

**Sacramento City College
Campus-Wide Issue/Concern Form**

Committee or Individual Deborah L. Saks Date submitted 2/12/18

Issue/Concern Name of "Business Services"

Signature of Initiator(s) Deborah L. Saks

Provide information, which succinctly but fully discusses the issue/concern (if necessary, add additional pages).

A. Describe the issue/concern:

At least once a day, a student will come to the Business & CIS Division after being told elsewhere on campus to go to the "business office." Usually, they have just come from Radde or STS.

B. What do you recommend or suggest solving this issue/concern?

I suggest changing the name of Business Services to something else. Cashiering might work, but really anything that isn't "Business" would help.

C. How will this recommendation support the success of SCC students and benefit the campus community?

It will save students time and frustration after coming to the wrong place. It will save my staff time so they can spend it helping students in other ways.

This problem is especially bad at the beginning of semesters, but it is a year-round issue.

Please return this form to the Process Coordinator Office, RN 221. The Initiator will be notified within 5 working days as to the committee or council that will review this issue/concern.

Official Use Only

Date received by Process Coordinator _____ Tracking # _____

Date Initiator Notified _____

Forwarded to _____ Date _____