### Recommendation 8: Increase Services at Centers

<table>
<thead>
<tr>
<th>Evidence</th>
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<tbody>
<tr>
<td>Evidence 8.1</td>
<td>Student Services Managers Meeting Minutes</td>
<td>2</td>
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<tr>
<td>Evidence 8.2</td>
<td>All Student Service Meeting, Jan. 31, 2014</td>
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<td>Evidence 8.3</td>
<td>Weekly Services, Vacaville Center, Spring 2014</td>
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<td>Evidence 8.4</td>
<td>Weekly Services, Vallejo Center, Spring 2014</td>
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<td>Evidence 8.5</td>
<td>Student Services Training Report</td>
<td>8</td>
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<td>Evidence 8.6</td>
<td>Email Regarding Admissions and Records Support for Vallejo Center</td>
<td>9</td>
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<td>Evidence 8.7</td>
<td>Student Ambassador Support Memo</td>
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<td>Evidence 8.8</td>
<td>Counseling Department, Walk-in Memo</td>
<td>12</td>
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<td>Evidence 8.9</td>
<td>Counseling Department, Transfer Counseling Memo</td>
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<td>Evidence 8.10</td>
<td>Counseling Department, Orientations Memo</td>
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<td>Evidence 8.11</td>
<td>Library Hours, Vacaville Center</td>
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<td>Evidence 8.12</td>
<td>English Department, Writing Labs Memo</td>
<td>18</td>
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<td>Evidence 8.13</td>
<td>Late Night Study Hall Memo</td>
<td>21</td>
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<td>Evidence 8.14</td>
<td>Computer Lab Memo</td>
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<td>Evidence 8.15</td>
<td>Student Development Elections Memo</td>
<td>24</td>
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<tr>
<td>Evidence 8.16</td>
<td>Student Health Office Memo, Increased Visits Memo</td>
<td>25</td>
</tr>
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<td>Evidence 8.17</td>
<td>Law Enforcement Staffing Deployment</td>
<td>28</td>
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<td>Evidence 8.18</td>
<td>Student Services Generalist Job Description</td>
<td>29</td>
</tr>
<tr>
<td>Evidence 8.19</td>
<td>Outreach Events Table, Vallejo Center</td>
<td>33</td>
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<tr>
<td>Evidence 8.20</td>
<td>Admission &amp; Records, Phoning Memo</td>
<td>34</td>
</tr>
<tr>
<td>Evidence 8.21</td>
<td>Food Catering Service Memo</td>
<td>35</td>
</tr>
</tbody>
</table>
Called to Order: 11:05 (room 432)   Adjourned:

Present: Barbara Fountain, Barbara Pavao, Jerry Kea, Jose Ballesteros, Maire Morinic, Robin Darcangelo, Shemila Johnson, Shirley Lewis

Absent: All present

1. All Student Services Meeting, January 31, 2014 (all)
   Short updates from Managers (Student Success Stuff, Priority Reg., etc.)
   - Ice Breakers/Intro
   - Jerry – maybe
   - Barb Fountain – gone but will send a designee
   - Jose – students/plans
   - Shemila - ?

   Webinar for all Student Services staff – Friday 1/24/14, 2 pm – Back of Café
   - Anyone who can’t attend might be able to participate on 1/22 (Webinar being held for another district) or it may be archived for later viewing.

2. Ed Master Plan – Student Services Input (all)
   - Needs to go to the Board by February 5
   - Deans are done
   - Maire thanked Shirley Lewis and Diane White for their work developing Goals and Strategies
     - Enabled us to put Student Services first and foremost into everything we are doing versus new buildings/more space, etc. and moving Student Services forward
   - Goals and Strategies – 20 strategies (F on G&Os handout)
     - A&R Ed Master Plan Assessment
     - Each manager should review and let Shirley Lewis know of changes to the Strategic Plan or create one to be in Ed Master Plan
     - Centers – G&Os optimize existing campus and centers
     - Tutoring Center – See Ed Master Plan under CIS and make sure those goals include Student Services areas such as tutoring.

3. Enrollment Management Issues (Lewis)
   - Enrollments have not grown
     - What are we doing in terms of communicating to our students?
     - Shirley got info off the web – what student should be seeing first
       - We don’t have a cohesive message from first communication to graduation
         - blasts go out to students regularly via email – but not all students check their email
         - Other ideas
           - Texts
           - grab their attention at orientation – orientation helps us move towards where we need to be
         - Shemila is working on outreach
           - 3500-4000 students graduate every year in Solano County
           - Send letters to all graduates (Shirley)
- We will have to try new things and resign them as needed
- Other Community Colleges also have low enrollment
  - We are under 8,000
- Constant changes in management puts out conflicting messages
- We need to plan now for summer – Napa is starting priority reg for summer one month before us
  - 2015/16 – we might be able to get an earlier start
- S/P wants classes canceled one week before school starts
  - Can help students to find other classes in a timely manner
- We need to take care of things on the front end
  - Streamline and take care of things before they happen
- Issue with starting semester too early
  - F14 will start on Wednesday instead of Monday (Banner issues made it too hard to move it back a whole week)
- Maire said they are working towards students being able to go 4 semesters at Vacaville Center and get a degree
  - IDing necessary classes on color coded flyers for students
- E-brochure – click on program such as Criminal Justice and see a list of all classes necessary for a degree in Criminal Justice
  - It can be printed as .pdf file and emailed to the student
  - Catalog must be up to date and entered in Banner for this to work
- Biggest Problem: having faculty and deans agree on classes
  - Schedule needs to be based on needs of students not faculty desires (effective F15)
- We need to be more efficient and class caps may need to change

