SDCC-SCC DIRECT REPORT MEETING
Thursday, March 27, 2014
1:00-2:30 p.m.
Conference Room D-102

Summary

In Attendance: Dotti Cordell, Leslie Easton, Helen Elias, Star Rivera, Denise Whisenhunt, Michael-Paul Wong, Debra Wright Howard

Staff: Desiree van Saanen

1. Report from District and President’s Council

No District SSC meeting on March 27, April 3 or April 10. The next SSC-District meeting is scheduled for April 17.

An orientation/breakfast for high school counselors was held on March 21. The orientation focused on the SDCCD/SDUSD partnership, related MOUs, student recruitment and preparation. Council recognized Liz Vargas for her efforts coordinating this event.

President Council members discussed hours/days limitations for hourly personnel. Jacque B. will coordinate a workshop with Sylvia Swenson toward the end of the semester. This kind of workshop should be an annual requirement for all staff. Denise emphasized the importance of having representatives from each area/service in attendance. The need for an HR manual and employment tracking system for NANCEs was also discussed.

2. Program Review – Master Plan

Dotti C. reported 100% completion of Student Services in Taskstream. An SLO report is due to WASC on Monday, March 31 requesting an update with narratives (success stories). Essays to include in the report will be provided by Leslie E. (Mental Health/Veterans), Helen E. (Counseling/Veterans) and Star R. (EOPS) to Dotti by/before Saturday, March 29.

3. Fall 2014/Spring 2015 Hours (Due April 11, 2014)

During Fall 2014 and Spring 2015, the goals is to keep Friday hours. Departments will be asked to stay open to the public 8am-6pm, M-TR, 8am to 3pm Fridays. Counsel discussed hours for small departments and that they may need to be more flexible. DSPS, for example, does not have the staff to cover 57 weekly hours of service. Denise W. indicated it be preferable to have the staff work shortened hours during the week in order to keep offices open on Friday. Denise noted the three campuses are working toward consistency in hours of service; however, summer services hours are currently not consistent districtwide.
3. **Fall 2014/Spring 2015 Hours (Due April 11, 2014)…continued**

Council also discussed issues with small programs that rely entirely on NANCE employees with working restrictions (hours, days, responsibilities), as is the case with FYE. It was suggested FYE students could go to the Counseling Office on Fridays.

There was discussion that surveying students may provide insight as to whether evening/Friday hours are in demand.

Council also discussed the benefits of having a software application students could access from their cell phones for service hours, locations, contact information, etc.

4. **Travel & Food Policy**

Reminder: Employees who attend a conference wherein the meals are included, but submit a claim for per diem meals, must include a written explanation justifying the separate expense. Otherwise attendees are expected to accept the meals that are provided at the conference and are paid for by the district as part of the registration. Denise W. also reminded Council that all travel packets must go through her first for signature or initialing.

5. **Moving**

Counsel appreciated and enjoyed the exercise with squares during the comprehensive ADT planning meeting, which helped to build collegiality and collaboration. Denise noted that there were several requests for break rooms. However, break rooms traditionally have plumbing for water and appliances and are very expensive. To cut down on costs and required space, we will need to look at shared space. For instance, SHS requested a cot room and MHC requested a meditation room. One room could serve both needs. Counsel asked to be informed of any/all unclaimed space before plans are finalized.

The following temporary moves will occur over spring break:

- Puente to MS-433
- Umoja to MS-434
- Price Scholars to MS-423

Project Manager Tom Fine will meet with program representatives, Helen E., and Denise W. on April 7 to discuss logistics. Movers are scheduled to arrive on April 11.

Denise will see if we can have Tom Fine present a “Move Update” at our next general SSC meeting. She will also insure we are able to view unclaimed space before ADT plans are finalized.
6. **Student Success**

Dotti C. reported that the Family Health Care Center (FHCC) is finally coming to SDCC. Their office will be located at 16th and Broadway adjacent to the Military Education office. While the center will be open to the general public, FHCC will focus primarily on delivery of health services to SDCC students. Included in their compliment of services will be comprehensive women’s care including pediatrics and obstetrics. It was noted that FHCC will refer students to SHS in the event SHS offer the same service for free or for a lesser fee. It is anticipated the center will open in June.

Dotti C. also reported that 74 students have been enrolled in the health insurance under the Affordable Care Act (ACA). The enrollment process is long (approximately one hour per applicant). Council recognized FHCC for the many hours they spent processing students. They also recognized the ASG for their outreach and educational efforts. It was noted that SDCC is the first campus in the State to provide ACA enrollment assistance.

7. **Other**

Student Services deans met with Denise W. to review departmental priorities and develop a comprehensive list (Denise will provide the list to SSC). It was noted that the trend this year is toward college-wide needs. President Neault will present the final allocation.

2. **Spring 2014 Meeting Dates (Direct Report)**

- April 24
- May 22
- June 26