

**EOPS Staff Meeting
September 8, 2015 – 9:00 to 10:00 a.m.)
Minutes**

Present: Director -- Franky Curiel
 Technicians -- Jenell Paul, Hilda Thompson, Diana Wright
 Specialist — Yvette Petrin
 Counselors -- Dietra Jackson, Sal Suarez, April Reardon
 Student Worker — Marisela Manzo

No minutes were taken at the last staff meeting on 9/1/15.

We will have two math tutors for our EOPS students this fall semester: Javier Maza and Lydia Juan. Both are students who come highly recommended from the Math Center. Javier was present at the start of our staff meeting for introductions. He said that he is also qualified to tutor Chemistry 101. Javier will be available 8:00-9:00 a.m. on Tuesdays/Thursdays (and maybe 1:00-2:00 p.m. at a later date) and Lydia will also be available Tuesdays/Thursdays from 3:30-5:00 p.m. Our math tutoring will begin Tuesday, 9/8/15. A mass email went out to our students on September 4th to inform them of this student support service and it has been posted on our bulletin boards as well. Each counselor will receive the flyer to post in their offices too.

Franky would like our students to be able to print from our current EOPS computer lab. Discussed various printer solutions including contacting ITS for arrangements to have these current computers hooked up to our older photocopier in our lobby area; may move this copier to the other side of the lab. We could keep paper separate out of the copier (so student will need to ask for paper to print) to control how much is printed. All of our photocopiers/printers need to be serviced.

Dr. Vines asked Franky about the ASO Survey and EOPS; what do students know about ASO and what do they do and offer. Dr. Vines wants all of Student Services to be mentioned. Franky is to give feedback to Dr. Vines regarding the EOPS services. Student Services says that we (the State) are addressed in the survey. Franky asked about past EOPS Student Surveys. It was explained how Gary (Roggenstein) put it out usually at the start of every fall semester and this information would be used throughout the school year (at EOPS/CARE Advisory Committee and other meetings as well as in reports). Franky may want to do the EOPS Survey at/during the third appointment period. Jenell asked if we know what is being said about EOPS, if anything, at other campus orientations (AVC, Financial Aid, Welcome Center, etc.). Per the ASO Survey: 93% of students knew about EOPS and almost 20% participated out of 281 students. Students commented on the cleanliness of the campus which prompted Franky to have a “clean-up” day for the EOPS Office where we cleaned up and reorganized some of our office for better efficiency.

Discussed page 10 of survey, students commented about exceptional services provided by Student Services Division. Discussed how EOPS staff is providing exceptional student support services. Also mentioned that students are needing more help with book vouchers; we hope to increase our book vouchers for Spring 2016. We are make students more aware of Student Services. EOPS counselors and staff are currently informing our students that fees will be paid for current/active Alpha Iota members (who are EOPS students) by our program for this school year.

There is an issue with the EOPS computer lab computers. The right is currently not working properly right now. Will need to put in a trouble call to ITS.

We will continue to issue out EOPS book vouchers through the end of this week.

There have been complaints about our front counter half-door. Keeping it secure (closed) to prevent non-EOPS staff/others from confidential areas.

We will know more information today or tomorrow regarding Darcel's medical absence.

We were not able to discuss the rest of today's agenda items due to time: EOPS/CARE Numbers.

Next staff meeting will be on 9/22/15.