

EL CAMINO COLLEGE
Student Services
Area Council Meeting Minutes
Date: October 9, 2018

Present: April Bernabeo, Angie Cholico, Junnette Fariolen, Brian Krause, Cheryl Kroll, Ann Libadisos, Ross Miyashiro, Lucy Nelson, Toni Newman

The meeting began at 3:35 pm in COMM 201.

Review September 11, 2018 Meeting Minutes

1. The committee approved the meeting minutes with no changes made.

Discussion

Workplace by Facebook

1. The committee members completed a sign-in sheet to be added to Workplace. Ross will add everyone into Workplace under Student Services Area Council Group as a test group. Members have 24 hours to opt-out by sending an email to Ross.
2. Workplace is free to higher education and non-profit groups and is similar to Facebook but does not connect to Facebook.
3. Information and link to login - www.Facebook.com/workplace.
4. Testing this tool as a method to improve communication and collaboration between departments in Student Services. Will present the software's uses to the Technology group and Cabinet.
5. Are people not on social media willing to create a profile? Each department would have their own closed group. For example, only Financial Aid staff can have access to the Financial Aid group. Any number of groups may be added. No outsiders can look at your profile or communicate with you.
6. Workplace uses bots. A bot is an application that can run automated tasks. For example, a bot can remove staff automatically from Workplace when they leave ECC.
7. There is a free Workplace and Workplace Chat app for phones.
8. Can use 'search' to locate particular topics within group discussions, similar to Facebook.
9. Since only staff will have access to Workplace, accessibility may not be a factor.
10. Can turn off notifications sent by email, text, etc. or set to high or low priority.
11. ITS involvement could include creating bots, and adding and creating team pages. Add new hires to groups automatically once they go through the HR hiring process.
12. There will be a learning curve to using this program if you are not familiar with Facebook.
13. Are there different level of users? Yes, Ross is the only admin at this point. If you wish to set up your own group, you can be the admin.
14. Possible uses:
 - a. Share and download documents, add event announcements and take auto-polls.
 - b. General communication of information.
 - c. Create a Time Clock Plus user's group. Create meetings and RSVPs within the group.

- d. Breaks down silos. For example, Brian will provide a demo of their SRC software and train EOPS tutors on how to use the software. If staff had direct questions about the software and training, Brian would be able to use Workplace to share information quickly and post video demos.
 - e. Post meeting agendas, minutes, idea, suggestions and recommendations in a Student Services Area Council group. Add issues to future meeting agendas.
 - f. Conduct live video chats. Use for real-time interactive communication in the new Student Services Center concierge service. Get real-time answers for students without sending them to various offices.
 - g. Communicate during the Great Shakeout. Not all the walkie-talkies work. Ross will also create a Great Shakeout group.
 - h. For software training - post questions and answers.
 - i. For security – notify groups to be on the lookout for suspects on campus.
 - j. Tech savvy members can share and post important information from other groups to their groups.
15. For some staff, this could be another software to learn; software overload!
16. Ross will post the Board Policy/Administrative Procedures on the use of technology.
Workplace will not be used for social media.
17. Conduct hands-on training in labs, on cell phones and tablets.
18. Ross will add Area Council to Workplace by Thursday.

Issues

- Time Clock Plus
 - Fiscal Services is re-grouping and revamping the training.
 - Lack of notification of meetings.
 - Workplace would have been a great vehicle to share information and give input as to the needs for training.
- Tour dates for the new Student Services Building
 - Three more tours are planned before the building opens.
 - Ross will try to set up tour for Area Council.

The meeting adjourned at 4:35pm.