

**Recommendation 8: Increase Services at Centers**

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**Student Services Managers Meeting  
Friday, January 17, 2014  
Minutes**

**Called to Order:** 11:05 (room 432)      **Adjourned:**

**Present:** Barbara Fountain, Barbara Pavao, Jerry Kea, Jose Ballesteros, Maire Morinic, Robin Darcangelo, Shemila Johnson, Shirley Lewis

**Absent:** All present

**1. All Student Services Meeting, January 31, 2014 (all)**

Short updates from Managers (Student Success Stuff, Priority Reg., etc.)

- ◆ Ice Breakers/Intro
- ◆ Jerry – maybe
- ◆ Barb Fountain – gone but will send a designee
- ◆ Jose – students/plans
- ◆ Shemila - ?

Webinar for all Student Services staff – Friday 1/24/14, 2 pm – Back of Café

- ◆ Anyone who can't attend might be able to participate on 1/22 (Webinar being held for another district) or it may be archived for later viewing.

**2. Ed Master Plan – Student Services Input (all)**

- ◆ Needs to go to the Board by February 5
- ◆ Deans are done
- ◆ Maire thanked Shirley Lewis and Diane White for their work developing Goals and Strategies
  - Enabled us to put Student Services first and foremost into everything we are doing versus new buildings/more space, etc. and moving Student Services forward
- ◆ Goals and Strategies – 20 strategies (F on G&Os handout)
  - A&R Ed Master Plan Assessment
  - Each manager should review and let Shirley Lewis know of changes to the Strategic Plan or create one to be in Ed Master Plan
  - Centers – G&Os optimize existing campus and centers
  - Tutoring Center – See Ed Master Plan under CIS and make sure those goals include Student Services areas such as tutoring.

**3. Enrollment Management Issues (Lewis)**

- ◆ Enrollments have not grown
  - What are we doing in terms of communicating to our students?
  - Shirley got info off the web – what student should be seeing first
    - We don't have a cohesive message from first communication to graduation
      - Blasts go out to students regularly via email – but not all students check their email
      - Other ideas
        - Texts
        - grab their attention at orientation – orientation helps us move towards where we need to be
      - Shemila is working on outreach
        - 3500-4000 students graduate every year in Solano County
        - Send letters to all graduates (Shirley)

- We will have to try new things and resign them as needed
- Other Community Colleges also have low enrollment
  - We are under 8,000
- Constant changes in management puts out conflicting messages
- We need to plan now for summer – Napa is starting priority reg for summer one month before us
  - 2015/16 – we might be able to get an earlier start
- S/P wants classes canceled one week before school starts
  - Can help students to find other classes in a timely manner
- We need to take care of things on the front end
  - Streamline and take care of things *before* they happen versus *after* they happen
- Issue with starting semester too early
  - F14 will start on Wednesday instead of Monday (Banner issues made it too hard to move it back a whole week)
- Maire said they are working towards students being able to go 4 semesters at Vacaville Center and get a degree
  - IDing necessary classes on color coded flyers for students
- E-brochure – click on program such as Criminal Justice and see a list of all classes necessary for a degree in Criminal Justice
  - It can be printed as .pdf file and emailed to the student
  - Catalog must be up to date and entered in Banner for this to work
- Biggest Problem: having faculty and deans agree on classes
  - Schedule needs to be based on *needs of students* not *faculty desires* (effective F15)
- We need to be more efficient and class caps may need to change

#### **4. AB 86 Adult Education Update**

- ◆ Funding for Planning grant
- ◆ Adult Ed coordinate with the collete
- ◆ Consortium – Vallejo, Vacaville, Winters, Benicia
- ◆ Areas of focus
  - K12 basic skills
  - Immigrants
  - Adults with disabilities
  - Short term career tech programs
  - Programs for apprentices

# DRAFT

## Student Services Managers Meeting Friday, February 20, 2014 Minutes

**Called to Order:** 9:10am (room 432)      **Adjourned:** 10:20am

**Present:** Barbara Fountain, Barbara Pavao, Jerry Kea, Maire Morinec, Robin Darcangelo, Shemila Johnson, Shirley Lewis

**Absent:** Robin Darcangelo, Jose Ballesteros

### 1. Ed. Master Plan

The centers should be separate/Maire and Barbara P. agree

- ◆ Strategic actions came out of plans in the database
- ◆ Orientation is done throughout the county but sounds like it's not done on Fairfield campus (not mentioned)
- ◆ The EMP is a "guideline" – it's not set in stone. We will update it annually.

#### 5 Areas (Goals)

- ◆ Some new things were inserted.
- ◆ Check the "responsibilities" – e-brochure might be part of #1 access (but it is complicated to make it work with all options).
- ◆ Dr. Laguerre's office is paying for e-brochure
- ◆ Peter needs to talk to Deans for input
- ◆ Is timeline realistic? It's a great tool, but do we have the time/manpower to do it right?
- ◆ Homework:
  - For the next meeting, look through goals and activities and list what each are doing
  - Be prepared to talk by March 20
- ◆ We will add a "note" column for results
- ◆ Dr. Laguerre does not want us to relax because we are off sanction. He wants these things completed.

### 2. Need to grow ESL Group

Need more Spanish-speaking staff

- ◆ Maybe Reg-aids could be Spanish Speaking
  - CSEA does not have that stipulation. Might have to create a job.
- ◆ Intensive English Program is in the works (non-credit)
  - Then it can matriculate into SCC
- ◆ Dr. Laguerre is bringing Chinese students in for the Aero program

### 3. Outreach Request Process Chart Updates

Work it – test it – tweak it

- ◆ Remove boxes #3 and #4
- ◆ Everyone needs to meet to try it and access it
  - Maybe we could do on a rotating basis
- ◆ Need to create a process
- ◆ Barbara Pavao will send out a memo about reclass (Student Services Generalists at Range 13)
  - Pending CSEA approval and then going to the Board on 3/19/14
- ◆ Assessment & DSP proctoring tests

SOLANO COMMUNITY COLLEGE  
ALL STUDENT SERVICES MEETING

AGENDA

January 31, 2014

2:00	<b>Refreshments Available</b>	
2:05	Introductions	Dr. Lewis
2:20	A Vision for Student Services	Dr. Lewis
	Educational Master Plan Goals & Strategies: Access, Equity, and Success	
2:35	Enrollment Management Report	
2:50	Outreach, Recruitment, and Marketing Update	Shemila Johnson
3:05	Student Success Initiative & SSSP Plan Update	Dean Fountain
3:35	Student Financial Aid: Cohort Default Rate (CDR) Plan and Implementation	Dean Darcangelo
4:00	Wrap Up	