4. AB 86 Adult Education Update
   - Funding for Planning grant
   - Adult Ed coordinate with the collete
   - Consortium – Vallejo, Vacaville, Winters, Benicia
   - Areas of focus
     - K12 basic skills
     - Immigrants
     - Adults with disabilities
     - Short term career tech programs
     - Programs for apprentices
Student Services Managers Meeting  
Friday, February 20, 2014  
Minutes

Called to Order: 9:10am (room 432)  
Adjourned: 10:20am

Present: Barbara Fountain, Barbara Pavao, Jerry Kea, Maire Morinec, Robin Darcangelo, Shemila Johnson, Shirley Lewis

Absent: Robin Darcangelo, Jose Ballesteros

1. Ed. Master Plan
   The centers should be separate/Maire and Barbara P. agree
   • Strategic actions came out of plans in the database
   • Orientation is done throughout the county but sounds like it’s not done on Fairfield campus (not mentioned)
   • The EMP is a “guideline” – it’s not set in stone. We will update it annually.
   5 Areas (Goals)
   • Some new things were inserted.
   • Check the “responsibilities” – e-brochure might be part of #1 access (but it is complicated to make it work with all options).
   • Dr. Laguerre’s office is paying for e-brochure
   • Peter needs to talk to Deans for input
   • Is timeline realistic? It’s a great took, but do we have the time/manpower to do it right?
   • Homework:
     o For the next meeting, look through goals and activities and list what each are doing
     o Be prepared to talk by March 20
   • We will add a “note” column for results
   • Dr. Laguerre does not want us to relax because we are off sanction. He wants these things completed.

2. Need to grow ESL Group
   Need more Spanish-speaking staff
   • Maybe Reg-aids could be Spanish Speaking
     o CSEA does not have that stipulation. Might have to create a job.
   • Intensive English Program is in the works (non-credit)
     o Then it can matriculate into SCC
   • Dr. Laguerre is bringing Chinese students in for the Aero program

3. Outreach Request Process Chart Updates
   Work it – test it – tweak it
   • Remove boxes #3 and #4
   • Everyone needs to meet to try it and access it
     o Maybe we could do on a rotating basis
   • Need to create a process
   • Barbara Pavao will send out a memo about reclass (Student Services Generalists at Range 13)
     o Pending CSEA approval and then going to the Board on 3/19/14
   • Assessment & DSP proctoring tests
## SOLANO COMMUNITY COLLEGE
### ALL STUDENT SERVICES MEETING
#### AGENDA

**January 31, 2014**

<table>
<thead>
<tr>
<th>Time</th>
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<tr>
<td>2:00</td>
<td>Refreshments Available</td>
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<tr>
<td>2:05</td>
<td>Introductions</td>
<td>Dr. Lewis</td>
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<tr>
<td>2:20</td>
<td>A Vision for Student Services</td>
<td>Dr. Lewis</td>
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<td></td>
<td>Educational Master Plan Goals &amp; Strategies: Access, Equity, and Success</td>
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<td>2:35</td>
<td>Enrollment Management Report</td>
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<td>2:50</td>
<td>Outreach, Recruitment, and Marketing Update</td>
<td>Shemila Johnson</td>
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<tr>
<td>3:05</td>
<td>Student Success Initiative &amp; SSSP Plan Update</td>
<td>Dean Fountain</td>
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<tr>
<td>3:35</td>
<td>Student Financial Aid: Cohort Default Rate (CDR) Plan and Implementation</td>
<td>Dean Darcangelo</td>
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<td>4:00</td>
<td>Wrap Up</td>
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WEEKLY SERVICES

SCC – VACAVILLE CENTER
WEEKLY CENTER SERVICES

SPRING SEMESTER 2014

BUILDING HOURS 2001 N. Village PKWY
MONDAY – THURSDAY 7:30 AM – 10:00 PM

RECEPTION AREA (Room 103)
Monday – Thursday ................8:00 am – 6:30 pm
Friday..................................8:00 am – 3:00 pm

COUNSELING SERVICES (Room 107)
Monday ..................................9:00 am – 5:00 pm
Tuesday................................1:30 pm – 6:30 pm
Wednesday.............................11:00 am – 6:00 pm
Thursday.................................No Counseling Services
Friday....................................8:30 am – 3:00 pm

HEALTH SERVICES (Room 105)
March 12, 2014.............4:30pm to 6:00pm (Wednesday)
April 10, 2014.................4:30pm to 6:00pm (Thursday)
May 07, 2014.................4:30pm to 6:00pm (Wednesday)

COMPUTER LAB HOURS (Room 208)
Monday..................................8:00 am – 6:00 pm
Tuesday..................................8:00 am – 6:00 pm
Wednesday.............................8:00 am – 6:00 pm
Thursday.................................8:00 am – 6:00 pm
Friday....................................8:00 am – 3:00 pm

ASSESSMENT TEST SCHEDULE (Room 211)
Tuesdays.................................9:30 am
Wednesdays............................3:00 pm

ENGLISH LAB (ROOM 138)
MWF........................................10:00AM-12:00PM
*RESERVED FOR STUDENTS ENROLLED IN ENGLISH 350, 355, AND 370.

