



LAS POSITAS

COLLEGE

Student Services Monthly Newsletter

March 2019

PREFERRED NAME CHANGE

The Admissions & Records Office has updated its procedure as it relates to students changing their preferred name. The reason is to help students change their names to align with their gender identity and to update school-related accounts and class rosters to reflect their preferred name. Official transcripts will continue to notate the student's official name on record unless a student requests an official name change. This procedure does not apply to college employees. College employees need to contact the Human Resources Office.

MEDIA REQUESTS

All media requests (examples: newspaper, radio, television, etc.) received by college employees need to be directed to the Chabot-Las Positas Community College District (CLPCCD), Office of Public Relations, Marketing, and Government Relations. This may include media requests by the college newspaper. Media outlets are encouraged to visit the following college district website for additional information: <http://www.clpccd.org/newsroom/NewsroomContactUs.php>.

EMPLOYMENT OPPORTUNITIES

Student Services is currently recruiting for the following positions. The Financial Aid Office is looking to fill two Financial Aid Advisor II positions. One of the positions is available due to a finalist rescinding our offer of employment. The second position is available due to the promotion of Lydia Penaflor to Financial Aid Advisor III. The Financial Aid Office is also looking to fill the Financial Aid Outreach Specialist position – a newly approved position as of December 2018. The Veterans First Program is looking to fill the Veterans Program Supervisor position – a newly approved position as of January 2019. All interested employees are encouraged to apply.



IMPORTANT DATES & DEADLINES

- **March 7th**
Honoring Women
Veterans Celebration
- **March 11th**
Scholarship Deadline
- **March 25th-29th**
Historically Black
Colleges & Universities
Tour
- **March 25th-29th**
Spring Break



PROGRAM COORDINATOR FOR STUDENT LIFE

Student Services submitted a newly proposed position of Program Coordinator of Student Life to the Human Resources Office for review following the ranking by the Resource Allocation Committee (RAC). This is a full-time, Classified Professional position assigned to serve the Student Life Office to include the Las Positas College Student Government (LPCSG), the Inter-Club Council (ICC), and the more than 30 student clubs. Las Positas College has not had an employee dedicated full-time to serve our student leaders and club officers. The proposed position needs approval by the Human Resources Office, the college district's senior leadership team, the Service Employees International Union (SEIU), and the Chabot-Las Positas Community College District Board of Trustees. Additional information is forthcoming.

DIRECTOR OF FINANCIAL AID

Student Services will be initiating the reclassification process to change the current Financial Aid Officer (supervisor/confidential) position to a Director of Financial Aid (management) position following the ranking by the Resource Allocation Committee (RAC). This is a full-time, management position assigned to oversee the eligibility and awarding of federal and state-based financial aid, scholarships, and work-study program. The new position will help ensure that Las Positas College has the proper representation at the district-level by employing the same position as Chabot College. This new position will also help address the metrics outlined in the new Student Centered Funding Formula. Additional information is forthcoming.

SERVICE AREA OUTCOMES

All Student Services entities are required to have at least one Service Area Outcome (SAO) prior to the conclusion of the spring semester 2019. Managers, coordinators, and leads are encouraged to work with Mike Schwarz, SAO Liaison for Student Services, to draft, record, and assess their respective SAO. Student Services entities may have more than one SAO. Accreditation requires that all college entities to have SAOs which are also known as Student Learning Outcomes (SLOs) when it relates to instruction.

FIRST AID KITS

Student Services offices that have an existing first aid kit in need of restocking or would like to request an initial first aid kit should contact the Campus Safety & Security Office. First aid kits may include antibiotic cream, bandages, first aid tape, gauze, gloves, ice packs, and scissors. First aid kits and supplies are free of charge for Student Services entities. First aid kit supplies are only for office use and are not to substitute for emergency or medical responders.

NEWS FROM THE TEAM

Do you have an upcoming event, a new initiative, or news that you would like to share with our Student Services team? I am happy to consider your recommendations for future editions of our newsletter. Please e-mail your information to wgarcia@laspositascollege.edu.

William L. Garcia
Vice President of Student Services



Student Services