

Student Services Area Council Meeting

February 15, 2024, 9:00 – 10:00 a.m.

Attendees: Breeanna Bond, Sandy Carbajal Perez, Cindy Chong, Marco Colom, Kirsten Gabourel, Alicia Guevara, Brian Krause, Toni Newman, Jeff Stephenson, Henry Ta, Sharilyn Thomas, Nina Wong

Guests: Michael Trevis

The meeting began at 9:02 a.m.

Active Shooter Drill (Chief Trevis)

1. Campus Police will conduct an Active Shooter Drill on April 12, 2024 in the retail area of the Bookstore at 9:15 a.m.

Student Services PD Day

1. Encouraging full-time classified staff to attend on April 10th
2. J. Stephenson will connect with VP Lopez to invite SRC staff

Budget Town Hall

1. Encouraging everyone to attend the Budget Town Hall on February 16th. VP Suppelsa's office will provide an update on the state of El Camino College's budget and the state of California's budget.
2. VP Suppelsa has posted documents on his page for more budget information. He will also be presenting at the SS PD Day.

Phone Tree

1. The phone tree has been implemented. The number of calls coming to the operator have decreased.

Open Positions

1. Will be interviewing the Interim Dean of Student Support Services today

Re-Organization

1. Need to look at the reorganization of Student Services, primarily the administrative leadership and the programs under each of them
2. J. Stephenson will be bringing it to his direct reports, Combined Managers Meeting, and Area Council for feedback
3. Currently putting together the search committee for the Dean of Workforce Programs & Career Pathways position, to focus on getting students in career and the workforce

Other topics/Announcements

1. Student Health Services will be having an open house on February 20th, 10:00 a.m. – 1:00 p.m.
2. On April 25th, SBWIB will be hosting a job fair

Student Services Area Council Meeting

February 15, 2024, 9:00 – 10:00 a.m.

3. J. Stephenson thanked the staff working on Commencement committee
4. If a student can't see one of our therapists, please remind them that we have TimelyCare
5. B. Bond will be reaching out to 2,684 applicants who have not enrolled
6. Contact Center hired more agents in preparation of being the switchboard at some point
7. Cash for College event on February 24th
8. T. Newman will be retiring in June

The meeting ended at 9:38 a.m.