

**SAN DIEGO MIRAMAR COLLEGE**  
**Student Services Committee**

Wednesday, October 5, 2022  
 3:00 – 4:30p.m.  
 K1-302

**Committee Members:**

Adrian Gonzales, Cheryl Barnard, Maureen Rubalcaba, Nessa Julian, Alice Nelson, Lezlie Allen, Reginald Boyd, Vincent Ngo, Elaine Eng, Kandice Brandt, Shawn Hurley, Rich Halliday, Marcella Osuna, MaryAnn Guevarra, Mardi Parelman, Jeanette Moore, Yaya Zou, Aditi Verma (absent), Hila Barkai (absent)

**Vacancies:** Administrators:(0), Classified Senate: (1), Academic Senate: (1), Student (0)

**MINUTES**

- I. **Approval of the Agenda** – Motioned for approval by Guevarra, second by Parelman, agenda approved.
- II. **Approval of Past Meeting Minutes, 9/7/2022** – Motioned for approval by Barnard, second by Nelson, minutes approved. Rubalcaba abstained.
- III. **New Business**

#	Item
1)	<b>Welcome – Maureen Rubalcaba, Acting Dean of Student Development &amp; Matriculation</b> - Rubalcaba has most recently been serving as the Dean of Student Equity at the San Diego College of Continuing Education in 2017. Has over 20 years of experience in education specializing in working with marginalized student populations. She has served as a Program Manager with the Riverside County Office of Education and Associate Dean at Riverside Community College District where she supported grant activity related to the development of instructional and student support services outside of the classroom.
2)	<b>Committee Co-Chair Appointment</b> Osuna volunteered to serve as committee co-chair for the two-year assignment. Committee agreed by consensus, no objections.
3)	<b>Workgroup Discussion:</b> <ul style="list-style-type: none"> <li>a) <b>Review Membership</b> Workgroup membership was reviewed.</li> <li>b) <b>Create goal for Communication group</b>  <u>Communications workgroup</u> - Barnard shared her office is sending out weekly emails to campus of upcoming events. Overall the college calendar is being widely used. Gonzales reminded we also have the Student Services Canvas hub to communicate with students. However, need to ensure all departments are updating information. Moving forward the workgroup will plan to regroup and adjust the goal. Rubalcaba volunteered to lead of workgroup. Moore and Zou joined membership as well. Will reach out to Demcho for notes from previous year.  <u>Professional Development workgroup</u> - Brandt shared the workgroup held their first workshop for the “Watch ‘n’ Talk” series was on 9/23 via zoom. The topic was “Using a holistic approach to help all populations succeed”. There were 25 attendees whom participated in good discussion.             Upcoming session of the Watch ‘n’ Talk series include:           <ul style="list-style-type: none"> <li>- Student Services Show &amp; Tell on October 26</li> </ul> </li> </ul>

	<ul style="list-style-type: none"> <li>- Adapting front-line customer services: hybrid support in the age of COVID on November 16</li> <li>- Front-line customer service: Creating an inclusive &amp; supportive environment for differently abled students on December 9</li> </ul> <p>Gonzales reminded we need to identify how we integrate these tasks into the guided pathways and equity framework</p> <p>Breakout session followed to allow collaboration for both workgroups.</p>
4)	<p><b>Student Services Re-Organization Update</b></p> <p>The re-organization for Student Services was approved by the Board of Trustees at the September 29 meeting. The intent of creating the Enrollment Services area is to ease coordination efforts with Admissions &amp; Records, Financial Aid and Outreach &amp; School Relations. Other structural changes included the focus of campus life for Student Affairs, while the primary focus of Student Development would be on counseling services. Anticipate for the restructuring of the division to be finalized July 2023.</p>
5)	<p><b>Rising Scholars Proposal</b></p> <p>Gonzales shared the Rising Scholars initiative's goal is to provide focused services to formerly or currently incarcerated students and their families impacted by the justice system. Initial opportunity to submit proposals to the State Chancellor's office was in spring 2022. Second opportunity was presented this fall semester for colleges trying to establish program. The college formed a workgroup to draft proposal and submitted a comprehensive plan. If awarded, college would receive \$350,000 to spend over the next three years. Some of the projected expenses for the program are to fund a coordinator, support staff and operation supplies. This could potentially allow the college access to offer courses at the military brig.</p>
6)	<p><b>Direct Student Aid (State/ HEERF)</b></p> <p>Ngo shared there are two string of funds available for student aid. First are the State emergency funds, student has to demonstrate a financial need, need to be enrolled into 6 units or more. The district will receive approximately \$2.8M, \$638,000 will be for Miramar. Students with part-time enrollment will receive \$500, one-third enrollment \$750, and full time or more \$1000. Eligibility will be determined based on CCPG, DSPS, etc. Funds do not impact current aid. Anticipated distribution in October 2022.</p> <p>Gonzales shared the second sting of funds are federal, HEERF. Required to have a FAFSA on file, total of approximately 1-2 million to be distributed to students. Application will be available online through JIRA. District office will send the campuses list for eligibility, and schedule distribution for late November 2022. Anticipate awarding eligible students either \$500 or 750. Will be distributed as a check. Students can receive both forms of aid.</p>
7)	<p><b>Equity Summit – October 27-28, 2022</b></p> <p>Julian shared the date for the Equity Summit has been updated, the event will be on Friday, October 28. The theme will be "Building community through cultural humility". Currently in planning stage. More updates and information to come in the next week. Brandt pointed out October 28 is the withdrawal deadline; therefore, it may cause some concern for attendance as some Student Services offices will need to stay open to support student needs.</p>

IV. **On-Going Business**

#	Item
1)	Roundtable Hurley

- Biology Club meets on October 7 from 11:30 – 12:00p.m.
- Chemistry Expo, October 22, from 11:00 – 3:00p.m.