# WEEKLY SERVICES

## SCC – VACAVILLE CENTER WEEKLY CENTER SERVICES

SPRING SEMESTER 2014

### BUILDING HOURS      2001 N. Village PKWY

MONDAY – THURSDAY      7:30 AM – 10:00 PM

### RECEPTION AREA      (Room 103)

Monday – Thursday .....8:00 am – 6:30 pm

Friday.....8:00 am – 3:00 pm

### COUNSELING SERVICES      (Room 107)

Monday .....9:00 am – 5:00 pm

Tuesday.....1:30 pm – 6:30 pm

Wednesday ..... 11:00 am – 6:00 pm

Thursday ..... No Counseling Services

Friday.....8:30 am – 3:00pm

### HEALTH SERVICES      (Room 105)

March 12, 2014.....4:30pm to 6:00pm (Wednesday)

April 10, 2014..... 4:30pm to 6:00pm (Thursday)

May 07, 2014..... 4:30pm to 6:00pm (Wednesday)

### COMPUTER LAB HOURS      (Room 208)

Monday.....8:00 am – 6:00 pm

Tuesday..... 8:00 am – 6:00 pm

Wednesday..... 8:00 am – 6:00 pm

Thursday..... 8:00 am – 6:00 pm

Friday..... 8:00 am – 3:00 pm

### ASSESSMENT TEST SCHEDULE      (Room 211)

Tuesdays.....9:30 am

Wednesdays.....3:00 pm

### ENGLISH LAB      (ROOM 138)

MWF.....10:00AM-12:00PM

*\*RESERVED FOR STUDENTS ENROLLED IN ENGLISH 350, 355, AND 370.*

### MATH ACTIVITIES CENTER SCHEDULE

#### ROOM 138

Monday.....12:00 pm – 5:00 pm

Tuesday.....9:00 am – 3:00 pm

Wednesday.....12:00 pm – 5:00 pm

Thursday.....9:00 am – 3:00 pm

Friday.....12:00 pm – 3:00 pm

*\* Reserved for students enrolled in MATH courses*

### LIBRARY SERVICES      (Room 139)

Monday.....9:00 am – 3:00 pm

Tuesday.....12:30 pm – 7:00 pm

Wednesday.....12:30 pm – 7:00 pm

Thursday.....9:30 am – 4:00 pm

Friday.....9:30 am – 1:30 pm

### TUTORING SERVICES      Workstudy Rooms

*This is Student to Student support*

**ENGLISH Drop-In Hours: (Room 137)**

Monday/Wednesday.....1:30 pm – 3:30 pm

Tuesday/Thursday.....1:00 pm – 3:00 pm

Friday.....1:30 pm – 3:00 pm

**Math 310 & 320 Drop-In Hours: (Room 136)**

Monday.....12:00 pm – 4:00 pm

Tuesday/Thursday.....12:00 pm – 2:00 pm

### Pre-Calculus Group Tutoring (ROOM 114)

Monday/Wednesday.....11:00 am – 12:00 pm

### DROP-IN Writing Lab      (ROOM 137)

*This is Instructor to Student support*

Monday.....12:00 pm – 1:30 pm

Wednesday.....12:00 pm – 1:30 pm

**SCC – VALLEJO CENTER--WEEKLY CENTER SERVICES  
SPRING SEMESTER 2014**

**BUILDING HOURS 545 COLUMBUS PKWY**

MONDAY – THURSDAY 7:45 AM – 10:00 PM  
FRIDAY 7:45 AM – 3:00 PM

**RECEPTION AREA x4900 (Room 102)**

Monday – Thursday .....8:00 am – 7:00 pm  
Friday ..... 8:00 am – 3:00 pm

**COUNSELING SERVICES x4904 (Room108)**

Monday.....10:00 am – 6:00 pm  
Tuesday..... 8:30 am – 5:00 pm  
Wednesday ..... 9:00 am – 3:30 pm  
Thursday ..... CLOSED  
Friday..... 8:30 am – 3:00 pm

**HEALTH SERVICES x4905 (Room 114)**

No Health Services are scheduled at this time.

**COMPUTER LAB HOURS (Room 125)**

Monday..... CLOSED  
Tuesday..... CLOSED  
Wednesday ..... CLOSED  
Thursday ..... CLOSED  
Friday..... 8:00 am – 2:00 pm

**COMPUTER LAB HOURS (Room 129)**

Monday..... 8:00 am – 8:00 pm  
Tuesday ..... 1:30 pm – 8:00 pm  
Wednesday ..... 8:00 am – 8:00 pm  
Thursday ..... 1:30 pm – 8:00 pm  
Friday ..... CLOSED

**MATH ACTIVITIES CENTER SCHEDULE**

**ROOM 124 x4908**

Monday.....12:00 pm – 5:00 pm  
Tuesday.....8:30 am – 3:00 pm  
Wednesday .....12:00 pm – 5:00 pm  
Thursday .....8:30 am – 3:00 pm  
Friday.....12:00 pm – 2:00 pm

**LIBRARY SERVICES x4902 (Room 124)**

Monday 9:00 – 3:00  
Tuesday 1:00 – 7:00  
Wednesday 9:00 – 3:00  
Thursday 9:00 – 3:00  
Friday 9:00 – 3:00

**TUTORING SERVICES (ROOM 124)**

Lower –Level Math, English  
Wednesday 1:00 pm – 5:00 pm  
Friday 2:00 pm – 3:00 pm

**ENGLISH WRITING LAB**

Monday 10:00 am – 12:00 pm  
Wednesday 10:00 am – 12:00 pm  
Friday 10:00 am – 12:00 pm

**DROP-IN WRITING LAB HOURS**

Mondays 12:00 pm – 2:00 pm  
Tuesdays 12:00 pm – 2:00 pm  
Wednesday 12:00 pm – 2:00 pm  
Thursday 12:00 pm – 2:00 pm

**LEARNING LAB HOURS**

Monday 8:00 am – 9:00 pm  
Tuesday 8:00 am – 9:00 pm  
Wednesday 8:00 am – 9:00 pm  
Thursday 8:00 am – 9:00 pm  
Friday 8:00 am – 3:00 pm

TRAINING FOR STUDENT SERVICES GENERALIST – VALLEJO CENTER  
2013 – 2014

1. Financial Aid training – May 24, 2013 – Amber Cheatham – Vallejo Center Conference Room

This meeting was intended to update the Center Student Services staff on Appeals for Loans and Satisfactory Academic Progress Appeals for timeframe and GPA issues. The training also involved implementation of intake checklist for appeals that are being filed with the Fairfield Financial Aid Office.

