

SAN DIEGO MIRAMAR COLLEGE
Student Services Committee

Wednesday, November 2, 2011
3:00 - 4:30 p.m.
Room A-107

Minutes

Present: Gail Conrad, Co-Chair; Glenn Magpuri, Co-Chair; Kandice Brandt, Naomi Grisham, MaryAnn Guevarra, Adela Jacobson, Tracy Ludwick, David Navarro, Judy Patacsil, Edith Pollack, Lisa Selchau, Dana Stack, Joan Thompson, Lezlie Allen, Kare Furman, Joseph Hankinson, Alice Nelson, Sonny Nguyen, Teresa Vilaboy

1. **Student Services Integrated Master Plan:** Student Services is ahead of the game. Gail expressed her thanks to all who have contributed to the process.
2. **Accreditation Follow Up Site Visit** – Integrated Planning Cycle (diagram): The abbreviated Accreditation Site Visit Team will arrive at 8:00 a.m. on November 7, 2012, and will work out of the President's Conference Room until 12:00 noon. They will work at the District Office in the afternoon. There will be no exit meetings or interviews, such as was the case with the primary site visit in October 2010.
3. **Matriculation Plan** – Updates on the Updates!: Gail announced that the 2005 Plan is still in effect. She has read drafts up through and including September 2008. Currently all the budgets in use are for personnel only. An annual report was submitted last week. Gail noted that she needs the key leaders need to work to prepare the next report.
4. **Classified "Convocation" Friday, October 28, 2011** - Report Out: Dana suggested two sessions during the semester for classified staff. Or, shut down the departments.
5. **Emergency Phone Tree:** Emergency contact forms need to be completed and forwarded to the VPSS Office, where the Division information will be kept. This needs to be completed before the holidays.
6. **Holiday Staffing Schedule:** Several counselors will work December 19, 20 and 21st on a rotating basis, between 8:00 a.m. and 4:00 p.m. The outgoing phone message for the service departments, Admissions, Counseling, DSPS, EOPS/CARE/CalWORKs, will be changed to reflect the closure of the departments during the holiday season. Gail will discuss Student Accounting with VPA Bell in this regard.
7. **Reminder: Contract Leave Forms Due November 4th**
8. **Round Table:** Associated Students: Tracy reported that the Fall Fest was a huge success. Counseling: Alice reported there has been a steady increase of students over the past week. EOPS: Currently accepting applications for spring semester. Financial Aid: Teresa gave an update regarding AB 131 and the Dream Act application. Health Center: There will be a blood drive next week. Flu season is going well. Will not be giving vaccines to staff who have a care provider, only to students. Mental Health: Judy noted that she is working on getting a new web link for Behavioral Intervention Team. There will be a meeting November 9th. Outreach: The last round of high school students has been completed. Scholarships will be rolling out this month; please send students to the Financial Aid Office. Student Affairs: Adela will be traveling with the Student Council this weekend. She noted that we're seeing more student discipline issues on campus, and asked that we please let her know when we become aware of an issue.

Meeting adjourned at 4:40 p.m.

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