SAN DIEGO CITY COLLEGE
STUDENT SERVICES COUNCIL

June 7, 2012
1:00 – 2:30 p.m.
Conference Room D-102

Summary

PRESENT: Alisia Acevedo, Rafael Alvarez, Debbie Berg, Dotti Cordell, Helen Elias, Marilyn Harvey, Lou Humphries, Mary Jane Kruse, Bonnie Peters, DeeDee Porter, Gerald Ramsey, Greg Sanchez, Megan Soto, Denise Whisenhunt, Peter White, Debra Wright-Howard

GUESTS: Bernice Lorenzo, Margie Spikes

STAFF: Desiree van Saanen

INTRODUCTIONS - Bernice Lorenzo and Margie Spikes were welcomed. Each will cover EOPS directorship responsibilities for approximately 4-6 weeks, until the new EOPS/CalWORKs Director is in place. Bernice will oversee the CalWORKs Program; Margie will oversee the CARE/EOPS Program.

I. REPORT FROM DISTRICT SSC – No Report (No district meeting)

II. SUMMER ALL-CLASSIFIED STAFF WORKSHOPS

Council members provided feedback regarding the June 6 Classified Employee Training Session. Desiree reported that generally the feedback was very positive, although some people felt that there was too much information for one session. She will provide a tally the participants (by department) and a summary of comments for Council’s review.

The next training session is scheduled for Wednesday, June 27; 3:30-6:00 p.m. (Staff/Faculty Lounge). The June 27 session will focus on our response: How do we respond to/meet student needs given recent budgetary and procedural changes? Dotti suggested possibly incorporating a teaching technique called “Yarna” wherein a student carries the same string of yarn to various departments based on referral. The yarn allows employees to track the movement of a student through our processes and to identify redundancies. Peter noted that we will need to find ways to work smarter, rather than harder.

Several suggestions were discussed including: Online FAQs, more streamlined navigation, reinstating a virtual student success center, providing student forms online, creating express lines for simple transactions, including a component on financial aid during general orientations, and providing better signage and up-to-date maps. Council members agreed to have training sessions during the regular semesters. We will plan to offer another session sometime in mid September or early October during a time when we can close offices without dramatically affecting services to students.
III. SLO REPORT TO ACCJC – DUE OCTOBER 2012

Peter reminded Council that an SLO report, summarizing City College’s progress toward proficiency in the implementation, assessment, and use of SLOs for planning and budgeting, is due to the ACCJC by October 2012. A subcommittee (consisting of Peter, Berta, Dotti and Randy Barnes) will meet throughout the summer to continue work on the report. Peter noted that subcommittee members may be contacting deans and managers in the near future as they collect information for the report.

IV. PERSONAL GROWTH – UPDATE

Helen reported the PG course schedule for Fall ’12 has been finalized, classrooms have been identified and faculty have been informed of their assignment(s). TAOs will be completed by the end of June.

V. SUMMER SESSION

All FYE Summer Bridge and EOPS Summer Readiness Program courses will be held this summer beginning June 18. Classes will be held at 8:00 a.m. and 11:15 a.m. Bonnie reported that she is currently issuing add codes for FYE courses and she expects to enroll 175-200 students.

Margie reported that 64 students for the EOPS Summer Readiness Program have been selected. A higher cap (from 30 to 33) was negotiated for English classes to support students in this program. The program is offering English 42 and 43 (two sections each), and two Personal Growth courses.

Dotti asked that students be reminded of SHS and Mental Health services and hours. She is also available for presentations.

VI. STUDENT AFFAIRS COVERAGE IN DENISE’S ABSENCE

Tandy Ward and Bill Ponder will cover key areas in the Student Affairs office during Denise’s absence this Fall 2012 as follows:

Tandy Ward:  
July 1 – August 3 (9:00 a.m. to 6:00 p.m.)  
August 6 – August 17 (8:00 a.m. to 5:00 p.m.)  
Will oversee student government and student activities

Bill Ponder:  
July 1 – August 3 (8:00 a.m. to 6:00 p.m.)  
August 6 – August 17 (8:00 a.m. to 5:00 p.m.)  
Will oversee student disciplinary and some administrative responsibilities

VII. RUMOR CONTROL - None
VIII. PROGRAMS AND SERVICES

**Personnel** – Final interview for the Vice President of Administrative Services have concluded and a candidate has been selected and notified. An announcement by President Burgess is forthcoming.

Mary Benard has accepted a position with Mira Costa College. She has not yet officially resigned from SDCCD awaiting MCC Board approval. Randy Barnes is currently taking on the responsibilities of this position, however, a search for a permanent VP of Instruction will commence in the Fall.

We are currently accepting applications for two full-time contract classified positions at City College. There is an entry-level Student Services Assistant position in the Student Affairs Office, which has been opened for external recruitment. We are also recruiting for a Senior Student Services Assistant in Admissions. Recruitment for the latter position is limited to SDCCD contract employees.

Peter announced he will be retiring in mid December, 2012.

**Bookstore** – DeeDee Porter indicated that the deadline to submit textbook requests is tomorrow (Friday, June 8). To date, she has only received about a 50-percent response from faculty.

**District Computer System** – Otto Lee and Lynn Neault are exploring options for a district-wide wholly integrated computer system. The system would be purchased and supported with bond monies remaining from bond projects that came in under budget.

**MESA Program** – Rafael shared with Council members information about an online resource that supports group collaboration. “Stixy” is a website that provides a virtual whiteboard with “drag and drop” notes, photos, and documents to be shared with others via an email invitation. For more information, go to [www.stixy.com](http://www.stixy.com). Rafael noted that he has begun to use this website for projects requiring group collaboration, and he and found it to be very useful.

**FALL 2012 SSC MEETING SCHEDULE**: All meetings—except where noted otherwise—are held 1:00-2:30 p.m., Conference Room D-102.

September 13, 27
October 11, 25
November 8 (1:00-3:00 p.m.)
December 6 (1:00-3:00 p.m.)