Since this training the Financial Aid Office introduced a second intake form for general financial aid documents, but as of this date, Student Services at the Vallejo Center have not received training as to the procedures for this new document.

2. Counseling training – September 24, 2013 – Barbara Pavao – Vallejo Center Conference Room

This was an informational meeting to coordinate scheduling activities for counseling appointments between the Fairfield Campus and the Vallejo Center.

3. Orientation/Outreach training – February 19, 2014 – Barbara Fountain – Fairfield Campus – Room 414

This training was intended to familiarize the Student Services Generalists with the soon to be added responsibility of general outreach activities for the District.

There are planned future training sessions on Customer Service duties, and other enrollment and academic duties that might be handled by Student Services.



## Thomas "Jerry" Kea

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**From:** Thomas "Jerry" Kea  
**Sent:** Thursday, April 10, 2014 12:15 PM  
**To:** Barbara Fountain  
**Subject:** Just FYI...

Thanks for providing Tonya as a Registration Aide this year. In initiating the new and enhanced personnel structure, it was great to have her here at least on a PT basis. We look forward to good things to follow....

Jerry Kea, Ph.D.  
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**From:** Thomas "Jerry" Kea  
**Sent:** Monday, March 31, 2014 9:59 AM  
**To:** Barbara Fountain  
**Subject:** RE: Just FYI...

Thanks so much. This will be such a help to us in really serving the Vallejo Campus and give us the back up when we are marketing, at meetings, out of the office area, sick, etc.

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**From:** Barbara Fountain  
**Sent:** Sunday, March 30, 2014 6:12 PM  
**To:** Thomas "Jerry" Kea  
**Subject:** Just FYI...

I am working on having Tonya just be full time at the center when she returns and I am also trying to hire a reg aide right now for you guys for evenings. For some reason I am having a harder time finding Vallejo folks than Fairfield or VV.

Barbara Fountain  
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## Thomas "Jerry" Kea

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**From:** Charles Spillner  
**Sent:** Monday, January 13, 2014 10:37 AM  
**To:** Maureen Bates; John Siefert; Thomas "Jerry" Kea  
**Subject:** Student Ambassadors work schedule Jan13-16

Hello all,

Attached is Students Ambassadors work schedule for Jan 13-16. I will send out a new one every Friday for the following week. It should be about the same schedule every week. If the Student Ambassadors are busy helping students and there is a need for them to work longer hours, that is OK with me. Just keep log them in on this sheet.

Thanks,  
Chuck

Jan 13-16

### VALLEJO

<u>TIME</u>	<u>MONDAY</u>	<u>TUESDAY</u>	<u>WEDNESDAY</u>	<u>THURSDAY</u>
9-10	Charlene	Charlene	Charlene	Charlene
10-11	Charlene EJ	Charlene	Charlene	Charlene
11-12	Charlene EJ	Charlene	Charlene	Charlene
12-1	EJ	Jake		Jake
1-2	EJ	Jake	EJ	Jake
2-3	EJ	Jake	EJ	Jake
3-4	EJ	Jake	EJ	Jake

Counseling Department, Walk-ins Memo

**Thomas "Jerry" Kea**

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**From:** Barbara Pavao  
**Sent:** Tuesday, December 10, 2013 4:40 PM  
**To:** Jenny Gonzalez; John Siefert; Julie Williams; Lisa Raquel; Maureen Bates; Maire Morinec; Thomas "Jerry" Kea  
**Cc:** \$COUNSELING-REG  
**Subject:** Counseling Schedule for Jan. 6, 7, 8, 9 AND first week of classes.

Our counseling faculty agreed that during the four days prior to the start of the semester, as well as the first week of classes, we would see students on a drop in basis. These drop-in appts. are intended for those with immediate needs and we would ask those students who are currently registered for their spring 2014 classes to make appointments for later in the semester. These drop-in appointments are generally no longer than 15 minutes although at the counselor's professional discretion they may occasionally last up to 20 or 25 min.

Please let me know if you have any questions or concerns.

In the meantime.....happy holidays!!

Barbara

## Thomas "Jerry" Kea

---

**From:** Barbara Pavao  
**Sent:** Wednesday, September 11, 2013 10:48 AM  
**To:** Thomas "Jerry" Kea  
**Subject:** RE: Counseling Services at the Centers for SPRING 2014

Thanks, Jerry. We'll do our best to make a workable schedule.

---

**From:** Thomas "Jerry" Kea  
**Sent:** Wednesday, September 11, 2013 9:56 AM  
**To:** Barbara Pavao; Maire Morinec  
**Subject:** RE: Counseling Services at the Centers for SPRING 2014

Barbara,

You have my support on this.

The most important issue for maintaining access has to do with the specific times, as well as the accumulative hours available to the students-as opposed to the days in which these are offered. I see no problem in eliminating Thursday as long as we maintain the 30-32 hours a week which are so badly needed and valued.

Thanks,

Jerry

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**From:** Barbara Pavao  
**Sent:** Tuesday, September 10, 2013 7:16 PM  
**To:** Thomas "Jerry" Kea; Maire Morinec  
**Subject:** Counseling Services at the Centers for SPRING 2014

I am working with the counselors to develop our Spring counseling schedule and I invite your feedback on a couple of items.

1. In order to provide better Transfer Center Services to the Centers, Marcie and I agree that the video conferencing has not been effective and so in the spring we wanted to try something new. When the counselors are already at your centers, we are thinking that we would schedule one hour/week to be designated as TRANSFER CENTER time. During that hour the Counselor could sit at a table in your lobby with Transfer materials, and be available to talk with any student about his or her interest in transfer. I intend to talk with the counselors about this but would also like to hear your feedback.
2. In assigning counselors to the centers I am asking your indulgence in honoring my desire NOT to schedule anyone for Thursdays. We hold weekly division meetings/collaborative sessions on Thursdays, and I would prefer not to pay counselors for the travel time to the campus for those meetings. I would recommend a schedule that covers the various dates and times that students would be available to see a counselor to include some earlier times in the morning and later times in the afternoon/early evening.
3. In keeping with the counseling hours assigned to the centers my intent is as follows:
  - a. TRAVIS – 15 hours/week
  - b. VACAVILLE – 30-32 hours/week (with one hour as Transfer Center)
  - c. VALLEJO – 30-32 hours/week (With one hours as Transfer Center)

Let me know your thoughts and ideas. And as always, thanks for your support.

