

**Student Services Managers Meeting
Thursday, January 22, 2015
Minutes**

Called to Order: 9:05am (room 432) **Adjourned:** 10:30am

Present: Shirley Lewis, Barbara Fountain, Rischa Slade, Jerry Kea, Jocelyn Mouton, Jose Ballesteros, Maire Morinec, Robin Darcangelo; Joleena Lewis (ASSC rep)

Absent: Shemila Johnson,

1. Extended Hours – Student Services

Evening classes start at 6pm (except classes with labs need more time) – trying to standardize

- ◆ The new hours should take effect on Monday, March 2, 2015
- ◆ It was proposed that we push back a little bit at close at 6pm
 - We have so many projects it is difficult to give quality service and extended hours now
- ◆ Financial Aid will stay open Fridays until 3pm (expanded from noon)
- ◆ During the first week of the semester, we will open at 8am
- ◆ Centers need two generalists – one evening/one day time
- ◆ Assessment and Financial Aid workshops should be available on Saturday, but we don't have the staff
- ◆ *Our schedule should have a link to our new hours*

These are the hours that we will serve students beginning March 2, 2015

| | VV TAFB Vjo Centers | Admissions & Records | Financial Aid | EOPS | Vets | Counseling | Student Life | MESA | Student Health Center |
|-----|------------------------------|-------------------------|------------------|------------------|------------------|------------------|---------------------|------------------|-----------------------------|
| Mon | 8am to 6pm | 9am to 6pm | 9am to 6pm | 9am to 6:30pm | 9am to 6pm | 8:30am to 6pm | 8:30am to 6pm | 9am to 6pm | 8am to 7pm |
| Tue | 8am to 6pm | 9am to 6pm | 9am to 6pm | 9am to 6pm | 9am to 6pm | 8:30am to 6pm | 8:30am to 6pm | 9am to 6pm | 8am to 7pm |
| Wed | 8am to 6pm | 9am to 6pm | 9am to 5pm | 9am to 5pm | 9am to 5pm | 8:30am to 6pm | 8:30am to 6pm | 9am to 6pm | 8am to 7pm |
| Thu | 8am to 6pm | 9am to 6pm | 9am to 5pm | 9am to 5pm | 9am to 5pm | 8:30am to 6pm | 8:30am to 6pm | 9am to 6pm | 8am to 7pm |
| Fri | 8am to 3pm | 9am to 3pm | 9am to 3pm | 9am to 3pm | 9am to 3pm | 8:30am to 3pm | 8:30am to 3pm | 9am to 3pm | 8:30am to 3pm |

2. Holidays that we are in session

Dr. Laguerre wants the school/ASSC to do something to observe 2 holidays we are not closed

- ◆ Cesar Chavez Day – observed March 31
- ◆ Native American Day – observed September 25, 2015
- ◆ Besides something to observe the day, a Resolution should be sent to the Board.

3. Board Presentation Guide

It is important to make presentations to the Board in a manor the Board wants us to be presenting.

- ◆ Be professional during Board meetings
- ◆ Address Board Members properly:
 - Trustee, President Young, VP Martin, etc.
- ◆ Deadlines to submit have been moved up
- ◆ PowerPoint presentations must be in on Monday (prefer handouts to PowerPoint)
 - Just one or two slides

3. Projects

- ◆ It was noted that we have way too many projects, and everyone needs to set priorities
 - In order to accomplish projects, each office needs to talk to Dr. Laguerre or whoever and get priorities set
- ◆ Jobs need more equality.
 - Some have very little to do while other have huge responsibilities.
 - Why can't those with less to do help those with more to do?
- ◆ Maybe the rest of the money can be used for Technical Implementation and Counselors (maybe adjunct counselors)

6. Next meeting will be a planning meeting

- ◆ Feb 5 @ 9am – room 432