

DRAFT

Student Services Managers Meeting Friday, February 20, 2014 Minutes

Called to Order: 9:10am (room 432) **Adjourned:** 10:20am

Present: Barbara Fountain, Barbara Pavao, Jerry Kea, Maire Morinec, Robin Darcangelo, Shemila Johnson, Shirley Lewis

Absent: Robin Darcangelo, Jose Ballesteros

1. Ed. Master Plan

The centers should be separate/Maire and Barbara P. agree

- ♦ Strategic actions came out of plans in the database
- ♦ Orientation is done throughout the county but sounds like it's not done on Fairfield campus (not mentioned)
- ♦ The EMP is a "guideline" – it's not set in stone. We will update it annually.

5 Areas (Goals)

- ♦ Some new things were inserted.
- ♦ Check the "responsibilities" – e-brochure might be part of #1 access (but it is complicated to make it work with all options).
- ♦ Dr. Laguerre's office is paying for e-brochure
- ♦ Peter needs to talk to Deans for input
- ♦ Is timeline realistic? It's a great tool, but do we have the time/manpower to do it right?
- ♦ Homework:
 - For the next meeting, look through goals and activities and list what each are doing
 - Be prepared to talk by March 20
- ♦ We will add a "note" column for results
- ♦ Dr. Laguerre does not want us to relax because we are off sanction. He wants these things completed.

2. Need to grow ESL Group

Need more Spanish-speaking staff

- ♦ Maybe Reg-aids could be Spanish Speaking
 - CSEA does not have that stipulation. Might have to create a job.
- ♦ Intensive English Program is in the works (non-credit)
 - Then it can matriculate into SCC
- ♦ Dr. Laguerre is bringing Chinese students in for the Aero program

3. Outreach Request Process Chart Updates

Work it – test it – tweak it

- ♦ Remove boxes #3 and #4
- ♦ Everyone needs to meet to try it and access it
 - Maybe we could do on a rotating basis
- ♦ Need to create a process
- ♦ Barbara Pavao will send out a memo about reclass (Student Services Generalists at Range 13)
 - Pending CSEA approval and then going to the Board on 3/19/14
- ♦ Assessment & DSP proctoring tests