SAN DIEGO CITY COLLEGE
STUDENT SERVICES COUNCIL

January 14, 2010
1:00 – 2:30 p.m.
Conference Room D-102

Summary

PRESENT: Alisia Acevedo, Rafael Alvarez, Julie Barnes, Heidi Bunkowske, Marilyn Harvey, Denise Hollis, Mary Jane Kruse, Kathy McGinnis, Bernice Lorenzo, Christina Monaco, Bonnie Peters, DeeDee Porter, Greg Sanchez, Nesha Savage, Megan Soto, Lance Soukhaseum, Margie Spikes, Peter White, Debra Wright-Howard

STAFF: Desiree van Saanen

WELCOME AND ROUNDABLE INTRODUCTIONS: None

A. UPDATE FROM DISTRICT SSC - None

B. UPDATE ON RETIREMENTS AND OTHER VACANCIES

Peter reported four SDCC office technical personnel have retired: Joanne Millum (Financial Aid), Maryann Misere (Admissions), Margie Aguayo (Evaluations), and Cleofe Cordova (Student Cashier/FAO). Coleen Swift (Student Development) will begin her retirement July 1, 2010. Furthermore, existing vacancies will remain unfilled. Vacancies in all areas (Administrative Services, Instruction, and Student Services) will be reviewed and prioritized by the vice presidents and college presidents according to institutional need; only positions given the highest priority will be filled in the near future. No vacancies will be filled this semester; however, it may be possible to initiate the hiring process this semester for positions deemed high-priority by President Burgess.

Beginning immediately, it will be necessary for all departments to work together to ensure key services remain intact. Peter introduced several approaches for dealing with office and service coverage and asked department deans and managers to consider several strategies including the reassignment and/or the elimination of work; modification of work (i.e., finding ways of streamlining), and position sharing. Peter reminded Council that the prioritization of vacant positions is a district-wide, multi-divisional effort, and that strategies may include sharing positions with other sites.

C. UPDATE ON H1N1 VACCINATIONS

Free vaccinations will continue January 25 on a walk-in basis in Student Health Services for students and in D121 from 8:00 a.m. to 5:00 p.m. for faculty and staff. (hourly, adjunct and student workers). Unused serum will be sent to other campuses and/or to County Health and Human Services.

Peter expressed thanks to everyone who assisted in the H1N1 vaccination campaign.
D. ACCREDITATION UPDATE

A special meeting of the Student Services Council will be held on Thursday, February 25, 1-2:30 p.m., to review and discuss Standard IIb and IIc. Council will receive copies of the drafts at least two weeks prior to this meeting. He asked Council to review the draft before this session and to be prepared to address any potential issues at that time. In the near future, all standards will be available on the Intranet.

Peter reminded council that the accreditation team visit is scheduled for October 11-14, 2010. Department managers, deans and lead personnel were asked to clear their calendars for this period to ensure key personnel are available for interviews and assistance.

E. PROGRAM REPORTS AND SHARING

**Vice President’s Office** – A-Building Remodel. Peter asked Council members to provide feedback regarding the A-Building remodel and to review/discuss their physical space needs. Council should think about the number of students their office handles on a daily basis and how many students they anticipate serving in the future. Also Council should visualize how the physical layout will best facilitate connection and communication with other services/programs, especially those programs where common services are shared (i.e., EOPS and Financial Aid). Peter emphasized the need to discuss all renovations with the DSPS office to ensure accommodations are in place for students with disabilities.

**Bookstore** – DeeDee Porter indicated that the Bookstore is now handling “drops,” cases in which instructors decide to drop texts that they have ordered. Reasons may range from finding a more appropriate text to simply not wanting to have students buy texts through the bookstore. Whatever the reason, this situation creates problems for students who have already purchased the original text, as well as creating a loss of revenue for the bookstore. DeeDee also announced that, in an effort to provide students access to more affordable course materials, a new Higher Education Opportunity Act provision will require governmentally supported institutions to publish ISBN numbers online, thereby allowing students to “shop around” for the best deal. This will likely produce additional financial burden on the bookstore, which is not supported by General Fund monies. DeeDee noted that although the provisions will not be effective until July 2010, SDCC is already near compliance status.

**Tutoring Center** – Lance Soukhaseum distributed the Tutorial-Learning Center Report (as of January 1, 2010). It was noted that Fall 2009 attendance increased over 70 percent compared to Fall 2008, with dramatic increases occurring in Biology tutoring. It was noted that attendance in Math Cram Jam sessions and Academic Skills Workshops are also on the rise.

**Counseling** – Bonnie Peters reported that Counseling now has a new appointment scheduling system. Students must walk into the office and be assessed by a counselor before making an one-hour appointment. Eventually, students who belong to a specific program (i.e. TRIO, Athletics) will be referred to that program for counseling services. Thus far, the new system has proven to be effective for controlling traffic in the Counseling Office and for streamlining the screening process.

**Financial Aid** – Greg Sanchez reported that the FAO is working without key OT staff so it has been very busy. The FAO is implementing and distributing the year-round Pell, which was enacted by the Higher Education Opportunity Act (HEOA), and authorizes institutions to disperse up to two Pell Grants in an award year for Pell-eligible students, effective 2009-2010. The maximum scheduled award for full-time students is $5,350. For the first scheduled award, students may be at any
F. PROGRAM REPORTS AND SHARING (continued)

Financial Aid (continued):
enrollment status. For receipt of the second scheduled award, students must be enrolled at least half
time.

Greg: Could you please explain how the summer disbursement works?

DSPS – Debra Wright-Howard indicated that in addition to enduring a 19% cut next year, DSPS will
be down two faculty members; Vince Ceccacci and Barbara Mason will retire July 1, 2010. DSPS
will need to assess what services it can continue to provide and at what level. Debra indicated
students with verifiable disabilities have increased by over 7 percent. Debra further noted that in an
effort to mitigate budget cuts DSPS will not offer LD assessment after July 1 since it is not a
mandatory service. She emphasized the importance of avoiding OCR cases and urged faculty and
staff to call DSPS immediately when they experience disability-related student problems.

Communications – Council members need to let Heidi Bunkowske know who will be their website’s
Point of Contact. POCs will have direct access to their websites and will not need to go through a
webmaster to make updates.

MESA Program – Rafael Alvarez distributed copies of MESA’s “Tools for Success” and announced
all MESA tutors will be well versed in these tools. The “Tools” include strategies for effective
learning such as planning, time management, test taking, problem solving, faculty interaction, and
learning styles. He also reported that the MESA program had a successful Fall 2009—including
100% success in Calculus II—which was due in part to the Teaching and Learning Tools. He
encouraged Council members to stop by L-115 to pick up courtesy bookmarkers.

Athletics – Kathy McGinnis announced there will be an Open House for the Grand Re-Opening of
the P-Building on Thursday, February 4. She welcomed all to attend and to view their modified
facilities. She also expressed thanks to all those who contributed toward last year’s “Shop with a
Jock” event on December 12. Numerous children who registered in the project were treated to a
shopping spree at Target. Anyone interested in participating in a Faculty/Staff Softball BBQ should
contact Kathy. If there is ample interest, she will need volunteers to help organize the event.

SPRING 2010 MEETINGS (Please Calendar):

February 11
February 25 (Special meeting to review Accreditation Standard IIB and IIC
March 11
April 8
May 13
June 10

Note: Meetings will be held 1-2:30 p.m. in room D-102.