SAN DIEGO CITY COLLEGE
STUDENT SERVICES COUNCIL

May 14, 2009
2:30 p.m. to 3:30 p.m.
Conference Room B-104

Summary

PRESENT: Rafael Alvarez, Alisia Acevedo, Julie Barnes, Heidi Bunkowske, Dotti Cordell, Marilyn Harvey, Denise Hollis, Mary Jane Kruse, Bernice Lorenzo, Larry Maxey, DeeDee Porter, Gerald Ramsey, Greg Sanchez, Nesha Savage, Megan Soto, Lance Soukhaseum, Peter White, Denise Whisenhunt

STAFF: Desiree van Saanen

WELCOME AND ROUNTABLE INTRODUCTIONS: None

A. UPDATE FROM DISTRICT SSC

Osher Scholarships - The District has received one of its largest scholarship funds donated by the Osher Family. The Osher Scholarship Fund will be distributed among the three SDCCD colleges in three equal installments, with the latter two installments contingent upon matching funds provided by the colleges. City College is to receive 17 scholarships, with Mesa receiving 19 and Miramar 7. Each student awarded will receive $1,000 per year. The scholarships will be built into each recipient’s financial aid package and Greg Sanchez will take the lead in identifying and notifying eligible students. Greg explained that an eligible student must be a BOG fee waiver recipient and have filed a 2009-10 FAFSA. Continuing Education students will not be considered for this award. Osher Scholarship applications are available online but cannot be submitted online. The application deadline is June 11, 2009 for Fall 2009 distribution.

Drop Dates for Non-Payment – To facilitate office closures on Fridays during summer 09, the drop dates for non-payment of fees will be moved from Friday to Thursday. A revised processing calendar is underway.

Special Thanks - VP White proudly announced that City College will award 704 degrees this year, up from 638 last year, a 10.3% increase. Also, City students earned 399 certificates this year, up from last year’s 321 total, an impressive 24.3% increase. Peter thanked and congratulated Student Services faculty and staff and gave special recognition to Christina, Margie and the Evaluations and Counseling staff for their efforts in reaching and advising students who were close to earning their certificates and degrees but hadn’t applied for graduation. Job well done!

B. SUMMER 4/10 WORK AND SERVICE HOURS

A chart showing the 4/10 workweek hours for Student Services offices for June 1 through July 31 was distributed for review. It was noted that the only holiday during this period is July 4, which is calendared to be observed on a Friday. Peter indicated that although Fridays are non-working days under the new 4/10 schedule, employees still have the right to an 8 hour holiday and staff members will only be required to work 32 hours that week. However, managers and supervisors will need to structure employee hours to ensure there is ample coverage for the hours as published.

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C. FALL 2009 HOURS

A chart showing fall office hours within Student Services (Districtwide) was distributed. For most departments, Fridays have been reduced to half days with an additional hour added to each day Monday through Thursday.

D. FALL 2009 PAPER SCHEDULE REDUCTION

Peter solicited feedback from Council regarding the reduction of paper schedules distributed to City from 25,000 to 15,000. Council responded positively, noting that most students have easily transitioned away from paper/telephone registration systems to RegE. Council discussed the advantages of referring students directly to the website for real-time information. Peter noted that a District Combo Schedule Task Force will convene to develop a marketing plan that will be more cost efficient and environmentally sound.

E. BUDGET UPDATE

Council reviewed a list of event/hospitality expenses under Student Services that were charged to the President’s ASP fund in 2008-09 totaling $13,323.94. Peter asked Council to consider a different system wherein Student Services could be allocated a set amount for the year. Council members could then work as a team in developing a master calendar, prioritizing events and determining how the allocation would be dispersed. The goal is to create a system that is more streamlined, cost effective, and that reduces two or more major events from occurring at the same time. Peter further indicated he would like to see Student Services programs utilize the ASP fund for social events and to reserve program monies for core expenses. Council members discussed other strategies such as combining small individualized events into larger events with a broader scope of recognition, developing sponsorships, and establishing an alumni association. A small task force, consisting of Neshia, Larry, Marilyn and Denise Whisenhunt, will develop a Master Event Calendar proposal that can be presented to President’s Council in the coming weeks.

In an effort to keep precious dollars in-house, Peter emphasized the need to utilize our own food services regularly rather than outside vendors. However, issues regarding cost and unprofessional service have forced Student Services folks to take their business elsewhere. Peter will forward a recommendation to Jerry Davis to establish a Food Services Advisory Committee that can begin to address key issues. He will further recommend that the committee’s membership include Student Services representatives.

F. ACCOMMODATIONS FOR STUDENTS WITH DISABILITIES

Recently, the Vice President’s office received complaints from DSPS students regarding restrictive hours of the High Tech Center and the lack of access software in the LRC and other computer labs. It was reported that this is an ongoing problem and DSPS is working with labs across campus to provide basic, necessary accessible software. DSPS has purchased the software license, which can be used campuswide, however, not all departments are on board with facilitating the software or may not know how to accommodate it. Gerald has spoken with student ambassador and DSPS student, Laurence Walker and assured him that he is working with IT and the LRC staff to create nine stations with accommodations. In a proactive measure to address DSPS access needs, the District has hired a consultant to review and assess “accessibility” districtwide. One such consultant will visit City College on Monday, May 18
G. MASTER PLANNING (FORMS A, B, AND T)

Reminder: Completed Master Planning forms should be submitted by departments to Deans/managers by June 30, 2009.

H. SLO’s REPORT (Postponed to next month)

I. ACADEMIC SUCCESS CENTER

The move-in date is still July ___. Peter suggested conducting a staff development orientation in conjunction with a grand opening ceremony/party.

J. GRADUATION UPDATE

Approximately 35 volunteers have been recruited for this year’s graduation. All volunteers will wear black and white attire in order to be easily identified in the crowd. Rehearsal is Thursday, May 21 at 3:30pm. Graduation commences on Friday, May 22, 6 p.m. Highlights will include Chancellor’s Scholarship recipient Liya Vanyan, faculty speaker and Golden Apple Award Recipient Julie Tunnell, and City College student Calvin Sutton, who will perform the National Anthem. Tandy Ward will perform “The Wind Beneath My Wings.”

Denise also reported that approximately 60 contract and 30 adjunct faculty have confirmed their attendance. Faculty can pick up their regalia in the bookstore.

K. PROGRAM REPORTS / SHARING

AS Dance – Denise reminded Council about the AS Dance scheduled for Friday, May 15 at 7p.m. Tickets are $5 each and will benefit the Associated Students organization. Peter will donate 10 tickets for students who would like to attend.

Financial Aid – Greg reported that Departments of Education and Labor have received a directive from President Obama to work with states and educational institutions to support workers receiving unemployment. This comes after President Obama’s success in securing an additional $17 billion for Pell Grants. States will send letters to all recipients of unemployment insurance benefits encouraging them to enroll in postsecondary education and to apply for financial aid. Financial Aid administrators have been given the go ahead to adjust financial aid eligibility based on special circumstances, may zero out unemployment benefits when the student is able to provide verification of their unemployment status.

NEXT MEETING: Thursday, June 25, 1-2:30pm, Room B-104