MATH ACTIVITIES CENTER SCHEDULE

ROOM 138
Monday.................................12:00 pm – 5:00 pm
Tuesday.................................9:00 am – 3:00 pm
Wednesday............................12:00 pm – 5:00 pm
Thursday.................................9:00 am – 3:00 pm
Friday......................................12:00 pm – 3:00 pm
* Reserved for students enrolled in MATH courses

LIBRARY SERVICES (Room 139)
Monday.................................9:00 am – 3:00 pm
Tuesday.................................12:30 pm – 7:00 pm
Wednesday............................12:30 pm – 7:00 pm
Thursday.................................9:30 am – 4:00 pm
Friday......................................9:30 am – 1:30 pm

TUTORING SERVICES Workstudy Rooms
This is Student to Student support
ENGLISH Drop-In Hours: (Room 137)
Monday/Wednesday.............1:30 pm – 3:30 pm
Tuesday/Thursday.................1:00 pm – 3:00 pm
Friday.................................1:30 pm – 3:00 pm

Math 310 & 320 Drop-In Hours: (Room 136)
Monday.................................12:00 pm – 4:00 pm
Tuesday/Thursday.................12:00 pm – 2:00 pm

Pre-Calculus Group Tutoring (ROOM 114)
Monday/Wednesday.............11:00 am – 12:00 pm

DROP-IN Writing Lab (ROOM 137)
This is Instructor to Student support
Monday.................................12:00 pm – 1:30 pm
Wednesday............................12:00 pm – 1:30 pm

6
# SCC – VALLEJO CENTER--WEEKLY CENTER SERVICES
## SPRING SEMESTER 2014

### BUILDING HOURS
545 COLUMBUS PKWY

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### RECEPTION AREA
x4900 (Room 102)

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### COUNSELING SERVICES
x4904 (Room 108)

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### HEALTH SERVICES
x4905 (Room 114)

No Health Services are scheduled at this time.

### COMPUTER LAB HOURS
(Room 125)

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### COMPUTER LAB HOURS
(Room 129)

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### MATH ACTIVITIES CENTER SCHEDULE
ROOM 124 x4908

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### LIBRARY SERVICES
x4902 (Room 124)

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### TUTORING SERVICES (ROOM 124)

Lower –Level Math, English

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### ENGLISH WRITING LAB

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### DROP-IN WRITING LAB HOURS

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### LEARNING LAB HOURS

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1. **Financial Aid training – May 24, 2013 – Amber Cheatham – Vallejo Center Conference Room**

   This meeting was intended to update the Center Student Services staff on Appeals for Loans and Satisfactory Academic Progress Appeals for timeframe and GPA issues. The training also involved implementation of intake checklist for appeals that are being filed with the Fairfield Financial Aid Office.

   Since this training the Financial Aid Office introduced a second intake form for general financial aid documents, but as of this date, Student Services at the Vallejo Center have not received training as to the procedures for this new document.

2. **Counseling training – September 24, 2013 – Barbara Pavao – Vallejo Center Conference Room**

   This was an informational meeting to coordinate scheduling activities for counseling appointments between the Fairfield Campus and the Vallejo Center.

3. **Orientation/Outreach training – February 19, 2014 – Barbara Fountain – Fairfield Campus – Room 414**

   This training was intended to familiarize the Student Services Generalists with the soon to be added responsibility of general outreach activities for the District.

   There are planned future training sessions on Customer Service duties, and other enrollment and academic duties that might be handled by Student Services.
Thanks for providing Tonya as a Registration Aide this year. In initiating the new and enhanced personnel structure, it was great to have her here at least on a PT basis. We look forward to good things to follow....

Jerry Kea, Ph.D.
Dean, SCC, Vallejo Center
545 Columbus Parkway
Vallejo, CA 94591

(707) 864-7000, ext. 4624 (Ph)
(707) 646-2077 (e-fax)
thomas.kea@solano.edu

**Solano Community College's mission is to educate a culturally and academically diverse student population drawn from our local communities and beyond. We are committed to helping our students achieve their educational, professional, and personal goals centered in basic skills education, workforce development and training, and transfer-level education. The College accomplishes this three-fold mission through its dedicated teaching, innovative programs, broad curricula, and services that are responsive to the complex needs of all students.**

---

Thanks so much. This will be such a help to us in really serving the Vallejo Campus and give us the back up when we are marketing, at meetings, out of the office area, sick, etc.

Jerry Kea, Ph.D.
Dean, SCC, Vallejo Center
545 Columbus Parkway
Vallejo, CA 94591

(707) 864-7000, ext. 4624 (Ph)
(707) 646-2077 (e-fax)
thomas.kea@solano.edu

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From: Barbara Fountain  
Sent: Sunday, March 30, 2014 6:12 PM  
To: Thomas "Jerry" Kea  
Subject: Just FYI...

