

**Student Services Managers Meeting**  
**Friday, January 17, 2014**  
**Minutes**

**Called to Order:** 11:05 (room 432)      **Adjourned:**

**Present:** Barbara Fountain, Barbara Pavao, Jerry Kea, Jose Ballesteros, Maire Morinic, Robin Darcangelo, Shemila Johnson, Shirley Lewis

**Absent:** All present

**1. All Student Services Meeting, January 31, 2014 (all)**

Short updates from Managers (Student Success Stuff, Priority Reg., etc.)

- ♦ Ice Breakers/Intro
- ♦ Jerry – maybe
- ♦ Barb Fountain – gone but will send a designee
- ♦ Jose – students/plans
- ♦ Shemila - ?

Webinar for all Student Services staff – Friday 1/24/14, 2 pm – Back of Café

- ♦ Anyone who can't attend might be able to participate on 1/22 (Webinar being held for another district) or it may be archived for later viewing.

**2. Ed Master Plan – Student Services Input (all)**

- ♦ Needs to go to the Board by February 5
- ♦ Deans are done
- ♦ Maire thanked Shirley Lewis and Diane White for their work developing Goals and Strategies
  - Enabled us to put Student Services first and foremost into everything we are doing versus new buildings/more space, etc. and moving Student Services forward
- ♦ Goals and Strategies – 20 strategies (F on G&Os handout)
  - A&R Ed Master Plan Assessment
  - Each manager should review and let Shirley Lewis know of changes to the Strategic Plan or create one to be in Ed Master Plan
  - Centers – G&Os optimize existing campus and centers
  - Tutoring Center – See Ed Master Plan under CIS and make sure those goals include Student Services areas such as tutoring.

**3. Enrollment Management Issues (Lewis)**

- ♦ Enrollments have not grown
  - What are we doing in terms of communicating to our students?
  - Shirley got info off the web – what student should be seeing first
    - We don't have a cohesive message from first communication to graduation
      - Blasts go out to students regularly via email – but not all students check their email
      - Other ideas
        - Texts
        - grab their attention at orientation – orientation helps us move towards where we need to be
      - Shemila is working on outreach
        - 3500-4000 students graduate every year in Solano County
        - Send letters to all graduates (Shirley)

- We will have to try new things and resign them as needed
- Other Community Colleges also have low enrollment
  - We are under 8,000
- Constant changes in management puts out conflicting messages
- We need to plan now for summer – Napa is starting priority reg for summer one month before us
  - 2015/16 – we might be able to get an earlier start
- S/P wants classes canceled one week before school starts
  - Can help students to find other classes in a timely manner
- We need to take care of things on the front end
  - Streamline and take care of things *before* they happen versus *after* they happen
- Issue with starting semester too early
  - F14 will start on Wednesday instead of Monday (Banner issues made it too hard to move it back a whole week)
- Maire said they are working towards students being able to go 4 semesters at Vacaville Center and get a degree
  - IDing necessary classes on color coded flyers for students
- E-brochure – click on program such as Criminal Justice and see a list of all classes necessary for a degree in Criminal Justice
  - It can be printed as .pdf file and emailed to the student
  - Catalog must be up to date and entered in Banner for this to work
- Biggest Problem: having faculty and deans agree on classes
  - Schedule needs to be based on *needs of students* not *faculty desires* (effective F15)
- We need to be more efficient and class caps may need to change

#### **4. AB 86 Adult Education Update**

- ◆ Funding for Planning grant
- ◆ Adult Ed coordinate with the collete
- ◆ Consortium – Vallejo, Vacaville, Winters, Benicia
- ◆ Areas of focus
  - K12 basic skills
  - Immigrants
  - Adults with disabilities
  - Short term career tech programs
  - Programs for apprentices