

**Student Services Council
November 3, 2011
Child Development Center Conference Room**

MINUTES

Present: Betsy Regalado, Celena Alcala, Michael Goltermann, Shalamon Duke, Steve Aggers, Helen Young, Kathleen Greer, Yvonne Simone, Ludwig Perez, Jaime Martinez, Sherron Rouzan

Guests: 11 a.m. Aundria Armstrong, Build LACCD

Betsy gave a update on Sheila and let everyone know that she is recovering well and will be working limited hours while she continues to recover.

CSSO Report

LACCD Student Services Issues

- **SIS Project Update – Betsy announced that West would not be a pilot campus for the new student information system. She wanted us to be a pilot campus so that we could have more say in how the system was designed, but neither the District nor the college could afford to back fill the positions that would be needed to work on the new system. Betsy also announced that SunGard has put forward a protest of the District’s decision to go with PeopleSoft over them. As a result, District emails relating to the SIS will be reviewed. It will be approximately 45 days until the District can move forward as a result of this delay.**
 - **Students are experiencing some issues with Degree Works. Shalamon will get a list of the issued to Betsy.**
- **Repeat Policy – Michael reported that currently students can attempt a course up to seven times. However, effective July 1, 2011, students will be limited to a maximum of three attempts. The college is marketing this policy change very heavily on Facebook and through the email blasts. New petitions will be created for this policy change. Since many students are currently on their third attempt this semester, the Admissions & Records Office will likely honor petitions for a fourth attempt in Fall 2011. A handout with the official language was passed out.**
- **No Penalty drop date change – Michael reported that the District is considering moving the drop date up in the semester so that students are not enrolled in courses for the majority of the semester prior to dropping. The goal is to align this policy with the three course repeat policy, so it is currently going through consultation.**
- **Student Success Task Force Recommendations – Betsy reported that she attended the Los Angeles town hall meeting and gave an overview of the recommendations of the Student Success Taskforce. The Taskforce is**

- traveling throughout the state and collecting feedback on their recommendations, which will be used to present a finalized version of the recommendations to the state's Board of Governors for consideration in December. They could receive BOG approval as early as January 2012. There is no additional money being allocated to reach the objectives. Key highlights in the recommendations include 1) new changes to the fee waiver process, including a minimum 2.0 GPA and a 110 unit cap, 2) a move to block grants for most categorical programs, excluding DSP&S, 3) the elimination of basic skills courses that are two levels below college level, 4) moving to a statewide common assessment instrument, and 5) not moving to outcomes-based funding yet. Betsy passed out a handout was and offered to email the comprehensive report.
- Foster Youth added to Title V priority registration population – Effective Fall 2012, foster youth will receive priority registration. Foster youth join EOP&S, DSP&S, and Veterans in receiving the student benefit. Steve Aggers reported that student athletes as a cohort have the highest level of success at the college and should also receive priority registration. Betsy said that our District has not allowed it in the past and that a good venue might be going through the Western State Conference.
 - FON – Betsy announced that the state has waived the Faculty Obligation Number for the District, but the District intends to fill the positions so that we will not fall behind on our obligation. West should fill five or six positions to meet out FON. In order to fill the positions, we will use our existing (multi-category) list, but the college will adopt another single list method that will be used for the 2013-2014 list.
 - Achieving the Dream Initiative – Betsy provided an overview of Achieving the Dream, an outcomes-based initiative, and announced that the entire District is part of the initiative. She announced the roles of the core and data teams as well as the lead coaches. Both coaches will be involved in the annual Leadership Retreat on December 2nd. The district paid \$700,000 to be part of the initiative which goes to consulting fees (for the coaches), trainings, and travel.

General Business

- 80K Foundation funds- 15 out of 43 submissions were from student services.
- Qless – Student services, marketing, and business office staff recently attended the demonstration of Qless, a queuing system that allows students to join lines remotely via phone calls or text messages. We are trying to negotiate the price down. If we are unable to negotiate a lower price, we will continue using the NEMO-Q queuing system in the new building.
- Parking Solutions – Student services and business office staff attended a demonstration for a company that mails out parking passes and ASO stickers to students rather than having them come to campus to pick them up. The contract will go before the Board of Trustees.
- Moratorium on construction projects – A comprehensive list of all District projects effected by the moratorium was passed out.

- **Move calendar: postponed till January** – Betsy and Aundria announced that the move to the new building has been postponed because there was a delay on the furniture orders. The office furniture has arrived, but the systems furniture (including partitions) has not arrived yet. Aundria passed out the Student Services Move Schedule.
- **Key Request** – Betsy announced that the college is trying to limit the number of keys that each person has. She asked that everyone work with their deans to ensure that they have the correct keys for the new building. Since there were changes to some of the information contained in the last packet, the information will be distributed again. Aundria took down requests for those who need more boxes and labels.
- **Submit winter break vacation requests ASAP** – Betsy reminded all those who will be moving to the new building to pack their boxes before they leave for vacation. It was suggested that essential items should be packed last in case there are any further delays in the move.
- **Move management instruction**
 - New DELL computer systems for every employee
 - VDI computer systems for labs
 - CISCO Phones
 - Signage complete
 - Only critical services will remain open in former location, i.e. transcript, assessment, testing services for DSPS
 - Building will not open to the public until everyone is moved in and the computer systems are operational.
 - Continue purging and start packing (P&P)
 - All file cabinets need to be emptied
 - Tour of building, sometime in November

Construction Project Update

- **Student Services Building** – projected completion date December 2011
- **Classroom Building** – projected completion date November 2011
- **Food Court-** Vendor selected and district is working on contract
- **D-Village** will be removed before spring semester

Important Dates

November 30 – Student Services Division Holiday Celebration

December 2 – Leadership Retreat

March 11-15, 2012 Accreditation Site Visit

Next meeting: Thursday, December 1, 2011, 10 a.m. to Noon

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