SAN DIEGO CITY COLLEGE
STUDENT SERVICES COUNCIL

January 13, 2011
1:00 – 2:30 p.m.
Conference Room D-102

Summary

PRESENT: Alisia Acevedo, Rafael Alvarez, Debbie Berg, Dotti Cordell, Lou Humphries, Mary Jane Kruse, Cathi Lopez, Kathy McGinnis, Bonnie Peters, DeeDee Porter, Gerald Ramsey, Greg Sanchez, Megan Soto, Tandy Ward, Denise Whisenhunt, Peter White, Xi Zhang

STAFF: Desiree van Saanen

A. GENERAL UPDATE

A-Building Remodel - VP White will meet with individual department leaders to discuss plans for the A-building remodel as well as review a space-planning grid compiled by Rachel Fornaca in Tom Fine’s office. The document is based on the architects' conversations with staff members over the past several months. Student Services departments will be assigned to the 2nd and 3rd floors with the first floor remaining primarily classrooms and biology labs.

Peter emphasized the importance of taking a realistic approach when reviewing needs but to also consider projected needs as our service populations grow, as the budget improves to support additional staff, and to account for changes in technology that affect the way we serve students. He also noted that some resources (i.e., conference rooms, offices, equipment) may be shared to accommodate needs as Student Services departments become neighbors. There will also be offices “swing space” reserved for grant-supported programs.

Council members discussed some of the challenges of having support services in the A-buildings. The building is not close to parking, nor is it located at the front of the college where students would be inclined to access support services first. In addition, it is not adequately set up for disabled students. The ramps are getting to/from are long and cumbersome, and there are currently not enough elevators.

Other Buildings/Facilities – Student Affairs will be located in the M building (top floor). The Bookstore is currently planned to relocate to the M building’s first floor. The M-bldg. plans also provide for a small space on the top floor that can be leased to a bank that will provide banking services to students.

Peter indicated that ABSO and College Police are looking into establishing satellite mini-operation sites on campus. They are currently looking at the T, D and new Social Sciences building as possible locations.

Council members discussed several safety recommendations as the new buildings and infrastructures are built, such as creating “all-walk” crosswalks at certain intersections and appropriate signage, installing sufficient lighting on streets, parking lots and structures, and ensuring police are prominently and widely located on campus. Council members were urged to bring concerns regarding safety to the attention of Jerry Davis.
B. UPDATE ON REPLACEMENT OF DEAN OF STUDENT DEVELOPMENT – PERMANENT

The search for a permanent Dean of Student Development is underway. Committee Chair Kathy McGinnis will be sending out an announcement very soon.

C. UPDATE ON STUDENT AFFAIRS COVERAGE

Tandy Ward has been assigned .50 FTE to supervise clubs and student government. Bill Ponder will be returning to City College to assume a .50 FTE assignment to cover disciplinary needs. All other responsibilities will be assumed by Peter, Gerald and Denise. Denise will continue to work with students and staff as they prepare for the MLK parade. Peter will send out an email to the college announcing the new coverage/assignments in Student Affairs.

D. UPDATE ON TITLE V COMMITTEE / ACTIVITY DEVELOPMENTDIRECTOR

The Title V Manager Search Committee, chaired by Lori Erecca, will conduct first-level interviews on January 28. It is anticipated a new director will be in place by March 1, 2011.

E. DEPARTMENT & EMPLOYEE SCHEDULES

Council members discussed the pros and cons to the 4/10, 9/80 and alternate workweeks. Greg indicated that the 4/10 schedule doesn’t work well in Financial Aid because the staff essentially lose a full day that could be devoted to the processing of applications. The Admissions/Records and Counseling offices prefer the 4/10 but noted some staff may not be able to work 10 hours/day and may need to be given Friday hours. Peter noted that individual workweek schedules are assigned at the discretion of the department supervisors and managers. Per the VP’s request, Megan will research the AFT contract to see whether alternate workweeks are permitted without the prior request of the employee.

Lynn Neault observed significant student traffic during the two days preceding the holidays (December 20 & 21). Peter asked Council to consider keeping key student support offices open during these two days in the future, possibly with reduced staff. In December 2011, the dates would be December 19, 20 and 21.

To assist with adds and other student needs, Records, Financial Aid, Counseling and Accounting offices will remain open until 5 p.m. on Friday, February 4.

F. PROGRAM UPDATES AND ANNOUNCEMENTS

- **MESA Program** – Rafael Alvarez encouraged council members to view the new/improved MESA website and new “Foundation for Learning” and “Research on Student Success” web pages. The website features links for special announcements, resources/handouts for student success, and information that addresses the behaviors professors expect from students. He further invited Council members to attend the MESA Flex presentation: “A Culture of Success,” which will discuss practical resources and innovative learning tools used for student empowerment.

- **Financial Aid** – Greg Sanchez indicated that discussions are underway to change the requirement to have official academic transcripts on file before awarding financial aid. Currently, students
F. PROGRAM UPDATES AND ANNOUNCEMENTS (continued)

- **Financial Aid (continued):**

  applying for financial aid must have official transcripts on file to be awarded financial aid. A modified process would allow students to enroll and receive financial aid as long as by the end of the semester their official transcripts are on file and an official Ed. Plan or a temporary semester plan is developed. This process is being considered beginning with the Fall 2011 semester.

G. OTHER ITEMS

- **Application Deadline & Other Strategies** - Council members discussed the benefits of implementing an application deadline for the college. Currently, students often wait until immediately before classes begin to start accessing counseling, testing/placement, and financial aid services. This situation causes a myriad of problems, delays, petitions, and frustration for students and staff alike. Imposing an application deadline would give students the structure they need to plan ahead in an organized fashion and, in the long run, would likely benefit student retention. Council also discussed eliminating registration after classes begin. Peter will bring this topic, and other related input and strategies, to District SSC for district-wide discussion. Greg noted that FAO currently distributes to students a handout notifying them of the date they are likely to receive financial aid relative to the date of application.

**SPRING 2011 MEETINGS (Please Calendar):**

February 10
March 10
April 14
May 12

Note: All meetings will be held 1-2:30 p.m. in room D-102.