

## Student Services Area Council Meeting

March 10, 2020, 2:00pm-3:00pm

SSB 245

Attendees: April Bernabeo, Marco Colom, Jacqueline Iniguez, Brian Krause, Ann Libadisos, Ross, Miyashiro, Toni Newman, Diane Swendell, Nina Wong

The meeting began at 2:08 p.m.

### Review of the draft February 11, 2020 meeting minutes

1. The minutes were approved with no changes.

### Old Business

1. Update on ATM machine – ECC will not use School’s First ATM but will select another credit union.
2. Diane Swendell brought a copy of the ‘cheat sheet’ she created for A&R that lists staff names, titles, extensions and job duties. A&R is currently undergoing duty and title changes, so once settled, Diane will send an updated copy to the committee members. Jackie Iniguez took several copies to use at the Information Desk.

### Travel Ban

1. Ban on Travel is in effect through end of spring term - June 12, 2020.
2. Communication about the travel ban will come soon.
3. As of now, proceed with travel plans scheduled after spring. Currently, Study Abroad plans are still in effect.
4. Travel ban criteria can change day-to-day. Multiple districts are cancelling all travel. CSUs and UCs are moving to online instead of in-person classes like Stanford and San Diego State.
5. The District will reimburse travel payment prepaid by staff. Notification will be sent regarding the process for reimbursement.
6. On-campus events, such as College Collaborative, will continue as scheduled except for large event gatherings that may include attendees from out of country or from ‘hot spot’ countries.
7. Discussed remote support. Brian Krause has experience with technology and can provide demonstrations. Suggested discussing remote support within this committee. Ross will ask Gary Greco to invite Brian to a remote support task force meeting. Can provide student services support through ConexED and Panopto Video Platform.

### House Party

1. July 10, 11, 17 or 18 are possible dates for the next Student Services party at Ross’s house. Is Friday or Saturday better? Since no one had a preference, Ross will pick the date.

### Use of Wellness Room in the Student Services Building

1. A staff member in SRC had concerns about the Wellness Room. The Wellness Room is located on the first floor of the Student Services Building next to SRC. It has been challenging accessing the room. For example, no access to the room because homeless individuals use it for long periods, and

on other occasions, the room was locked for extended periods without anyone actually being in the room.

2. Possible solution: Re-key the room with access only by an employee keycard. Add a sign, for “public use, please see “\_\_\_\_\_”. Assign someone (maybe from SRC) who can evaluate requests for public use. A keycard can track who uses the room.

#### Cross Training for all Student Services Staff

1. Diane’s cheat sheet for A&R is a good start to cross training staff. The information gives everyone a better idea of what A&R does.
  - a. Create similar lists for every department; all lists need to be updated. Use Diane’s list as a template.
  - b. List only full-time staff, not temporary staff. Do not include counselors and disability specialists. Include only those who can be reached right away.
  - c. Area Council members can create the list for their departments. Will ask members of offices not represented here to create their department list: International Students (Diane will create), Outreach, Welcome Center, EOPS/CARE/CalWORKs & Guardian Scholars, Veterans, and Student Health Center.
  - d. Use ‘various staff members’ if multiple staff answer one extension.
  - e. Discussed building career ladders. In the process of building a career ladder for A&R staff. Financial Aid already has one in place. Outreach needs one; Counseling may be tough to set up.
2. Will have a solution for the un-secured windows in the Student Services Building. ECC Carpenters will help design and build the solution.

#### ASO Upcoming Events:

1. National Tamale Day, March 23, 2020 – any student, faculty and staff with an ASO sticker will receive a free tamale.
2. Women’s Empowerment Dinner, March 25, 5-8pm, East Dining Room
3. Student Leader Meet and Greet (tentative)– March 30, 10:00am-2:00pm

The meeting adjourned at 2:57 p.m.