

# SBVC

## Student Services Council

# DRAFT MINUTES

November 21, 2024

10:00 a.m.-11:00 a.m.

Zoom Conference: <https://sbccd-edu.zoom.us/j/85688572521>

In Person: ADSS 207

### Members:

**Student Services Mission: To provide a system of support services that enhances student success and achievement of educational goals.**

	A	P		A	P
Dr. Olivia Rosas, Facilitator		X	Amanda Moody		X
Elaine Akers		X	Joseph Nguyen	X	
Jason Alvarez	X		Justine Plemons		X
Veada Benjamin		X	Fermin Ramirez		X
Keynasia Buffong		X	Carmen Rodriguez		X
Dr. Raymond Carlos		X	Oscar Rodriguez		X
Yancie Carter	X		Dave Rubio		X
Marco Cota		X	Evelyn Ruiz Trujillo		X
Michelle Crocfer		X	Ty Simpson		X
April Dale		X	Ayanna Spivey		X
Priscilla De Loera		X	Michelle Tinoco		X
Aida Gil		X	Sam Trejo	X	
Joanne Hinojosa		X			
Patrice Hollis		X			
Frederick Jones		X			
Maryum Malika		X			
Marty Milligan		X			

TOPIC	DISCUSSION	FURTHER ACTION
1. Approval of September 26, 2024 Minutes.	Veada Benjamin moved; Carmen Rodriguez seconded. Minutes approved with one correction.	Michele Tinoco abstained. Minutes had one correction on page 2, first paragraph where drop rate is up about 24 students, not 20 students.
2. Enrollment Updates/Dr. Rosas	Enrollment is at 4,624 students registered for Spring, 2025. We have had Enrollment Labs and Priority Registration block parties. Kristina sent several communications to students who haven't registered. Group A has 54% registered; Group B has 52%; Group C has 35%; Group D has 31%; Group E has 18% and Group F has 17% registered. Special Programs will contact their students. Some of the specialized programs are in Group A and others may be in Group B. Joanne, Marco and April have been tasked to assign counselors to be at the enrollment labs and block parties. We need to have counselors from all areas and work in collaboration with everyone.	

<p><b>3. BookSaver Update – Dr. Rosas</b></p>	<p>BookSaver was launched in the fall but there are still some issues. Dr. Rosas has presented at Academic Senate, Classified Senate, ASG, College Council and today at Student Services Council and the result is more work needs to be done on the program. The FAQ's have been updated, the Opt In/Out form has been included on the Admissions and Records website so they can make changes online and not in person and training videos are almost complete.</p> <p>Three things being worked on: can we remove the Opt In automatic option and have them choose; can students choose to participate by course rather than by the total amount of units and can the zero-to-no cost books be separated out, so students only pay for classes that require books? The final item we need to work on as a campus is adoptions of books and providing lists to the Bookstore. If the faculty member has not submitted book adoptions for the spring and it is the same course the instructor taught last semester, this same book will be listed as the book being used.</p> <p>Amanda requested a note be added so the students know they need to pay the entire amount owed for books plus all fees before they can access the books.</p> <p>April also requested a note be added to inform students once they pay all their fees, they will not have access to their books for 24 hours.</p>	<p>Training videos for students and faculty/staff will be completed by the end of next week and will be sent out.</p> <p>The authorization form is complicated for students to allow some of their Financial Aid award to be used for books so this will not be available until next fall semester.</p> <p>Separating book fees from other fees is being worked on so students can pay for each charge separately.</p> <p>The BookSaver box will be moved to the top and not embedded in the fees section for better visibility.</p> <p>Dr. Rosas will be working with Dr. Humble to make sure the book adoptions are submitted as soon as possible and faculty are aware of this situation.</p>
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<p><b>4. Campus Updates - Dr. Rosas</b></p>	<p>The LA building will be demolished and the offices will be moving to the swing space behind maintenance and the big water tank, during winter break.</p> <p>Applied Tech building will be holding classes in January and the ribbon cutting ceremony will be March 6, with all departments invited.</p> <p>The Facilities Master Plan virtual meeting is December 9 from 3-4pm and December 11 in person from 11-12:30 in B-100.</p> <p>SBVC received full approval for a new Air Traffic Controller program.</p> <p>Middle College High School received the California Exemplary Dual Enrollment Award.</p> <p>Enrollment for Fall 2024 grew by 7% compared to Fall 2023.</p> <p>SBVC has received approval to offer the first Bachelor's Degree program for Water Resource Management.</p> <p>SBVC hosted the California Community College Board of Governors meeting in October.</p> <p>SBVC was named top college for credit for prior learning by the state and Marketing sent an email regarding this.</p>	<p>Dr. Rosas will ask Keith to send a campus message so everyone will know where the offices are located and to include a map.</p> <p>Dr. Rosas will see when the program begins as it was not included in the information that went out.</p>
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	Elaine said there will be a Study Jam for students during finals on December 10-11 between 11am and 3pm in the Student Lounge hosted by Marie in Student Life.	
<b>6. Adjourn – Next Meeting: December 19, 2024 In Person: ADSS 207 or via Zoom: <a href="https://sbccd-edu.zoom.us/j/85688572521">https://sbccd- edu.zoom.us/j/85688572521</a> ID# 856 8857 2521</b>		