I am working on having Tonya just be full time at the center when she returns and I am also trying to hire a reg aide right now for you guys for evenings. For some reason I am having a harder time finding Vallejo folks than Fairfield or VV.

Barbara Fountain  
Associate Dean-Admission, Assessment & Scheduling  
Solano Community College  
Barbara.fountain@solano.edu  
(707) 864-7000 x4313
Hello all,
Attached is Students Ambassadors work schedule for Jan 13-16. I will send out a new one every Friday for the following week. It should be about the same schedule every week. If the Student Ambassadors are busy helping students and there is a need for them to work longer hours, that is OK with me. Just keep log them in on this sheet.

Thanks,
Chuck

Jan 13-16

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<thead>
<tr>
<th>TIME</th>
<th>MONDAY</th>
<th>TUESDAY</th>
<th>WEDNESDAY</th>
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Our counseling faculty agreed that during the four days prior to the start of the semester, as well as the first week of classes, we would see students on a drop in basis. These drop-in appts. are intended for those with immediate needs and we would ask those students who are currently registered for their spring 2014 classes to make appointments for later in the semester. These drop-in appointments are generally no longer than 15 minutes although at the counselor’s professional discretion they may occasionally last up to 20 or 25 min.

Please let me know if you have any questions or concerns.

In the meantime.....happy holidays!!

Barbara
Thanks, Jerry. We’ll do our best to make a workable schedule.

Barbara,

You have my support on this.

The most important issue for maintaining access has to do with the specific times, as well as the accumulative hours available to the students-as opposed to the days in which these are offered. I see no problem in eliminating Thursday as long as we maintain the 30-32 hours a week which are so badly needed and valued.

Thanks,

Jerry

Jerry Kea, Ph.D.
Dean, SCC, Vallejo Center
545 Columbus Parkway
Vallejo, CA 94591

(707) 864-7000, ext. 4624 (Ph)
(707) 646-2077 (e-fax)
thomas.kea@solano.edu

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1. In order to provide better Transfer Center Services to the Centers, Marcie and I agree that the video conferencing has not been effective and so in the spring we wanted to try something new. When the counselors are already at your centers, we are thinking that we would schedule one hour/week to be designated as TRANSFER CENTER time. During that hour the Counselor could sit at a table in your lobby with Transfer materials, and be available to talk with any student about his or her interest in transfer. I intend to talk with the counselors about this but would also like to hear your feedback.

2. In assigning counselors to the centers I am asking your indulgence in honoring my desire NOT to schedule anyone for Thursdays. We hold weekly division meetings/collaborative sessions on Thursdays, and I would prefer not to pay counselors for the travel time to the campus for those meetings. I would recommend a schedule that covers the various dates and times that students would be available to see a counselor to include some earlier times in the morning and later times in the afternoon/early evening.

3. In keeping with the counseling hours assigned to the centers my intent is as follows:
   a. TRAVIS – 15 hours/week
   b. VACAVILLE – 30-32 hours/week (with one hour as Transfer Center)
   c. VALLEJO – 30-32 hours/week (With one hours as Transfer Center)

Let me know your thoughts and ideas. And as always, thanks for your support.

Barbara
Hi JJ, Mo and Lisa,

We are trying to schedule orientations/apps for admission events on the main campus and at the centers throughout spring. Below are the dates we are hoping for.

JJ, on the main campus, we need the back half of the cafeteria from 4pm-7pm on the weekday dates and 8am-5pm on the weekend dates. We also need a computer lab (whichever is largest, if possible) for the same dates/times.

Mo, if we could get that large room for the same weekday dates/times as for the main campus and then an appropriate computer lab as well, that would be ideal. That has worked well.

Lisa, same as Mo but wherever we have been doing them out there. I haven’t done any of the VVCTR dates myself yet so I don’t know which rooms you’re using.

We aren’t scheduling any Saturdays at the Centers for spring. I’m conflicted about that and am wondering if we should try to do one Saturday per month at each center, alternating centers by month. But we are doing one Saturday a month on the main campus so that might be adequate as far as Saturdays are concerned. Either way, is there any chance that you can confirm all the other dates for us asap so that we can start getting the word out to the public and they can plan accordingly? This is all happening as a result of the new sb1456 requirements that are effective with summer/fall priority registration so this spring is when we are going to feel the effects of this change the hardest.


Main: 1/21/13, 1/25/13, 2/18/13, 2/22/13, 3/18/13, 3/29/13, 4/22/13, 4/26/13, 5/20/13, 5/31/13


Nazia and Nancy,

We will plan to do assessment on the main campus on the Saturdays I listed above for the main campus. Nazia, can you please block out those dates in SARS so that we can require students to make appointments for those Saturdays? Then can the two of you work on scheduling accordingly for coverage and let me know if I need to find other coverage for any/all of those Saturdays?

Thanks Everyone!
Vacaville Center
Library Hours
Spring 2014

Monday
9am-3pm
Tuesday
12:30-7pm
Wednesday
12:30-7pm
Thursday
9:30am-4pm
Friday
9:30am-1:30pm
Saturday and Sunday CLOSED
Thanks Joshua for all your good work on this! Let me know if there is anything we can do to help move this forward.

