



# LAS POSITAS

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## COLLEGE

## Student Services Monthly Newsletter

November 2018

### NEW VETERANS SPECIALIST

Evelyn Andrews has been hired as our new Veterans Specialist. Evelyn comes to Las Positas College having served as a Veteran Affairs School Certifying Official, Registrar, and Director of Registration & Records at California State University, Maritime Academy and California State University, San Marcos. Evelyn has also worked as a Counselor at Laney College and as an Interim Director of the Educational Opportunity Program (EOP) at California State University, East Bay. Evelyn's first day of employment will be November 1, 2018. Please join me in welcoming Evelyn to Las Positas College.

### FASTPASS

Las Positas College will be hosting its third FastPass from Monday, November 26 through Thursday, November 29 from 3:00 p.m. to 7:00 p.m. to help prospective students navigate the matriculation process from admission application through course registration. Attendees will also have the opportunity to complete the financial aid application, online orientation, assessment/placement, student educational plans, and pay their fees or sign-up for our payment plan through Nelnet. All sessions will be available all four days on a first-come, first-served basis. All activities will take place in the Student Services & Administration Building. Thank you to all Student Services personnel who have agreed to help make this event a success for all attendees.

### LPCSG ELECTIONS

The Las Positas College Student Government (LPCSG) will be hosting an election to ratify its proposed revisions to their Constitution and Bylaws. The election will take place from Monday, November 5, 2018 through Sunday, November 11, 2018 via CLASS-Web. All currently enrolled students will be encouraged to vote online. Additional information about LPCSG may be found online at <http://www.laspositascollege.edu/student-gov/index.php>. Congratulations to our student leaders for working on this important task during the past year.



### IMPORTANT DATES & DEADLINES

- **November 7th**  
Honoring Veterans @  
Las Positas College
- **November 12th**  
Veterans' Day Holiday
- **November 20th**  
The Market - Food Pantry
- **November 26th-29th**  
FastPass



## **WORK PERMITS FOR MINORS**

The Chabot-Las Positas Community College District, Human Resources Office confirmed that Las Positas College may hire minors who are concurrently enrolled (non-high school graduates) to work on-campus as student assistants (also known as student employees) with valid work permits. Work permits must be signed by the “home” high school. Students who have graduated from high school or who are 18 years of age do not require work permits. The documentation to hire student assistants is required to be submitted on an annual basis. Questions about hiring student assistants should be forwarded to the Human Resources Office. Additional information about hiring student assistants may be found online at [http://www.clpced.org/HR/documents/StudentAssistantPacket3518\\_001.pdf](http://www.clpced.org/HR/documents/StudentAssistantPacket3518_001.pdf).

## **FINANCIAL AID PERSONNEL RECRUITMENT UPDATE**

The Chabot-Las Positas Community College District recently initiated a recruitment for two Financial Aid Advisors II and one Financial Aid Advisor III for Las Positas College. Unfortunately, the personnel recruitments for Financial Aid Advisor II and Financial Aid Advisor III were unsuccessful. The Financial Aid Office will be working with the Human Resources Office to repost the positions so that we may hire our new colleagues to begin in mid-spring 2019.

## **FACULTY HIRING PRIORITIZATION UPDATE**

Student Services proposed hiring five new full-time faculty positions for fall 2019 through the Faculty Hiring Prioritization Committee. The five positions that were submitted for consideration were: (1) Counselor/Instructor Retention; (2) Counselor/Instructor Career/Transfer Center; (3) Puente Counselor; (4) Counselor – 50% Student Athletes/50% General; and (5) Counselor – 50% Middle College/50% General. The committee ranked all submissions for full-time faculty positions and our number one request for a new Counselor/Instructor Retention was ranked sixth out of seventeen submissions. The committee ranking has been forwarded to the college president for consideration.

## **RESOURCE ALLOCATION COMMITTEE REMINDER**

Student Services has submitted proposals to the Resource Allocation Committee (RAC) to hire three non-instructional positions for fall 2019 including two classified professionals and one administrative position. The two classified professional positions were: (1) International Student Specialist; and (2) Program Coordinator for Student Life. The administrative position was a Director of Financial Aid. Student Services is hopeful that additional classified professional and administrative support will be provided to better serve our students.

## **NEW BUILDING SIGNAGE**

Soon new building signage will be installed. Building 1300 will have a new sign that reads, “Bookstore/Veterans Resource Center” that will replace the old sign and Building 1600 will have a new sign that reads, “Welcome Center/Student Life Office” installed above the main entrance to Room 1643.

## **NEWS FROM THE TEAM**

Do you have an upcoming event, a new initiative, or news that you would like to share with our Student Services team? I am happy to consider your recommendations for future issues of our newsletter. Please e-mail your information to [wgarcia@laspositascollege.edu](mailto:wgarcia@laspositascollege.edu).

**William L. Garcia**  
Vice President of Student Services



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