



Student Services Council Meeting

Minutes

Wednesday, March 7, 2012
SSB 414 Multipurpose Room

Present: Celena Alcalá, Patricia Banday, Kathleen Greer, Michael Goltermann, Sherron Rouzan, Glenn Schenk, Yvonne Simone, Angel Viramontes, Maria Mancía. **Excused:** Steve Aggers (Conference)

The meeting was called to order at 10:08 a.m. by Betsy Regalado

Guests: 10:30 a.m. Rebecca Tillberg, Preparation for Accreditation

11 a.m. Nick |Dang- CISCO phones/lines; also joining group Vera Brodetskaya, Maureen O'Brien

CSSO Report

LACCD Student Services Issues

- SIS Project Update - SunGard pulled out of the challenge bid process. SIS contract will be approved by the board and the CEDAR's contract will be approved at the April board meeting. IT lead is from the outside. Admin lead position is still being looked at.
- No Penalty drop date change - Effective July 1, the new date is the day before census, students have two weeks to determine whether to drop class. We must educate the college community of the changes.
- Achieving the Dream Initiative - Attended by Angel Viramontes and Patricia Banday in Texas. Angel reported out that at the conference several campuses didn't focus on one group of students on campus but set a triage type focus when certain groups needed attention as well. He noticed other campuses were in our same situation, before AtD the focus was on English now a large emphasis is on getting Student Services people on committees. Now the focus is on the student services end instead of academic.

General Business

- Parking Solutions – was approved by the Board in January 2012 and will be implemented with the Fall 2012 registration cycle.
- Nemo –Q and Ticker tapes – NemoQ will be updated since ticker tape is outdated. Financial Aid, Admissions and Records and the business office will use the Nemo-Q system which will have an email/text alert to the student's phone when their number is approaching.
- Glass cabinet installation- no taping signs on walls - glass cabinets will be in the lobby areas and each department will be asked where they would like them placed.
- Task List Form – each department will have a task list form to indicate any item, cabinet, computer, desk that needs attention. This is a new building and we will find that things need attention as we use the building. Guest chairs will be installed in your areas soon. Three days before the building is open to the public, one IT person will be assigned per floor; general task list given to each dept. for completion. Every day IT and Aundria's team will give you and update on the task list. Place the list in a central place visible to IT. Don't call IT, some items will be completed quickly, but others may take longer. The teams will check the task list daily. S. Rouzan mentioned that she purchased door stops from the 99 cent store to place in the counselor's doors for security purposes. Her area has two doors that can stay open without a door stop. Betsy would like an emergency evacuation training tomorrow to take advantage of the closure of the building. What is the response rate of sheriffs, etc? She wants everyone to attend to assign floor monitors; the administration side of the house will join us. Celena asked whether the contact people on campus changed now since Student Service areas are in Student Service Building and she now needs another back up person. VP Regalado needs to know the evacuation plan first and then she will set up the training.