Summary

PRESENT: Heidi Bunkowske, Helen Elias, Joselyn Hill, DeeDee Porter, Greg Sanchez, Elizabeth Vargas, Denise Whisenhunt, Michael Paul Wong, Xi Zhang

STAFF: Desiree van Saanen

1. REPORT FROM DISTRICT SSC

ERP Schedule – There was discussion with regard to the ERP schedule. In Fall 2014, college representatives trained an average of 34 hours per week/at least two days per week. However, the hours may decrease as more representatives are added to the ERP training roster. It was noted that much of the first semester’s training was devoted to identifying areas/functions that are not typically offered through People Soft (i.e. identifying what “fits with our systems and what doesn’t fit, colloquially known as “fit gaps). They are now working on strategies for closing these function gaps.

Student Success Planning – Council reviewed two charts (Fall 2014 and Spring 2015) showing matriculation totals (Ed Plan, orientation and assessment completion). Council discussed strategies for improving numbers such as assessment offerings and increasing counselor availability. It was noted that students who have had abbreviated Ed Plans for one year will be at risk. They will be notified to come in for a counseling appointment. (Students must be fully matriculated within three semesters or lose priority registration rights). Council emphasized the importance of educating students about the matriculation process—what it entails and how they benefit from being fully matriculated. One suggestion: place a info table around the bookstore during the first Tuesday of the semester (between 9am-2:30pm and 5pm – 8pm) with flyers and a large sign encouraging students to get matriculated. Other strategies include bookmark ads, electronic signage, and advertising on plastic book bags.

2. STUDENT EQUITY UPDATE

Student Equity team meetings will begin in mid February, and will include members of the T-5 Task Force, Student Success and Research Committees.

3. TITLE V GRANT 2014-2015

A T-5 Summit “World Café” Flex opportunity will be held on Friday, January 23, 2015 (9:00 a.m. – 12noon in room MS-140). During this session, Student Equity consultant Brad Phillips and the T-5 team will meet with faculty and staff to review data and discuss student
3. **TITLE V GRANT 2014-2015 (continued)**

   success strategies. A flier will be distributed campus wide in the near future. A third T-5
   meeting to refine research has been scheduled for Tuesday, January 27. All materials must
   be delivered to the grant writer by January 30.

4. **ACCREDITATION**

   The Accreditation Self –Evaluation Committee has been defined as follows:

   **Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity**

   Co-chairs: Minou Spradley, Trudy Gerald, Salley Deaton, Angela Inthisane.
   - Mission
   - Improving Institutional Effectiveness

   **Standard II: Student Learning Programs and Support Services**

   Co-chairs: Denise Whisenhunt, Jeanie Tyler, Gail Rodriguez
   - Instructional Programs – Rose LaMuraglia and Leroy Brady.
   - Student Support Services – Helen Elias and Faculty (TBD) with Kathy McGinnis to assist.
   - Library and Learning Support – Robbi Ewell and Sandra Pesce.

   **Standard III: Resources**

   Co-chairs: Seher Awan, Adamu Walelign, Neary Sim
   - Human Resources – Lori Erreca and Faculty (TBD)
   - Physical Resources – Robbi Ewell and Faculty (TBD), and Carmeter Lard.
   - Technology Resources – Robbi Ewell and Eileen Gum.
   - Financial Resources – Seher Awan and Faculty (TBD)
   - Planning – Seher Awan, Randy Barnes, and Faculty (TBD)
   - Fiscal Responsibility and Stability – Seher Awan and Salley Deaton.
   - Liabilities – Seher Awan
   - Contractual Agreements – Seher Awan

   **Standard IV: Leadership and Governance**

   Co-chairs: Lori Erreca and Pete Haro, Yvonne Schmeltz
   - Decision-making Roles
   - Chief Executive Officer
   - Governing Board
   - Multi-college Districts or Systems
4. ACCREDITATION (continued)

There was discussion concerning expanding services for evening students (i.e. extending hours of service or increasing online services). Council noted that evening students tend to be full-time workers and typically do not spend much time on campus outside of the classroom. We need to understand this population before we can effectively assess/provide needed services. Also, there was concern that there would be no district tech support during evening hours, if needed. Council also discussed security issues as a result of offices staying open late when very few students/staff are around. It was suggested that we research Ed Plan completion amongst this population.

5. SPRING TRAINING SESSIONS - Tabled

6. COMP AND OT DISCUSSION

Denise emphasized the need to keep comp time and overtime standardized. All requests must be pre-approved and formally recorded. Council discussed the possibility of inviting an HR rep to campus to discuss specific scenarios and to address questions with regard to the CBO.

7. PRIORITY REGISTRATION APPEAL SITUATIONS - Tabled

8. PERSONNEL CHANGES

   **Counseling** - Josolyn Hill has accepted a permanent position as Counseling Supervisor I. Two SSSP Counselor positions have been posted.

   **Admissions/Records** - Andrei Lucas was recently hired as the new Sr. SSA-Veterans, replacing Robyn Kabonaizi. The Supervisor I hiring committee is in place and awaiting EEO assignment. It was noted that the applicants for the latter assignment will need to be contacted to ensure they are still interested in the position as the pool was opened for a second time. In addition, the hiring committee for a SSA (under SSSP) is currently reviewing 165 applications. It is hoped that possibly two positions can be assigned from this applicant pool.

   **Financial Aid** – Sr. SSA Laura Gonzalez has submitted her retirement notice. A Request to Fill is in process.

   **EOPS** – Helen is taking the lead on filling the EOPS Director position.

   **Outreach** – Tavaris Franklin was selected to serve as Sr. SSA in Outreach. Liz Vargas will provide oversight has his direct supervisor.
8. PERSONNEL CHANGES (continued)

Student Affairs - New Administrative Technician has been hired in Student Affairs. Oliver Mamangun will be responsible for coordinating scholarships and student conduct issues. Oliver replaces Carmen Ruffo, who retired nearly one year ago.

Research - On December 1, 2014, Associate Researcher Jesse Garber joined SDCC full time. The position is funded through SSSP. Jesse will be relocated to City on a permanent basis as soon as his City workstation is properly outfitted.

Council adjourned with a brief tour of the new Student Affairs facility (M-Bldg.).