SAN DIEGO CITY COLLEGE
STUDENT SERVICES COUNCIL

Thursday, March 21, 2013
1:00 – 2:30 p.m.
Conference Room B-104

Summary

PRESENT: Alisia Acevedo, Rafael Alvarez, Dotti Cordell, Leslie Easton, Maria Elena Delgado, Helen Elias, Mary Jane Kruse, Cathi Lopez, Bonnie Peters, DeeDee Porter, Star Rivera, Greg Sanchez, Megan Soto, Liz Vargas, Denise Whisenhunt, Debra Wright-Howard

STAFF: Desiree van Saanen

I. REPORT FROM DISTRICT SSC

- **Summer Offerings** – A working draft of the *Summer 2013 Procedures Plan* was distributed for review. Except for a select group of restricted courses (requiring add codes), summer classes have been canceled. No summer class schedule will be produced and distributed and course cancellations will be posted on Faculty and Student Web Services and on the online summer schedule of classes. Add codes will be generated by May 10 and may be issued by faculty beginning May 15. No summer registration appointments will be generated. A list of “Frequently Asked Question” in reference to summer 2013 was also distributed. Council members were encouraged to copy and distribute/post both documents for easy reference by staff and students.

- Council briefly raised questions about the funding of SDSU courses at a time when no funds are available to support SDCC courses. It was noted that the SDSU MOU will be ending soon and its renewal status is unknown at this time.

- **Expulsion Policy Update** – Revision to Policy 3000.2, “Student Admissions Status” now reflects new language in accordance with Subsection 76038 of the California Education Code. Students who have been expelled from other California community colleges within the past five years for violent offenses must disclose their expulsion—whether past or in progress—to the community college for which they are applying. A related question is now built into the SDCCD application. Student’s disclosing prior expulsion involving a violent offense must attend a hearing before acceptance into the college. The hearing panel will consist of the SDCCD Chief of Police, Lynn Neault and the VP of Student Services of the appropriate college. Once the new language is approved by the BOT, a comprehensive description of offences considered for hearing, as well as hearing procedures, may be found online under SDCCD’s Board Policies and Procedures.
II. REMODELING UPDATE

Denise W. reported that we are currently looking at colors, designs and storage for the “M” remodel. Council expressed concern that security recommendations offered by college police have not been consistently considered in the design of new buildings. Security considerations are especially important for Student Services front-line facilities that often leave staff vulnerable. Security features discussed include alarm systems, surveillance/cameras in lobbies, protective barriers, and lighting. Council also discussed non-security items such as cabinet quality, number of restrooms, and the availability of hot water.

Council members emphasized the importance of insuring architects (or the District) adhere to the recommended design and are not allowed to “cut out” needed features. It was noted that a reserve fund should be built into the design costs in order to address “change orders” as needed.

In late April, SSC will meet at Mesa College in their new Student Services facility. Representatives from Facilities and Campus Police may be invited to attend the meeting. Denise W. will contact Mesa to arrange a date and reserve a meeting room.

III. SPRING BREAK - DEPARTMENT SCHEDULES

Admissions and Records will be open for limited services during the spring break (March 25 – 28). Lou H. will supervise staff. A few staff from Financial Aid will work in the Admissions area during this time. All other offices will be closed.

Council discussed when it would be appropriate to work “behind closed doors.” Denise W. explained that unless the department is engaged in a “special” activity, assignment or project that warrants closed doors, the department must be open to the public or staff must be moved to a location that is open to the public. Requests to work behind closed doors must be discussed with, and approved by, the appropriate dean or VP.

IV. CHANGES REGARDING EXPULSION – See Report from District SSC (page 1).

V. REQUEST FOR BOOKSHELVES, DESKS & CHAIRS

As departments move into their new facilities, used but functional bookshelves, desks and chairs will continue to become available. If you are in need of basic office furniture, please let Denise W. know and she will pass the request on to Business Services.