Barbara

## Thomas "Jerry" Kea

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**From:** Barbara Fountain  
**Sent:** Tuesday, December 03, 2013 6:43 AM  
**To:** Maureen Bates; Lisa Raquel; Janice Eaves  
**Cc:** Shemila Johnson; Barbara Pavao; Nazia Mostafa; Nancy Blanc; Barbara Fountain; Thomas "Jerry" Kea; Maire Morinec; Barbara Fountain  
**Subject:** Orientation/App for Admission/Assessment - Spring Request

Hi JJ, Mo and Lisa,

We are trying to schedule orientations/apps for admission events on the main campus and at the centers throughout spring. Below are the dates we are hoping for.

JJ, on the main campus, we need the back half of the cafeteria from 4pm-7pm on the weekday dates and 8am-5pm on the weekend dates. We also need a computer lab (whichever is largest, if possible) for the same dates/times.

Mo, if we could get that large room for the same weekday dates/times as for the main campus and then an appropriate computer lab as well, that would be ideal. That has worked well.

Lisa, same as Mo but wherever we have been doing them out there. I haven't done any of the VVCTR dates myself yet so I don't know which rooms you're using.

We aren't scheduling any Saturdays at the Centers for spring. I'm conflicted about that and am wondering if we should try to do one Saturday per month at each center, alternating centers by month. But we are doing one Saturday a month on the main campus so that might be adequate as far as Saturdays are concerned. Either way, is there any chance that you can confirm all the other dates for us asap so that we can start getting the word out to the public and they can plan accordingly? This is all happening as a result of the new sb1456 requirements that are effective with summer/fall priority registration so this spring is when we are going to feel the effects of this change the hardest.

Vallejo: 1/14/13, 2/11/13, 3/11/13, 4/8/13, 5/13/13

Main: 1/21/13, 1/25/13, 2/18/13, 2/22/13, 3/18/13, 3/29/13, 4/22/13, 4/26/13, 5/20/13, 5/31/13

Vacaville: 1/28/13, 2/25/13, 3/25/13, 4/29/13, 5/27/13

Nazia and Nancy,

We will plan to do assessment on the main campus on the Saturdays I listed above for the main campus. Nazia, can you please block out those dates in SARS so that we can require students to make appointments for those Saturdays? Then can the two of you work on scheduling accordingly for coverage and let me know if I need to find other coverage for any/all of those Saturdays?

Thanks Everyone!

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# **Vacaville Center Library Hours Spring 2014**

**Monday 9am-3pm**

**Tuesday 12:30-7pm**

**Wednesday 12:30-7pm**

**Thursday 9:30 am-4pm**

**Friday 9:30am-1:30pm**

**Saturday and Sunday CLOSED**

## Thomas "Jerry" Kea

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**From:** Thomas "Jerry" Kea  
**Sent:** Thursday, September 05, 2013 6:59 PM  
**To:** Joshua Scott  
**Subject:** RE: Drop-in Writing Lab now open!

Thanks Joshua for all your good work on this! Let me know if there is anything we can do to help move this forward.  
Jerry

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**From:** Joshua Scott  
**Sent:** Thursday, September 05, 2013 2:24 PM  
**To:** Diane White; ALL-FACULTY; DIVDEANS  
**Cc:** Lisa Raquel  
**Subject:** RE: Drop-in Writing Lab now open!

Colleagues,

Thank you for sending your students to the drop-in writing lab. We've been busy, but we definitely have room for more, so keep them coming!

Otherwise, the room number for the Vacaville lab hours have changed: the Drop-in Writing Lab meets in **room 137** on Mondays 12-4 and Wednesdays 12-2.

--Josh Scott

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**From:** Diane White  
**Sent:** Sunday, August 25, 2013 8:48 PM  
**To:** \$ALL  
**Subject:** FW: Drop-in Writing Lab now open!

Dear Colleagues,

Please review and share this information with students and other interested parties regarding the Drop-in Writing Lab, which is now open.

I would like to thank BSI English Coordinator, Josh Scott, School of Liberal Arts Coordinator, Michael Wyly, and all of the faculty and classified staff who have helped with this important initiative aimed at increasing student success.

Best regards,

*Diane White*  
*Interim Vice President of Academic Affairs*  
[diane.white@solano.edu](mailto:diane.white@solano.edu)  
707.864.7285

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**From:** Joshua Scott  
**Sent:** Sunday, August 25, 2013 8:17 PM  
**To:** Diane White  
**Subject:** Drop-in Writing Lab now open!

Diane, could you please forward this email (with attachments) to \$ALL?

Thank you!

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Colleagues,

I have attached a flyer for the new Drop-in Writing Lab with updated hours for Fall 2013. Please note that, thanks to support from both the Basic Skills Steering Committee and the Superintendent/President's Cabinet, we will be offering drop-in tutoring on the Vallejo, Fairfield, and Vacaville campuses, starting tomorrow (August 26<sup>th</sup>).

The lab will be a resource to help students work on essays for any course at SCC, not just English courses. If your students come by the lab and space is available, we will help them immediately. However, if the lab is busy, they also will have the option of signing up for drop-in sessions up to two weeks in advance. The lab will be a place to help our students develop the skills needed to improve their abilities in reading and writing. This means we will introduce them to strategies associated with active reading, brainstorming, organizing, revising and proofreading, but **we will not do the work for them**. The goal of the lab is to provide a place where students can drop-in for help and guidance as they develop their papers.

If you have any students who you believe would benefit from support in the drop-in lab, please send them to the Fairfield, Vallejo, or Vacaville lab to sign up for an appointment. Also, if you could fill out a referral form (also attached), we will be able to work with the student even more effectively.

Please post and share this flyer with our students.

Thank you!

---

**Joshua Scott**

English/Reading Instructor  
English/Reading/ESL Basic Skills Coordinator  
707.864.7000 x 4701  
[joshua.scott@solano.edu](mailto:joshua.scott@solano.edu)

Solano Community College  
4000 Suisun Valley Rd.  
Fairfield, CA 94534

## Thomas "Jerry" Kea

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**From:** Thomas "Jerry" Kea  
**Sent:** Monday, April 21, 2014 12:01 PM  
**To:** Thomas "Jerry" Kea  
**Subject:** FW: Late Night Study Hall

**From:** Frederick Paulin  
**Sent:** Friday, April 04, 2014 10:04 AM  
**To:** 'West, Dax R.'  
**Cc:** Thomas "Jerry" Kea; Cindy Murashige; Chandra, Asish (AChandra@SolanoCounty.com)  
**Subject:** RE: Late Night Study Hall

Dax,

Yes, it sounds like a good idea to cover this late night study hall request in Vallejo. Please adjust the SSO schedule as needed. Thank you for informing me so we know when and where staff are on duty.

