



SAN DIEGO COMMUNITY COLLEGE DISTRICT

3375 Camino del Rio South
San Diego, California 92108-3883
619-388-6500

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

**Student Services Council
June 4, 2009
9:00 – 11:00 a.m.
District Office, Room 110
Minutes**

Approved

PRESENT:

| | |
|-------------------|--------------------------|
| John Bromma | Academic Senate, CE |
| Rick Cassar | Academic Senate, Miramar |
| Brian Ellison | Continuing Education |
| Peter Fong | Miramamar College |
| Shelly Hess | Instructional Services |
| Barbara Kavalier | Mesa College |
| Cathi Lopez | Academic Senate, City |
| Guillermo Marrujo | Academic Senate, Mesa |
| Peter White | City College |

GUEST:

| | |
|---------------|-------------------|
| David Navarro | Miramamar College |
|---------------|-------------------|

1.0 Approval of Minutes

- May 28, 2009
- Approved

2.0 DSPS/EOPS Budget Reduction Planning 2009-2010

- The Council discussed budget reductions, including the proposed reduction to categorical budgets. It was shared that the Chancellor's Cabinet is requesting that the Council look at EOPS and DSPS programs and plan for reductions, districtwide.
- The Council discussed budget scenarios for DSPS, for each college, based on 20%, 15% and 10% possible reductions. The Council had much discussion.

- It was further shared that the categorical vacancies are frozen pending possible budget reductions.
- Brian Ellison stated that he understands that statewide they are lobbying for a 15% reduction.
- Barbara Kavalier and Peter White stated that they can do a 15% reduction without affecting contract salary and benefits for EOPS and possibly a 20% reduction, if need be. Peter Fong stated that Miramar can survive a 10% reduction but will need help for a 15% or 20% for DSPS. He is not sure about EOPS.
- The Vice Presidents agreed to provide Lynn with budget scenarios for EOPS based on a 10%, 15% and 20% reduction.
- The Council further discussed other possible ways to reduce costs. It was agreed that the online Fall schedule of classes will be delayed by one week to allow the Vice Presidents of Instruction more time to plan the fall schedule. Lynn Neault believes that a minimum of 400 class sections will be cut. It was further agreed to add a disclaimer to the schedule and website that “classes are subject to change.”
- Peter Fong feels that enrollment for high school students should be cut back. David Navarro agreed; however, suggested contacting the high schools and letting them know we will be cutting enrollment. Peter White agrees it should be scaled way back due to the amount of resources required to provide necessary services.
- Barbara suggested seeking external funding through grants.
- Brian Ellison stated that he feels the worse is yet to come and CE is working hard to make cuts upfront. He said fall and spring are more important than summer session; therefore they are attempting to protect fall and spring.
- Rick Cassar inquired as to priority enrollment and asked if priority enrollment for 4-year transfer students had been changed. Lynn Neault shared that it was discussed a few years ago but not changed. It was proposed that concurrently enrolled 4-year students receive lowest priority below high school students. Discussion followed. It was agreed that concurrently enrolled 4-year students would receive priority enrollment just above the concurrently enrolled high school students. Lynn Neault agreed to look into it; however, it will not be done for fall.

- It was further suggested to charge high school students enrollment fees.
- The Council discussed changing the maximum unit load limit. Data show that more than 60% of the students who enroll in more than 16 units drop below 12 units by census. Discussion followed. The Council agreed on 16, with no exceptions, until start of classes. Once classes start students will be able to add up to 20 units. This would enable the colleges to serve more students since classes will be limited. Lynn Neault agreed to bring the recommendation to Chancellor's Cabinet.
- The Council discussed having an application deadline, which would reduce the workload on admissions staff. If the student does not apply by the deadline date, they will not be able to enroll; however, they can enroll for the next semester. Lynn Neault stated a compromise would be allowing the student to apply and advising them that they will have a late priority enrollment date.
- The Vice Presidents agreed to schedule a separate meeting to discuss core services and budget reductions.

3.0 Report of Non-Attendance

- Peter White raised the issue of "Instructor Report of Nonattendance" cards. He stated that instructors at City are missing deadlines and reporting students that stopped attending months ago and requesting late withdrawals after the semester ended. This creates a burden on the Admissions & Records staff as it requires additional manual work.
- Peter White is suggesting doing away with the card. He feels that if the student did not attend and did not drop him/herself, they get an "F." If the faculty member did not drop the student, they get an "F."
- The Council agreed that this is a problem and feels that the card only perpetuates the problem.
- The Council agreed to eliminate the card and ensure students and faculty are advised.
- Eliminating late adds (after the add deadline) and late drops was also proposed to maximize access and reduce workload on staff. The Council agreed. It was also agreed to make the changes in the attendance accounting manual.

- The Council agreed that the following items would be brought forward to Chancellor's Cabinet:

- 1) EOPS and DSPS proposed budget reduction.
- 2) Delay bringing schedule online one week.
- 3) Changing maximum unit load to 16 units, until start of classes. No exceptions.
- 4) No more late adds will be approved beginning in Fall.
- 5) No more late drops will be accepted beginning Fall.
- 6) Start to charge fees for high school students.

4.0 Categorical Programs

- Budget Reduction Planning Strategies
- Deferred

5.0 Core Services (Revisited)

- Cost Savings Discussion
- Deferred

6.0 Contract Counselor Chart (Peter White)

- The Council was provided with copies of contract counselors at City and Miramar, including department, FTE, assignment and funding. Peter White developed the template months ago and agreed to share it with Barbara Kavalier and Peter Fong.
- Peter White stated that the list is incomplete; however, it gives a good picture of counseling resources at the college. As the upcoming budgets cuts are made, he will be able to see who has flexibility in their assignments.

7.0 Joint SSC/CIC Meeting Dates (Confirm)

- September 24, 2009 (CIC Host) @ 1:00 p.m.
- February 25, 2010 (SSC Host) @ 9:00 a.m.
- The Council confirmed the joint SSC/CIC meetings for Fall and Spring.

8.0 Academic Senate Reports

- None

9.0 Curriculum Instructional Council Report

- None

10.0 SSC Subcommittee Reports (Standing)

- None