

SAN DIEGO MIRAMAR COLLEGE  
**Student Services Committee**

Wednesday, February 6, 2013

3:00 – 4:30 p.m.

Room A-107

## Minutes

**Present:** Gerald Ramsey, Co-Chair; Guest Reginald Boyd; Kandice Brandt, Kare Furman, MaryAnn Guevarra, Joseph Hankinson, Janice Hecksel, Adela Jacobson, David Navarro, Sonny Nguyen, Judy Patacsil, Edith Pollack, Dana Stack, Joan Thompson Teresa Vilaboy

**Absent:** Naomi Grisham, Glenn Magpuri

**Excused:** Lezlie Allen, Alice Nelson

Reggie Boyd was introduced as an Intern in Counseling, and Rick Cassar has expressed interest in mentoring him.

1. **Approval of Agenda:** Agenda was approved as presented (MSC Thompson / Jacobson).
2. **Approval of Minutes November 7, 2012:** Minutes approved as written (MSC Thompson / Jacobson).
3. **Round Table: Admissions & Records:** Currently accepting Applications for Admissions for fall semester. There are currently 20 international students this semester, from 12 different countries, two of whom will be graduating and transferring to San Diego State University. Will be opened extended hours Friday, February 8<sup>th</sup>. **Career / Placement:** Joseph reported his office is preparing for the Job Fair scheduled in April. **Counseling:** David thanked Dana and Kare for helping with Twain students. He noted there are five counselors assigned to vocational education programs. Counseling is open until 5:00 p.m. Friday, February 8<sup>th</sup>, covered by David and Kirk. **DSPS:** Kandice reported that her department is still receiving new student applications. Application materials are on the web site, and there is a two- to three-week waiting period. Currently in the process of hiring a new Proctor. **Enterprise / Administrative Computing:** Janice will send out a list of current Ed Plan printers and expected printers in the new building to get the list of what will be setup for Ed Plan printing. **EOPS / CARE / CalWORKs:** MaryAnn noted she is working with Jaymie Gonzaga on a Foster Youth Program, noting that Foster Youth may be referred to either MaryAnn or Jamie. Joan reported there will be an EOPS Advisory Board meeting March 14<sup>th</sup>. Also noted that there are a current 450 students in the program. Will stop accepting applications February 28, 2013. **Financial Aid:** The scholarship drive is currently underway, with a February 22<sup>nd</sup> deadline. Students are responding to the scholarship outreach. **Outreach:** Coordinating school visits; promoting scholarships. **Student Affairs:** The first Associated Student (AS) meeting of the semester is scheduled Friday, February 8<sup>th</sup>. Have been working on Board presentation and everyone is participating and doing a good job in preparation for tomorrow's College-wide rehearsal. Have been working with Health Services Directors and Kandra Olsen on precipitory agreements. **Office of the Vice President:** Edith reported that faculty and administrative regalia solicitation will begin this week, reporting a February 28<sup>th</sup> deadline.

Gerald noted that he wants to get a feel for what this meeting should be doing. Will look at the charges of the Committee.

4. **Legislation:** These items need to be standing agenda items.
  - a. **SB 1440:** states effort to align and degrees and programs of the CSUs. Increase the number of students who complete community colleges and create a pathway as a road. This is the first

application period.

- b. **SB 1456:** Student Success Initiative will be implemented in fall of 2014. Next week a packet of material will be sent out regarding SB 1456, including priorities.