**Allen**

- COVID and flu vaccines are available at Student Health Services
- Mental Health department and staff available to meet student needs on campus
- If encounter a student exhibiting signs of suicide, recommendation to refer to police or walk over to Student Health Services for assistance.

**Julian**

- Equity plan is can be accessed on the LEAD website, currently is going through the governance review process.
- Latinx Heritage – Community Social,10/6 in L-108 from 12:30 – 1:30p.m.
- Filipino American history month events hosted by LEAD office, more to come
- Students whom would like to take advantage of tutoring services need to sign in using MyWCO to access services
- Call out for effort to integrate ASC services into different areas throughout the campus. Would like to work with departments to be able to meet students where they are.

**Barnard**

- Free Farmers Market and Calfresh services for students on campus 10/5.
- LivingWorks offers a mental health training module. Accessible for professional development to Classified Professionals, Faculty and Management; email Barnard for link.

**Boyd**

- On October 12 at 10:30a.m., Veteran Affairs will be presented with a \$2.5M check from Assembly Member, Brian Maienschein. This will be to support the efforts to expand the Veterans Resource Center.

**Brandt**

- October is Disability Awareness month. Throughout the month, Poppy Fitch will email information about events and resources.

**Nelson**

- Spring 2023 registration is quickly approaching. Students can connect with counselors by Quick Connect, counter services and appointments.

**Osuna**

- Transfer workshops for students are held through the month of October.
- EOPS is planning on hosting their annual turkey drive

**Guevarra**

- Shared there have been some staffing challenges in the counseling department as several adjuncts have recently found employment opportunities at other institutions.
- Reiterated Nelson's statement, now is a good time to refer students for class planning for the upcoming semester
- As spring registration is approaching, the department will not be offering 1-hour appointments after November 5

**Zou**

- ASG will be hosting Fall Fest the week of October 24. There will be a Halloween costume contest on October 25 and 26.
- The next Chemistry Affiliate Club will meet via zoom

**Pareلمان**

- Cultural Appreciation club – faculty advisors for this year are Gonzalez-Meeks and Pareلمان. Club will meet during college hour

	<ul style="list-style-type: none"> <li>- ACP week in next week (October 10 – 13)</li> <li>- Land acknowledgement is being presented by Gonzalez, undergoing second read.</li> </ul> <p><b>Ngo</b></p> <ul style="list-style-type: none"> <li>- Financial aid awareness program: Finding Financial Resources on Campus will be on October 11 at 1:30p.m. in K1-107.</li> <li>- Golden State funds are available to students whom meet the income and asset criteria of the Cal Grant A award and must have been displaced from employment due to the COVID-19 pandemic, unable to obtain employment or not enrolled in a training program, college, or university at the time they were displaced from employment</li> </ul> <p><b>Gonzales</b></p> <ul style="list-style-type: none"> <li>- The District's COVID-19 taskforce is discussing the facemasks requirement. If there are any updates, the implementation will be for Spring 2023. Taking waste water, infection numbers, public health, OSHA guidelines and death rates into consideration. Allen pointed out if the implementation for optional facemasks begins in Spring, the advantage is it may also assist us in curbing the flu. No current discussion about vaccination mandate. Some discussion followed of mask mandate in regards to incentivizing wearing a mask, suggesting a smaller class size and availability of course offerings for students. Zou pointed out some of the challenges of having to wear a mask in the chemistry courses due to other competing elements. Brandt noted there seems to be a lower compliance recently among the campus community as a whole with the implementation of mask wearing. Reminded the importance of putting students at the forefront of the decision. Some students have expressed hesitance to return to campus due to an increased fear of infection. May want to consider hyflex options for courses, services and events moving forward.</li> </ul>
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- V. **Other - None**
- VI. **Next Meeting – November 2, 2022**
- VII. **Adjourn – 4:44p.m.**

Previous Agendas may be found at <http://www.sdmiramar.edu/campus/governance/committees/ssvc>

**San Diego Miramar College Strategic Goals Fall 2020-Spring 2027**

- 1) **Pathways** - Provide student-centered pathways that are responsive to change and focus on student learning, equity, and success.
- 2) **Engagement** - Enhance the college experience by providing student-centered programs, services, and activities that close achievement gaps, engage students, and remove barriers to their success.
- 3) **Organizational Health** - Strengthen Institutional Effectiveness through planning, outcomes assessment, and program review processes in efforts to enhance data-informed decision making.
- 4) **Relationship Cultivation** - Build and sustain a college culture that strengthens participatory governance, diversity, inclusion, and community partnerships.
- 5) **Diversity, Equity, and Inclusion** – Build an environment that embraces diversity, equity, inclusion, anti-racism, and social justice for the benefit of the college community.

**\*\*[ACCJC Accreditation Standards \(Adopted June 2014\)](#)**

- I. Mission, Academic Quality and Instructional Effectiveness, and Integrity**
  - I.A Mission
  - I.B Assuring Academic Quality and Institutional Effectiveness
  - I.C Institutional Integrity
- II. Student Learning Programs and Support Services**

- II.A Instructional Programs
- II.B Library and Learning Support Services
- II.C Student Support Services

**III. Resources**

- III.A Human Resources
- III.B Physical Resources
- III.C Technology Resources
- III.D Financial Resources

**IV. Leadership and Governance**

- IV.A Decision-Making Roles and Processes
- IV.B Chief Executive Officer
- IV.C Governing Board
- IV.D Multi-College Districts or Systems.