposed closure and deadlines dates and times. Barbara announced that Banner will be down on the 23<sup>rd</sup> because the tests do not match production database.

They will be fixing it. Cal B will be implemented by Christmas. Major upgrades will take place for Banner 9 in late Feb. Access to e-mail is an issue. IT was asked if the upgrades cannot affect e-mails.

-Dr. Laguerre asked if someone can bring regular updates from Banner to this council.

-Invitation to the Banner Student Services Committee will be sent by Barbara F.

-Virtual Student Services: Dr. Laguerre suggested that majority of the Nov 1<sup>st</sup> agenda will be with the LMS. Erin mentioned that he will get them on board with this committee.

-Erin mentioned that Human Resources will make changes to the job description of the Career Placement person. Erin will contact Sandy Dillon on the status.

-Dr. Laguerre asked to send the draft of the job description to the SS Council. Dr. Laguerre asked to send the objectives to the committee.

-Amy asked if the President's welcome have been approved by the Flex Cal committee. Dr. Laguerre mentioned that they have not discussed it yet and will get back to us soon.

-Robin asked what the accreditation team will be looking for. Dr. Laguerre asked to be familiar with the part on accreditation that deals with your department.

-Dr. Laguerre recommended that we should send all minutes to all of the Student services departments.

Adjournment 11:45am