SAN DIEGO CITY COLLEGE
STUDENT SERVICES COUNCIL

October 9, 2008
1:00 p.m. to 2:30 p.m.
Conference Room D-102

Summary

PRESENT: Margie Aguayo, Rafael Alvarez, Heidi Bunkowske, Dotti Cordell, Leslie Easton, Lou Humphries, Mary Jane Kruse, Cathi Lopez, Bernice Lorenzo, Larry Maxey, Kathy McGinnis, Christina Monaco, Gerald Ramsey, Megan Soto, Lance Soukhaseum, Denise Whisenhunt, Peter White

STAFF: Desiree van Saanen

WELCOME AND ROUNTABLE INTRODUCTIONS: None

A. UPDATE FROM DISTRICT SSC

Budget – State disbursements are beginning for categorical accounts and while no direct cuts are expected at the state level, the State is faced with sharing the same pot with an additional community college. Woodland Community College, in the Yuba Community College District, is now up and running and brings the state’s total colleges to 110. The additional burden on the no-increase budget will cause a shared reduction in monies to college categorical accounts. City’s CARE and EOPS programs have received 5% reductions for 2008-09. BFAP, matriculation and DSPS monies have not yet been disbursed, and there is no word whether the State is planning mid-year cuts.

Hourly Classified Employees – The district and AFT have not finalized discussions relative to hourly classified and Non-academic, Non-classroom employees (NANCEs). Although contract classified positions are protected from layoffs and will not be directly affected by statewide budget cuts, vacant positions will remain frozen to ensure resources are intact to cover costs associated with the hourly-to-permanent conversion. Once the conversions are complete, the filling of contract vacant positions can begin in a prioritized orderly manner. Peter explained further that the vacant faculty positions are subject to a soft freeze and will be filled at 50 percent (for every two positions, one will be filled). The faculty soft freeze/soft fill is directly related to the state budget situation.

Early College High School Students – Part-time high school students may now register for college classes two weeks prior to the semester’s start date. Formerly, high school students were given only one week to register and complete appropriate paperwork. It is anticipated that adding an additional week will allow students and staff more time to process paperwork and obtain needed authorization.

Basic Skills Symposium – Peter reminded council members to calendar the Basic Skills Symposium for Friday, November 7, 9 am. to 2 p.m. The symposium will focus on new graduation requirements for math; the English 51 exit exam; portfolio and writing assessment; and mandatory assessment of students (including budget implications of providing needed courses and staff). The BSI Action Plan, which is due to the State Chancellor’s Office in one week, will be submitted to the BSI Steering Committee on October 10 for review and approval.
A. UPDATE FROM DISTRICT SSC (continued)

   **Student Health Services** – Peter announced that Dotti Cordell will take the lead to map a district-wide system of providing student health services to SDCCD students seeking services at other SDCCD sister colleges. She will also work with colleges and Continuing Education to identify best practices of dealing with communicable diseases.

B. UPDATE FROM OTHER DISTRICT, STATE AND REGIONAL COMMITTEES

   None

C. CATEGORICAL SITE VISITS

   The deadline for submission of the categorical site reports has been moved to November 14 (from October 31). Please have your reports to Peter by November 3 in order that he may facilitate Lynn Neault’s deadline of November 10.

D. L- BUILDING REMODEL

   Peter reported that walkthroughs of the “L” building have been accomplished; however, selection of furniture remains to be done. There will be efforts made to ensure furniture is displayed appropriately as to promote easy flow and safety. One concern raised is the hidden location of first-floor restroom entrances, which are currently hidden behind a curved wall. One suggestion is to imbed a window in the curved wall to increase visibility and security of the restrooms.

E. STUDENT LEARNING OUTCOMES - STUDENT SERVICES

   Council was reminded to work on and submit their SLOs, which need to include in the Annual Report to the Accreditation Commission due in April. SLOs should also include descriptions of types of assessments used to measure the SLOs.

F. HIRING OF HOURLY CLASSIFIED EMPLOYEES – See District Reports

G. MASTER PLANNING AND PROGRAM REVIEW (FORMS A/B)

   Master Planning forms for all Student Services departments are due to the VP’s office no later than Friday, October 24. Peter apologized for the delayed short notice and brief turnaround.

H. WITHDRAWAL DEADLINE REMINDER

   During the September City-SSC meeting, Rafael Alvarez and Mary Jane Kruse volunteered to create a message that could be electronically sent to students reminding them to withdraw from courses that they either stopped attending or were planning to drop. The purpose of the “blast” is to minimize the number of students receiving “F”s, because many students who fail to withdraw officially from courses are subject to receive a letter grade for the course. Peter brought the draft flash to District SSC for their review. The final draft, which was edited and approved by District SSC, was distributed to Council. The notice will be electronically sent to students in the very near future. Since there is currently no other means of communicating this information to students, Council recommended that copies of the email be made available on counter-tops in front office areas and that a reminder notice be submitted to Gail Rodriguez for the electronic board.
I. ROUNDTABLE AND OTHER ANNOUNCEMENTS

**Financial Aid** – Reporting for Greg Sanchez, Peter announced that the implementation of Direct Deposit for financial aid disbursements is moving forward. A pilot group of students will begin signing up on October 13. A special disbursement for this pilot group will occur one week prior to the 2nd main disbursement in November.

The job announcement for Teresa Vilaboy’s former position (Financial Aid Supervisor I) has been disseminated and the deadline for applications is October 29. Screening is scheduled to begin November 4.

**Athletics** – Kathy McGinnis will attend the State California Community Colleges Athletics Association next week in San Francisco. She will report on any important updates at the November SSC meeting.