5. **Student Services Policy Changes & Updates:**

- a. **Course Repetition:** Recent change in academic renewal: students can now pick and choose classes to be dropped from their transcript. Students must complete 15.0 units after the semester from which they choose to drop the units. Courses will be repeatable three times without petitioning and the fourth repetition will not be eligible for apportionment.
  - b. **Enrollment Priority:** a lot of changes are coming along this line.
  - c. **Application for Admission & Expulsion from Prior Colleges:** A new law came into effect January 1<sup>st</sup>, wherein schools may bar students from enrollment if they have been expelled from or are in the process of expulsion from another California Community College, Ed Code 76038. The SDCCD will revise the Application for Admission to add a question to this effect. If a student answers this question in the affirmative, Vice Chancellor Neault's office will schedule a hearing with the student. Vice Chancellor Neault, the VPSSs from each campus, and Chief Charlie Hogquist will enforce the policy. Currently, and for the past number of years, there has been an unofficial understanding in the Region.
6. **Budget:** Summer session will be similar to last year's summer. It is hoped there will be a 1.7 per cent COLA. It is still uncertain if it will materialize. Proposition 30 monies will be disbursed July 1<sup>st</sup>, with MCAS and a few other classes required for MOUs and required licensures. There will be no SB 1456 funding. We must change our business practices.
7. **Commencement:** Adela announced that commencement is scheduled 1:00 – 3:00 p.m. on Friday, May 17, 2013 in Compass Center. She will be asking for volunteers campus-wide and a training will be required. She is currently working to finalize the processional and recessional plans. Gerald will ask everyone to volunteer to work at commencement; he'll talk to Adela to determine what is actually needed. He noted that the service departments will be closed that day/ will change Student Services personnel schedules. Also noted is that the faculty regalia request deadline is Thursday, February 28.
8. **Proctoring Needs:** This is not a Student Services issue, but a College-wide issue. DSPS is no longer able to shoulder the cost of proctors. Each one in the Division was thanked and has pitched in to get the job done. Gerald noted that he has found some resources for this semester. He would like to take a formal recommendation to CEC by the first part of April. By the end of the spring semester, Kandice will have a plan in place for fall 2013. It is hoped that the District will see this as a District issue. We need resources for this function.
9. **Vets to Jets II:** Gerald reported that we'll receive a grant from SDG&E, and will be the beneficiary of close to the \$26,000 that he requested. The grant cannot be used for salaries, and will target veterans with 20 per cent or more certified disabilities and those with no benefits. It is written to benefit approximately 125 students. It was noted that nonresident fees increased to \$190 at the last Board meeting, effective in the fall.
10. **Student Services Building:** Timeline, Tour, Move-In, Equipment, Other. According to the latest information, the building will be ready for move-in early June or July. This can change, and Gerald will push for a time before July. He expects that the earliest will be June. He'll find out more specific information. Furniture is being ordered this week and is projected to arrive in April; computers should be installed in the end of May.

Meeting Adjourned at 4:35 p.m. (MSC Jacobson / Navarro).

Student Services Committee meetings are scheduled the first Wednesday of each month through the academic year. The next meeting is scheduled **Wednesday, March 6, 2013, 3:00 – 4:30 p.m. in room A-107.**

Previous Minutes may be found at [http://www.sdmiramar.edu/cmte/college\\_governance.asp](http://www.sdmiramar.edu/cmte/college_governance.asp).

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**Task List:**

<i>Who</i>	<i>What</i>	<i>When / Due</i>	<i>Comments</i>
Counselors	Respond to Janice's inquiry re Ed Plan printers		
Gerald	Review charge of SCom		
Gerald & Adela	Request volunteers for commencement		
Gerald	Recommendation to CEC for proctoring resources		
Gerald	Push for a pre-July move-in to new building		

<p><small>SAN DIEGO MIRAMAR COLLEGE</small>  <b>Strategic Goals – 2007 - 2013</b></p> <p><b>Goal 1:</b> Focus college efforts on student learning and student success through quality education that is responsive to change</p> <p><b>Goal 2:</b> Deliver instruction and services in formats and at sites that best meet student needs.</p> <p><b>Goal 3:</b> Enhance the college experience for students and the community by providing campus facilities, programs and student-centered co-curricular activities that celebrate diversity and sustainable practices</p> <p><b>Goal 4:</b> Initiate and strengthen beneficial partnerships with business and industry, other educational institutions, and the community</p> <p><b>Goal 5:</b> Refine the college's integrated planning process</p> <p><b>Please also see <a href="http://www.sdmiramar.edu/institution/plan">http://www.sdmiramar.edu/institution/plan</a> for San Diego Miramar College 2007-2013 Strategic Plan.</b></p>
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