

SAN DIEGO MIRAMAR COLLEGE
Student Services Committee
Wednesday, September 5, 2012
3:00 – 4:30 p.m.
Room A-107

Minutes

Present: Gerald Ramsey, Co-Chair; Glenn Magpuri, Co-Chair; Kare Furman; Naomi Grisham, MaryAnn Guevarra, Joseph, Hankinson, Janice Hecksel, Jeff Higginbotham, Hieu Huynh, Adela Jacobson, David Navarro, Alice Nelson, Khrystyn Pamintuan, Judy Patacsil, Edith Pollack, Dana Stack, Joan Thompson, Teresa Vilaboy

Absent: Lezlie Allen; Student Rep

Excused: Kandice Brandt; Judy Patacsil

1. **Approval of Agenda:** The Agenda was approved with the addition of SDICCCA Interns Hieu Huynh in Counseling and Khrystyn Pamintuan in the Transfer Center. They each introduced themselves and were welcomed by the Committee.
2. **Accreditation / Educational Master Plan:** This item was addressed in agenda item 3.
3. **Student Services Program Review / Student Services SLO Document:** Adela and MaryAnn presented draft updates of the forms. The 2011-12 Report is due October 15, 2012. Adela thanked everyone who has had a part in creating this report, Dana and MaryAnn in particular, and she noted that Edith Pollack is working to refine the formatting in Word. Any questions, please contact Dana, MaryAnn or Adela.
4. **Arizona State University MOU:** Naomi announced that she, VPSS Ramsey and President Hsieh will be meeting with ASU representatives next week to create a Memorandum of Understanding, in the hope of adding opportunities for our students when so many schools are impacted.
5. **Grants:** Gerald encouraged everyone to put as much energy as we have to apply for grants without any additional costs to the District. He recommended having an ad hoc grant review committee of three to four people to review grants as they arise, looking for no support from the District. He noted that it's ok to build certain costs into the grant. If we find a grant that we want to apply for, we need to find someone with proven grant-writing abilities. He noted that the Miramar Foundation is not equipped to fund grant writers. Gerald noted there is a U.S.A. Grant that he believes we have a good shot at.
6. **Survey Costs:** This item was tabled until the October meeting in the absence of Lezlie Allen, the facilitator of this item.
7. **Budget:** Gerald noted that the proposed strategy is survival, should Prop 30 fail. He has created a brief proposal and will send it out after he's had a chance to discuss it with President Hsieh. He asked Committee members to submit their ideas to him.
8. **Emergency Contact Updates:** Forms are due Monday, September 10th.
9. **Faculty Program Cards:** The Cards were due August 31, 2012, and have all been submitted.

10. **Holiday Hours:** Gerald discussed several options for the Thanksgiving week and the week of December 17th. He had asked Lynn to not place this issue on the Student Services Council agenda until he has had a chance to discuss it with the Student Services Committee.

Gerald encouraged supervisors to check with their employees now regarding vacation during the holidays. He will approve vacation prior to accrual.

11. **Student Services Building Update:**

- a. **Computing Needs:** Janice Hecksel noted that she needs to meet with the department heads in about two weeks to determine the number of computers needed in the new building.
- b. **Tour:** Joan Thompson requested information as to a tour of the Student Services center. Gerald and Adela will meet with the architects in this regard in the next week or two, also noting that he needs to have access to the furniture plans and the layout of the building.

12. **SSCom Meeting Schedule 2012-13:** Meetings will be scheduled once/month on a trial basis, first Wednesdays 3:00 – 4:30 p.m. in room A-107.

13. **Round Table:** By consensus of the committee, it was decided to begin future meetings with this agenda item, in order for everyone to have a chance to provide their updates. Student Affairs: it was noted that there will be changes to commencement in 2013, changes in venue and date. It is noted that the Commencement Subcommittee are looking for ways to increase faculty and staff participation.

Meeting adjourned at 4:38 p.m.

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

/erp

To Do List (excerpted from meetings minutes above):

Student services Program Review 2011-12 due October 15 th	All
Meet with ASU Reps & President Hsieh next week	Grisham, Ramsey
Submit completed Emergency Contact forms to VPSS Office by September 10th	All SS Departments
Vote in November	All
Encourage staff to submit vacation request for November & December holidays	All SS Supervisors
Meet with architects to inquire about tour of SS Center	Ramsey & Jacobson
Meet with department heads to determine computer needs for new building	Janice & SS Departments