

**SAN DEIGO MIRAMAR COLLEGE**  
**Student Services Committee**  
 Wednesday, November 7, 2018  
 3:00 – 4:30p.m.  
 K1-302

**Committee Members:** Adrian Gonzales, Alice Nelson, Buran Haidar, Cheryl Barnard, Dana Stack, Damaris Garduno, Jill Griggs, John Loewenberg (absent), Judy Patacsil, Kandice Brandt, Kirk Webley, Lezlie Allen, Lynda Armenta (absent), Mardi Parelman, Mona Patel, Monica Demcho, Naomi Grisham, Sayeh Dehestani, Sonny Nguyen (absent), Tonia Teresh, Vincent Ngo  
**Additional Guests:** Melissa Medley

**Minutes**

**I. Approval of the Agenda**

- Patacsil moves to approve, Demcho seconds, all in favor.

**II. Approval of Past Meeting Minutes (October 3, 2018)**

- Motion to approve, 4 abstentions, minutes approved with remaining voting members present.

**III. New Business**

<u>#</u>	<u>Item</u>
1)	<p><b>Review Student Services Committee Membership &amp; Goals</b></p> <p>Gonzales reviewed current identified <u>membership</u> and committees' role. Discussion revolved around representation from constituency groups and departments.</p> <p>Co-chair position was brought forward for nomination. Gonzales presented position as a professional development opportunity and would happily guide the nominee through the process. L. Allen was proposed to sit as co-chair. Sole moved by Grisham, all in favor. Allen will serve as co-chair to committee for 2018-2020 term.</p> <p><u>Resources:</u></p> <ul style="list-style-type: none"> <li>- Administrative Secretary- clerical support for committee</li> <li>- Associate Dean, possibly needs to be taken off or if kept needs to be retitled(refer to CGC)</li> <li>- Faculty coordinator – for Student Equity and Academic Success: may need to retitle as it does not exist as it currently reads</li> <li>- Campus researcher: Does not always need to attend, should invite to regularly scheduled meetings</li> <li>- Supervisors/ administrators: important to include but not identified as member- Sonny Nguyen, Alice Nelson, Vincent Ngo and Mona Patel</li> </ul> <p><u>Goals:</u> <i>The purpose of this committee is to support the delivery of student-centered services focused on student success by...</i></p> <ol style="list-style-type: none"> <li>1. Providing input on the implementation of the Student Success and Support Plan: <i>Going away, need to make adjustment</i></li> <li>2. Providing input on the implementation of the Student Equity Plan: <i>will remain the same</i></li> <li>3. Providing input on the Student Services Program Review/ Student Learning Outcomes, Assessment Cycle processes and evaluation: <i>will remain the same</i></li> <li>4. Providing input on commencement and special activities: <i>noted subcommittee for commencement will be removed, need to decide if this link is important to keep</i></li> <li>5. Providing recommendations to the Vice President for Student Services : <i>will remain the same</i></li> </ol>

