

SAN DIEGO MIRAMAR COLLEGE
Student Services Committee

Wednesday, May 6, 2020
 3:00 – 4:30p.m.
 Zoom Meeting

Committee Members:

Adrian Gonzales, Lezlie Allen, Alice Nelson, Barbara Clark (proxy: Tali McLemore), Cheryl Barnard, Damaris Garduno, Dana Stack, Elaine Eng, Jill Griggs, Kandice Brandt, Kirk Webley (absent), Lynda Armenta, Mardi Parelman, Mona Patel, Monica Demcho, Nessa Julian, Rose Marine (absent), Samashti Patel (absent), Sonny Nguyen, Tonia Teresh, Vincent Ngo(absent)

MINUTES

- I. **Approval of the Agenda**
 - Garduno motioned, Nelson second, all in favor.
- II. **Approval of Past Meeting Minutes, 4/8/2020**
 - Barnard motion, Parelman second. All in favor.
- III. **New Business**

<u>#</u>	<u>Item</u>
1)	<p>College Governance Handbook – SS Committee</p> <p>Discussion revolved around recommendation to potentially add a Student Health representative to the committee membership as it is an essential department within Student Services. Barnard recommended for committee to add designation for Student Health Supervisor position to the committee. Allen motioned, Demcho second. Gonzales will bring forward recommendation to CGC for further review and consideration.</p> <p>Demcho recommended to add an additional instructional faculty member. Gonzales pointed out, it was CIA’s recommendation to leave the faculty positions non-specific to allow participation from any area.</p> <p>Brandt pointed out student membership and concern on how many are assigned to committee. Gonzales clarified, if a position is vacant does not count against quorum. Barnard mentioned ASG wanted to create the opportunity to increase participation, although it may not always happen.</p> <p>Gonzales reminded to add comments and concerns on college website, encouraged to participate in upcoming forums.</p>
2)	<p>District / Campus Updates</p> <p>a. CARES Act Information</p> <p>Miramar received a total of 3.2 million. Half of the funds are allocated for direct student aid. The second half are intended to aid the institution with the transition to remote operations.</p> <p>New guidelines for funds: student eligible through FAFSA, male registered in the select services, SSN, high school graduate, Dreamers and international students currently do not qualify.</p> <p>Application will be available for students on website. No minimum units will be required, possibly exploring a six unit requirement. Awarded amount may be based on enrolled units. Demcho concerned as some students do not qualify for funds due to</p>

	<p>how many units they are enrolled in, some students may be dropping courses as a result of remote operations.</p> <p>Brandt since the college has one year to spend funds, will there be some available/saved for fall 2020. Gonzales mentioned this would be preferable, waiting for additional guidance on how to distribute. Depends on how many students opt in for option for spring and summer.</p> <p>Funds will be distributed based on the student's campus of record.</p> <p>Trying to figure out how to provide assistance to Continuing Education students.</p> <p>Other funds possibly available to students for assistance: Emergency funds, Promise funds and categorical funds: EOPS, SEAP.</p>
	<p>b. Wi-Fi Parking Lots</p> <p>Open for student use starting Thursday, May 7, 2020. Monday – Thursday, 8:00 – 8:00p.m. and Friday 8:00 – 3:00p.m. No electrical plugs are available to students. Will review the future need for Wi-Fi lots based on outcome. Buildings on campus will not be open. Social distancing will be encouraged, police patrolled.</p> <p>Allen suggested advertising some of the support services available to students such as Student Health and Mental Health (posters) in parking lots.</p> <p>Pareman inquired if District has had a larger conversation regarding internet connectivity issues as a whole as it has become more used.</p>
3)	<p>2020 - 2021 Budget</p> <p>With COVID-19 and stay at home order, there is concern regarding property taxes resulting in loss of funds. With loss of enrollment, hold harmless due to COVID-19. College will be funded based on last year's enrollment. CalSTRS, CalPERS and the implementation of PeopleSoft have been large expenses for district. The funding formula has affected us drastically. There is a hiring freeze, very few position will post.</p>

IV. On-Going Business

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1)	<p>Roundtable</p> <p>Gonzales commencement will be virtual. All campuses will have parity. Miramar will be live to view on Friday, July 17 at 1:00p.m. Additional details will be shared when contract is finalized. The virtual ceremony will only involve students whom already expressed interest in participating in ceremony. This is due to the short deadline MarchingOrders provided the college to receive information from students. Barnard stated the numbers for participants for this year is relatively the same as last year. Demcho and Garduno expressed concern for EOPS student participation, as they did not have opportunity to remind students to register for commencement.</p> <p>Barnard Mental Health department will be sending out weekly emails to share with students, staff and faculty; Mental Health Mondays, Wellness Wednesdays, and Fit Fridays.</p> <p>Demcho "Chat with EOPS and CalWORKs forum" scheduled for May 7.</p>

Julian asynchronous and synchronous tutoring available at the ASC and WELL. Video will be added to website to demonstrate ease of accessibility for students. Currently number of students using tutoring services is low region wide.

Nelson prepping for summer and fall registration. On verge of launching SEP sessions for students. Working on setting up ESARS, this will allow students to schedule an appointment with a counselor online. Currently receiving an excessive amount of emails, expected response time from a staff member will be approximately between 1 – 2 business days. Mentioned a need to refine the routing process for JIRA forms.

Stack deadline for EW, Pass/ No Pass courses for Spring 2020 is Friday, May 8. Amount of emails Admissions & Records staff are relieving has also increased. Would like to explore a phone system and chat bot for additional communication with students. Agreed with Nelson, need to refine JIRA process. Moving forward, High school enrollment will be completed 100% online, including signatures and enrollment.

Eng medical services are still available to students despite remote operations.

Griggs Child Development Center is emailing students to keep communication flowing. Zoom groups with children have gone well.

Brandt DSPS currently is focusing on priority enrollment and summer courses. Working on EW requests with students.

Armenta Accounting is working on refunds, returned checks and unused scholarship funds. Payment plans will be available to students. If students opt in, a hold will be placed on account. Unfortunately options is not available for Vets.

Allen Health Services staff currently working on projects and reaching out to students.

Pareman mentioned having a concern on how students may be impacted by the Pass/ No Pass option for their future (work or transfer). Students are advised to meet with a counselor prior to selecting this option.

Nguyen shared CCAP is still finalizing process. Currently SDUSD does not know if they will be remote for the next school year. Outreach is focusing on reaching out to prospective students online, including our feeder schools. Mentors providing online support to students. Promise is collaborating with ASC for services.

McLemore Transfer Center is conducting their workshops on zoom. Emails have increased for department. Would like to explore the option of UChat or phone system. Transfer center has canvas shell with most recent updates.

Gonzales pointed out departments have the option to use google voice or caller ID block if interested in providing services to students via phone. Need to discuss with Dean and receive approval. Teresh shared UChat is being piloted for Outreach, Admissions & Records, BTCWI and Student Affairs offices. Also considering option of Cranium Café for others as it is internal and compatible to canvas.

	<p>Gonzales reminded the upcoming President forums are scheduled for the week of May 11th.</p> <p>This is the last meeting of the 2019 – 2020 year.</p>
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V. Other

- None

VI. Next Meeting

- September 2, 2020

VII. Adjourn

- Meeting adjourned at 4:29p.m.

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

San Diego Miramar College Fall 2013-Spring 2020 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