SAN DIEGO CITY COLLEGE
STUDENT SERVICES COUNCIL

October 22, 2009
2:30 – 4:00 p.m.
Conference Room D-102

Summary

PRESENT:        Alisia Acevedo, Julie Barnes, Debbie Berg, Mitch Charlens (for Kathy McGinnis), Dotti Cordell, Marilyn Harvey, Denise Hollis, Lou Humphries, Mary Jane Kruse, Bernice Lorenzo, Christina Monaco, Bonnie Peters, Greg Sanchez, Nesha Savage, Megan Soto, Lance Soukhaseum, Peter White, Denise Whisenhunt

GUEST:          Xi Zhang and Jessica Luedtke

STAFF:          Desiree van Saanen

WELCOME AND ROUNTABLE INTRODUCTIONS: None

A.  UPDATE FROM DISTRICT SSC

FERPA – A handout regarding FERPA from Lynn Neault’s office was distributed to Council members. The handout provides guidelines for the sharing of student information in “emergency” situations. To remain in alignment with the Family Rights and Privacy Act (FERPA), no student information is to be shared with others without the written consent of the student or a court order/subpoena. Emergency phone calls placed by someone who is requesting immediate access to a student should be referred to College Police. The dispatchers are trained to assess these calls and to glean important information. When an actual and credible emergency is confirmed, police officers will be dispatched to the student’s location on campus.

BUDGET – Peter stated that due to drastic cuts to categorical programs, Student Services will be looking at possible ways to restructure and/or streamline functions in order to save costs while maintaining services to students.

Julie Barnes announced that this semester Counseling and Assessment are piloting a new orientation/assessment/counseling system for students that will allow students to navigate seamlessly through a six-step process—1) Applying for admissions; 2) taking course placement tests; 3) participating in the new Student Orientation; 4) participating in a First-Semester Education Planning Session; 5) registering and paying for classes; and 6) scheduling an appointment with a counselor. Student orientations will now be available daily in three different formats (in-person orientations, virtual on-line orientations, and on-line virtual orientations with staff assistance). Julie added that the new system allows us to track which students have completed the orientations and are ready to progress to the next step. Students will not be allowed to meet with a counselor until steps 1-5 are completed. It is anticipated that the new process will not only ensure students transition into college successfully, but will also significantly reduce the number of students in the Counseling office at any given time. Julie hopes that student ambassadors can assist new students with on-line activities in a peer-to-peer manner.
A. UPDATE FROM DISTRICT SSC (continued)

A district-wide CalWORKs meeting will be held next week wherein coordinators and Vice Presidents of Student Services will brainstorm strategies for saving money while continuing to serve students adequately. Representatives will look at restructuring, consolidation of services/responsibilities, and the level of District General Fund support. One option to be considered is the consolidation of all district-wide administrative responsibilities to one manager (i.e., in Continuing Education). Restructuring in this manner would free up time for the CalWORKs counselors to meet with and counsel students, and would reduce the need for adjunct counselors.

It was noted that several people will be taking advantage of the “Golden Handshake” retirement incentive. In the interim, there will be discussion to assess how to handle excess workload without reducing services to students as it is likely that very few vacant positions will be filled in the near future. Solutions may take the form of job shadowing, consolidating responsibilities, and finding ways to streamline current intake and/or office procedures.

B. MASTER PLANNING UPDATE – SLOs – TASKSTREAM

Julie distributed a collection of SLOs, Actions, Priorities and Assessments for areas under Student Services. She explained that the data she collects will be fed into our TaskStream program and will ultimately help us identify overarching goals such as making our services more student-friendly, efficient, and beneficial to student success. This important tool/resource will also greatly support our accreditation efforts.

Council members were encouraged to attend the TaskStream workshop on Thursday, October 29, 11am-1pm in Room R-301.

C. CITY COLLEGE HIGH SCHOOL PIPELINE REPORTS

Xi Zhang and Jessica Luedtke of Institutional Research and Planning distributed, and provided a brief overview, of the SDCC High School to College Pipeline Report (2004/05-2008/09). It was explained that while this report is published annually, each report has a different focus. For instance, last year’s report emphasized ethnicity. This year’s report focuses on “preparation of seniors from feeder high schools.” The report is populated with data provided by the Department of Education and a database shared with the San Diego Unified School District, as well as information gleaned from the SDCCD database. The HS Pipeline Reports can be found on the District website.

A question was posed whether we, as a district, could request and receive a “report card” on our feeder high schools. Xi indicated that we would most likely need to request this specific data from the feeder schools individually.

