



SAN DIEGO COMMUNITY COLLEGE DISTRICT

3375 Camino del Rio South

San Diego, California 92108-3883

619-388-6500

CITY COLLEGE | MESA COLLEGE | MIRAMAR COLLEGE | COLLEGE OF CONTINUING EDUCATION

Educational Services

Approved

Student Services Council

August 4, 2022

10:00 a.m. – 11:30 a.m.

Via Zoom

Minutes

Present:

Shakerra Carter	San Diego College of Continuing Education
Victor DeVore	District Office
Georgina Masoni Garcia	San Diego College of Continuing Education
Adrian Gonzales	San Diego Miramar College
MaryAnn Guevarra	San Diego Miramar College
Larry Maxey	San Diego Mesa College
Marciano Perez	San Diego City College
Cat Prindle	San Diego College of Continuing Education
Dr. Cynthia Rico	San Diego Mesa College
Susan Topham	District Office

1. Approval of Minutes

- June 2, 2022, minutes were approved by consensus with no edits.

2. Meeting Schedule

- Approved, no changes.
- Proposed meeting dates for the Counselor Workshop discussed on June 2, 2022, SSC meeting will be shared at the September 1, 2022, SSC meeting. The preference is Friday from 9:00 a.m. – 1:00 p.m.
 - Dean DeVore shared that the agenda for the workshop will be discussed during the Academic Advising meeting.

3. Student Services Council Member List

- The document will be updated with accurate information.
 - City College: Remove Nesha Savage and add Dr. Juan Carlos Reyes (Dean, Student Development & Matriculation). Assistant is Sal Guzman.

- Mesa College: Remove Tina Recalde and add Ailene Crakes. The Assistant is Angie Avila. Confirm and update Ailene's title.
- Miramar College: Remove Dr. Tonia Teresh. The assistant is Sharilyn Wilson. Confirm and update the Dean's title.
- Invite everyone on the list to every meeting.

4. Board Policies and Administrative Procedures

- BP 5040: With an official name change, a new diploma will be updated for students at no cost. Students will enter their preferred names in Campus Solutions. This will update their name everywhere, including rosters and now diplomas. Legal names will always be used on transcripts since they are an official student record and are legally required.
- Susan reminded everyone that BP 3100 had changed to BP 5150.

ACTION: No changes; move forward to Chancellor's Cabinet.

5. 2022-23 COVID-19 Emergency Conditions Allowance Application (DeVore)

- Susan shared how the Emergency Conditions Allowance has been received in the past.
- This year, to maintain the ECA, districts must apply for the funds by September 1st. There is a requirement to sign on with CVC-OEI, or there is no protection. The funding is estimated at approximately \$20M for the SDCCD.
- The application will be on the August 25th Board meeting agenda. This topic has been discussed with Jim Mahler, Chancellor's Cabinet, etc. The Academic Senate Presidents are all aware. The VPSS at each college will assist ESD with putting together the Emergency Conditions Recovery Plan.

6. Student Emails (DeVore)

- On August 12th, all enrolled students will have a student.sdccd.edu email account. The communication will be controlled and sent out gradually to let the students know about it. Communication with students will occur in phases to ensure there is adequate support. Then they will receive access.
- Students will have access to the Office365 online suite.

7. Transcript Imaging Update (DeVore)

- Educational Services has worked with the counseling supervisors to set up the shared drives and ensure they are accessible.
- Dean DeVore recommends the counseling supervisor provide access to the counselors in batches. Marina Rosales will also be providing valuable aids to be used to set up access at the local level.
- SDCCD will be selecting a vendor for a comprehensive documenting system. The system has a workflow, can process online forms, and can work with Campus Solutions. Once the vendor is selected, Dean DeVore will develop and share a timeline.
- The hope is to move all district documentation into one system.

8. Gender Marker on the Name Change SSN DOB Form

- The gender marker will allow a student to update to female, male, or nonbinary.
- CCCApply is looking into providing gender identity and gender expression. Campus Solutions is also going to provide gender identity and gender expression. Educational Services is working with the DEIA to ensure an equitable process is put in place.