SAN DIEGO CITY COLLEGE
STUDENT SERVICES COUNCIL

Thursday, June 26, 2014
1:00 – 2:30 p.m.
Conference Room D-102

Summary

PRESENT:  Alisia Acevedo, Dotti Cordell, Helen Elias, Robbi Ewell, Denise Hollis, Michelle Montanez, Lori Oldham, Julie Pludow, Greg Sanchez, Denise Whisenhunt, Xi Zhang

STAFF:  Desiree van Saanen

1. REPORT FROM DISTRICT SSC

   Enrollment Priority Appeal Process - District SSC has drafted an Enrollment Priority Appeal process (draft distributed). Denise W. will distribute the final process as it becomes available. Situations that may be considered include (but are not limited to) students with high-unit majors, chronic disabilities, lack of required course offerings. One recent appeal involved a claim of age discrimination, which was referred to the appropriate EEO Officer. The merits appeals will be comprehensively reviewed on a case-by-case basis. The appeal form will be housed in the Counseling office.

   Scanners for Education Plans – Scanners for the recording/maintaining of Education Plans have been installed and we are waiting for training.

   Hours of Services – Posted offices hours for Thanksgiving, winter break, and spring 2014 break were distributed. With the exception of administrative offices, all service areas will be closed during Thanksgiving week (November 24-26) and spring break (March 30-April 4). During December 17-22, 2014 and January 2, 2015 we will maintain a normal working schedule. Denise W. noted that there is limited variation between campuses; however, the hours are very close in comparison.

   Several service areas will be required to be open on Saturday, August 16 to accommodate Fall registration. Areas include Admissions, Accounting, Counseling, DSPS, and Financial Aid; offices will be open 8:00 a.m. to 12:00 noon. Denise W. noted that employees will be compensated with comp time or OT.

   Violence Against Women Act – As part of the VAWA, legislation has been expanded to protect gays, lesbians, transgender persons, Native Americans, immigrants and male victims of domestic violence, sexual assault and stalking. The Campus SaVE Act was passed in March 2013 to expand security reporting and information dissemination per the Clery Act. Colleges are also urged to review policies and practices to insure procedures include a broadened approach to sexual misconduct and that employees are appropriately trained.
1. **REPORT FROM DISTRICT SSC (continued)**

Nesha S. and MPW are working together to developing the language that will be incorporated into student orientations.

Council members were reminded about, and encouraged to attend, the Gay Pride Parade scheduled for Saturday, July 19 at 11:00 a.m. The Parade will begin at the corner of Normal St. and University Avenue. The District will be providing T-shirts to the first 100 people to show up.

2. **BUILDING PROJECTS**

The M-bldg is coming along well and reflects a complimentary blend of indoor/outdoor features and style. Its completion date is late October/early November. The location of the Bookstore has not been determined.

The south wing of the A building will house the President, VPs and the Research Office. The President’s Office will be on the third floor; the remaining administrative offices will be located on the second floor. We will be moved to temporary quarters in 2015; however, the configuration has not yet been mapped out.

Council commended Robbie E. for his collaborative spirit and willingness to support Student Services in their search for rooms and facilities.

3. **FOUNDER’S WEEK**

Founders Week runs September 8-11 and will include events as follows:

- **September 8 (6:00 p.m.):** Kickoff Gala at the Prado.
- **September 9:** “Spirit Day” to include scavenger hunt, raffles, T-shirts and Ruby Wilson to perform dance-along. Lori O. noted that Costco will donate items for the event. She is currently working with the SDCC Foundation to utilize 5013c status for fundraising.
- **September 10:** MTS Trolley Car (10:00 a.m.) Employees can attend launching event at the Trolley Yard but it is hoped that most employees will meet at the SDCC Trolley Station by 10:30 to welcome in the City College car. It was noted that the students in Candice Lopez’s graphic arts class created the illustration that will be exhibited on the SDCC trolley car.
- **September 11:** Open House (It was suggested that Student Services staff wear “Got an Ed Plan” t-shirts on this date. It was also noted that September 11 is also the anniversary of 9-11 attack and that we might consider an event, such as a military flag display—that memorializes the lives lost on that day, as well as those lost overseas.)
4. SUMMER SSC RETREAT

Council members agreed to set the 2014 SSC Summer Retreat for Thursday, July 31, 11:00 a.m. to 4:00 p.m. MPW will check with USD and UCSD for a possible venue. PLNU and the San Diego Mission are other possibilities.

Several topics were discussed including:

- Creating assessment and benchmarks with departments
- Developing departmental goals
- City College Scorecard
- Professional Development/Student Services Trainings

Anthony Bebe will be invited to attend. Staff will be notified as soon as a location is identified/reserved.

5. PROGRAM REVIEW (TWO-WEEK CLINIC)

Dotti C. will schedule two days this summer to provide computer training with Taskstream and assist with program review. She noted that 2010 to Fall 2014 should be completed with outcomes. The next step is to evaluate 2013-14 program data, which needs to be completed by November. The two training sessions will likely be scheduled for early August. Dotti will poll members to see which dates are best.

6. STUDENT EQUITY

Xi Z. reported that a committee has been formed to review research data and to develop second-level inquiries based on data findings. The findings will be used to establish goals with regard to areas such as orientation, assessment and follow-up counseling. Xi indicated that the College’s Student Equity Plan is periodically required by the State of California and is due in November 2014.

7. SSSP

Helen E. reported funds under SSSP will likely increase this year, but colleges must be able to find matching funds. After the SSSP Summit in September, three ad hoc committees were established to cover education planning, online services, and programs (including academic programs). Committees are also looking at Continuing Education as a resource as well as enrollment management in order to determine which classes are needed most, how many are needed and how best to deliver classes and services to students.

The college recently received $50,000 Parker Scholarship. The monies benefit young African-American and Mexican-American males who were incarcerated.
8. STUDENT SERVICES TRAINING - TOPICS

This year’s Student Services Staff Training Topics is set for Thursday, July 24, 2:00-5:00 p.m. Topics for staff training were suggested as follows:

- Campus Safety & C-cert
- Disruptive Students
- Education Plan Initiative
- Building/move update

9. ROUNDTABLE

Veterans Center – A veterans representative with the Department of Veterans Affairs, who currently working at SDSU’s veterans center, will be on campus during the first two days of priority registration to meet City College veterans. She will be in the SDCC Veterans Center and will provide counseling with regard to services and transfer planning.

Financial Aid – Greg S. noted that the Department of Education recently shut down the private for-profit educational institution, the “Corinthian.” It is very possible that Corinthian students will be looking for a place to go. We as an institution may also want to reach out to them.

Research – Xi reported she is currently working on several reports including: Basic Skills, SDCC Fact Book, Tutoring, FYE, Program Review packets for annual reports, and the Student Equity Plan.

Student Health Services – SHS opened to students the week of June 16. Dotti C. noted that San Diego Family Health will open a center in the MS building in mid July.