

**EL CAMINO COLLEGE**  
**Student Services**  
**Area Council Meeting Minutes**  
**Date: December 11, 2018**

Present: April Bernabeo, Diora Hong, Brian Krause, Ann Libadisos, Ross Miyashiro, Lucy Nelson

The meeting began at 3:35 p.m. in COMM 201.

Updates

1. The move-in date for the new Student Services Building has not been confirmed. It may occur during spring or early summer.

Social Networking Status - Workplace

1. Closed groups added to ECC Student Services Workplace: SS Area Council, Admissions & Records, International Students, The Great Shakeout SRC Communication, Student Services Managers, SRC/EOP&S Collaboration, and Special Resource Center.
  - a. SRC uses Workplace extensively, sharing information related to disability and resources.
  - b. SRC used Workplace during the Great Shakeout – the program works as long as there is cell service. Split screens showed multiple people signing. Would be able to sign during an active shooter event.
  - c. Able to watch a live presentation given in San Jose, CA from ECC.
  - d. Brian is looking into captioning videos SRC can upload on their site. He may test Microsoft Stream, a video streaming service that automatically captions videos.
  - e. Brian wanted to share information with casual workers through the SRC/EOP&S Collaboration workgroup. This would be a perfect system to send and answer questions. Ross recommended Brian ask the EOPS managers for approval.
  - f. Brian is training EOPS staff on Read&Write, a text-reading program. The icon to Read&Write is located on our computer desktops.
  - g. EquatIO is a math writing software that converts photos of math problems to audio that reads back to you through Chrome browser. Would like to see program used in EOPS math tutoring. It also converts handwritten, typed, or voiced mathematical equations and formulas into on-screen formulas and math notes. Can use for remote math tutoring.
2. You can post live videos on Workplace and can have at least five members videotaping simultaneously. Record live videos to post now or view later. Staff will need training on this feature if used on campus.
3. Ross will add Diora to the SS Area Council Workplace group.
4. About half of our Student Services managers are on Workplace.
5. Julieta Arámburo is testing a similar program that is a competitor of Workplace. Ross will update the committee on this program.
6. Suggested videotaping live from the ECC Holiday Party tomorrow.
7. Can upload Workplace app and Workplace Chat app on your cell phones.
8. Microsoft Team is used more for sharing documents. Workplace is similar to Facebook but used in business.

Review Student Themes List - developed for SEA Center in the new Student Services Building to help close the equity gap and help students succeed. Sixty to seventy percent of the group who developed the list were students. Themes included:

1. *Accessories*
  - a. Supplies such as Blue Books and Scantrons from vending machines, notebooks, phone charging stations, food, coffee, computers, monitors, and bilingual forms. Discussed primary languages to use for bilingual forms.
  - b. If eating/drinking okay for open areas and in the Village, need to consider custodial services for the evening students.
2. *Student Services*
  - a. Will include counseling space (drop-in counseling and real-time online counseling), Warrior Pantry, tutors, financial literacy/success/onboarding workshops, general student workspace in the Village.
  - b. The Student Employment Center will be located on the second floor, not in the SEA Center.
  - c. May bring back night deans to be physically located in the SEA Center during evening hours.
  - d. SRC does not have tutoring services but they provide signers for students who receive tutoring.
  - e. RISE will conduct some of the workshops in the SEA Center. Non-contact counseling could take place in the Village and SEA Center.
3. *Group Student Services*
  - a. Peer groups, faculty/staff/ student gatherings (not an area for social activities), textbook loan library, professional clothing loans, study groups (in the Village), and registration lab.
4. *Activities* - not part of the SEA Center – talent show, empowerment dialogs, the Village programming, cultural events.

#### Student Services Building

1. Discussed having a Student Services Building open house event. Possibly kept as an on-going event – one office per month.
2. Suggested hosting College Night in the Student Services Building. Place tables in front of offices so students become familiar where services are located.

The meeting ended at 4:30 p.m.