SAN DIEGO CITY COLLEGE
STUDENT SERVICES COUNCIL

Thursday, January 9, 2014
1:00 – 2:30 p.m.
Conference Room D-102

Summary

PRESENT: Alisia Acevedo, Helen Elias, Denise Hollis, Lou Humphries, Lori Oldham, Star Rivera, Greg Sanchez, Nesha Savage, Megan Soto, Denise Whisenhunt, Michael Paul Wong

STAFF: Desiree van Saanen

1. REPORT FROM DISTRICT SSC—None

2. BUILDING PROJECTS

Student Affairs will be moved to “M” by the end of 2014. Construction begins in February. Peer mentors will be relocated from “M” to A-107 A/B, which is currently Engineering Department space. Puente, Umoja and Price will be relocated to the A building’s third floor. Council discussed sharing space in “M” to help bring down moving costs that can then be redirected to the remodeling of the cafeteria and college-wide signage. Denise reminded Council to submit move plans/needs to her as soon as possible.

3. PROGRAM REVIEW – REMINDER: DUE JANUARY 20, 2014

4. STAFFING POLICIES

Denise W. emphasized the importance of insuring all NANCE employees are restricted to the 25-hour workweek and are not allowed to work beyond 160 days. She indicated that the district will generate a report identifying where overages are occurring (by college/department). Health insurance costs that result from overages will be billed to individual departments. Work Study employees are not exempt from workweek/day restrictions. It was clarified that weekly hours are related to health insurance eligibility while total days worked is contractual. Council members raised concerns regarding tracking the hours of students who are hired to work in two separate departments or colleges. We should implement a process for tracking a student’s work assignments district-wide. Denise will check with Business Services to see if they have a system already in place to do this. Council members also asked if there is a way to receive the “Days Worked Report” earlier.

It was further noted that no SDCCD classified employee in non-exempt status can teach classes within the district.
5. STUDENT SUCCESS SUMMIT

Denise reported that the recent Student Success Summit was a success. Many faculty were present to learn about state mandates and how they will likely affect funding, student resources and expectations.

Denise addressed ongoing collaboration between SDCC Research and Student Success efforts to identify and refine benchmarks (standards) for SDCC students, staff and faculty. A subcommittee of the SDCC Research Committee, composed of Instructional and Student Services faculty, will meet this month to help define benchmark standards and outcomes.

6. ELECTRONIC MEDICAL RECORDS - TABLED

7. SAN DIEGO UNIFIED/SDCCD PARTNERSHIP

SDCCD and the San Diego Unified School District (SDUSD) representatives formed a partnership/committee that has met monthly over the past year. The purpose of the partnership is to formalize an MOU, with respect to guidelines and restrictions to be followed when developing SD Unified/SDCCD MOUs. The VPIS and VPSS met December 7 to finalize the agreement (board approval still pending). The agreement clarifies responsibility/liability and transfer needs with respect to K-14 and K-16. The partnership will also address curriculum and assessment tests to insure proper alignment and a seamless transition for students. Once the MOU is approved, the colleges will be required to update all existing SDUSD High School MOUs.

Council members discussed assessment test options that may be available through CE, Summer Bridge, “College Board” through Acuplacer, and City Middle College’s “pretest.” It was noted that all students must file an application with SDCC before they can take the placement exam.

8. COMMITTEE AND COUNCIL (SSC) COMPOSITION

Page 31 of the SDCC College Handbook, showing the composition of the Student Services Council, was distributed for review. Several corrections/additions were identified. Council discussed specifying Student Services leads for the following areas: Bookstore, Counseling, Admissions/Records, Student Affairs, FYE, CalWORKs, Research, Food Services PIO, MESA Program, Health Services, Mental Health Services. Classified staff representation was reduced from 2 to 1.

Other representatives to be added are Robbi Ewell (Technology), Esther Palomino (Student) and Will Williams (Student).
9. CENTENNIAL WEEK – WELCOME WEEK

Council members were reminded to wear their City College colors during the Centennial Week/Welcome Week kickoff on January 29 (fliers coming). Events include an Open House (rescheduled to Thursday, Jan. 30), a “pep” rally, Club Rush, a DJ, music, and dance. There will be tabling of numerous departments and programs (tabling will be held 12noon to 2pm on January 29). In addition, Lynn Neault will be giving out cake (homemade) and SDCC’s MLK float design will be displayed.

10. FUN COMMITTEE

Denise suggested that the Student Services Council convene a “Fun Committee” that can help to coordinate an end-of-year Student Services party/potluck during the week(s) before the winter break. Denise will donate $100 to the operating budget. Several people agreed to participate including Star, Nesha, Alisia, Lori O. and Megan. Denise will contact Darwin to ask for his help, as well. There was even talk of possible karaoke? Council expressed thanks to Dotti for coordinating this year’s potluck event.

11. ROUND TABLE

_Counseling_ – Helen E. reported the hiring of two new contract counselors: Georgina Garcia and Roberta Krauss. Each will start their new contract assignment on Monday. Counseling Department Chairperson Nesha Savage will provide an orientation and each will be assigned a mentor. Congratulations Georgina and Roberta!

Nesha reported she is working with counselors to identify dates for counselor orientations to discuss education planning, transfer, VA training, etc.

_EOPS_ – Star R. reported she has received 371 apps with 392 pending. She noted that the department is required to serve 950 students and will be serving approx 1300 students in the spring. Therefore, EOPS will not be accepting anymore students until the 14-15 academic year. The new application cycle will begin in March.

_Admissions/Records_ – Lou H. reported that staffing in Admissions is deficient. Two Senior Student Service employees are out on Worker’s Comp or long-term medical leave. One SSR resigned and the position is not recoverable. Lou asked whether we could more fully utilize VA workers to assist with student data/info. Denise will meet with the Admissions/Records supervisors and Helen E. to discuss personnel issues and possible strategies.

_Student Affairs_ – Michael Paul urged Council to participate in the MLK Parade on Sunday, January 19 (2pm) on West Harbor Drive. SDCC now has its own float bed and this year’s design is stellar with mechanical parts that spin revealing inspirational images and words. There will be music, dance and Lynn N. promised to walk the entire route.

Lori O. will contact EOPS and Price programs to schedule dates to meet with students and discuss “Student Life.”
11. ROUND TABLE  (continued)

    Special Announcement:

    Lou Humphries announced she will be retiring March 31, 2014. After over 39 years of outstanding service.  *Congratulations Lou!*

**General Meetings are held 1:00-2:30 p.m., Room D-102 (unless otherwise noted):**

- January 9
- February 13
- March 13
- April 10
- May 8