Jerry

Jerry Kea, Ph.D.
Dean, SCC, Vallejo Center
545 Columbus Parkway
Vallejo, CA 94591

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Colleagues,

Thank you for sending your students to the drop-in writing lab. We've been busy, but we definitely have room for more, so keep them coming!

Otherwise, the room number for the Vacaville lab hours have changed: the Drop-in Writing Lab meets in room 137 on Mondays 12-4 and Wednesdays 12-2.

--Josh Scott
I would like to thank BSI English Coordinator, Josh Scott, School of Liberal Arts Coordinator, Michael Wyly, and all of the faculty and classified staff who have helped with this important initiative aimed at increasing student success.

Best regards,

**Diane White**  
*Interim Vice President of Academic Affairs*  
diane.white@solano.edu  
707.864.7285

---

**From:** Joshua Scott  
**Sent:** Sunday, August 25, 2013 8:17 PM  
**To:** Diane White  
**Subject:** Drop-in Writing Lab now open!

Diane, could you please forward this email (with attachments) to $ALL?

Thank you!

---

Colleagues,

I have attached a flyer for the new Drop-in Writing Lab with updated hours for Fall 2013. Please note that, thanks to support from both the Basic Skills Steering Committee and the Superintendent/President’s Cabinet, we will be offering drop-in tutoring on the Vallejo, Fairfield, and Vacaville campuses, starting tomorrow (August 26th).

The lab will be a resource to help students work on essays for any course at SCC, not just English courses. If your students come by the lab and space is available, we will help them immediately. However, if the lab is busy, they also will have the option of signing up for drop-in sessions up to two weeks in advance. The lab will be a place to help our students develop the skills needed to improve their abilities in reading and writing. This means we will introduce them to strategies associated with active reading, brainstorming, organizing, revising and proofreading, but we will not do the work for them. The goal of the lab is to provide a place where students can drop-in for help and guidance as they develop their papers.

If you have any students who you believe would benefit from support in the drop-in lab, please send them to the Fairfield, Vallejo, or Vacaville lab to sign up for an appointment. Also, if you could fill out a referral form (also attached), we will be able to work with the student even more effectively.

Please post and share this flyer with our students.

Thank you!

---

**Joshua Scott**  
*English/Reading Instructor*  
*English/Reading/ESL Basic Skills Coordinator*  
707.864.7000 x 4701  
joshua.scott@solano.edu
Dax,  

Yes, it sounds like a good idea to cover this late night study hall request in Vallejo. Please adjust the SSO schedule as needed. Thank you for informing me so we know when and where staff are on duty.

Scott

I received this yesterday after I met with Dr. Kea. Do you want me to go ahead and plan for this? In doing so I would probably have to modify the schedule a little and have the SSOs start later so they can go later

Dax West, Sergeant  
**Solano County Sheriff’s Office**  
Fairfield Court Security  
EVOC Team  

(707) 421-7093 Court Security  
(707) 435-2601 Desk  
(707) 514-9181 Cell Phone  
[DRWest@SolanoCounty.com](mailto:DRWest@SolanoCounty.com)

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**Dedicated to Community Service**

Hi Sergeant West,

Thanks for stopping by. It was great getting acquainted with you and your fellow officers today.
I need to bring to your attention that at the end of every term the Center offers a **Late Night Study Hall, 9:00 – 12:00 a.m.** for about a week or so. This year our dates for this are **May 12-15, and 19**. During this time we always request and receive security coverage.

Could we have the officer working the later shift here that week cover this event? If you need to bring him in later than usual on that day, then that is certainly acceptable.

Thank you, sir,

Jerry Kea, Ph.D.
Dean, SCC, Vallejo Center
545 Columbus Parkway
Vallejo, CA 94591

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Vallejo Faculty,

Please let your students know that we do have an open computer lab with our CIS instructor, Mark Taylor, each Monday, Wednesday, and Thursday evening from 9:00pm – 9:50pm. If your students have questions about computer-related subjects, such as word-processing or spreadsheets, he is available to answer their questions.

Thank you,
Vallejo Center Staff

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Dr. Kea,

The ASSC student government elections will be held next week, March 24-27. There will be election polling at the Vallejo campus on Tuesday, March 25th from 10-2 to allow the students at the center to vote.

Can we please have a table and two chairs setup for the voting in the lobby of the center on Tuesday? Hani Kharufeh, our public relations officer, will be producing a flier to advertise the elections and will get it to you shortly.

Thank you.

Jose M. Ballesteros
Interim Director of Student Development &
Mathematics, Engineering, Science Achievement (MESA)
Solano Community College
Student Development Office: (707)864-7168
MESA Office: (707)863-7863

Hi,

So here is the updated election calendar

--
Latifah Alexander
Associated Students of Solano College
Student Trustee
(707)-334-7426
Thomas "Jerry" Kea

From: Thomas "Jerry" Kea
Sent: Monday, March 10, 2014 5:45 PM
To: Joanne Pires
Cc: Regina Huerls; Noel Robinson; Maureen Bates; John Siefert
Subject: RE: Student Health Center Nurse Schedule

Joanne,

Thanks for the update and this sounds terrific!!