**San Diego Miramar College 2013-2019 Strategic Goals**

- Goal 1: Provide educational programs and services that are responsive to change and support student learning and success.
- Goal 2: Deliver educational programs and services in formats and at locations that meet student needs.
- Goal 3: Enhance the college experience for students and the community by providing student-centered programs, services and activities that celebrate diversity and sustainable practices.
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	<p>6. Providing recommendations to the College : <i>will remain the same</i>  7. Listed on format, but blank. <i>Not sure if it exists.</i></p> <p><u>Procedures/ Calendar</u> will remain the same.</p> <p>Needs to identify if we do something different. Items noted:  Grisham stated Academic Affairs has noted on their charge reviewing strategic plan in relation to their divisional goals. We should also incorporate into our committee.  Gonzales, recommended change to add language regarding Student Equity &amp; Achievement (SEA) program.</p> <p><b>Action Item:</b> Gonzales encouraged everyone to look at other shared governance committees across campus and compare if we need to do something similar to them. Procedures, goals, etc. Feedback requested for next meeting.</p> <p>Barnard mentioned it would be helpful identifying the difference between Student Services Committee and Student Services Department Leaders meetings. Reminder the Leaders meetings is not a shared governance group, it is an administrative meeting.  <b>Action Item:</b> Gonzales will follow-up with email clarifying updates on language.</p>
	<p><b>CGC Assistance to Committees</b></p> <p>Gonzales shared CGC assistance to committees email received from CGC chair, Laura Murphy. Was sent out to all committees on campus requesting to attend a scheduled meeting to provide assistance to ensure procedures are followed.</p> <p>Some of the items addressed in the email include: 1.) Encourages committee member to attend all regularly scheduled meetings, if not available, making sure proxy sheet is completed and submitted to R. Martinez. 2.) Reviewed membership from constituency groups. Current vacancy includes Instructional administrator. 3.) Reminder to follow Brown Act, including the distribution of agenda 72 hours prior to scheduled meeting to committee and college website; Consequently posting meeting minutes to college website within 48 hours of official committee approval.</p> <p>Committee decided it was best to invite the representative from CGC to attend the February meeting, (02/06/19).</p>
3)	<p><b>Support Programs for Special Student Populations</b></p> <p>Currently do not have a strategic plan for these support programs. Need to build a basic level of awareness and grow depth of understanding for what these identified groups require. Suggested way to moving forward: look at what we have been doing; what we need to do and where do will fill the gaps. Purpose of completing this is to identify support services for our students. Important to have a clear vision of what we would like to see with each of the identified groups. If presented with the opportunity for support from potential vendors/ organizations, we already know which direction we want to move towards. We can also provide students, staff and faculty with appropriate resources. In the next couple months, Gonzales plans to reach out to the identified contacts to work on moving forward. Will bring information back to committee for further discussion.</p>
	<p><b>a.) AB 540/ DACA:</b> Contacts- Randy Claros, Kyle Aquino</p>
	<p><b>b.) Veterans:</b> Contacts- Dana Stack, Joseph Hankinson, Financial Aid  Need to explore if Veterans lounge is located in the appropriate space based on need.</p>
	<p><b>c.) Foster Youth:</b> Contacts – Monica Demcho, Maria Rico  Applied for NextUp, ongoing allocation. Support subgroup of foster. Gap for those that are not eligible. In the past, Student Equity has filled in the gap for students at Mesa.</p>

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	<p><b>d.) Formerly Incarcerated:</b> Contacts- Laura Gonzales, Laura Pecenco, Barbara Clark, Alice Nelson</p> <p>Additional Identified programs:</p> <ul style="list-style-type: none"> <li>- DI groups</li> <li>- Probation/ Disqualified Students. Contact- Counseling department</li> <li>- Homeless (contact- EOPS, Financial Aid), Food insecurities – Contact - Patricia Martinez-Parker. Food pantry meeting, Thursday (1<sup>st</sup> and 3<sup>rd</sup>) from 10:00 – 11:00a.m.</li> <li>- Cultural and Inclusion group contact – Tonia Teresh</li> </ul>
4)	<p><b>Food Vendor Policy</b></p> <p>Barnard shared AFT contract policy, clarifying it does not allow contracting out food vendors on campus. Moving forward will not be able to have at any major events unless they are only providing food. Meaning there is no cash exchange the day of the event (food for sale). Vendors can be prepaid for services. Need to contact the cafeteria for food request. If cafeteria cannot provide request (they have first right of refusal), then can go to outside vendor. If quote received by café is too expensive, can go outside. Reminder of policy not to have potlucks with students groups. Request was made for café to provide an updated menu for catering services. Barnard will work with Pat Breen for this.</p>
5)	<p><b>Strong Workforce – Onboarding Practices</b></p> <p>Gonzales shared Strong Workforce has been offered a new funding opportunity. Teresh will lead project. RFAs are due November 30, 2018. This focuses on pre-enrollment, engagement piece. Specifically looking at: intake forms, early career exploration, differentiated orientation, assessment, coordinated advising, and career education planning before entering the pathways to college. Will receive \$225,000.00 over 3 years. Break-down of funds: 1 year -\$50,000.00, 2 year – \$100,000.00, 3 year – \$75,000.00. Available to all schools in region. Doesn't require shared governance approval. Meeting will be set up by Teresh for coordination.</p>
6)	<p><b>Student Mental Health Allocation</b></p> <p>State set aside 10 million dollars for one time funding for community colleges for Mental Health Services. Funds are intended to expand services, provide training, develop stronger relationship with county behavioral mental health departments and community based organizations. Funds are allocated based on 2016-2017 FTEs. San Diego Miramar College's allocation is \$89,213.00. Will have until June 30, 2020 to expend funds (18 months). First expenditure report due July 15, 2019. Final expenditure report due July 30, 2020. Barnard will form group to indicate how we plan to disburse funds and submit request to State. Plan to send our proposed use of funds draft to Board in January 2019 for approval.</p>
7)	<p><b>Support for Lactation Accommodations (AS 2785)</b></p> <p>Law recently updated, currently have room in Health Services. Allen shared the space is an examination room, clarifying it is not a restroom. Equip with the requirements: private secure room, power source, water sources. It is frequently used, not intended for breast-feeding. Some of the feedback from the suggestion box includes for there to be different location for students and staff; Location not centralized on campus. Faculty is required by law to let students use accommodations if needed. Lactation accommodations need to be available at all hours classes are in session. Moving forward need to identify additional location for accommodations that can be accessible until 10:00p.m. Therefore District looking into alternative ideas, i.e. Pods, similar to those used in airports. Looking at possible funding ideas for this, <a href="https://www.mamava.com/">https://www.mamava.com/</a>. Brandt pointed out DSPS will not be involved unless need is during class time, need to register with DSPS to provide appropriate accommodations. Otherwise, students can be referred to 504 Officer, VP Gonzales. Looking into linking language from district to our campus webpage, adding printed information and</p>

