



# SAN DIEGO COMMUNITY COLLEGE DISTRICT

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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION  
*Student Services*

**Student Services Council  
April 23, 2009  
9:00 – 11:00 a.m.  
District Office, Room 110  
Minutes**

**APPROVED**

**PRESENT:**

John Bromma	Academic Senate, CE
Brian Ellison	Continuing Education
Peter Fong	Miramamar College
Shelly Hess	Instructional Services
Barbara Kavalier	Mesa College
Guillermo Marrujo	Academic Senate, Mesa
Lynn Neault	Student Services
Bonnie Peters	Academic Senate, City
Peter White	City College

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1.0 Approval of Minutes

- March 26, 2009
- Approved

2.0 California Foundation Scholarship Endowment (Osher Scholarship)

- The Council was provided with information on the Scholarship Endowment for the California Community Colleges. This scholarship has three components:
  - 1) An initial \$25 million in Scholarships,
  - 2) A \$25 million matching gift to be added to the endowment (\$50 million total), and
  - 3) \$20 million to provide scholarships for Community College students transferring from UC or CSU (on 19 campuses that currently do not have Osher-supported scholarships).
- The initial \$25 million scholarship (first-year) program begins Fall 2009 and is to be awarded this spring.
- The scholarship is to be strictly based on need and unit load and must be monitored similar to the Pell Grant. The maximum award is \$500/semester for fulltime and \$250/semester for halftime. Lynn Neault is recommending that the Financial Aid office handle the awarding and processing.

- The Council reviewed the estimated first-year scholarship amounts to be funded for each college:
  - City: \$17,621 = 17 scholarships
  - Mesa: \$19,232 = 19 scholarships
  - Miramar: \$7,917 = 7 scholarships
- The Council discussed the scholarship amounts, potential selection process, and eligibility criteria.
- Barbara Kavalier inquired as to where the funds are deposited, as Mesa's Foundation office handles the processing of all scholarships, including the distribution of the funds. Lynn Neault agreed to follow-up.
- The Council discussed allowing the Financial Aid officers to review the criteria and come up with a consistent plan, districtwide. The Council was reminded that the program has strict auditing procedures.
- The Council discussed sending an announcement to all Financial Aid students this academic year who have completed 24 or more units since it is late in the semester. The scholarships will then be awarded on a first come, first serve basis based upon additional criteria that is established.
- Continuing Education may not qualify as CE students do not technically meet the requirement. Lynn Neault will follow-up.
- Peter White suggested sending out an email next Friday notifying the students that the application deadline is 2-3 weeks from Friday and informing them where and how to apply.
- It was agreed that Lynn Neault will meet with the Financial Aid officers and ask them to develop the process, including criteria, the application form and processing dates. The Vice Presidents will work with their campus on the connection with the Foundation office.

### 3.0 Projected Health Fee Revenue

- The projected increase in health fee revenue due to the fee increase for 2009-2010 was distributed to the Council.

#### 4.0 Veterans Presentation (Scott Langhoff – Future Guest)

- It was shared with the Council that Mr. Scott Langhoff, Veterans of Foreign Wars, was referred to Lynn Neault by a Board Member. Mr. Langhoff works for the VA regional office and conducts workshops at various schools, community colleges and universities to provide information to veteran students on services available to them. He would like to conduct workshops on our campuses.
- The Council discussed and agreed to provide Mr. Langhoff the following contact names who can coordinate the visit:
  - City – Julie Barnes
  - Mesa – Joi Blake
  - Miramar – Christina Barlolong
  - CE – Lorie Howell

#### 5.0 Assessment Testing (Barbara Kavalier)

- Barbara Kavalier raised the issue of Assessment testing at the colleges. She stated that Mesa received a request to provide ESL testing for a few Miramar students as Miramar was not open. She understood that students can go to any campus for services; however, she stated that in some cases there is a direct cost associated with the service. If the service comes with a cost, should the campus still provide the service and if so, can the campus that referred the student be charged?
- Peter Fong felt that if the colleges begin to start to charge each other for services that this will ultimately create a problem, as well as set a precedent for other services. He is not in agreement.
- Peter White inquired as to the numbers.
- Lynn Neault shared that over the years, this issue of serving students from the other colleges has come up several times for assessment testing and health services. Those two areas feel very impacted and particularly when one campus closes early and students have to go to the other campuses for service.
- Peter Fong proposed leaving things as they are for now and researching whether the numbers are large or small. Peter White agreed.

- Barbara Kavalier supports leaving things as they are as well. She further stated that she feels it is important to be able to bring these issues forward on behalf of the staff.

