SAN DIEGO CITY COLLEGE
STUDENT SERVICES COUNCIL

Thursday, October 10, 2013
1:00 – 2:30 p.m.
Conference Room D-102

Summary

PRESENT:  Alisia Acevedo, Dotti Cordell, Helen Elias, Lou Humphries, Bernice Lorenzo, Lori Oldham, Bonnie Peters, DeeDee Porter, Star Rivera, Nesha Savage, Megan Soto, Denise Whisenhunt, Michael-Paul Wong, Debra Wright-Howard

STAFF:  Desiree van Saanen

I. REPORT FROM DISTRICT SSC AND PRESIDENT’S EXEC. CABINET

- **NANCEs Workweek Hours** – The 194-day work limit was discussed. District has reduced workdays for NANCEs to 170 maximum. Hours are limited to 25 hours per week, based on the affordable healthcare mandate, which is set at 30 weekly hours for three months. In some cases, hours can be raised to a 30-hour workweek for this semester only; however, in this case hours must have VP approval. Bonnie P. indicated that, based on the limited hours allowed, FYE will need to close certain days or the department will need to hire more NANCEs. The latter alternative is problematic as well as it poses a disruption in the continuity of services and additional hours dedicated to training. Council also discussed issues arising from the conditions outlined in grants and contractual agreements, wherein a minimum of hours/staff is required.

It was noted that District HR tracks NANCE hours and sends updates to the colleges’ Business Services, which in turn sends out a notice to deans/VPs. Typically, departments are notified when an employee’s worked days are reaching a critical point. In addition, some employees work multiple assignments and there exists no internal system that provides a comprehensive view of the employee’s total “merged” worked days. Denise will check to see if the Business Office currently uses a spreadsheet for tracking NANCE worked-days and whether it can be shared/used by other departments.

- **Facilities** – Jacque Bell is developing the college’s Emergency Preparation Plan as well as a Facilities Use Plan. Once in their final draft stages, the plans will be vetted through the various Councils and Senates. Council briefly discussed the possibility of funding the custodial and security/parking services for prioritized events occurring during non-business hours/days and creating a line item for funding expenses. Denise recommended that these items/needs be noted in each department’s program review.
I. REPORT FROM DISTRICT SSC AND PRESIDENT’S EXEC. CABINET (con’t)

- **Campus Tour with Senator Marty Block** – Sen. Marty Block will be touring City’s new facilities, including City’s new planetarium and rooftop observatory, on Monday, October 14 at 9:30 a.m. Denise W. indicated he is also interested in seeing how restoration monies will be utilized to benefit EOPS and DSPS specifically. Debra W. indicated that the colleges have not yet received the restoration monies. Also, she will be attending a CAPED conference the week of October 14; however, Julie Pludow will be available to address questions as needed.

- **Major Events Form** – A new Major Events form is now required when setting up events of 25+ expected participants and/or for events whereby community members/media are invited. Although the form may undergo some minor changes, it is currently required and should be used when appropriate. Denise will forward the latest electronic version of the form to Council members. She stated that the form will serve to notify the President’s Office of activities on campus that may require the president’s authorization and/or participation. It was recommended that the form include a section for budgeting events occurring outside regular business hours, as well as a breakdown of costs (for security, custodians, etc.).

II. SLO / PROGRAM REVIEW UPDATE

Dotti C. reported that approximately one third of Student Services SLOs have been entered into TaskStream. Council agreed to extend the deadline date for completion one week, from October 14 to October 21. Some council members expressed concern that the TaskStream program is not user friendly and inquired whether the format for entering data could be modified for Student Services programs. It was recommended that a small ad hoc group review the program and possible solutions. Dotti, Nesha and Bonnie will meet to discuss the issues. However, October 21 is the absolute deadline for completion of SLO entry.

III. REFERRAL CARDS - Tabled

IV. STUDENT SUCCESS

V. ROUND TABLE

- **Administration: Leave of Absence Forms** – Council members were reminded to insure leave of absence forms are submitted in a timely manner. When reports are submitted late, district personnel must input each manually, which, depending on the number received, can be a very labor-intensive process. It was noted that the timekeeping process is paper-driven and that there may be some redundancy in the process contributing to the problem. Denise W. will follow up with Jacque Bell to see if there is any way to streamline the process. She will also see if supervisor can
V. ROUND TABLE (continued)

work directly with HR/Payroll. In the interim, we need to review the process comprehensively to ensure timelines are reasonable, eliminate unnecessary redundancies, and identify where the holdups are occurring.

- **Student Affairs** – Internships are now available at Sen. Marty Block’s office. Applications for internships can be obtained in Student Affairs.

- **Government Shutdown** – Lou H. expressed concern that the government shutdown will affect the delivery of services to our veterans. It is important that the campus community be aware that some individuals may present mental health issues.

- **Transfer Center** – October is Transfer Awareness Month. Several activities are planned, including the Transfer Fair on October 24 (Curran Plaza). Over 40 university representatives will be on hand to provide information regarding transfer, admissions requirements and program offerings.

VI. SSC MEETING SCHEDULE - UPDATE

Fall 2013 Meeting Schedule (Meetings are held 1:00-2:30pm, D-102)

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