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	educational information from lactation specialist.
<b>8)</b>	<p><b>Student Services Office Hours During Non-Instructional Days</b></p> <p>Gonzales provided clarification of Student Services operations during non-instructional days. Purpose of this is to move towards more consistency in operations districtwide. The Chancellor's perspective is if the office is open, we are serving students. Gonzales previously shared with managers, during our "slow weeks", can have "skeleton crew". In core service areas (Admission, Counseling and Financial Aid), always need staff at hand. Access to mental health is also important during the holidays. Do not need to open up mental health office, but can have a staff member housed in general counseling as a resource. Adequate coverage for counseling means 1 or 2 adjunct counselors, (does not have to be contract), throughout day for basic questions and to make appointments. Staff can be housed in localized area. I.e. Wednesday before thanksgiving. Important to post signage so students know where they can go for assistance. No working behind closed doors.</p>

#### IV. On-Going Business

#	Item
<b>1)</b>	<p><b>Student Equity &amp; Achievement (SEA) Program</b></p> <p>Teresh shared that staff went to training on the new combination of programs: SSSP, Student Equity and Basic Skills Initiative. Funds are still distributed in 3 separate streams. One change will be that funds will be sent directly to the District office. Update for SSSP, plans will not be submitted to the state. Equity will have standalone plan and is still required to submit. Basic Skills coordination work will change due to the implementation of AB705. Will be implementing new method of using transcripts to assess placement into courses. Despite new implementation, not reducing services provided to students. Will need to figure out how funding for all will affect our campus. Currently majority of funds are being used on contract assignments. Focus should be on what needs to be done to assist students by being creative, innovative and using research to support these actions. Waiting for the State Chancellor's office to provide appropriate direction. Moving forward, need to start thinking about what is best for our students. Important to involve the Student Services Committee to this process. Gonzales noted institutional effectiveness is looking at this globally and figuring out where it should lie.</p>
<b>2)</b>	<p><b>Guided Pathways</b></p> <p>Gonzales recently sent out email regarding "Leading from the Middle" a professional development opportunity lead by the RP Group. Currently there is a difference in opinion between Management and Academic Senate on how to proceed with approving faculty to attend. Academic Senate believes the approval should go through shared governance. Gonzales has met with the seven individuals interested in attending. Trying to find middle ground to support this effort.</p> <p>Small inquiry group working on what guided pathways means for our campus. Hoping to finalize at the next meeting.</p>

#### V. Announcements

- Gonzales shared update regarding Campus Solutions training from Vice Chancellor Neault. Proposed training schedule for counselors is March 11-15, 2019. Training will remain to be on two-track, will discuss with Neault and pass on information to Deans once it is finalized.  
Potential conflict: Campus wide Planning Summit is schedule for March 15, 2019.

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- Gonzales pointed out a professional development opportunity: Caring Campus, training for Classified Professional to be authentic when assisting students (front staff). Information was given to Professional Development Committee to review. Comes from the State Chancellor's office.
- Barnard shared National Hunger & Homelessness Awareness week is November 12-16, 2018. Food market, Wednesday 11/14/18. Veteran's day events Thursday, 11/8/18.
- Patel shared National Career Development Week, November 13 – 16, 2018.
- Patacsil shared International Education Diversity Week, November 13 – 16, 2018.
- Webley pointed out today (11/07/18) is the first day of intersession/spring registration.
- Stack updated that hard copies of class schedule arrival are late to campus, expected later this week.

## **VI. Next Meeting**

**December 5, 2018, 3:00 – 4:30p.m; K1-302**

## **VII. Adjourn**

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

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