

SAN DEIGO MIRAMAR COLLEGE
Student Services Committee

Wednesday, April 3, 2019
3:00 – 4:30p.m.
K1-302

Committee Members:

Adrian Gonzales, Lezlie Allen, Alice Nelson, Buran Haidar (absent), Cheryl Barnard, Dana Stack, Damaris Garduno, Jill Griggs, John Loewenberg (absent), Judy Patacsil (absent), Kandice Brandt (proxy: Isabelle Martin), Kirk Webley, Lynda Armenta (proxy: Adam Feria), Mardi Parelman, Mona Patel, Monica Demcho, Naomi Grisham (proxy: Annette Ignacio), Sayeh Dehestani, Sonny Nguyen, Tonia Teresh, Vincent Ngo

Additional Guests: Elaine Eng

MINUTES

I. Approval of the Agenda

- Recommended additions to announcements:
 - 1.) President Hsieh’s email to Campus Regarding Budget (04/01/19)
 - 2.) Introduction of new hire, Elaine Eng, Nurse in Health ServicesDehestani moved, Barnard second, agenda approved with additions.

II. Approval of Past Meeting Minutes (March 6, 2019)

- Dehestani moved, Allen second, minutes approved from 03/06/19.

III. New Business

#	Item
1)	Commencement Update Barnard shared the campus will be Live-Streaming the event on the web allowing accessibility to family and friends to watch the ceremony from wherever they are. Additionally providing an alternate viewing location on campus on the day of Commencement. Suggesting to students they invite up to five guests to attend the ceremony in the Fieldhouse. As of 04/01/19, there are 350 graduates identified and 226 participants in ceremony.
2)	State of MCAS services Gonzales pointed out Miramar has a current MOU with MCAS, mentioning it can be altered at any point in time if needed. The District is not able to collect apportionment for courses taken on base. Security clearance on base raises concern pointing out these courses are not equally accessible by all students. In the future, if the decision is made to cease offering course at MCAS, Miramar will lose allocated office space to provide counseling services on-site. Current operation will continue as usual. Summer and fall may see some forthcoming changes.
3)	Showers/ Homelessness Laws Allen pointed out legislation regarding homelessness and recent issue regarding parking. Law currently is unchanged. Trying to provide additional protection for our homeless student population. Gonzales reminded there is shower accessibility for homeless students on campus. Due to the Aquatic Center being a joint facility, required to share accessibility and be mindful not to schedule college level and grade school course at same time. Additional partnerships and resources need to be reviewed for our campus. Suggestions regarding temporary housing for students and option of parking in campus lots at night discussed. Reminder the college is private property; therefore need to abide by those regulations as well as by education code.

	Need to think long term and incorporate students and police voices into conversation. Further discussion will be part of the Basic Needs Workgroup.
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IV. On-Going Business

#	Item
1)	Guided Pathways Update Gonzales, first draft of Scale of Adoption: Self-Assessment due April 30, 2019. Completed a cross walk of original items identified in NOVA report and SASA, there are several items not apparent. One of these includes professional development. This means need to incorporate into work being completed. The drafted assessment will go to constituency groups the week of 04/08/19. Plan is to complete additional work during the summer, receive final approval in fall and submit the finalized assessment by 09/30/19.
2)	Campus Solutions Training Training is providing tools to familiarize faculty, staff and administrators with new system. Student training sessions will be in mid-April. Limited access to ISIS in early stages of implementation. Class schedule will go live 04/08/19.
3)	Placement Assistance Tool Nguyen, assessment team met with Mesa for training and recommendations on best practices. Process takes approximately 20 minutes for students to complete. Victor DeVore will provide assistance from District for staff.

V. Announcements

1.) President Hsieh's email to Campus Regarding Budget (04/01/19).

Due to a shortfall of funds in the State with the new funding formula, we are faced with some financial challenges. As the District's allocations adjusted by the state, each one of the college campuses may have to adjust their projected spending. Adjustment for Miramar this year (2018-2019) is 1.3 million. Exploration of funds are in reserves, vacant positions and unspent funds to encompass the revenue. Pointed out normal spending was scheduled to stop on 04/05/19, simply starting a week early. If there is a critical need for supplies, requests to be reviewed on an individual basis. Identifying the difference between want and need is critical. Initial request to be discussed with Dean, then to be review with Vice President.

Clarification of restricted accounts include but are not limited to EOPS, CARE, DSPTS, and Guided Pathways. Funds provided by the State, however are not affected.

The affected budget is general discretionary funds, which are allocated each fiscal year. Typically, funds spent on supplies, NANCe employees, vacancies, etc.

Administrators identified difference in size with regards to budget and staff between the three campuses. Are advocating to take this into consideration when reviewing restrictions and cuts. The State budget may bring some additional challenges for the next fiscal year, need to be cautious and cognizant of all spending moving forward.

2.) Summer hours 2019

Gonzales, want to be in full alignment with City and Mesa. Fall hours would like to follow the same concept. Hours scheduled to go to the District for posting by the end of the week. Encouraged to evaluate patterns. Remembering it is about the students and accessibility for their needs. Allen and Nguyen pointed out concerns regarding hours of operation. Gonzales ensured we need to provide coverage to students for evening courses. Gonzales recommended any updates / requests need to

be initiated with the respective Dean. Stack reminded supervisors per the Classified CBA, required to give staff a 15-day notice for a schedule adjustment. Gonzales added notifications to be provided by immediate supervisor. Staff can be scheduled to work until 4:00p.m. on Fridays in order to fulfill 40 hour work week; as long as there is work to catch up on. Can use time to facilitate a department meeting. Teresh reminded this is department based; it will not be standard procedure. Important not to schedule hourly employees and ambassadors during this time. Once schedule is finalized, Student Services Department Leaders will be notified.

Barnard introduced Elaine Eng, Nurse in the Health Services Center.

Nguyen reminder Open House/ Resource Fair on 04/25/19.

Teresh Next Equity Lead meeting on 04/05/19. Cultural Inclusion Center survey going to campus this week, encourage participation to identify needs.

Ngo reminder Scholarship Award Ceremony 04/10/19 from 2:00 – 4:00p.m. Currently working on loading records for 2019-2020 to determine student's eligibility for Financial Aid. Notices will go out to students.

Patel Transfer fair/ Job fair/ Grad fest event will be on 04/18/19. There will be 30 employers on hand for students the day of the event. Some include Sharp Health Care, and General Atomics.

Gonzales Guided Pathways training are upcoming in May and late June 2019. Plan to send teams to each event. Email with additional information will be forthcoming.

Dehestani Earth Week events on campus will be 04/22-25/19 in K1 building,

VI. Next Meeting

May 1 2019, 3:00 – 4:30p.m; K1-302.

VII. Adjourn

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

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.

Goal 4: Develop, strengthen and sustain beneficial partnerships with educational institutions, business and industry, and our community.