Scott

---

**From:** West, Dax R. [mailto:DRWest@SolanoCounty.com]  
**Sent:** Friday, April 04, 2014 9:20 AM  
**To:** Frederick Paulin  
**Subject:** FW: Late Night Study Hall

I received this yesterday after I met with Dr. Kea. Do you want me to go ahead and plan for this? In doing so I would probably have to modify the schedule a little and have the SSOs start later so they can go later

**Dax West, Sergeant**  
***Solano County Sheriff's Office***  
Fairfield Court Security  
EVOC Team

(707) 421-7093 Court Security  
(707) 435-2601 Desk  
(707) 514-9181 Cell Phone  
[DRWest@SolanoCounty.com](mailto:DRWest@SolanoCounty.com)



***Dedicated to Community Service***

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**From:** Thomas "Jerry" Kea [mailto:Thomas.Kea@solano.edu]  
**Sent:** Thursday, April 03, 2014 15:26  
**To:** West, Dax R.  
**Subject:** Late Night Study Hall

Hi Sergeant West,

Thanks for stopping by. It was great getting acquainted with you and your fellow officers today.

I need to bring to your attention that at the end of every term the Center offers a **Late Night Study Hall, 9:00 – 12:00 a.m.** for about a week or so. This year our dates for this are **May 12- 15, and 19**. During this time we always request and receive security coverage.

Could we have the officer working the later shift here that week cover this event? If you need to bring him in later than usual on that day, then that is certainly acceptable.

Thank you, sir,

Jerry Kea, Ph.D.  
Dean, SCC, Vallejo Center  
545 Columbus Parkway  
Vallejo, CA 94591

(707) 864-7000, ext. 4624 (Ph)  
(707) 646-2077 (e-fax)  
[thomas.kea@solano.edu](mailto:thomas.kea@solano.edu)

*Solano Community College's mission is to educate a culturally and academically diverse student population drawn from our local communities and beyond. We are committed to helping our students achieve their educational, professional, and personal goals centered in basic skills education, workforce development and training, and transfer-level education. The College accomplishes this three-fold mission through its dedicated teaching, innovative programs, broad curricula, and services that are responsive to the complex needs of all students.*

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## Thomas "Jerry" Kea

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**From:** John Siefert  
**Sent:** Friday, February 07, 2014 10:19 AM  
**To:** John Siefert  
**Cc:** Alfred Kielwasser; Angela Beasley; Barry Bussewitz; Brenda Tucker; Bruce Alex Riddell; Carl Ogden; Carol Mei-Ling Hamilton; Carolyn Daniel; Charles Spillner; Christopher McBride; Deborah Pansius; Denina Fredrickson; Donna Lawson; Ekaterina Fuchs; Elisabeth Ritacca; Erma Moreno; Floyd Burnsed; Francis Farahnak; Francisco Goes da Silva; Gale McReynolds; Henry Lantzy; Howard Boerner; Ingeborg Bourdon; Irene Camins; James DeKloe; Janet Llana; Jean Baxter; Jeffrey Smith; Jim Anderson; Jimmy Tanaka; Joan Wallace; Joel Powell; John Siefert; Karen Lowe; Karl Byrn; Kheck Sengmany; Kristy Juliano; LaNae Jaimez; Lauren Cross; Linda Grebmeier; Mark Taylor; Mary Valch; Maureen Bates; Maureen McSweeney; Michael Pelletti; Neeta Sharma; Nicholas Cittadino; Nicholas Turney; Noah Decker; Otto Bischof; Pamela Sheehan; Patrick Vogelpohl; Paul Hidy; Randy Smith; Ray Tanaka; Robert Cattolica; Robert DaPrato; Ron Galen; Sandra Moore; Sarah Nordin; Seong Paeng; Stephanie Williamson; Theresa Brunner; Thomas "Jerry" Kea; Thomas Grube; Tonmar Johnson; Vesta Stevens; Vincent Pitzulo; Volodymyr Gelfand; Wolfgang Struntz; Zaid Shlah  
**Subject:** Open Computer Lab Hours with Instructor Spring 2014

Vallejo Faculty,

Please let your students know that we do have an open computer lab with our CIS instructor, Mark Taylor, each Monday, Wednesday, and Thursday evening from 9:00pm – 9:50pm. If your students have questions about computer-related subjects, such as word-processing or spreadsheets, he is available to answer their questions.

Thank you,  
Vallejo Center Staff

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## Thomas "Jerry" Kea

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**From:** Jose Ballesteros  
**Sent:** Wednesday, March 19, 2014 5:17 PM  
**To:** Thomas "Jerry" Kea; Maureen Bates  
**Cc:** Latifah Alexander; Hani Kharufeh  
**Subject:** Election Calendar: Vallejo Campus  
**Attachments:** Election Calendar (revised).docx

Dr. Kea,

The ASSC student government elections will be held next week, March 24-27. There will be election polling at the Vallejo campus on Tuesday, March 25th from 10-2 to allow the students at the center to vote.

Can we please have a table and two chairs setup for the voting in the lobby of the center on Tuesday? Hani Kharufeh, our public relations officer, will be producing a flier to advertise the elections and will get it to you shortly.

Thank you.

**Jose M. Ballesteros**  
Interim Director of Student Development &  
Mathematics, Engineering, Science Achievement (MESA)  
Solano Community College  
Student Development Office: (707)864-7168  
MESA Office: (707)863-7863

**From:** Latifah Alexander  
**Sent:** Wednesday, March 19, 2014 3:53 PM  
**To:** Joel Powell; Jose Ballesteros  
**Subject:** Election Calendar

Hi,

So here is the updated election calendar

--

Latifah Alexander  
Associated Students of Solano College  
Student Trustee  
(707)-334-7426



## Thomas "Jerry" Kea

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**From:** Thomas "Jerry" Kea  
**Sent:** Monday, March 10, 2014 5:45 PM  
**To:** Joanne Pires  
**Cc:** Regina Huerls; Noel Robinson; Maureen Bates; John Siefert  
**Subject:** RE: Student Health Center Nurse Schedule

Joanne,

Thanks for the update and this sounds terrific!!

