

SAN DIEGO MIRAMAR COLLEGE
Student Services Committee
Wednesday, May 2, 2012
3:00 – 4:30 p.m.
Room A-107

Minutes

Members: Gail Conrad, Co-Chair; Glenn Magpuri, Co-Chair; Kandice Brandt, Naomi Grisham, MaryAnn Guevarra, Adela Jacobson, David Navarro, Judy Patacsil, Edith Pollack, Lisa Selchau, Joan Thompson

Guests: Lezlie Allen, Kare Furman, Joseph Hankinson, Janice Hecksel, Jeff Higginbotham, Alice Nelson, Sonny Nguyen, Teresa Vilaboy

Excused: Naomi Grisham, Judy Patacsil, Dana Stack

1. **Approval of Agenda:** Agenda approved by consensus as written.
2. **Approval of Minutes** – April 18, 2012: Tabled.
3. **VPSS Update:** Fall Leadership Retreat is scheduled August 7, 2012, and Gail asked that Student Service Leaders and some SS Committee members attend. The task will be the review the drafts of the 2012 Accreditation Follow Up Report, which is posted on the Miramar web site, and SLO summary and planning for the Mid-Year Report. Also included in the Retreat will be the Educational Master plan changes and other documents. The primary goal of the retreat is to discuss the Institutional Effectiveness of the past year, review progress, evaluate new trends, and discuss major findings of the Student Learning Outcomes. An open forum is scheduled at the May 8th Academic Senate meeting for those interested in attending. Smoking Survey: Gail encouraged everyone to complete the Smoking Survey by Friday this week. She noted that students are responding with the help of Associated Student distribution of paper surveys and the voter registration drive. Apparently Miramar is the only college in the District, including the District Office, that has designated smoking areas, rather than no smoking altogether. CCAMPIS Grant: We're awaiting the GAN letter in order to go to the Board. This will probably be on the Board Agenda in June. Staffing Reductions: A District-wide study concluded that the impact of staffing reductions has impacted each of the colleges relatively equally. Miramar will do a study that will look at the impact on this campus. MOU with SANDAG and MTS for use of the campus for a Transit Center and the Miramar Parking Structure is in the works. Hazardous Materials Procedure will be discussed at DGC. Summer Food Services: Summer food services needs are being assessed, and it will probably be resolved by truck service. The question is breakfast and/or lunch service. After a brief discussion, Gail agreed to take forward to CEC the recommendation of a truck for breakfast 8:00 – 9:00 a.m. and lunch 11:00 a.m. – 1:00 p.m.

Emergency Information:

- **C-CERT Training** will take place again at NTC June 18-20, 2012, for new certifications.
- **Emergency Radios** are being distributed,
- **Emergency Phone Zone Testing** will occur later in the summer.
- **Elevator Rescue Training** will occur along with a generator back plan later in the summer.

- **Emergency Contact Information:** In the event of an emergency such as the County-wide black out last fall, wild fires, and so on, all staff are required to have an e-mail on file with HR, including adjuncts.

Grant Review Board: There will be the discussion at the next DGC meeting. Mesa has forwarded a resolution that colleges have input before funds are requested by anyone. More information will be forthcoming as it becomes available. Scholar Fest: Gail thanked everyone who helped in this event, and noted that it was successful and wonderful! Classified Employee Week: The week of May 21st. Gail noted that the Classified Senate have asked for the College Administration to serve breakfast to the Classified staff one morning during the week. After a brief discussion, she agreed to recommend Wednesday morning for breakfast. There will be activities Monday through Thursday for Classified staff.

Accreditation: Gail noted that the Educational Master Planning documents are posted on the Miramar web site, including the division plans. Please plan to read through the plans in the near future.

- Committee Mapping for Strategic Plan: The PIE Committee requested that each shared governance committee agenda item relate to at least one of the Strategic Goals 1 through 5, Summary Response to SLOs: Student Services is in good shape. Any input from Student Services should go to MaryAnn.

4. **Accreditation / Educational Master Plan:**

- Committee Mapping for Strategic Plan: MaryAnn has been working on the mapping of committee roles. The PIE Committee has asked for all the Shared Governance committees to do this.

5. **Health Fee:** The fee will increase by \$1 fall 2012.

6. **Freshman Year Experience:** David reported that there are roughly 175 students requesting the Freshman Year Experience program. At about 35 students per class section, there are not enough spaces.

7. **Commencement:** Adela noted that planning and preparations are moving along well. Over 100 graduates have indicated participation in the ceremony thus far. It is estimated that there have been an average of about 170 graduates who participate each year. She noted the Distinguished Alumni speaker, the Chief of the National City Police Department, and a disabled Honor Graduate speaker. Usher orientation is scheduled Tuesday, May 15th, 12:00 noon in S-102.

8. **Mental Health Grant:** With Judy Patacsil. Adela brought for distribution the mental health displays for offices, which include posters and counter card displays. She encouraged every office to be equipped with these materials.

9. **Matriculation Plan of 2005** – Advisory Group: Gail reported that the 2005 Plan is the most recent Plan on file and in place in the State Chancellor's Office. The Plan has been reviewed each year since then and has not been submitted to the Chancellor's Office because the changes have not been significant. In the current year, the College has held off from submitting a plan in anticipation of the Student Services Task Force's implementation of a Student Success Plan that is still in the making and moving quickly through the legislative process. Gail will send out the 2005 Plan and ask that the campus Matriculation Advisory Committee to sign off by May 17th in the VPSS office that there are no significant changes for 2012. It is anticipated that VPSS Gerald Ramsey will pick this up later in the summer and/or when the Student Success legislation is completed.

10. **Student Equity Plan 2010:** This version is the most recent, and must also be addressed. Adela noted that she is committed to ask the Student Equity Committee to get together over the summer or

during the fall semester.

11. **Next Meeting Wednesday, May 16, 2012, 3:00 – 4:30 p.m., A-107.** Gerald Ramsey will be in attendance.

12. **Round Table: Admissions/Evaluations/Veterans' Affairs:** Kare reported that a new police academy will start Monday, April 30th. She noted that thus far there are ten Veteran students who will walk in graduation, and the Veterans' Affairs Office is looking for money to purchase regalia for them. It is noted that there are 13 prospective international students for the fall 2012 semester. **Career Placement & Assessment:** Joseph reported that he is going to other college's job fairs in the hope of sponsoring one at Miramar in the fall. Gail would like to meet with Joseph and Toniann to discuss summer assessment locations. **Counseling:** David reported that the Jets Jump Start event is scheduled June 21st. **DSPS:** no report. **Enterprise:** no report. **EOPS/CARE/CalWORKs:** no report. Joan did report, however, that the Marketing Committee is concerned about the need for electrical outlets and lighting at Compass Circle. Gail noted that this must be written into Program Review, and needs to come from several Program Reviews including academic departments. It would then go to Budget & Resource Development Committee. **Graduation:** Edith reported that academic regalia orders will be available Friday, May 4th. **Health Services:** Lezlie noted that a gift basket is being assembled for Lorna Phillips, who has been out for several days because of the final illness and passing of her husband. Everyone is welcomed to participate with the basket. **Student Affairs:** Adela expressed her thanks to Sonny Nguyen for traveling with the Associated Student Council recently. **Lisa Selchau:** no report.

Previous Minutes may be found at http://www.sdmiramar.edu/cmte/college_governance.asp.

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