See you soon....

Jerry

Jerry Kea, Ph.D.
Dean, SCC, Vallejo Center
545 Columbus Parkway
Vallejo, CA 94591

(707) 864-7000, ext. 4624 (Ph)
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From: Joanne Pires
Sent: Monday, March 10, 2014 5:31 PM
To: Thomas "Jerry" Kea
Cc: Regina Huerls; Noel Robinson; Maureen Bates; John Siefert
Subject: RE: Student Health Center Nurse Schedule

I would like to come down on the following Wednesday mornings, from 10:30 – 12:30: March 19th, April 9th, April 23rd.

I absolutely agree that we want to increase the use of the health center resources. In speaking with Regina, we thought that the first visit (March 19th), she would come down with me and sit at a table in the lobby. That way, she could direct students to the health center, while also providing information on the services available to students. I could then give confidential services to students. Regina is also going to create an A-frame that can be put out the day before I come to let everyone know I’ll be there.

I talked with Jose about next semester and he agreed that I can be on a twice monthly schedule. I am hopeful that once on a regular schedule (I know there has not been anyone there for quite a while), students will be more familiar with when to drop in. Regina will also come with me intermittently to sit in the lobby. In addition, we will plan on a health fair and try to obtain more informational tables throughout the semester.
Does this sound like a good way to increase the services to the students? We can evaluate how things work and make any changes from there.

Joanne

From: Thomas "Jerry" Kea  
Sent: Wednesday, March 05, 2014 1:23 PM  
To: Joanne Pires  
Cc: Regina Huerls; Noel Robinson; Maureen Bates; John Siefert  
Subject: RE: Student Health Center Nurse Schedule

Hi Joanne,

It was a pleasure meeting you as well.

Wednesday mornings are better than Monday and Tuesday afternoons.

Also, the Student Health Center is an underused resource and needs more visibility. With this mind, may I suggest, at least for a few occasions, that you table in the lobby where Dr. Sexx does as you will get more attention than in the Center. (You can always take them back to the Center if needed.) Also, you may want to schedule a different time than that of our Transfer Counseling which we have in the lobby every Wednesday, 9-10 am. When you give us the times you wish to come we will market for your visits.

Thanks!

Jerry Kea, Ph.D.  
Dean, SCC, Vallejo Center  
545 Columbus Parkway  
Vallejo, CA 94591

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From: Joanne Pires  
Sent: Wednesday, March 05, 2014 12:03 PM  
To: Thomas "Jerry" Kea; Maureen Bates; John Siefert  
Cc: Regina Huerls; Noel Robinson  
Subject: Student Health Center Nurse Schedule

Hello,

It was a pleasure to meet you yesterday and I really look forward to continuing to serve the students at the Vallejo Center. For the remainder of this semester, I would like to schedule three visits between March and April. It would be helpful if you can share with me when you think the need for availability is greatest for the students. I am available a few Wednesday mornings and Monday or Tuesday afternoons. Dr. SSEX will be visiting tomorrow from 2:30 – 5:00.
I will begin planning dates for next semester, and hopefully will be able to accommodate a twice monthly schedule, with special events and providers.

Sincerely,
Joanne Pires, PHN
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**Duty Officer:** Sheriff's Security Officer

**Law Enforcement Staffing Deployment**

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**28**

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**SCC Chief:** X 7959

**Sheriff:** 707-745-4700
CLASS TITLE: STUDENT SERVICES GENERALIST

BASIC FUNCTION:

Under the direction of an assigned manager, perform a variety of support duties and provide current and potential students with registration, financial aid intake at Centers, outreach, assessment, and other student support services at multiple sites or in an assigned area.

DISTINGUISHING CHARACTERISTICS: The employee assigned to this class reports directly to the manager of their assigned area and performs specialized and complex work requiring previous work experience in student services and demonstrated ability to express empathy and a student centered focus.

DUTIES AND RESPONSIBILITIES:

Essential duties and responsibilities include the following. Other job-related duties may be assigned.

- Provide administrative support to assigned supervisor and assigned programs and services.
- Provide general information and assistance in person, via phone and online to students, staff, counselors, faculty, administrators, and the public concerning registration, residency, financial aid intake at Centers, counseling services and matriculation components, outreach, assessment testing, and other student support services. Collect and account for money from students for registration or materials.
- Assist students in scheduling and preparing for all counseling appointments via phone, online and in person.
- Organize, coordinate, oversee, and administer assessment testing and orientation as assigned; prepare schedules for placement tests to meet student needs; scan faculty evaluations, summarize results and include student comments.
- Arrange special testing for students requiring accommodation; provide information to students and refer to counselors as appropriate. Oversee and participate in scoring assessment tests; record and retrieve test scores using automated equipment; process and distribute test results. Develop forms, handouts and other printed materials explaining assessment testing, score interpretation and matriculation guidelines.
- Work with K12 schools and community at large to connect early with all potential students and provide ongoing support needed to ensure thorough preparation for and successful enrollment in college. Collaborate with college staff, school administrators, and faculty to coordinate outreach to local high school, middle school, elementary school populations, and in the community in partnership with the Outreach and Public Relations Manager.
- Assist in preparing promotional materials, correspondence, reports, applications, and other written materials related to community outreach. Provide and disseminate student services
information about practices and program requirements in accordance with faculty direction. Update information on electronic news board and bulletin boards.

