

Student Services Managers Meeting
Thursday, September 05, 2013
Minutes

Called to Order: 3:05 p.m. (room 431) **Adjourned:** 4:30 p.m.

Present: Jose Ballesteros, Roger Clague, Robin Darcangelo, Barbara Fountain, Jerry Kea, Shirley Lewis, Maire Morinec

1. Lack of printing available in 400 at start of semester (Shirley Lewis)

Students needed to print forms that were requested by Student Services Offices, but there was no place to print. Roger Clague has a proposal:

- ◆ Electronic forms available in a print kiosk
 - It can send to Banner and print the student a copy
 - To have staff fill in paper form for student, there could be a fee
 - We would like to have this ready at the start of spring 2014
 - This is doable with 4-5 workstations and one printer
 - Later it can be set up to do online from anywhere
- ◆ There could be problem with Financial Aid and possibility of fraud
 - Rogers says it doesn't have to change the verification process
 - There could be a signature pad
 - It could be set up to take the student's picture and attach that to the form
- ◆ We would start with the simple forms and move on (not connected to MySolano)
- ◆ The cost might come from Measure Q

2. Student Services Planning & Program Reviews are due tomorrow, Friday, 9/6

- ◆ Video scripting at the centers every week (Virtual student Services).
 - Mo Bates is coordinating
 - This is for Financial Aid, Veterans and CalWORKs
 - We should try one more semester to see if it takes off (it hasn't been used much yet)

3. Fingerprinting and TB tests for Student Workers and Volunteers (Shirley Lewis)

- ◆ Shirley has been asked to alert the managers that Student workers and volunteers are mandated to be fingerprinted and have TB tests
- ◆ Livescan fingerprinting is done at the SCOE office
 - Student Development already implemented fingerprinting last year

4. Form 6s

- ◆ These must be signed/approved by the responsible budget manager.
- ◆ Form 6s must be on file for the person turning in a timesheet
 - You will pay out of your own pocket if the Form 6 is not on file

5. Building Coordinators – Incident Response Planning

Lt. Goldberg can help us come up with a plan

- ◆ 400 Building
 - 1st Floor - Barbara Pavao and Barbara Fountain
 - 2nd Floor – Shirley Lewis and Robin Darcangelo
- ◆ 1400 Building
 - Jose and maybe Thomas Trujillo, in Bookstore
- ◆ 400 Building

- ◆ Need an updated Emergency Phone Tree
 - Shirley will work on that

6. Appeals – Students who have been dismissed

- ◆ Need an updated Emergency Phone Tree (Shirley/Judie will work on that)
- ◆ Shirley found procedures (5200) and will give to Barbara Pavao
- ◆ Includes Financial Aid appeal procedures
- ◆ Should have a set monthly date to discuss
- ◆ College Review Board – appeals for discipline issues

7. Ed Master Plan

- ◆ Roy Stutzman is back as Bond Manager. He revised the Ed Master Plan.
- ◆ Facilities Master Plan is supposed to be based on the Ed Master Plan, but there is no connection between the plans
- ◆ Student Services is missing from the Master Plan and needs to be included.
- ◆ Services for Students is more broad (learning community) and includes Children's Programs and all services
- ◆ There is a meeting Thursday, 9/12/13