SAN DIEGO CITY COLLEGE
STUDENT SERVICES COUNCIL

November 12, 2009
1:00 – 2:30 p.m.
Conference Room D-102

Summary

PRESENT: Alisia Acevedo, Rafael Alvarez, Julie Barnes, Debbie Berg, Lou Humphries, Mary Jane Kruse, Barbara Mason, Kathy McGinnis, Christina Monaco, Gerald Ramsey, Greg Sanchez, Nesha Savage, Megan Soto, Lance Soukhaseum, Denise Whisenhunt, Peter White, Debra Wright-Howard

STAFF: Desiree van Saanen

WELCOME AND ROUNTABLE INTRODUCTIONS: None

A. UPDATE FROM DISTRICT SSC

Budget Issues - Hours of Operation: Peter reported that one of our sister colleges expressed interest in going to a 4/10 workweek starting in January. It was noted that City would not be able to reschedule our spring 2010 workweek in such a short turnaround, but Peter urged council members to discuss the 4/10 workweek as a possible scenario for Fall 2010. Interest was expressed regarding going to a regular 5-week workweek in the summer because of the high demand for counseling services during the summer (for fall classes). It was clarified that student traffic on Fridays is primarily in the mornings and in the month of August specifically. Expanded days—or a modified 5-day workweek might be considered for Counseling, Admissions/Records and Financial Aid. We should expect to see a higher number of students attempting to enroll in fewer courses; an estimated 20% reduction in courses for Summer 2010 as compared to Summer 2009 is projected.

Budget Issues – Counseling Services and Staffing Issues: Lynn Neault and the Vice Presidents will develop a comprehensive plan to go to Chancellor’s Cabinet that includes strategies for addressing budget reductions to Student Services and categorical programs while maintaining services to students. In terms of income and staffing, Peter indicated that we will want to identify where the greatest gaps exist, as well as areas where very little gap exists. After identifying each area’s strength and vulnerabilities, we will need to work together in a holistic manner to insure services to students continue. We will also need to explore cost-reduction strategies such as the consolidation of counseling and other services.

Peter indicated that we may not know total retirement numbers until mid-December or early January. Some people have expressed a desire to take advantage of the “Golden Handshake” opportunity but have not yet committed their intentions to paper. Vacancy adjustments will not take place until January 10 at the earliest. He further stated that Vice Presidents are committed to cover priority needs and to work mutually to ensure Student Services areas are not left vulnerable.
B. MASTER PLANNING UPDATE – SLOs – TASKSTREAM

Julie Barnes reported that only a handful of people attended the October 29 TaskStream workshop. Therefore, the next SSC meeting will be devoted entirely to another TaskStream workshop. It is anticipated scheduling the workshop during SSC will enable more people to attend. Please plan to attend the next workshop on:

Thursday, December 10
2:00-3:30pm
Computer Lab T-331

Julie distributed copies of the TaskStream format as shown in the program. She explained that the new software will serve as a warehouse of departmental SLOs, program review materials, and master planning actions and goals. Ultimately, we will utilize this information to identify over-arching goals such as student success, student access, and efficiency.

Julie further emphasized the need to ensure all MP Forms are up to date and accurately reflect the department’s needs, goals and objectives. Information in the MP forms will be incorporated into the SDCC Self Study. Department heads should meet with their staff when reviewing and updating their forms.

Peter urged Council to clear their calendars for the week of October 11, 2010, which is the week we will host the accreditation visiting team.

C. H1N1 PLANNING UPDATE

Peter reported that although the District ordered an estimated 49,000 vaccinations, only 100 doses have been received thus far (by Mesa only). As we encounter these delays we will need to push back the timeline for vaccinating the high-risk populations. The very earliest we can anticipate vaccinating students will not be until the week following Thanksgiving; however, vaccinations could be delayed as late as January. Peter will keep us posted as he receives updates.

D. PROGRAM REPORTS AND SHARING

TRIO - Nesha Savage reported that the HUBU (Hermanos Unidos Brothers United) conference held October 30 was a success. Guest speakers included administrators from regional community colleges and community leaders. Nesha commented that some of the speakers were exceptionally inspiring and many positive testimonials were shared.

Student Affairs/ASB – Denise Whisenhunt reported that the ASB will hold a student rally on Friday, November 20 to protest statewide cuts to education. The rally will take place in Balboa Park (at Park Blvd. and President’s Way) at 11 a.m.

Approximately 20 members of ASG’s Inter Club Council, representing 28 clubs and over 500 students, will participate in a three-day retreat in Mount Laguna on November 20-22. The purpose of the retreat is to build network and teamwork strategies. Denise and Gail will also attend and provide supervision and oversight.
D. PROGRAM REPORTS AND SHARING (continued)

**Mental Health Counseling** - Leslie Easton noted that traffic in MHC is on the rise, and many of the people coming for services are not students. She reminded Council that while counselors have an ethical obligation to serve anyone who is in need of services, by policy, they cannot provide counseling services to those who are not enrolled.

