MINUTES

December 12, 2013
10:00 AM – 12 noon, Room 758

Attendees: Noell Adams, Rosafel Adriano, Rozen Bondoc, Val Jean Dale, Katrin Field, Philomena Franco, Sandra Genera, Matt Kritscher, Paulette Lino, Kathryn Linzmeyer, Roberto Mendez, Stacey Moore, Becky Plaza, Ernesto Victoria and Bella Witt

Meeting started: 10:07 a.m.

I. VP Updates
   Tabled

II. SSSP Workgroup Update
   Dean Kritscher praised Becky Plaza for making a great Student Success and Support Program update presentation at PRBC yesterday. She knocked it out of the ball park and did not receive any negative feedback. Becky did comment that she should have stressed more the fact that Carolyn Arnold’s report showed that over 13,000 students are lacking core services and counselors will have to provide these services. Becky said she will emphasize this point, as well as the practices Student Services has put in place to meet this challenge even with our current staffing levels, when she makes a presentation at Academic Senate this afternoon.

   PRIORITY REGISTRATION CHART
   Noell Adams talked about the SSSP Registration Priority Chart (see attached) which will be effective Summer/Fall 2014. Groups 1 & 2 are for students who have completed all 3-Core Services and include continuing, returning, early decision and new students. Groups 3 & 4 are for continuing and returning students that have not completed all 3-Core Services. New students who have not completed all 3-Core Services have been relegated to the last group. Students on probation register after Groups 3 & 4 followed by students with 100+ units completed.

   The SSSP Workgroup is still discussing whether to allow new students who only registered for Fall semester and have not completed the 3-Core Services to also register for the Summer session. If we have low enrollment for Summer semester, we will allow this group of students to enroll for the
Summer session. On May 23rd we will monitor summer enrollment and make a decision then to give new students who did not complete the 3-Core Services an opportunity to register for summer classes.

For university students who want to take one summer class, we can create a “Transfer-In Student SEP” form for summer term only or one-semester program plan. It will be handled at the Counseling Front Desk Only; no counseling appointment necessary.

For late incoming new students, the SSSP Workgroup is working with ITS so that once a new student completes the 3-Core Services, the system can be updated so the student can get notified within a week of an earlier registration date. So it’s important to inform students that they need to check their email on a regular basis.

Dean Kritscher said LPC VPSS Diana Rodriguez will ask her division to adopt our SSSP recommendations.

The SSAG members gave kudos to Noell for creating the SSSP Priority Registration Chart which clearly illustrated where each student groups fall and thereby helped the workgroup focus and advance the conversation. It was suggested that we publish the SSSP Registration Priority Chart in our class schedule. Summer/Fall 2014 registration will probably take place from April 23rd thru May 19th.

Stacey Moore asked if Early Decision Registration be scheduled on a Saturday to avoid coordination issues with the Library. Director Lino will look into it.

In light of all these upcoming changes and notifications, the need for a webmaster becomes imperative.

### III. Other Business

**Faculty Prioritization**

Dean Kritscher spoke about the 5-minute presentation he, Felicia Tripp and SSCC president Ericka Cortez made to Faculty Prioritization Committee regarding replacement of the counseling positions that we lost. Committee members asked questions and we informed them of some of the innovations we have made in Counseling such as SEP workshops, AA-T workshops and themed PSCN 25 classes. One of the questions asked, “Would you be able to assign a general counselor to areas that need it like Daraja?” Dean Kritscher answered that Counseling will be looking for the most qualified and multi-skilled people we can possibly get. There will be opportunities for Counseling to have coordination assignments. Jane Vallely voiced her support stating the need for the college to invest in our Counseling Division and fill the requested positions.

The committee ranked a total number of 20 positions and the first ballot will be conducted today. Best case scenario 10 positions will get filled. We are still waiting for the District to tell us how many of our requested positions we can backfill. We requested three general counseling positions because of retirements, a DSPS counselor since Shari Jacobsen is retiring, learning skills counselor to replace Jerry Egusa who is also retiring. We hope to get the advertisements out in January so we hope we get a number soon.
Sandra Genera and Becky reminded the group of the importance of noting all requested faculty and classified positions in each area’s program review, even if these positions are not filled, because in the event the college has more funding (including grants) the need for requested positions have already been justified.

