SAN DIEGO CITY COLLEGE
STUDENT SERVICES COUNCIL

Summary (Revised 4/7/08)

PRESENT: Rafael Alvarez, Julie Barnes, Dotti Cordell, Leslie Easton, Lori Erreca, Denise Hollis, Lou Humphries, Mary Jane Kruse, Bernice Lorenzo, Barbara Mason, Larry Maxey, Christina Monaco, Bonnie Peters, Alyson Ponomorenko, DeeDee Porter, Gerald Ramsey, Greg Sanchez, Megan Soto, Lance Soukhaseum, Teresa Vilaboy, Carol Withers

STAFF: Desiree van Saanen

A. ANNOUNCEMENTS

Gerald Ramsey announced two timely events:

- Scholarships for the Salzburg Study Abroad Scholarships are being accepted now through March 28. This is a once-in-a lifetime experience for students who qualify. Applications were distributed and everyone was asked to post the announcement in high-traffic areas.

- Revisions, additions and deletions to the 2008-09 City College Catalog are due March 13.

B. ROUNDTABLE

DSPS – Barbara Mason reported that City College’s DSPS received an award during the Department of Rehabilitation’s Annual Awards Luncheon. City College was nominated by a DOR counselor, Bonnie Flohr, who also works at City. She also reported that Pamela Finkel will return to campus on March 24 after a three-month leave of absence. Welcome back Pamela!

Title V – Rafael Alvarez reminded Council members to calendar the Fourth Annual City College Student Symposium scheduled for May 7. More information on this event, including the students and projects to be featured, will be distributed soon. Alvarez will represent SDCC at a National Learning Conference that will be held in Mission Valley April 9-11, where he will highlight SDCC efforts such as the Guaranteed 4.0 program and related student/faculty testimonials.

Evaluations – Christina Monaco reported that the Evaluations Office is currently processing petitions for graduation. Students who are graduating and wish to participate in this year’s ceremony may submit their “Intent to Participate” form to the Evaluations Office April 29 – May 21. The completed form is required to purchase a cap and gown. Additional deadlines related to graduation are posted on City’s website. She announced that the last day for students to petition for waiver of the course repetition policy for summer classes is May 30.

Bookstore – This year’s Grad Fair is scheduled for April 29-30 in Schwartz Square (A-Patio). DeeDee Porter reported that all graduation supplies and regalia will be sold at this event at a 10% discount.
A. ROUNDTABLE (continued)

New Horizons – Mary Jane Kruse reported this year to be the busiest to date. The program has served more than 140 students, and 45% of the students served were referred by DSPS. New Horizon services are also available to Continuing Education students. For more information, CE students should contact Elena Adams at (619) 388-4544.

Student Development – Julie Barnes reported she and Marilyn Harvey will co-chair the Self Study Standard IIB Committee (Student Learning Programs and Services – Student Support Services). The committee currently has 12 participants made up of faculty, staff and students. She will provide regular updates to the Student Services Council once Standard II.B committee meetings get underway.

Counseling – Megan Soto reported people who rely on the CALL component of SARS for scheduling may have a disruption in services due to a “crash” of the SARS server. Employees affected should contact her immediately. Bonnie Peters reported that while the Counseling Office will be open during the Spring Break, no counselors will be on site. However, staff will be available to schedule appointments for counseling and assessment services.

CalWORKs – The CalWORKs program at City now has its own website. Bernice Lorenzo also provides to students orientation/resources packets, but she plans to update the outer folder to make it specific to the CalWORKs program. Council viewed the packet that she currently uses and noted that it is comprehensive. She was encouraged to contact Heidi Bunkowske, who is currently looking to redesign the college’s orientation packet. At the April SSC meeting, Council will discuss forming a subcommittee responsible for developing a Student Services packet or guide that is relevant to all departments.

Financial Aid – Greg Sanchez reported the District FA Office will purchase a new financial aid management system to replace the current SAM system. The full implementation of a new system will not take place for at least one to two years. However, they are currently conducting college site visits to look at the Regents system. Sanchez also reported that after finally settling back into their offices, he and Teresa Vilaboy will once again resume oversight of FA office functions at Miramar College due to the retirement of the Miramar’s FA director. Greg and Teresa will alternate days working at Miramar: Greg on Mondays and Wednesdays; Teresa on Tuesdays and Thursdays.

Mental Health Services – Leslie Easton reported that the office is currently recruiting and hiring new MHS interns. VP Ramsey further announced that there will be a presentation on the status of mental health in the district during the 3/13 board meeting at Miramar. It was noted that Miramar’s Mental Health Office sees an average of 100 students per year. City College’s Mental Health Office serves an average of 1,200 students per year.

