

Student Services Area Council Meeting Minutes March 12, 2019

Attendees: April Bernabeo, Angie Cholico, Cheryl Kroll, Ann Libadisos, Ross Miyashiro, Lucy Nelson, Toni Newman

The meeting began at 3:35 p.m.

Review of the February 12, 2019 Meeting Minutes

The meeting minutes were approved with no changes.

Updates

1. A tour of the new Student Services Building is scheduled on March 14 at 2:00 p.m. One hundred thirty staff are scheduled to tour. They will be divided into groups by department and led by a designated team leader.
 - a. Team Leaders include: Gary Greco for SRC, David Brown for Student Support Services, Cesar Jimenez for Counseling, and Melissa Guess, Lillian Justice and Robin Dreizler for Enrollment Services.
 - b. The building is still under construction so there are no working elevators and areas are not yet ADA compliant. The theoretical date for move in is during spring break, but July is a more realistic date.

The Village: Focus and Content Discussion

1. Concept – the Village will be a place for students to hang out and receive academic support. The area will have phone charging stations, flexible furniture, computers, tutoring, advising/counselors (depending how crowded). If a continuous flow of students utilize the space, we need to consider what to offer students for academic enrichment in a co-curricular type of environment. Workshops will take place in the SEA Center. The Village will be an area where students will feel comfortable and secure, and will not be an area for gaming. The area will be more social and open and is not intended to be a quiet space like the Library.
2. Would like to provide food service, coffee, and food truck(s) for evening students. But maybe only beverages will be allowed in the Village – will discuss with Facilities. Do not want to place an undue burden on Facilities staff.
3. Staff will be there to monitor the space and handle problems. Ambassadors can also monitor the area and provide information, but not be enforcers. A suggestion was made to use a Student Services concierge/specialist to monitor the Village area. A Campus Police cadet station will be located in the hallway near the Village.
4. A goal is to provide tutors mainly in English and Math and maybe borrow tutors from other programs. Tutoring in the Center will not be apportionment generating and will be supported with categorical funds. Tutoring is currently fragmented – tutoring programs will be revised and restructured.
5. Use flexible furniture (tables and chairs) in the Village, but no couches. Gaming will be available in a separate space – maybe in an MBBM modular or South Gym. Ross would like to see the South Gym used as a student multi-purpose room.
6. Demolition of the Student Activities Center is scheduled for Fall 2019. The Student Development Office is planned to move temporarily to the MBBM modular near the Planetarium.

7. The SEA Center will be used for on-boarding and intervention and will provide all evening services – a ‘one-stop shop’. The Center will house two evening supervisors and possibly the Night Duty Dean. The Center will remain open later as the evening program grows.
8. Wi-Fi will be available in the entire building.

Evening Student Services Update

1. Evening students are those who work or have family responsibilities during the day and take classes at night.
2. Ross added Area Council recommendations to his Evening Students presentation. As part of the consultation process, he will make presentations to ASO, Academic Senate, College Council, Cabinet, and Board of Trustees.
3. Proposing to hire a Student Services Supervisor and Financial Aid Supervisor to work a 10am-7pm schedule.
4. Will pilot two business programs for evening students in fall 2019: 1) transfer associate degree in Business Administration, and 2) Degree/Certificate program in Retail Management. All courses will have an 8-week hybrid structure and program completion within one year. Courses will be offered during primary terms.
5. Envision continuous shuttle service between parking structures and buildings.
6. Concierge staff will survey evening students with a tablet device.
7. Teacher’s program could benefit from evening classes. Those who work in childcare services prefer shorter, evening classes.

Police on the Board Agenda to Move to Student Services

1. Campus Police will move from Administrative Services to Student Services. An Area Council rep will be appointed from Campus Police.

Topics from the floor

1. Recommendation was made to change the Area Council meeting time. 2:00pm – 3:00pm was proposed and accepted by all members in attendance. Area Council meetings will take place on the 2nd Tuesday each month from 2:00pm-3:00pm.
2. The Schools First ATM machine outside the current Student Services Center will move to the new Student Services Center. Also, a water machine will be installed in the new building.

Meeting ended 4:33 p.m.