#### 6.0 Hire a Youth

- The Council was presented with information on the 2009 Hire-A-Youth Summer Employment Program.
- The Department of Labor has allocated funds for summer work-readiness training and paid work experience for youth ages 14 to 24. The program will match youth and young adults with employment opportunities at local city, county, non-profit and various businesses. The program is for summer only, from May 1<sup>st</sup> through September 30<sup>th</sup> and is for low income groups.
- The Council discussed.
- Peter White stated that City can run the program out of their Job Placement Center. Peter Fong agreed that their Job Placement office is best suited to handle program.
- Lynn Neault shared that in order to participate they must provide job availability to the participating agencies. It was agreed that the Vice Presidents will provide Sharon Rhodes a job description and how many openings at each campus by May 8<sup>th</sup>. [Note: Since the meeting, Sharon Rhodes asked that the college and CE work directly with the program.]

#### 7.0 Fall 2009 Registration

- The Council discussed the Fall 2009 registration schedule. It was shared that the dates have been established with the Admissions & Records staff. The Council reviewed and agreed to the dates.
- Opening Day – 8 week summer session (rosters): It was shared with the Council that there is a slight dilemma for roster distribution, for the 8 week summer session, since the start of the semester is Tuesday (6/16).
- The Council was provided 2 options:
  - **Option 1:** Print rosters on Saturday after Reg-e hours and drop for non-payment. Pick up rosters late Sunday for distribution to faculty mail boxes.

Downside: Registration will require an add code on Monday.

- **Option 2:** Print rosters on Monday after Reg-e hours and drop for non-payment. Pick up rosters on Tuesday for distribution to faculty mail boxes.

Downside: Rosters will not be in the faculty mailboxes for classes that begin prior to noon, but faculty can view their rosters on Faculty Web Services.

- The Council agreed to option 2 since it was the most beneficial for students.
- Peter White further stated that faculty that have classes that morning can be identified and a personal apology made.

#### 8.0 Vets to Jets (Peter Fong)

- Peter Fong distributed information on Miramar's "Vets to Jets," pilot project for 2009-2010. This pilot program is being funded with a \$20,000 Walmart grant that was awarded to Miramar.
- The program is designed to target veterans, military students and military spouses to participate in a seamless transition to college life. Peter Fong shared that they have an orientation date set. He shared that they are excited and confident that the classes will fill.

#### 9.0 Threat Assessment Team (Peter Fong)

- Peter Fong shared that Miramar went through an 8-hour team training on preventing campus violence. He shared that 16 people participated in the training, including three from the district office.
- Peter stated that the threat assessment team approach at Miramar is a proactive clinical approach to help at-risk students. The student is called in, the situation is debriefed and the student gives his/her perspective. It is focused on early intervention and prevention.
- The team looks at the warning signs, deconstructs the situation and provides proactive approaches. Rick Cassar shared that it was a great training, very enlightening and they hope to have further training at Miramar.
- Lynn Neault offered to include Miramar's Threat Assessment Team update into the mental health presentation that will be going to the Board in the near future.

#### 10.0 Fee Deferment Practices – Revisited

- The Vice Presidents were reminded that they agreed to bring back their campus practices on fee deferments. The item will be added to the next meeting.
- Peter White shared that he understands that it is a relatively a small amount of income that the district is losing on resident students; however, it is much higher for non-residents.
- Lynn Neault shared that there are no provisions in the regulations that allow the district to defer the fees. Fee deferrals were intended to be a mechanism to temporarily permit students to enroll while waiting for their resources to come from a parent, lender, etc.

#### 11.0 Summer SSC Schedule

- The Council agreed to the SSC Summer schedule. It will be emailed to the Council.

#### 12.0 Academic Senate Reports

- None

#### 13.0 Curriculum Instructional Council Report

- Shelly Hess shared that the first catalog proofs have been distributed and are due back April 28<sup>th</sup>.
- Shelly Hess also shared that they are looking to change the speech designator to “Comm” but it will not happen until 2010-2011.

#### 14.0 SSC Subcommittee Reports (Standing)

- None

#### 15.0 Other

- **Late Adds:** Peter Fong stated that he understands there is a rule that we only allow students 3 late adds. Lynn Neault provided the history of the policy. There has been a history of students permitted to add classes long after the deadline. The restitution was put in place to separate out students who had a legitimate reason to add late and those who are habitual.

- **MIS Training:** Peter White shared that the State Chancellor's office will be coordinating a number of MIS trainings this summer and fall. It is an effort on the part of the State Chancellor's office to better inform and connect with the colleges. He distributed a copy of MIS data submission timelines.