

Learning Support Center Coordination Committee (LSC3)

Meeting Notes

Location: Learning Center and via zoom

Wednesday, October 12, 2022

11:00am-12:00noon

In attendance

Joey Martinez, Elnora Kelly Tayag, David Locke, Jill Haberlin, Daman Grewal, Annette Perot, Dulce Martinez, David Chin, Cheyenne Torres, Kim Sheehan, Carissa Chang, Olivia Viveros, Sara Lawrence; Elinor Westfold,

District ITS Updates (Daman Grewal)

CTO Updates

- Hyflex spaces: 15-16 classrooms. Still waiting for some equipment (supply chain issues).
- SB893: Banner Team working on getting completed
- SmartSheet: Available to all for project management, creating tickets, Salesforce
- WePa Feedback and considerations for ITS
 - Centers shared feedback on how to narrow easy printing options for students
 - Cash option machine to attach to unit
 - Add paper to next WePa contract
 - Learning curve for students who are not as tech savvy
 - Cumbersome for students who want to print 1-2 sheets only for an application or to edit their papers
 - Barriers: 40c credit card fee and \$5 threshold too high (to load account or buy a print card)
 - \$1 print card offering
 - Challenging, cloud, ISC wifi signals weak for printing in ISC and Learning Center,
 - Not a lot of printing in general (vs pre-pandemic)
- Explore free printing option
 - Clarify Cañada's "free printing" model. How are they accessing the student fees?
 - WePa has the infrastructure for loading students' accounts for free printing (Banner to WePa)
 - WePa only charges for actuals (at the end of the semester)
 - Dulce in conversation with the Director of Equity

ITS Labs & Employee Technology (Annette Perot)

- No Lab replacement funds currently and putting them in through Resources Request
- Inventory list all the labs, machines, and needs to support Cabinet/President ask for District funding.
- Inventory of staff machines. There's no cycle of replacement. Replacement on case by case basis

WiFi & Cell Signals

- ITS conducting a site survey to be completed before the end of the year to do a RFP for cell towers
- Cell phone challenges when doing 2-factor authentication
- Send any weak signals locations to Daman: 36-110

Faculty Co-Chair - TBD

Joey will send out an email call for a faculty co-chair, which is a 2-year term

Resources Request

- ISC: got all lab computers replaced, Instructional Aide request
- ESL: desks, request Faculty FLCs for summer 2.5 to 4.0 to cover services. Rethinking spaces to make welcoming
- Writing Center: Temperature control standing fans, zoom, headphones. Next cycle: Facilities consultation
- Middle College: Hybrid schedules classroom for their large group needs
- Need for zoom rooms
- WePa: Infrastructure

Hiring Paperwork

- Joey took delays in processing hiring paperwork and payroll concerns to ASLT Dean and VPI. Cabinet met and reached out to HR to process and prioritize student employee paperwork.
- Feedback from students: It hurts students when miss 1 payday cycle and must wait another month to get paid. Impact: Students suffer when their paychecks are delayed.
- Reasonable expectations on when the paperwork will be completed once we submit to the Business Office on-time
- HR hear the voices how this impacts students' lives having to wait for another pay cycle

Next meeting will be January 2023 and Joey will update the membership roster on the LSC3 website.