



SAN DIEGO COMMUNITY COLLEGE DISTRICT

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San Diego, California 92108-3883
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CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | CONTINUING EDUCATION

Student Services

APPROVED

**Student Services Council
November 30, 2017
9:30 a.m. – 11:00 a.m.
District Office, Room 110
Minutes**

Rick Cassar	Miramamar Academic Senate
Ashanti Hands	Mesa College
Leroy Johnson	Mesa Counseling
Cathi Lopez	City Academic Senate
Lynn Neault	Student Services
Cat Prindle	Continuing Education
Gerald Ramsey	Miramamar College
Star Rivera-Lacey	Continuing Education
Denise Whisenhunt	City College

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- 1.0 Approval of Minutes
- November 2, 2017
 - Approved

2.0 Ongoing Forms Review

The Council reviewed proposed revisions of the next set of Student Services forms. The proposed revisions were in accordance with the outline agreed upon by the Council. The Council had questions about the instructions on the Counselor Assessment of Skill Level form. Lynn Neault agreed to follow up and report back. (Lynn Neault followed up and the instructions were confirmed as accurate).

The forms will be updated and distributed accordingly.

3.0 Priority Registration

- AP 3002.1 – Enrollment Priority and Open Enrollment

The Council reviewed the proposed revision to AP 3002.1 reflecting an agreed upon change to add student athletes to the priority group, following Group I (DSPS, EOPS, Forster Youth, Active Duty Military, CalWorks and Homeless Students). The Council approved the changes. The draft procedure will proceed to the Chancellor's Cabinet and DGC.

4.0 Counselor Training Dates & Plan – To be Finalized

The Council was provided the final dates and schedule for Campus Solutions training for counselors. The plan is for all employees to participate in training prior to getting access to the Student Information System.

5.0 DACA Emergency Funding Plan

The Council reviewed a proposed plan for providing emergency aid to DACA students. The following process was agreed upon:

- 1) Eligible students will work with their DACA Counselors to complete a petition for funds.
- 2) There will be a limit of \$500 per student. The financial aid offices may grant an increase to the unit based upon extenuating circumstances.
- 3) The Financial Aid office will determine the need and amount of award.
- 4) The Financial Aid office will notify students of their awards and amounts.

6.0 Counselor Workshop – Debrief

The Council debriefed the Districtwide Counselor Workshop. It was reported that Council members received positive feedback. In addition there was general consensus that counselors fears about the new system were assuaged by the training. It was agreed that due to Campus Solutions training for all counselors, there would not be a Spring Workshop.

7.0 Voter Registration Campaign

The Council was informed that the Chancellor has asked for a summary of the Voter Registration plans for each college. The Vice Presidents were asked to provide a summary to Lynn before the break.

8.0 Future Meeting Schedule

The Council reviewed and approved the meeting schedule. Outlook invites will be sent out.

9.0 High School Enrollment

Gerald Ramsey inquired about the status of the follow up on issues with processing enrollment for CCAP. Lynn Neault reported that SDUSD is following up. They have agreed to schedule mandatory parent meetings at each high school to ensure all paperwork is complete. SDUSD will also work with the colleges on scheduling classes to ensure the ten minute passing time.

Next Meeting: Thursday, January 18, 2018 (9:30 – 11:00 a.m.)