- Assist individual students and groups with reference and research materials such as class schedules, catalog and program websites. Provide training in use of these tools. Assist students in preparation of formal counseling sessions. Refer students to appropriate Student Services programs and/or counseling for professional services.
- Prepare and maintain a variety of records, reports, and files related to student outreach activities; maintain confidentiality of student information records. May collect and compile statistical data into special or periodic reports.
- Train and provide work direction to student workers. Coordinate schedules and process student worker timesheets. Assist in recruitment and selection of student assistants; provide instruction in safe work procedures.
- Calculate units, evaluate courses, and compute GPAs for both high school and college transcripts. Record equivalencies and provide relevant information to other departments as needed.
- Use complex features of desktop publishing, word processing, database management, spreadsheet or other specialized software to create, develop, format, lay out, type, proofread, and prepare a variety of documents. Utilize standard office equipment and instructional media (ie. Microsoft Word, Excel, Access, Outlook, Banner, website management, ASSIST, College Source and SARS grid).
- Maintain various records, files, logs and lists; enter data in computer databases and file paperwork as required. Perform other office duties including composing correspondence and written materials, establishing and maintaining filing systems; and operating a variety of office machines including computers, peripheral equipment, calculators and copiers.
- Attend to a variety of office administrative details such as coordinating materials, transmitting information, keeping reference materials up to date, maintaining equipment and arranging for repair, maintaining physical environment and condition of various student services areas and requisitioning supplies and equipment.
- May occasionally work evenings and/or weekends at various campus sites and community locations.
- May serve as back up to open site each week-day morning and prepare it for students and staff.
- Perform job-related duties as assigned.

**MINIMUM QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND EXPERIENCE:**

- Graduation from High School AND
- Three years of increasingly responsible clerical experience involving public contact and computer operation.
• One year of increasingly responsible experience in a related area of student services is desirable.

KNOWLEDGE AND ABILITIES:

• Community college courses and curriculum preferred.
• Regulations governing the community college registration procedures.
• Basic Financial Aid intake when working at Centers only.
• Write information for reports or publications that conform to prescribed style and format.
• Read and explain SCC policies and procedures, State and federal laws, rules and guidelines, and community college curriculum, schedule, policies and procedures affecting assigned area of student services.
• Effectively present information and respond to questions from students, staff and the general public.
• Add, subtract, multiply, and divide, using whole numbers, common fractions, and decimals.
• Solve practical problems and deal with variables in situations where only limited standardization exists.
• Use interpersonal skills including tact, patience, empathy, and courtesy.
• Coordinate multiple projects, set priorities and meet critical deadlines.
• Effectively operate and maintain an orderly environment.
• Work within a complex, integrated database.
• Operate a computer and applicable software.
• Work independently with minimal supervision.
• Meet schedules and time lines.
• Establish and maintain cooperative and effective working relationships with others.
• Speak clearly and effectively in public.
• Demonstrate sensitivity to persons with diverse socio-economic, cultural, and ethnic backgrounds, including the disabled.

PHYSICAL DEMANDS:

• The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
• While performing the duties outlined in this classification, employees in this classification are regularly required to stand and sit for long periods of time, walk short distances on a regular basis, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; and hear and understand voices over the telephone and in person. Some employees in this classification are frequently required to travel to other District locations to attend meetings or conduct work.
• All employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 30 pounds.
Specific vision abilities required for positions assigned to this classification include close vision (clear vision at 20 inches or less), color vision (ability to identify and distinguish colors), ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

WORK ENVIRONMENT:

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The work assigned to this classification is typically performed in an office environment or various public or private locations where outreach activities may be conducted. While performing the duties of this classification, the employee regularly is exposed to extensive contact with students, frequent interruptions and the hazards of working with video display terminals. The work environment is moderately noisy.
- The employee in this assignment may work alone and may be confronted by persons seeking shelter within the building.

Board approved: 12/15/10
Revised:
Approved:
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<thead>
<tr>
<th>Area High Schools</th>
<th>VHS</th>
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Area Events