A Ribbon cutting ceremony for the new multipurpose building for Athletics will be held in August 2009. The building will house a 1,000 square foot medicine facility, two large team rooms, four large teaching stations, and top-of-the-line multimedia equipment.

**Counseling** – Megan Soto announced SDCC is hosting the *Umoja Conference*, October 11-14. The four-day event will be held at Paradise Island in San Diego. Over 265 faculty, students and staff are expected to be in attendance.

Megan, counselors, and Student Development staff are working with vendors to develop the on-line orientation. The online version will contain text and videos. It is anticipated to be completely online by January 1. Council recommended that they perform a pilot whereby students could test the orientation and provide feedback.

**Evaluations** – Margie Aguayo reported that evaluators attended a meeting to discuss the implementation plan for proactively awarding degrees, which will increase the number of degrees awarded annually. Barbara Kavalier (Mesa) is currently developing a flier to help market this effort.

**Admissions/Records** – City College will host this year’s Region X Admissions/Records conference on Friday, October 10. Lou Humphries welcomed Council members to attend.

**Outreach/Recruitment** – District-wide ambassador training will take place at Point Loma Nazarene College on Friday, October 10. Larry Maxey also reported on the expansion of SDCCD’s “Gear Up” efforts with San Diego City Schools. All three colleges are expanding high school partnerships as part of this district wide effort.

**EOPS** – Gerald Ramsey reported that EOPS is bracing for the 5% budget cut and thinking of ways to absorb costs as traffic in the EOPS/CARE areas increase. He anticipates the travel budget will be reduced 50 percent and one vacant position will not be immediately filled. Gerald also reported he is working with the Library and IT Council to review the 3-year old IT Plan. Many IT issues are rooted in the general lack of knowledge faculty and staff have with regards to college policies and procedures and the introduction of computers and computer peripherals on campus. For instance, faculty and staff often load their own software onto college computers. In addition, text books are often packaged with CDs that never make it to our IT department until compatibility issues arise. The IT Council is currently working with faculty leadership to address these issues. They will also work on a system for phasing out of computers that have outlived their warranties.
I. ROUNDTABLE AND OTHER ANNOUNCEMENTS (continued)

**Title V** – Rafael Alvarez joined the Classified Senate Social gathering, which provided a forum for the college community to meet their new CS executive board. Rafael gave a brief presentation on “Strengthsquest” as an assessment tool that identifies individual strengths rather than focus on areas of deficiencies. He and Classified Senate June Cressy will work together in the coming months on staff development projects that utilize the Strengthsquest model.

**TRIO** – Cathi reported that TRIO is increasingly assisting students with transfer applications, as well as applications for scholarships.

**CalWORKs** – Bernice Lorenzo reported that CalWORKs is suffering from a $70-million statewide cut, which brings funding back to 1980 levels. At the same time, the number of students the program is serving is steadily increasing.

Council also discussed having a kick-off party for the **Toys-for-Tots fundraiser**. She indicated they are currently accepting donations for this important effort. As teenagers are often left out as benefactors of the fundraiser, Bernice encouraged Council members to help support the teens by donating $15 (per teen).

**Tutoring Center** – Lance Soukhaseum indicated over 1,000 students have requested tutors thus far this semester. Also the Early College High School program indicated they are in need of tutors as well. One tutor has been assigned to ECHS and will begin working for them next week.

**New Horizons** – Mary Jane Kruse noted that when she came on board for the new academic year, she had 250 phone messages waiting for her. Since then, over 400 students have signed in; she has had 155 student contacts (114 of them unduplicated). Of those served, 113 received textbooks and one student needed transportation assistance only.

**Student Health Services** – Dotti Cordell stated that the economy’s downturn has had an equally devastating effect on our students. Today, more students are homeless than ever before. She and other groups on campus are finding ways to help meet the basic needs of these students by offering hygiene kits, food, and medicine/medical services.

**Student Mental Health Services** – Leslie Easton reported that MHS is also seeing an increase in students, which is likely the result of the deteriorating economy. Her office is seeing more veteran and homeless students as well; she has seen 140 unduplicated appointments so far this semester. However, due to lack of funding MHS had to let of an NFT intern. This resulted in a policy change. People who have insurance are now referred out unless it is a critical situation. On Thursdays, MHS closes two hours earlier than before because we can’t afford to leave one person alone in the office at any given time for security purposes. In the last two weeks, seven students had to be sent to local hospitals.

As a result of the increase of mental health service requests, the district is now requesting each college submit a Mental Health annual report to the Board of Trustees. The report will document the numbers of students seeking services, specific services/needs requested, actions, etc.

Mental Health Services is also sponsoring a meditation group on Wednesdays at 10:00 a.m. in Room A-15A. The group session is non-religious and is open to everyone.
I. ROUND TABLE AND OTHER ANNOUNCEMENTS (continued)

Student Affairs – The kick-off for the “Rock the Vote” movement to promote voter awareness will begin Thursday, October 16, 11 a.m. to 5:00 p.m. in Gorton Quad. Although this is a national movement, City College is the only SDCCD college that will be participating this year. Several notable bands are lined up including Anna Troy, Endoxi, and Astra Kelly. Associated Students are coordinating the annual Halloween Fest, scheduled for October 30. Festivities will include a dunking booth. More information on these events may be obtained online.

Denise Whisenhunt noted that student involvement and activity is on the rise. AS leadership has grown to include 30 students and City now has 27 student clubs!

NEXT MEETING DATES (2008-09). Meetings are scheduled 1-2:30 p.m., Room D-102.

2008
November 13
December 11

2009
January 8
February 12
March 12
April 9
May 14
June 11