See you soon....

Jerry

Jerry Kea, Ph.D.  
Dean, SCC, Vallejo Center  
545 Columbus Parkway  
Vallejo, CA 94591

(707) 864-7000, ext. 4624 (Ph)  
(707) 646-2077 (e-fax)  
[thomas.kea@solano.edu](mailto:thomas.kea@solano.edu)

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**From:** Joanne Pires  
**Sent:** Monday, March 10, 2014 5:31 PM  
**To:** Thomas "Jerry" Kea  
**Cc:** Regina Huerls; Noel Robinson; Maureen Bates; John Siefert  
**Subject:** RE: Student Health Center Nurse Schedule

I would like to come down on the following Wednesday mornings, from 10:30 – 12:30: March 19<sup>th</sup>, April 9<sup>th</sup>, April 23<sup>rd</sup>.

I absolutely agree that we want to increase the use of the health center resources. In speaking with Regina, we thought that the first visit (March 19<sup>th</sup>), she would come down with me and sit at a table in the lobby. That way, she could direct students to the health center, while also providing information on the services available to students. I could then give confidential services to students. Regina is also going to create an A-frame that can be put out the day before I come to let everyone know I'll be there.

I talked with Jose about next semester and he agreed that I can be on a twice monthly schedule. I am hopeful that once on a regular schedule (I know there has not been anyone there for quite a while), students will be more familiar with when to drop in. Regina will also come with me intermittently to sit in the lobby. In addition, we will plan on a health fair and try to obtain more informational tables throughout the semester.

Does this sound like a good way to increase the services to the students? We can evaluate how things work and make any changes from there.

Joanne

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**From:** Thomas "Jerry" Kea  
**Sent:** Wednesday, March 05, 2014 1:23 PM  
**To:** Joanne Pires  
**Cc:** Regina Huerls; Noel Robinson; Maureen Bates; John Siefert  
**Subject:** RE: Student Health Center Nurse Schedule

Hi Joanne,

It was a pleasure meeting you as well.

Wednesday mornings are better than Monday and Tuesday afternoons.

Also, the Student Health Center is an underused resource and needs more visibility. With this mind, may I suggest, at least for a few occasions, that you table in the lobby where Dr. Sexx does as you will get more attention than in the Center. (You can always take them back to the Center if needed.) Also, you may want to schedule a different time than that of our Transfer Counseling which we have in the lobby every Wednesday, 9-10 am. When you give us the times you wish to come we will market for your visits.

Thanks!

Jerry Kea, Ph.D.  
Dean, SCC, Vallejo Center  
545 Columbus Parkway  
Vallejo, CA 94591

(707) 864-7000, ext. 4624 (Ph)  
(707) 646-2077 (e-fax)  
[thomas.kea@solano.edu](mailto:thomas.kea@solano.edu)

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**From:** Joanne Pires  
**Sent:** Wednesday, March 05, 2014 12:03 PM  
**To:** Thomas "Jerry" Kea; Maureen Bates; John Siefert  
**Cc:** Regina Huerls; Noel Robinson  
**Subject:** Student Health Center Nurse Schedule

Hello,

It was a pleasure to meet you yesterday and I really look forward to continuing to serve the students at the Vallejo Center. For the remainder of this semester, I would like to schedule three visits between March and April. It would be helpful if you can share with me when you think the need for availability is greatest for the students. I am available a few Wednesday mornings and Monday or Tuesday afternoons. Dr. SSEX will be visiting tomorrow from 2:30 – 5:00.

I will begin planning dates for next semester, and hopefully will be able to accommodate a twice monthly schedule, with special events and providers.

Sincerely,  
Joanne Pires, PHN

Law Enforcement Staffing Deployment

FAIRFIELD CAMPUS

	MON	TUE	WED	THUR	FRI	SAT	SUN
Deputy Sheriff - Adrian Garcia	0730-1530	0730-1530	0730-1530	0730-1530	0730-1530		
Sheriff's Security Officer	0800-1600	0800-1600	0800-1600				
Deputy Sheriff - Asish Chandra	1530-2330	1530-2330	1530-2330	1530-2330	1530-2330		
PT Community Service Officer - David Brannen	1700-2200	1700-2200	1700-2200	1700-2200			
PT Police Officer - Duane Walker	1900-2300	1900-2300	1900-2300				
FT Police Officer - Kandy Carlsmith				0730-1730	0730-1730	0730-1730	0730-1730
PT Police Officer - Stephen Chu						0730-1730	
3 PT Student Police Aides - Nick Paulin, Ben Salazar, and Tayler Neth	Varied schedules up to 20 hours per week each						
PT Parking Enforcement - Tania Gay	0830-1230	0830-1230	0830-1230	0830-1230			
FT Police Services Tech - Cindy Murashige	0800-1700	0800-1700	0800-1700	0800-1700	0800-1200		

VACAVILLE CENTER

	MON	TUE	WED	THUR	FRI	SAT	SUN
PT Community Service Officer - Jesse Branch	0730-1330	0730-1330	0730-1330	0730-1330	0730-1330	0730-1330	
Sheriff's Security Officer	1330-2200	1330-2200	1330-2200	1330-2200			

VALLEJO CENTER

	MON	TUE	WED	THUR	FRI	SAT	SUN
Sheriff's Security Officer	0730-1330	0730-1330	0730-1330	0730-1330	0730-1330		
Sheriff's Security Officer	1330-2230	1330-2230	1330-2230	1330-2230			

Sheriff #  
(707) 421-7090

SCC CHIEF X7224

SSO/CSO# (707) 580-6054 | Duty Officer: (707) 580-6526

**SOLANO COMMUNITY COLLEGE DISTRICT  
CLASS SPECIFICATION**

**CLASS TITLE: STUDENT SERVICES GENERALIST**

**BASIC FUNCTION:**

Under the direction of an assigned manager, perform a variety of support duties and provide current and potential students with registration, financial aid intake at Centers, outreach, assessment, and other student support services at multiple sites or in an assigned area.

**DISTINGUISHING CHARACTERISTICS:** The employee assigned to this class reports directly to the manager of their assigned area and performs specialized and complex work requiring previous work experience in student services and demonstrated ability to express empathy and a student centered focus.