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<tr>
<th>Date</th>
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<tr>
<td>22-Jul-13</td>
<td>Sonoma State University - 10,000 Degrees Ed Fair - Shemila Johnson</td>
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<td>July 31, 2014</td>
<td>August 3, 2C Solano County Fair - Shemila Johnson</td>
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<tr>
<td>11-Sep-13</td>
<td>SPSV Education Fair - Shemila</td>
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<td>24-Sep-13</td>
<td>Vallejo EDD Presentation - Shemila Johnson</td>
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<td>25-Sep-13</td>
<td>Vallejo Career/Ed Fair - Shemila Johnson</td>
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<tr>
<td>26-Sep-13</td>
<td>Vallejo EDD Presentation - Shemila Johnson</td>
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<td>4-Oct-13</td>
<td>Liberty HS Presentation - Shemila Johnson</td>
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<td>9-Oct-13</td>
<td>BHS Ed Fair - Shemila Johnson</td>
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<td>October 18</td>
<td>2 Benicia Expo - Shemila Johnson</td>
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<td>30-Oct-13</td>
<td>JBS Parent Night - Dr. Kea</td>
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<td>13-Nov-13</td>
<td>BHS Presnetaitoni - Dr. Kea</td>
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<td>14-Nov-13</td>
<td>VSHS Presentation - Dr. Kea</td>
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<tr>
<td>1-Dec-13</td>
<td>World AIDS Day Event Booth - Shemila (Downtown Vallejo)</td>
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<tr>
<td>10-Dec-13</td>
<td>Dan Mini Parent Nigh Fair - Dr. Kea</td>
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<td>4-Feb-14</td>
<td>Transition Program Outreach - VJOCTR</td>
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<td>20-Mar-14</td>
<td>John Finney High School Career Fair - Dr. Kea</td>
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<td>9-Apr-14</td>
<td>American Canyon High School Career Day, Laura Duran-Gomez</td>
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<td>John Sweat High School, Crockett, S. Johnson, L. Duran-Gomez</td>
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<tr>
<td>2-May-14</td>
<td>Benica High School Fair, Dr. Kea, John Siefert, Laura Duran-Gomez, Brittny Benefield</td>
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<td>5-May-14</td>
<td>Valley Oak High, Laura Duran-Gomez</td>
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<td>7-May-14</td>
<td>Transition Partnership Program, S. Johnson, Solano Middle School, Laura Duran-Gomez</td>
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<td>Valley Oak High, Shemila Johnson</td>
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<td>16-May-14</td>
<td>Six Flags, Career/Ed Fair, S. Johnson</td>
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<tr>
<td>17-May-14</td>
<td>Vallejo Resources Fair, John Siefert</td>
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<td>30-May-14</td>
<td>Career and Life Expo, Vallejo Middle School, Shemila Johnson</td>
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<tr>
<td>7-Jun-14</td>
<td>Filipino Cultural Festival, John Siefert, Laura Duran-Gomez</td>
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<tr>
<td>21-Jun-14</td>
<td>FINAL Juneteenth Communication. Shemila Johnson</td>
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</tbody>
</table>
Buenos Dias,

With priority reg about to begin, I know we are about to get hit hard with phones and emails again. I am wondering if you would both like to try an experiment to see if we can all help each other serve our students better. Dr. Kea, Maire and I have already discussed this but it seems like it would make sense to do it with both centers if you are interested. We would have the phones set up so that when someone calls either of the center extensions, it would actually go to 7171 which is the admissions general number and always has at least 5 people taking calls. More during peak times. If your staff were busy at your counters or on projects or what have you, they simply do not take a call which is probably what already happens. If they are available to take a call, they take it. Same for my staff. Since I currently have the most staff, most calls would still be fielded by my staff but during peak times when your staff might be able to help, they would. We would lose fewer calls overall which is far more student friendly and we would have shorter wait times overall for calls to be responded to. We could try it out, hopefully for one term, and if it didn’t work, we can tweak it or revert to the old way (but I know it will work!!!). I would like to put the request in to IT to set it up as soon as possible so that it would be done before we go on winter break at the latest so please let me know asap if you’re interested. Thank you!

Barbara Fountain
Associate Dean-Admissions, Assessment & Scheduling
Solano Community College
Barbara.fountain@solano.edu
(707) 864-7000 x4313
Vendors/Non-Profit Organizations
Request for On-Campus Visit – Vacaville Center

Please PRINT the following information:

Dates: 2/13/2013 thru 3/13/2013
Times: 10:20 AM to 1:20 PM

Organization: ERICK'S DELI - RESTAURANT
Date of Application: 2/13/2013

Name of Representative: ANITA RODRIGUEZ - OWNER

Email: ericksdeli1@gmail.com

Address: 630 ORANGE DR., UNIT F
City: VACAVILLE, CA

Work Phone: (707) 446-0800 Home Phone: (707) 689-3980
FAX No.: (707) 446-1637

Basic Guidelines for Campus Visits

Use of space by vendors/organizations in the Solano Community College Vacaville Center is subject to approval by the Vacaville Center Director.

1. Upon approval, one table & two chairs will be set up for your organization in the lobby.
   - You will be able to talk with students from here on the above days and time.
2. Upon your arrival on campus, please report to the front desk in the lobby.
   - You will receive your copy of this form at this time and must keep it with you during your scheduled visit. It must be shown to school officials upon request.
3. Please be punctual in setting up your table/display
4. Remain at the table throughout the scheduled time.
5. All representatives must remain behind the table throughout your visit.
   - DO NOT APPROACH OR HARASS people or block traffic.
   - Do not walk around the center/campus distributing information or talking to students.
6. The table must be supervised by a member of the sponsoring organization throughout the scheduled days and times.
7. Fee is $40/day per table. Payment is due on or before date of visit or if cancellation notice is received less than 72 hours in advance.
   - Total due for this visit is $_______ Make checks payable to: SCC (Attn: Shirley Lewis)

I have read the above guidelines and agree to follow them as defined.

________________________  ______________________
Signature                  Date

For Office Use Only

Payment received on [ ] Cash [ ] Check #

Amt Paid $______ Amt Due $______ SCC Deposit Receipt #______