D. H1N1 PLANNING UPDATE

Peter distributed copies of an H1N1 vaccination district-wide planning calendar. It is anticipated inoculations of vaccinators, POD workers, and campus police will begin the week of October 26. Vaccinations will be made available to Child Development children and staff during the week of November 2. [Postscript: We will not be vaccinating children.] General student vaccinations will begin the week of November 9, starting at Mesa and ECC. City College will begin vaccinating students November 16. While vaccinations are not mandated, all personnel and students are encouraged to obtain the vaccine.
D. H1N1 PLANNING UPDATE (continued)

Dotti reported that 21,000 H1N1 vaccines were ordered by City but they are still waiting on the first shipment. The calendar timelines may need to be moved back in light of upcoming holidays and vaccine availability. Peter indicated that it is probable that vaccines will continue to be given after the Thanksgiving holiday. Non-medical volunteers who can help with intake, paperwork and student traffic are still needed.

Council raised concerns that many students are coming to class sick and with flu symptoms because they are worried they will get dropped if they miss class. It was suggested that instructors be encouraged to be lenient with their absence policies during the H1N1 period.

E. PROGRAM REPORTS AND SHARING

From the VP - Peter reminded Council to let him know who will be taking vacation during the Thanksgiving Week (specifically November 23-25) and who will not. The campus will be closed to the public and employees not taking vacation will need to work in locations where there is supervisorial or managerial coverage.

TRIO - Nesha Savage announced that HUBU (Hermanos Unidos Brothers United) will hold a conference on Friday, October 30, 9am-1pm in D-121a. Guest speakers include administrators from regional community colleges and community leaders. Come by and show your support! The HUBU conference is a TriO sponsored event that focuses on Latino and African-American male students who are actively involved in TRiO, Puente, Umoja, and FYE.

Student Affairs/ASB – Denise Whisenhunt urged everyone to calendar SDCC’s Halloween Bash 2009, Thursday, October 29, 10am-2pm in Gorton Quad. The event will feature a dunking booth, a costume contest, live music, games and prizes, and much more. The Halloween Bash is sponsored by the SDCC Associated Student Body.

On October 29, students and many other community members will participate in a march protesting budget cuts to education. The marchers will convene in Balboa Park at 3pm (at the corner of President’s Way and Park Boulevard) and march to the Governor’s office. The event is sponsored by the AFT local 1931, San Diego Education Association, BEAT, City College ASG, Save Our Schools, the San Diego and Imperial Counties Labor Council, University of California AFT, UPTE, Southwestern College Education Association CCA/CTA/NEA, the Interfaith Committee for Worker Justice, and Palomar Faculty Federation AFT Local 6161.

Financial Aid - Financial Aid personnel were recognized for their successful handling of an unprecedented number of students and FA applications this semester. Greg Sanchez indicated that this semester, FAO personnel took in almost as many applications as they receive in a year. They processed 4,100 Pell grants so far this semester. Last year, they processed 4,200 in the entire year. Greg further stated that the FAO staff members achieved this task in a timely manner while other colleges are 6-12 weeks behind. Congratulations to our FA folks for a job well done! Kudos!

Athletics – Mitch Charlens reported that SDCC student athletes took part in the American Cancer Society's “Making Strides Against Breast Cancer Walk.” The Knights participated in the 4-mile walk to raise money for breast cancer research and to support awareness.
E. PROGRAM REPORTS AND SHARING (continued)

Athletics (continued) – The Athletics Department will sponsor a fundraiser-- Knight Out With The Knights, on Monday, November 2, 5-8pm at the Gulf coast Grill on Park Boulevard. Proceeds from the fundraiser will benefit SDCC college athletics. Everyone is encouraged to stop by, meet the coaches and athletics staff, and enjoy free appetizers. Donations will be accepted at the door.

Career-Transfer Center – Marilyn Harvey, Bonnie Peters and counseling faculty are collaborating on ways to introduce Career Services as a main component of academic planning. She is currently chair of a Career Services Committee that focuses on student values, interests, personalities, and skills (VIPS). In the near future, they plan to market their services to faculty and students, and they will soon solicit City’s teaching faculty to participate and/or join the committee.

Evaluations - Christina Monaco announced that Margie Aguayo will be retiring in December. To honor her many years of service, there will be a reception on December 3 in the faculty dining area. More information will be emailed to faculty and staff in the near future. Congratulations Margie!

NEXT MEETING: Thursday, November 12, 2009
1-2:30 p.m.
Room D-102