**COUNSELING DIVISION MEETINGS**

Starting next Fall Dean Kritscher said the Counseling Division meeting schedule will change from 2-4pm to 1-3pm on Wednesdays. The old schedule conflicted with PRBC meetings. And adjunct counselors will attend Counseling Division meetings starting this Spring.

**NEW REVENUE ALLOCATION MODEL**

Dean Kritscher stated that the District adopted a new revenue allocation model which means that all local revenues stay with the local unit. A&R Director Paulette Lino said she was told that the local revenues do not stay with the unit, but goes to the general fund. She mentioned that the International Students Department generates about $800,000 in annual revenue, but A&R only receives $1,100 of it for the year. A&R receives no income from veterans and transcripts fees. Sandra advised Director Lino to request on A&R’s program review that this revenue discrepancy be adjusted going forward since the lack of funding affects A&R’s ability to provide extra evening hours to service our students which will subsequently be an accreditation issue. Dean Kritscher suggested that we propose to be on the agenda for the next Budget Committee meeting.

**FACILITIES**

Dean Kritscher shared that Dr. Sperling is under a great deal of pressure from the District to make a decision on how to spend the last $35 million of Chabot’s portion of the Bond money. He said that he will, at today’s Facilities Committee meeting, pledge Student Services support for whatever Dr. Sperling’s decision maybe, considering there are many departments whose needs have not been met. It’s a no-win solution for her in terms of pleasing everybody. There is a list of projects that are currently underway that would be difficult to stop including the planned retrofitting of the Library’s lower level and renovation of building 1600. The one major capital project is the construction of the BIO building (2100).

**HOLIDAY POTLUCK**

For next Thursday’s Holiday Potluck SS administrators have decided to provide the main dish (ham and turkey) and traditional sides. Everyone is encouraged to bring their favorite side dish, dessert or beverage to share. Student assistants are invited as well.

Dean Kritscher reminded the group to post hours of operation for the day in their areas, on websites and on electronic boards (FA & A&R will close at 12 noon for the day). It was recommended that we zip rope the bottom of the big stairs and the opening between Special Programs and Career Transfer hallway. Students will be allowed to stay downstairs, but there will be no services upstairs between 12 noon and 3:00 pm on that day. Career Transfer Center and Special Programs will re-open after 3:00 pm.

**BUILDING SECURITY**

Dean Kritscher mentioned that he does a walk-thru of Building 700 at night before he leaves and has encountered some difficulty getting people to leave. He suggested we invite Director of Campus Safety Bobbie Koller to attend one of our SSAG meetings to discuss having a regular schedule of a “walk-thru” of our building at the time of closing.
Dean Kritscher also reminded everyone to please lock the doors of Rooms 751 and 758 after each use to secure the electronic equipment.

**Toys for Tots**
Rozen Bondoc shared that the Winter Toy Festival on December 3rd was a success and collected 500 toys, and more are being received at the Veterans Office. This will be an annual event.

**TRIO Reports**
Roberto Mendez said that as of last Tuesday his department submitted End of Year reports. There was a glitch in the Fed’s computer system and it took 5 days to input the information for our Aspire and Excel programs which have almost 500 students. And he said the WIA re-write has also been submitted within 2-minutes shy of last Monday’s deadline.

**Director of Student Life**
The Director of Student Life position is now posted on the District’s website and ready for recruitment.

**Counseling**
Front Desk Counseling will be available from January 6th thru 16th, Monday thru Thursday, 8:00 AM – 5:00 PM. Special Programs counselors will be back on campus a week before school starts.

**Early Decision**
Katrin said Early Decision presentation at participating schools will be made in January. And Early Decision applications start on February 3rd.

**TB Test**
Rosafel Adriano reminded everyone that the Health Center will conduct the last TB test on Monday Dec. 16th. The Health Center will re-open Jan. 21st. Flu shots are still available ($25 for staff; free for registered students)

**Meeting Adjourned:** 11:45 AM

**Next Meeting:** February 6, 2014 in Room 751

*BW*

Handouts
--- SSSP Registration Priority Chart (effective Summer/Fall 2014)