Council asked about the reassignment of used computers. Office PCs are old, slow and out of warranty. Denise will ask Rob Ewell to attend an upcoming SSC meeting to discuss computer replacement, inventory, and protocol.
VI. PROGRAMS & SERVICES - ROUNDTABLE

DSPS – Debra Wright-Howard anticipates DSPS will soon have a 504 officer. A 504 officer would assist campuses in handling academic accommodations for students who elect not to use DSPS services. District DSPS Director, Gail Conrad will provide the necessary training. Also, District has finalized a new policy for interpreting services for non-instructional activities. Denise will invite Gail C. to the next SSC meeting to update Council on the new policy.

MESA Program – Rafael A. distributed “MESA Culture of Success: A Move Towards Praxis-A Model for the Inner Core of a Learning Culture of Success,” a tapestry flier that outlines the theory and practice of self empowerment. He emphasized the importance of activating the “creator” within each of us and eliminating self-defeating thoughts and behaviors that enforce a victim mentality. Rafael thanked council members for their continued support and commitment to student success.

Bookstore – DeeDee P. announced that the regalia (including over 12,000 tassels) has arrived. Students can purchase a set for $27.95.

Financial Aid- FAFSA applications for the fall 2013/Spring 2014 academic year are available online. Students have been applying since January. Confirmation letters will be sent out in April.

Greg S. indicated that due to the government sequestration, Work Study programs may see funds cut by as much as five percent; however, Pell Grants should not be affected.

Greg S. noted that Mesa College will not accept financial aid appeals for fall 2013 until after the start of the fall semester. However, City College students will be allowed to appeal as long as they are registered in fall courses. This will likely mean that Mesa students, wanting to insure registration, may opt to register at City College to take advantage of City’s criteria. Council members discussed implications.

Outreach – Liz Vargas announced May 30-31 is City’s “Lunch and Resource Fair.” Over 250 tenth grade students from feeder schools and their families will be attending as part of City’s “gear-up” campaign for the 2013-14 academic year.

Certificates of Performance – Helen E. provided procedural information regarding the processing and issuing of Certificates of Performance as follows:

- Students fill out the petition form in Evaluations (currently in A109) requesting the certificate in their program.
- Certificates are issued when the courses listed in the catalog are completed; they must be taken within the District; and passing grades have been posted.
- Evaluations staff, Elena Garduno, processes the forms, prints the Certificates, and calls the students for them to pick up in Evaluations.
VI. PROGRAMS & SERVICES – ROUNDTABLE (continued)

Committee members discussed the need to provide quantifiable data related to Certificates of Performance for Accreditation and program development/evaluation. Helen E. indicated that Elena keeps a database of the Certificates including student name/CSID, Program Title and Department, semester and date when courses were completed and the certificate was awarded. She further noted that 495 Certificates of Performance were awarded in 2012.

Admissions/Records – Helen announced new Senior Student Services Assistant, Elaine Erickson will start her assignment on March 4 in the Veterans Department. Welcome Elaine!

Student Success Initiative (Title V) - Bonnie Peters reminded Council to send departmental representatives to the Student Success Conference on July 13. She would like to see at least one representative from each department/discipline in attendance. Also, Bonnie requested use of the B-Bldg. during one day of the event but understands the entire building will be locked down for the summer. She will follow up with Jacque Bell.

Recruitment for summer and fall students has begun. Approximately 900 welcome letters are scheduled to go out for fall 2013 and about 175 students are anticipated to attend this summer. Second-year peer mentors will be graduating soon so there is a need to begin a campaign to recruit new mentors.

Mental Health Services – The Health and Wellness Expo is scheduled for Wednesday, April 10; 10:00 a.m. to 2:00 p.m. in Curran Plaza. The event will feature 40 community partners representing a broad spectrum of health services. All are encouraged to attend.

Special Thanks Goes To:

- Leslie Easton for her work in securing two very important grants: The Wounded Warrior Project Grant and the Cal MSHA Grant.

- Tandy Ward for his work to insure another successful Talent Show. This year’s event will be held on Friday, May 17 (7pm to 9pm).

SPRING 2013 CITY-SSC MEETINGS (1:00-2:30 p.m., Conference Room D-102):
February 28   March 28 (CANCELED; Spring Break)
   April 11
   April 25
   May 9
   May 23
   June 13
   June 27