Student Health Services – Dotti Cordell urged Council to sign up for AED training this April. She stated learning to operate one is easy. Once an AED is opened the system walks you through it…and it saves lives! Dotti also encouraged Council to attend a presentation on the Elumen Software. As the college gears up for Accreditation 2009, we will be looking for ways to efficiently store and effectively retrieve a considerable amount of data. The Elumen Presentation will be held Friday, March 28, 1-4pm, Room R111. She encouraged Council members to contact her if they have any questions related to the accreditation process, as well as the development and testing of student learning outcomes. Dotti will provide the Council with a brief presentation on SLOs at our April meeting.
B. ROUNDTABLE (continued)

Tutorial Center/Learning Resource Center – It was announced that the LRC and Tutorial Center will be closed during Spring Break.

Admissions/Records – Lou Humphries reminded Council that as of Summer 08, all schedules will be published in the combo format. Active military and veterans will receive priority registration (after DSPS and EOPS students). To prove eligibility, students must meet with the resident clerk with their military ID or DD214 in hand. Student Services welcomes two new Student Services Assistants. Francisco Blas and Philemon (Phil) Bakit were recently hired to replace Byron Morgan and Michelle Montanez. Michelle was promoted to Senior Student Services Assistant and Byron is now an Instructional Assistant for the AIRE program. Welcome Francisco and Phil! LaKeita Platts, who was recently hired, has been approved for transfer to the AFT offices.

Outreach - Larry Maxey is working with feeder high schools testing and recruiting incoming students. He recently tested 56 Crawford students.

MESA Program – Alyson Ponomorenko reported on her recent participation in the National Science Foundation annual event, where she presented a progress on City’s MESA Program. The meeting focused on program evaluation and development. She will also participate in a retreat at Butte College to honor MESA NSF grant recipients.

Instruction – Lori Erreca reported that special funding is still available to City College military spouses. However, students must meet with the Navy’s Fleet and Family Support Center in order to qualify for the Military Spouse Program, to secure Workforce Partnership approval of their training, and to qualify for funding for their books, supplies, equipment and enrollment fee. Prior plans were that the college would process the requests for reimbursement of the payment for books, supplies, equipment and enrollment fee. For academic year 2008-09, Lori Erreca indicated we should expect more class reductions. Currently underway are plans to reduce fall 08 by 60 sections, intersession by 60, and spring 09 by 80 sections.

C. OFFICE HOURS, COVERAGE, SUPERVISION/ACCOUNTABILITY

Ramsey indicated he will schedule meetings with department heads to discuss standards of accountability. He emphasized offices cannot remain open when coverage is limited to hourly classified personnel. He asked that in the interim he be provided with a list of contract employee work schedules (per department).

D. MASTER PLAN REVIEW – EQUIPMENT

Requisitions for the 2007-08 Master Planning Cycle are due to the Business Office by April 4.

E. BUDGET UPDATE

Ramsey announced that colleges have been charged with developing plans that address the 2008-09 budget shortfall. Plans include FTEF funded through the Budget Model and savings from vacant Classified positions and related benefits, as well as savings from the delayed filling of some Classified, Certificated-non-classroom, and administrative vacant positions. Each campus will need to develop its own prioritization process and determine which positions will be filled. Ramsey clarified that each campus would have access to only 40 percent of salary savings
E. BUDGET UPDATE (continued)

while the remaining 60 percent would be held in a district holding account. The campus may access
the 60 percent funds to pay the cost of adding additional sections.

F. PROACTIVE AWARDING OF DEGREES

The District and colleges are working on strategies to increase the number of degrees awarded. The
District’s Student Services Council discussed this issue earlier in the semester and concluded that we
will only award degrees to those who apply for graduation. One college, at one time, reviewed their
students’ records and automatically awarded degrees to students who qualified to receive a degree but
who had not applied for graduation. However, in some cases this caused problems with insurance,
financial aid and transfer eligibility.

G. TITLE V COMPLIANCE ISSUES – Moved to April SSC meeting.

H. HOURLY EMPLOYEES – HIRING LIMITATIONS

Council members were asked to ensure classified hourly employees, who are not full-time students,
are not hired beyond the 135-day limit. Dexheimer will soon forward to managers and directors
guidelines and a monthly report listing the employees who are nearing their work limit.

SPRING 2008 MEETINGS SCHEDULE:

April 10
May 8
June 12

All meetings scheduled 1:00 – 2:30 pm in Room D-102.