SAN DIEGO CITY COLLEGE  
STUDENT SERVICES COUNCIL  

Thursday, May 8, 2014  
1:00 – 2:30 p.m.  
Conference Room D-102

Summary

PRESENT:  Alisia Acevedo, Rafael Alvarez, Helen Elias, Marilyn Harvey, Denise Hollis, Bernice Lorenzo, Michelle Montanez, Bonnie Peters, Greg Sanchez, Nesha Savage, Denise Whisenhunt, Michael Paul Wong; Debra Wright-Howard

STAFF:  Desiree van Saanen

1. REPORT FROM DISTRICT SSC

SSSP Education Plan Counselor Training - Two counselor training sessions will be provided. The first session is scheduled for Friday, May 9, 9:00 a.m. to 12 noon; the second for May 20. Additional training will be offered over the summer. Counselors will learn how to work with new SSSP Education Planning system, how to populate fields, access and print student information. Training is open to contract and adjunct counselors. Ed plan scanners will arrive on campus toward the end of May for early June set up.

Testing/Placement - Miramar approved the one-year retest for English. There is increasing interest to implement it here at City for English and ESOL.

Denise will work with Brian Ellison (CE) and others to coordinate an ACE-2 (Acuplacer) training session at City College for counselors districtwide.

2. BUILDING PROJECTS

Denise and the deans met with Tom Fine and architect John Hinkel to review feedback from Student Services leads. The current task at hand is to review departmental relationships and refine adjacencies. Tom will coordinate another “kickoff” event in the near future. Concern was raised over the degree of demolition planned for the A building. Denise to follow up. The plan is anticipated to be ready for submission to the State for review by December. It will likely be held there for up to 10 months. Assuming the plans are approved in October 2015, we will need to reserve about two months for preplanning activities. The estimated start date is January 2016.

Council members discussed the need for classrooms dedicated for Personal Growth classes. Denise W. indicated classrooms in the “R” bldg.’s “down under” have been designated for PG classes.

Greg S. reported on a leak in the A-building (FAO).
3. SERVICE HOURS (BREAKS)

Denise W. reported that no determination was made with regard to district-wide service hours during Thanksgiving, winter and spring breaks. Council members discussed various service hour configurations and implications, including the possibility of working January 2 in exchange for December 22 (currently colleges are scheduled to be open December 22). Greg S. noted that Friday as a workday is less attractive since some of his staff work a 4/10 schedule and are off on Fridays. Instead, he suggested that we stay open during Thanksgiving week (Nov. 24-26) and close December 22 and January 2. Denise noted we will likely follow the published academic calendar.

All agreed spring break is a non-working week. All services areas will be closed, excepting administration.

4. 2014-15 CATALOG

The second draft of the 2014-15 Catalog will be delivered to City tomorrow. We have until May 16 to make revisions. The 2nd draft will be returned to District on Monday, May 20.

5. PROGRAM REVIEW (TWO-WEEK CLINIC)

In an effort to provide continuous assessment and updating of the Taskstream program, a two-week Program Review clinic will be offered this summer (similar to last summer’s workshops). Actual dates have not yet been determined. Upon request, Denise will send out the graph that illustrates our accreditation-program review cycle.

Council discussed the need for the addition of a line item for “Facilities Usage,” when services (parking, security, food services, etc) are needed outside normal business hours. We need to know the rules surrounding facilities usage and related fees. Denise will check with Jacque to see if we facilities use protocol in writing.

6. FOUNDERS WEEK (September 8-11)

Michael Paul W. reported Founders’ Week is scheduled for September 8-11, and there will be a special “kickoff” on September 9. On this date, Student Athletics (Knights) and ASG will host a party primarily to benefit new students. There will be an Open House on Thursday, September 11 (10am – 2pm) and many departments are expected to participate. Council suggested that Outreach mentors could facilitate campus tours and assist with tabling. Times and dates of events will be posted in the MS Building. Michael Paul W. is taking the lead on this event and may be contacting various departments for assistance.

Council reiterated the need for written protocol to follow when requesting facilities usage outside normal business hours. Also needed is a list of costs per hour categorized by service type.
7. STUDENT SERVICES SUMMER RETREAT

Council members discussed a date/time that would be suitable for an all-day Student Services summer retreat. Denise W. will check with PLU for room availability. During the retreat, we will review departmental goals and how to reach them. Ultimately, these goals will be incorporated into each department’s webpage. It was noted that the goals must be driven by institutional goals.

8. STUDENT SERVICES DIVISIONAL GOALS – See Student Services Summer Retreat

9. ROUNDTABLE

Admissions/Records – Interviews for the Senior Supervisor position in Admissions/Records will be scheduled this month. Final interviews will be held during the last week in May.

EOPS (Graduation Schedule) – The EOPS Graduation is scheduled for Friday, May 9, 1-3pm in the faculty lounge. All are encouraged to attend.

Graduation Activities and Events: Marilyn H. announced the Chicano Graduation is scheduled for May 10 (Saturday) and the Black Graduation “Rites of Passage” is scheduled for today, May 8, 5-9pm at Mesa College (H-117/118).

Financial Aid – Greg S. reported that the FAO will upload 2014-2015 data soon and will go live. Summer awards to begin the week of May 12. City will lose its district IT liaison in two weeks. This is unfortunate since their expertise is necessary to handle complex problems. The implication is that many issues will take longer to resolve and some issues will need to be handled manually.

Counseling – She also recently attended the HUBU Fifth Annual Conference, which was held at Southwestern College. It is anticipated HUBU will be captured under the EOPS umbrella. Nesha S. reported counselors will soon undergo training on the SQSS screen related to education plans as part of the SSSP.

NEXT MEETING: June 12