**DSPS** – Barbara Mason reported that the *California Association for Post Secondary Education and Disability (CAPED)* held an annual statewide conference in San Diego recently. Representatives from 300 community colleges throughout the state were in attendance. City College student and DSPS student advocate Lawrence Walker won an award, along with two Mesa College faculty members.

It was noted that Professor Finkel will be on sabbatical Spring 2010. Her assignment will be split between the DSPS adjunct counselors.

**Admissions/Records** – *Spring 2010 schedules* are now available in hard-copy form. City College received close to 2,000, Lou Humphries reported; however, she cautioned that in order to ensure receiving the most up-to-date schedule information, students are directed to the on-line version. She also received a batch of “Safe and Sound” brochures, which are available to anyone/department that needs a supply.

**EOPS** – Intended to address the budget cutbacks, Gerald Ramsey indicated EOPS has terminated all of their adjunct counselor assignments, totaling 2.2 FTE. Book grants will also be reduced. Currently, the EOPS office is preparing letters to students notifying them of the reduction in services and urging them to take advantage of priority registration. It was recommended that the bookstore/ABSO be notified of the book grant reduction as this may affect their operations.

**New Horizons** – Mary Jane Kruse indicated she needs assistance to address the swell of students coming to New Horizons for books. Now that EOPS is drastically cutting their book grants, she anticipates traffic to increase even more. Mary Jane asked Council members to consider lending a work study student who can assist with processing on Tuesdays, Wednesdays, and Thursdays between 8:30am and 4:00 p.m.

**The City College Food Bank** is asking for your donations! Mary Jane explained that only non perishable food donations will be accepted. Food donations can be dropped into the big purple bins located in the “L” building, Library, Student Affairs, and the Athletics Department. Monetary donations are also appreciated. Automatic deductions may be applied for this fund. Food donations are collected for SDCCD students only. Hygiene packets are also available for students in the Mental Health Counseling office.

**Financial Aid** – Alisia Acevedo announced that the Financial Aid office has multiple desks and file cabinets to give away. She will email a list of furniture to Council members (through the VP’s office).

Greg Sanchez reported that the FAO experienced an 18 percent increase in FAFSA applications so far this year and has dispersed over $11 million in aid in Fall 2009 alone!! FAO personnel took in almost as many applications in fall that they normally receive in a year. Palomar College has asked to visit our FAO office in order to try to replicate City’s process. **Kudos to our FAO folks!**
D. PROGRAM REPORTS AND SHARING (continued)

Financial Aid (continued) – FAO Student Technician Joanne Millum will accept the Golden Handshake and retire this year. Congratulations Joanne!!

Tutoring Center – Lance Soukhaseum distributed copies of the new “Cram Jam” schedule for math finals. Multiple tutoring sessions for Math 38, 46 and 96 are available. Tutor training sessions are scheduled this week. Lance noted that more than 2,000 students have signed up for tutoring services so far this semester. He is also collaborating with the MESA program to offer additional services to MESA students.

Athletics – Kathy McGinnis reminded Council that the Athletics Department is accepting donations for the “Shop with a Jock” project. During the holidays each year, students and their families are paired with SDCC athletes and treated to a shopping spree. Each child is given approximately $100 to spend. Kathy hopes to help at least 20 children this year.

An E-waste recycling fundraiser is scheduled for November 21 and 22 (weekend) between 9:00 a.m. and 4:00 p.m. at the Balboa Stadium on 16th Street and Russ. All electronics: computer monitors, PCs, cell phones, microwaves, radios, etc., will be accepted. Kathy indicated that they will earn five cents for every pound of E-waste they collect. All proceeds will benefit the Athletics programs.

Instruction – Debbie Berg reported that Instructional Council is focusing efforts on developing an Instructional Mission Statement, Master Plan and ensuring the common goals and objectives noted in each document are congruous with the Institutional Mission Statement and priorities.

Counseling – Megan Soto reported that Course Repetition Petitions for most courses will no longer require a counselor’s recommendation. Petitions to repeat English and math courses still must be forwarded to the appropriate department chair for approval before Peter will sign off on them. She further reported that the RISE Program has been discontinued due to budgetary cuts. Disqualified students will need to see a counselor and will likely be required to “sit out” for a period.

Evaluations – Christina Monaco invited Council members to attend a retirement reception for Margie Aguayo on Thursday, December 3, 1:00-3:00 p.m. in D-121B.

NEXT MEETING: TASKSTREAM WORKSHOP
Thursday, December 10, 2009
2:00 - 3:30 p.m.
T-331

SPRING 2010 MEETINGS (Please Calendar):

January 14
February 11
March 11
April 8
May 13
June 10