

# Learning Support Centers Coordination Committee

## MINUTES 9/16/24

Location: Zoom: Meeting ID: 863 8622 0473  
2pm-3pm

**In Attendance:** David Chin, Briana Avila, Joseph Martinez, Olivia Viveros, Elnora Kelly Tayag, Jill Haberlin, Elinor Westfold, Margaret McGugan, Sarah Auyeung, Jericho Batac (Student Representative)

**Guests:** Teresa Morris, Brittney Sneed

### I. AGENDA APPROVAL -

### II. FACULTY CO-CHAIR NOMINATIONS

- 2-year term at 4 meetings per year

### III. CENTER UPDATES (ALL)

General service updates

- Anatomy Skills Lab – n/a
- Business Lab – n/a
- CIS Lab – B19 opening delayed; Facilities and ITS finalizing preparations w/furniture and technology for Spring 2024 open. CIS Labs are fully operational in B14 until the move.
- Comm Lab – Briana is taking over for Yaping; Ramping up Comm Studies for student engagement and scheduling, accudemia
- Digital Media -- n/a
- ESL –Peer tutoring is busy, offering grammar editing workshops (online/in-person), started new ESL Book Club; other program offerings include ESL Parent Group, personal counseling, weekly wellness hour, tech support, 2 new language lab classes, Jill presented during Exec Leadership visit in B18
- ISC – Tutoring is busy; schedule is posted
- Learning Center – Staffing changes include Shanna Cooper as Administrative Asst at Equity Office and Dulce Martinez as PSC at The Village; Recruitment for the LS PSC and IALL is in process and Library covering to help support.
- Library – Tours, planning FSD+Maker and Dia de los Muertos events, Storytime w/Child Development Center every 1<sup>st</sup>/3<sup>rd</sup> Thursdays 10:45am; New technology: headphones w/mics for zoom, 13 new laptops added,
- MRC -- n/a
- Nursing Skills Lab -- n/a
- Writing Center – surveys, challenges 60+new ENG classes and students not able to get appts, all ENG classes came into Center for orientation 100/105/165, opened services to LIT classes; updated Canvas page and WC website

### IV. ACCREDITATION (*TERESA MORRIS, BRITTNEY SNEED, ALEX GUIRIBA*)

Teresa and Brittney presented on Standards 2.4, 2.7, 2.7, and 2.9 for Accreditations

- Examples of evidence-- Flyers, stats, workshops, developing ESL Book Club and the need, planning documents, fosters a sense of belonging, program reviews, policies, equity minded hiring policies for Student Assistants.

- Scope of time for evidence collected: 2019-Spring 2025
- Submit evidence mid-October: FRI OCT 11 via Formstack [https://smccd-czqfp.formstack.com/forms/iser2b\\_evidence](https://smccd-czqfp.formstack.com/forms/iser2b_evidence)

## V. RESOURCES REQUESTS (ELNORA KELLY TAYAG)

### 2023 Resources Requests

- 2023 Resources Request decisions communicated via VPAS to all Deans on Wed, Sept 7, 2024. VPAS will meet with each Dean to discuss decisions.
- Deans should have already informed their programs of Cabinet's decisions.

### 2024 Resources Requests

- All programs plan your requests for personnel, instructional materials, technology, facilities, and budget augmentations.
- If requesting more Student Assistant and/or hours that would be a resource request (more personnel) and budget augmentation (more funding for hours).
- Automatic budget increases for Student Assistants are only for Step increases (and step adjustments like COLA).
- Cabinet review of Resources Requests are usually in the Fall with personnel first and later instructional materials, technology, and facilities later.
- Cabinet are reviewing justifications for hiring replacements

## VI. ITS UPDATES & QUESTIONS (ANNETTE PEROT)

n/a

## VII. WEPA (JOEY MARTINEZ)

- Places for students to purchase print cards
  - \$5 printer cards @Library on-going
  - \$2 @Cashiers Office (in progress) – new, stay tuned!
- If other programs want to purchase cards for their areas
  - ISC expressed interest in purchasing print cards for their students
  - Print cards are not reloadable
  - WEPA vendor: Purchasing print cards includes 40c per card for cards that are under \$5, plus shipping fees. WEPA vendor offers cards at \$1, \$2, \$5, and \$10

## VIII. STUDENT WORKER HIRING (JOEY MARTINEZ)

### Concerns and issues shared by Centers

- Same delays for New Hires and Rehires during August and July
- Communications disconnect (no HR follow-up for corrections or to resolve)
- We submit paperwork by BO/HR deadlines but HR delays processing students in system
- Delays when students can start
- Tutoring and support services are immediately impacted (no services if no tutors)
- One center has a student who has not been paid since July

### Action items

- Meeting with HR to talk about timeframes and communications
- Share issues via admin channels to Dean, VPI, and Cabinet.