**DUTIES AND RESPONSIBILITIES:**

**Essential duties and responsibilities include the following. Other job-related duties may be assigned.**

- Provide administrative support to assigned supervisor and assigned programs and services.
- Provide general information and assistance in person, via phone and online to students, staff, counselors, faculty, administrators, and the public concerning registration, residency, financial aid intake at Centers, counseling services and matriculation components, outreach, assessment testing, and other student support services. Collect and account for money from students for registration or materials.
- Assist students in scheduling and preparing for all counseling appointments via phone, online and in person.
- Organize, coordinate, oversee, and administer assessment testing and orientation as assigned; prepare schedules for placement tests to meet student needs; scan faculty evaluations, summarize results and include student comments.
- Arrange special testing for students requiring accommodation; provide information to students and refer to counselors as appropriate. Oversee and participate in scoring assessment tests; record and retrieve test scores using automated equipment; process and distribute test results. Develop forms, handouts and other printed materials explaining assessment testing, score interpretation and matriculation guidelines.
- Work with K12 schools and community at large to connect early with all potential students and provide ongoing support needed to ensure thorough preparation for and successful enrollment in college. Collaborate with college staff, school administrators, and faculty to coordinate outreach to local high school, middle school, elementary school populations, and in the community in partnership with the Outreach and Public Relations Manager.
- Assist in preparing promotional materials, correspondence, reports, applications, and other written materials related to community outreach. Provide and disseminate student services

information about practices and program requirements in accordance with faculty direction. Update information on electronic news board and bulletin boards.

- Assist individual students and groups with reference and research materials such as class schedules, catalog and program websites. Provide training in use of these tools. Assist students in preparation of formal counseling sessions. Refer students to appropriate Student Services programs and/or counseling for professional services.
- Prepare and maintain a variety of records, reports, and files related to student outreach activities; maintain confidentiality of student information records. May collect and compile statistical data into special or periodic reports.
- Train and provide work direction to student workers. Coordinate schedules and process student worker timesheets. Assist in recruitment and selection of student assistants; provide instruction in safe work procedures.
- Calculate units, evaluate courses, and compute GPAs for both high school and college transcripts. Record equivalencies and provide relevant information to other departments as needed.
- Use complex features of desktop publishing, word processing, database management, spreadsheet or other specialized software to create, develop, format, lay out, type, proofread, and prepare a variety of documents. Utilize standard office equipment and instructional media (ie. Microsoft Word, Excel, Access, Outlook, Banner, website management, ASSIST, College Source and SARS grid).
- Maintain various records, files, logs and lists; enter data in computer databases and file paperwork as required. Perform other office duties including composing correspondence and written materials, establishing and maintaining filing systems; and operating a variety of office machines including computers, peripheral equipment, calculators and copiers.
- Attend to a variety of office administrative details such as coordinating materials, transmitting information, keeping reference materials up to date, maintaining equipment and arranging for repair, maintaining physical environment and condition of various student services areas and requisitioning supplies and equipment.
- May occasionally work evenings and/or weekends at various campus sites and community locations.
- May serve as back up to open site each week-day morning and prepare it for students and staff.
- Perform job-related duties as assigned.

**MINIMUM QUALIFICATIONS:** To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

**EDUCATION AND EXPERIENCE:**

- Graduation from High School AND
- Three years of increasingly responsible clerical experience involving public contact and computer operation.

- One year of increasingly responsible experience in a related area of student services is desirable.

### **KNOWLEDGE AND ABILITIES:**

- Community college courses and curriculum preferred.
- Regulations governing the community college registration procedures.
- Basic Financial Aid intake when working at Centers only.
- Write information for reports or publications that conform to prescribed style and format.
- Read and explain SCC policies and procedures, State and federal laws, rules and guidelines, and community college curriculum, schedule, policies and procedures affecting assigned area of student services.
- Effectively present information and respond to questions from students, staff and the general public.
- Add, subtract, multiply, and divide, using whole numbers, common fractions, and decimals.
- Solve practical problems and deal with variables in situations where only limited standardization exists.
- Use interpersonal skills including tact, patience, empathy, and courtesy.
- Coordinate multiple projects, set priorities and meet critical deadlines.
- Effectively operate and maintain an orderly environment.
- Work within a complex, integrated database.
- Operate a computer and applicable software.
- Work independently with minimal supervision.
- Meet schedules and time lines.
- Establish and maintain cooperative and effective working relationships with others.
- Speak clearly and effectively in public.
- Demonstrate sensitivity to persons with diverse socio-economic, cultural, and ethnic backgrounds, including the disabled.

### **PHYSICAL DEMANDS:**

- The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- While performing the duties outlined in this classification, employees in this classification are regularly required to stand and sit for long periods of time, walk short distances on a regular basis, use hands and fingers to operate an electronic keyboard or other office machines, reach with hands and arms, stoop or kneel or crouch to file, speak clearly and distinctly to answer telephones and to provide information; and hear and understand voices over the telephone and in person. Some employees in this classification are frequently required to travel to other District locations to attend meetings or conduct work.
- All employees assigned to this classification must regularly lift, carry and/or move objects weighing up to 30 pounds.

- Specific vision abilities required for positions assigned to this classification include close vision (clear vision at 20 inches or less), color vision (ability to identify and distinguish colors), ability to adjust focus (ability to adjust the eye to bring an object into sharp focus).

**WORK ENVIRONMENT:**

- The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.
- The work assigned to this classification is typically performed in an office environment or various public or private locations where outreach activities may be conducted. While performing the duties of this classification, the employee regularly is exposed to extensive contact with students, frequent interruptions and the hazards of working with video display terminals. The work environment is moderately noisy.
- The employee in this assignment may work alone and may be confronted by persons seeking shelter within the building.

Board approved: 12/15/10

Revised:

Approved:



Area High Schools	VHS	BHS	JBHS	ACHS	NHCS
	12-Feb-14	11-Feb-14	12-Feb-14	5-Mar-14	28-Mar-14
	19-Feb-14	18-Feb-14	14-Feb-14	19-Mar-14	
	26-Feb-14	25-Feb-14	19-Feb-14	2-Apr-14	
	5-Mar-14	5-Mar-14	21-Feb-14	30-Apr-14	
	12-Mar-14	11-Mar-14	26-Feb-14		
	14-Mar-14	25-Mar-14	28-Feb-14		
	19-Mar-14	1-Apr-14	7-Mar-14		
	9-Apr-14	8-Apr-14	12-Mar-14		
	23-Apr-14	22-Apr-14	14-Mar-14		
	30-Apr-14	29-Apr-14	19-Mar-14		
	7-May-14	6-May-14	21-Mar-14		
	14-May-14	13-May-14	26-Mar-14		
	21-May-14	20-May-14	28-Mar-14		
	28-May-14	27-May-14	11-Apr-14		
		3-Jun-14	25-Apr-14		
			29-May-14		

