



Student Services Division Meeting Minutes

LPC Mission Statement

Las Positas College is an inclusive learning-centered institution providing educational opportunities and support for completion of students' transfer, degree, basic skills, career-technical, and retraining goals.

LPC Planning Priorities

- ❖ Establish regular and ongoing processes to implement best practices to meet ACCJC standards.
- ❖ Provide necessary institutional support for curriculum development and maintenance.
- ❖ Expand tutoring services to meet demand and support student success in Basic Skills, CTE, and Transfer courses.
- ❖ Coordinate available resources to address current and future professional development needs of faculty, classified professionals, and administrators in support of educational master plan goals.

Student Services Division Meeting

Attendees:

Student Services Faculty and Staff

Tuesday, April 17, 2018 | 2 – 3 pm / Room 1726
Academic Senate 3 – 4 pm / Room 1726

Agenda Item

Presenter

1. Welcome and Introductions

Elizabeth David

Elizabeth David welcomed the group and called the meeting to order at 2:00 pm. William Garcia is on a hiring committee today at the District Office. Happy birthday to Mike Schwarz! Rafael Valle introduced Jonathan Borzin, the new HSI Admin Assistant. As Elizabeth noticed people she hadn't met yet, she introduced herself to the group.

2. Approval of Agenda (04/17/18)

Elizabeth David

Agenda approved; 1st Joel Gagnon, 2nd Donna Reed.

3. Approval of Minutes (03/20/18)

Elizabeth David

Minutes approved; 1st Frances DeNisco, 2nd Nessa Julian.

4. Guided Pathways Presentation

Angella VenJohn

Angella VenJohn presented a PowerPoint presentation. An electronic copy is available in the VPSS Office. Elizabeth David thanked Angella and stated great work; please lend a hand to the project at the newly formed steering committee which meets this Friday. This is an institutional effort.

5. Student Referrals Flyer

Elizabeth David

Elizabeth David stated this information is a starting point, a work in progress. It can be used as a reference guide now. The information will eventually be posted on the website. If you have feedback please let Elizabeth D or William G know. Chris Lee stated Title IX information should be included in orientation. Elizabeth D stated students will be given pertinent information, for example, what is the student code of conduct. Dayna Barbero stated the BIRT committee is meeting once a month and currently laying the foundation for the process. Forms are also being developed. Nessa Julian stated in her role as Omsbud she's already worked w/ one student to assist and direct them towards resources for a resolution of the issue.

Spring/Fall 2018

Miguel Alvarez

Spring semester was the pilot for this very successful event. The event is repeated this

semester and extended from three days to four days. The District Office is marketing the event through email (Constant Contact), social media, LPC email, LPC website, the course schedule ad and a live YouTube event. The Career/Transfer Center offered their space, and other participants include Financial Aid, Admissions/Records and the Assessment Center. Donna Reed clarified the Assessment Center is open and students don't have to wait to test, they can come in anytime between 3 – 7 pm.

7. Commencement 2018 Update

Julie Thornburg

Julie Thornburg stated commencement planning is on track. The Academic Deans requested to take a more active role in the ceremony so they have been designated Leads for both the student and faculty groups. Volunteers are needed on Friday and Saturday morning.

8. LPC Food Pantry Update

Nessa Julian

Nessa Julian stated the Student Government is working hard to establish the pantry. The Alameda County Community Food Bank MOU was approved by the Board at last month's meeting. There is an initial training tomorrow w/ the Alameda County partners. Another training is scheduled before distribution begins in May. The service provides food for students and the community in general. We are also working w/ the Child Development Center and Cal Fresh to pursue other initiatives. It takes 30 – 40 volunteers every month to staff the pantry. If you'd like to volunteer please let Nessa J know. The process is an order from the food bank for a one day distribution - we don't store food. The program is modeled after Chabot who have been in operation for a year. To participate in the program, an initial intake is required. The pantry will set up in front of the Student Life Office for ease in parking and use of public transportation.

9. SAO Liaison Update

Mike Schwarz

Mike Schwarz stated Student Services has a total of 17 total programs – three of them have assessed. Good news – we have until Spring of 2019 to change over to Elumen and have an SAO assessed. Mike S would like to continue in this role and his goal is to complete 17 out of 17 by Spring 2019. He recently met w/ the Umoja group, developed a goal and it will be input into Elumen shortly. Plan on one to three meetings w/ Mike S for about an hour each. You received an email from Mike S a few weeks ago so please check in w/ him at your earliest convenience.

10. Committee Reports

Group

Nessa Julian reports the Student Success Committee meeting is this Thursday, Rm 1726 2 pm. Elizabeth David encouraged participation stating this meeting is extremely informative.

11. Informational Items

Group

Nessa Julian: The elections for student government begin next week and the AS website will post all information. There are only two uncontested positions. As a reminder, through postings and class announcements to the campus community, please make sure to provide a fair election process. Students may not campaign within 50 feet of classrooms. Please contact Nessa J w/ any questions and there's also an inquiry form on the AS website. The ASLPC charging stations are anticipated to be installed in a week or so in the Student Life Office, Tutorial Center, Library and Cafeteria.

Kimberly Burks: The Umoja Program and Transfer Center are hosting a talk from the UC Riverside representative on April 23 from 11 – 12 pm; pizza is provided. We are interested in talking to students of color on campus. The event is open to everyone. Please help us spread the word.

Joel Gagnon: Please save the date on April 25 from 1:30 – 3:30 pm to celebrate the Classified Professionals at the annual party given by LPC Faculty. Faculty and Administrators are welcome to attend to celebrate