



Student Services Division Meeting Minutes

Tuesday, February 20, 2018 | 2 – 3 pm / Room 1640
Academic Senate 3 – 4 pm / Room 1640

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

Agenda Item	Presenter
1. Welcome and Introductions	William Garcia
William Garcia, Vice President of Student Services, welcomed all attendees and distributed a hard copy of the agenda to all attendees. No introductions needed.	
2. Approval of Agenda (02/20/18)	William Garcia
The agenda for the meeting approved unanimously.	
3. Approval of Minutes (11/21/17)	William Garcia
The minutes from the November 21, 2017 not approved pending further review and a vote at our next division meeting scheduled for March 20, 2018.	
4. Welcome of New Dean of Student Services	William Garcia
Unfortunately, Elizabeth David, our new Dean of Student Services was unable to join us for the meeting but William Garcia asked all Student Services personnel for their help in welcoming the new dean to the college if they had not already done so.	
5. Personnel Recruitments	William Garcia
a. Dean, Enrollment Services	
William Garcia announced that the recruitment for the Dean, Enrollment Services position began on February 2, 2018 and that the position would close on February 28, 2018. William thanked the Student Services personnel who agreed to serve on the hiring committee. The new Dean, Enrollment Services will begin on or soon after July 1, 2018.	
b. Counselor, DSPS	
William Garcia announced that the recruitment for the Counselor, Disabled Student Programs and Services (DSPS)	

position began on February 2, 2018 and that the position would close on February 28, 2018. William thanked the Student Services personnel who agreed to serve on the hiring committee. The new Counselor, DSPS will begin at the start of the fall semester 2018.

c. Director, DSPS

William Garcia announced that the recruitment for the Director, DSPS has yet to begin due to a delay at the College and at the District Office. The recruitment will begin within the new few weeks. However, the hiring committee has already met and William thanked the Student Services personnel who agreed to serve on the hiring committee. Additional information to be forthcoming.

6. Student Services Reorganization

William Garcia

William Garcia announced that a minor reorganization will take place at Las Positas College effective July 1, 2018 and that it will affect Student Services as follows:

a. Bookstore

The Bookstore will report to Administrative Services effective July 1, 2018. This is no reflection of our current contract with Follett or the personnel assigned to the Bookstore including Nolan Howe, Bookstore Manager. This change will better align contracted services under Administrative Services, as is the case at most California community colleges.

b. EOPS, CARE, CalWORKs, DSPS

The four state funded categorical programs will report to the Dean, Student Services effective July 1, 2018. This change will align all state funded categorical programs under one dean.

c. Articulation

The Faculty Hiring Prioritization Process recommended the hiring of a full-time Articulation Officer effective fall 2018. The recruitment is currently underway. The new Articulation Officer will report to the Office of the Vice President of Academic Services.

d. Tutorial Center

The Tutorial Center will report to Don Carlson, Dean of Academic Services effective July 1, 2018. This will help realize the plan to create a unified tutorial center with other academic support programs.

7. LPC Scholarships

Andi Schreibman

Andi Schreibman, Financial Aid Officer, announced that the Las Positas College Scholarship is now available online for students. There is over \$400,000 in scholarship funds available. Mertes bequest scholarship funds are also available for transfer students from both Chabot College and Las Positas College. The deadline to apply is March 11, 2018 at 11:59 p.m. All students are encouraged to apply. Flyers and posters are available from the Financial Aid Office.

8. LPC Fastpass Event for Summer/Fall 2018

Miguel Alvarez

William Garcia on behalf of Miguel Alvarez, Outreach Specialist, announced that Las Positas College would be hosting a second FastPass event from Monday, April 30, 2018 through Thursday, May 3, 2018 from 3:00 p.m. to 7:00 p.m. within the Student Services & Administration Building for summer and fall 2018. Entities including, but not limited to, Admissions & Records, Assessment, Counseling, Financial Aid, and the Online Service Center to be asked to participate. Employees who wish to participate should contact their immediate supervisor to make pre-arrangements. During fall 2017, the same event during a 3-day period yielded over 180 services rendered as defined by the Student Success & Support Program (SSSP). Contact Miguel for additional information about the event.

9. Degree Works Update

Jesus Bravo-Morales

Jesus Bravo-Morales, Degree Works Coordinator, announced that Degree Works, the college district's degree audit software went live on January 16, 2018, the start of the fall semester. All Student Services personnel asked to use the new software to draft Student Educational Plans (SEPs) and to assist with evaluations for graduation and transfer. Jesus offered to present at department, division, office, and program meetings. Jesus also plans to offer workshops for students. Student Services personnel who need access to the software or would like an individualized tutorial should contact Jesus.

10. SAO Liaison Update

Mike Schwarz

Dr. Mike Schwarz, General Counselor, announced that he has volunteered to serve as the Service Area Outcome (SAO) Liaison between the Student Learning Outcome (SLO) Committee and Student Services. Mike's goal will be to ensure that all Student Services entities have at least 2 to 3 meaningful and measureable SAOs for the 2018-2019 Academic Year. Mike will be developing an Excel spreadsheet to track all SAOs for Student Services. Mike plans to contact key Student Services personnel for follow-up. Mike asked for an SAO Liaison Update at each Student Services Division meeting moving forward.

11. Committee Reports

Group

Dr. Nessa Julian, Director of Student Equity & Success, announced that the Student Success Committee is planning to meet on February 22, 2018. All employees are welcomed.

Gabriela Discua, General Counselor, announced that the Professional Development Committee is seeking presentations for this year's Flex Day. No lunch at this spring's event. Conference requests are due for faculty who plan to participate in professional development this spring for credit and reimbursement.

Heike Gecox, General Counselor, announced that the Faculty Hiring Prioritization Committee would be hosting a meeting in the coming days. Changes proposed to the manner in which the committee conducts business.