SDCC-SCC DIRECT REPORT MEETING  
Thursday, April 24, 2014  
1:00-2:30 p.m.  
Conference Room D-102  

Summary

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

Staff:  Desiree van Saanen

1. Report from District and President’s Council

Per Chancellor’s Cabinet, all colleges will be expected to provide hours of service on the Saturday before the first day of the semester. This change applies to summer, as well as fall and spring semesters (Saturday, June 14 for the summer 8-week term). Hours of service will be 8:00 a.m. to 12:00 noon and will apply to five major service areas: Admissions/Records, Counseling, Financial Aid, DSPS and Accounting. Council discussed implications such as the additional costs associated with the Saturday hours and contractual issues. [NOTE: This directive was later rescinded].

Starting June 1, the five major service areas will be open 8am to 3pm on Friday.

Concern was raised that providing more days/hours of service may work against ongoing efforts to change the culture of students, who tend to wait until the last minute to register for classes.

2. Program Review – Master Plan

Dotti C. reported that Institutional Assessment Co-coordinator, Berta Harris, will end her assignment as instructional lead. Three faculty members have expressed interest in the position. She stated that, as the semester wraps up, go ahead and input assessment finds and plan activities for 2014-15. Exec. members discussed having additional Taskstream training sessions. Dotti will work with Denise to set up two workshops over the summer.

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

Student Services service hours grids for Fall 2014 and Spring 2015 are ready for submission. However, service hours for the week of Thanksgiving, winter break and spring break are still under discussion. Denise W. will work with district and the other campuses to insure our schedule during these periods is consistent with our sister colleges.
4. Moving Update

Denise W. met with architects earlier in the week and reviewed building renderings of the A Building to date. She will meet with deans to develop a comprehensive plan that integrates all Student Service area recommendations. Meetings with Debra W. (DSPS) and Leslie E. (Mental Health Counseling) will be scheduled for early next week. Deans/managers were asked to review architectural renderings of the building’s three floors with their staff and to provide feedback.

5. Student Success

Helen E. reported that she is participating on a pilot for SSSP, which is working toward developing a web tool for students, counselors and transfer center directors that will guide users through the ADTs as seamlessly as possible. The web tool would not take the place of a counselor but will be an excellent resource for students who are exploring different careers. IT is in the process of setting it up. It is anticipated that such a program will be integrated into the ERP system, which will soon replace the ISIS system currently in use. It was recommended that integration of the ERP system be coordinated along with the move. The ERP system is expected to be fully operational in approximately three years.

6. FEMA Overview (Star Rivera)

Star R. provided a brief overview of FEMA’s Keenan training and test. She warned that the website is not intuitive and can be confusing to navigate. VP Barnes recently sent out an email with several links; however, the user must click on the actual training link in order to gain access to the course. The course/test will take 2.5-3 hours to complete and can be used toward FLEX. Although the course was initially designated a mandatory task, its priority has since been reduced to “strongly encouraged.” Those successfully making it through the course and test will receive a certificate.

7. Other

**Summer Student Services Retreat** - Denise W. would like to coordinate another summer retreat, this time with the theme of “Departmental Goals.” Eventually, she would like to see the goals listed on each program’s webpage.
7. **Other (continued)**

*Personnel* – Beginning May 1, Michelle Montanez will take over supervisory responsibilities in an out-of-class assignment. However, Robyn Kabonaizi will be leaving us at the end of May while three other employees are on long-term medical leaves. This will leave the Admissions/Records area without four key senior student services assistants for an extended period. Francisco Blas will handle International Student responsibilities until Dora Meza’s return from medical leave.

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

- **May 22**
- **June 26**