## Area Events

Date	Event
	22-Jul-13 Sonoma State University - 10,000 Degrees Ed Fair - Shemila Johnson
july 31, 2014 - August 3,	2C Solano County Fair - Shemila Johnson
	11-Sep-13 SPSV Education Fair - Shemila
	24-Sep-13 Vallejo EDD Presentation - Shemila Johnson
	25-Sep-13 Vallejo Career/Ed Fair - Shemila Johnson
	26-Sep-13 Vallejo EDD Presentation - Shemila Johnson
	4-Oct-13 Liberty HS Presentation - Shemila Johnson
	9-Oct-13 BHS Ed Fair - Shemila Johnson
October 18 - October 19,	2 Benicia Expo - Shemila Johnson
	30-Oct-13 JBS Parent Night - Dr. Kea
	13-Nov-13 BHS Presnetaitoni - Dr. Kea
	14-Nov-13 VSHS Presentation - Dr. Kea
	1-Dec-13 World AIDS Day Event Booth - Shemila (Downtown Vallejo)
	10-Dec-13 Dan Mini Parent Nigh Fair - Dr. Kea
	4-Feb-14 Transition Program Outreach - VJOCTR
	20-Mar-14 John Finney High School Career Fair - Dr. Kea
	9-Apr-14 American Canyon High School Career Day, Laura Duran-Gomez
	24-Apr-14 John Sweat High School, Crockett, S. Johnson, L. Duran-Gomez
	2-May-14 Benica High School Fair, Dr. Kea, John Siefert, Laura Duran-Gomez, Brittany Benefield
	5-May-14 Valley Oak High, Laura Duran-Gomez
	7-May-14 Transition Partnership Program, S. Johnson Solano Middle School, Laura Duran-Gomez
	12-May-14 Valley Oak High, Shemila Johnson
	16-May-14 Six Flags, Career/Ed Fair, S. Johnson
	17-May-14 Vallejo Resources Fair, John Siefert
	30-May-14 Career and Life Expo, Vallejo Middle School. Shemila Johnson
	7-Jun-14 Filipino Cultural Festival, John Siefert, Laura Duran-Gomez
	21-Jun-14 FINAL Juneteenth Communication. Shemila Johnson

**Thomas "Jerry" Kea**

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**From:** Thomas "Jerry" Kea  
**Sent:** Monday, April 21, 2014 11:17 AM  
**To:** Thomas "Jerry" Kea  
**Subject:** FW: Phones

**From:** Barbara Fountain  
**Sent:** Tuesday, November 19, 2013 4:25 AM  
**To:** Maire Morinec; Thomas "Jerry" Kea  
**Cc:** Barbara Fountain  
**Subject:** Phones

Buenos Dias,

With priority reg about to begin, I know we are about to get hit hard with phones and emails again. I am wondering if you would both like to try an experiment to see if we can all help each other serve our students better. Dr. Kea, Maire and I have already discussed this but it seems like it would make sense to do it with both centers if you are interested. We would have the phones set up so that when someone calls either of the center extensions, it would actually go to 7171 which is the admissions general number and always has at least 5 people taking calls. More during peak times. If your staff were busy at your counters or on projects or what have you, they simply do not take a call which is probably what already happens. If they are available to take a call, they take it. Same for my staff. Since I currently have the most staff, most calls would still be fielded by my staff but during peak times when your staff might be able to help, they would. We would lose fewer calls overall which is far more student friendly and we would have shorter wait times overall for calls to be responded to. We could try it out, hopefully for one term, and if it didn't work, we can tweak it or revert to the old way (but I know it will work!!!). I would like to put the request in to IT to set it up as soon as possible so that it would be done before we go on winter break at the latest so please let me know asap if you're interested. Thank you!

Barbara Fountain  
Associate Dean-Admissions, Assessment & Scheduling  
Solano Community College  
[Barbara.fountain@solano.edu](mailto:Barbara.fountain@solano.edu)  
(707) 864-7000 x4313



**For Office Use Only**

Date received: \_\_\_\_\_ Staff Initials: \_\_\_\_\_

Scheduled on Calendar

Facilities notified \_\_\_\_\_

Approved  Denied

Date: \_\_\_\_\_

Approval Signature \_\_\_\_\_

**Vendors/Non-Profit Organizations  
Request for On-Campus Visit – Vacaville Center**

Please PRINT the following information:

Dates: 2/13/2013 thru (MON, WED & THURS) 3/13/2013 - Not 2/20/2013 Times: 10:20 AM to 1:20 PM. APPROX.

Organization ERICK'S DELI - RESTAURANT Date of Application 2/13/2013

Name of Representative ANITA RODRIGUEZ - OWNER

Email ericksdeli1@gmail.com

Address 630 ORANGE DR., UNIT F City VACAVILLE, CA

Work Phone (707) 446-0800 Home Phone (707) 689-3980 FAX No. (707) 446-1637

**Basic Guidelines for Campus Visits**

Use of space by vendors/organizations in the Solano Community College Vacaville Center is subject to approval by the Vacaville Center Director.

1. Upon approval, one table & two chairs will be set up for your organization in the lobby.
  - You will be able to talk with students from here on the above days and time.
2. Upon your arrival on campus, please report to the front desk in the lobby.
  - You will receive your copy of this form at this time and must keep it with you during your scheduled visit. It must be shown to school officials upon request.
3. Please be punctual in setting up your table/display
4. Remain at the table throughout the scheduled time.
5. **All representatives must remain behind the table throughout your visit.**
  - DO NOT APPROACH OR HARASS people or block traffic.
  - Do not walk around the center/campus distributing information or talking to students.
6. The table must be supervised by a member of the sponsoring organization throughout the scheduled days and times.
7. **Fee is \$40/day per table. Payment is due on or before date of visit or if cancellation notice is received less than 72 hours in advance.**
  - Total due for this visit is \$ \_\_\_\_\_ **Make checks payable to: SCC (Attn: Shirley Lewis)**

*I have read the above guidelines and agree to follow them as defined.*

Signature *A. Rodriguez* Date 2/13/2013

**For office Use Only**

Payment received on waived per Shirley Lewis  Cash  Check # \_\_\_\_\_

Amt Paid \$ \_\_\_\_\_ Amt Due \$ \_\_\_\_\_ SCC Deposit Receipt # \_\_\_\_\_