

SAN DIEGO MIRAMAR COLLEGE  
**Student Services Committee**  
Wednesday, March 6, 2013  
3:00 – 4:30 p.m.  
Room A-107  
**Minutes**

**Members:** Gerald Ramsey, Co-Chair; Kandice Brandt, MaryAnn Guevarra, Adela Jacobson, David Navarro, Judy Patacsil, Edith Pollack, Dana Stack, Joan Thompson

**Guests:** Lezlie Allen, Joseph Hankinson, Janice Hecksel, Tali McLemore (attended in Naomi Grisham's stead), Alice Nelson, Sonny Nguyen

**Absent:** Naomi Grisham, Glenn Magpuri, Co-Chair; Associated Student Rep, Teresa Vilaboy (Maria Rico attended in Teresa's stead)

1. **Approval of Agenda:** Approved as written (**MSC** Thompson / Navarro).
2. **Approval of Minutes February 6, 2013:** Approved with corrections (**MSC** Thompson / Guevarra).
3. **Round Table: Career / Placement:** Joseph reported that a lot of students are looking for jobs. He is getting ready for a job fair. **Counseling:** Alice reported that counselors are seeing students by appointments, although it's pretty quiet right now. Student surveys are being collected at this time. David noted the department is receiving only 80 per cent of VATEA funding from the year before. David was re-elected department chair for another term. It was reported that counseling staff and faculty are cleaning offices in preparation for the move to the new building. **Enterprise:** Janice needs a list of Ed Plan printers. **DSPS:** Money was found to support proctoring this semester. A new test proctor has been hired, Linda Sproat, who is experienced at other community colleges in the area. She will work afternoon hours beginning the 18<sup>th</sup>.

**EOPS / CARE / CalWORKs:** Joan reported that she recently returned from Sacramento, where she and others advocated for restoration of full funding to the community colleges. She also noted that she learned do's and don'ts of lobbying, which she is glad to share. An EOPS Advisory Committee meeting is scheduled March 14<sup>th</sup>. **Financial Aid & Scholarships:** Maria Rico noted that February 26<sup>th</sup> was the first disbursement of the spring semester. She thanked Sonny and everyone who pulled together to bring in over 400 scholarship applications. The deadline will be extended. Gerald encouraged everyone to participate in the scholarship festivities. \$75 per ticket. It would be very nice to have a good showing of faculty and staff at this event.

**Health Services: Mental Health:** Judy announced that a number of wellness workshops are scheduled, i.e., March 19<sup>th</sup> Coping skills; April 3<sup>rd</sup> Suicide Prevention. Mental Health services will be limited March 14- April 2<sup>nd</sup>, as she will be off schedule during this period. Call Campus Police if there's an emergency. **Outreach:** Sonny is in the process of doing FYE (Freshman Year Experience) recruitment at the high schools. **SLOAC:** MaryAnn announced that Laura Murphy is the new coordinator for this program; she is very collaborative and wants participation from all of the divisions. Participation in the upcoming College Retreat on Friday, March 22<sup>nd</sup>, is highly recommended to represent Student Services and the discussion on improving institutional effectiveness. **Student Affairs:** Students will be traveling to Washington D.C. on an advocacy trip. She will be on vacation March 18-22<sup>nd</sup>. **VPSS Office:** Monday Edith will send out a request for spring break staffing hours.

4. **Student Services Council Updates:** David reported the District Student Services Office is notifying students reaching the 100-unit limit, letting them know they will be losing their enrollment priority,

beginning fall 2014 and should see a counselor if they have any questions. This includes units earned at other institutions.

5. **Spring Break (who's working):** Gerald would like for the supervisors to provide information about who will and who will not be working during spring break, and encourage employees to use vacation. He is open to approval of vacation prior to accrual in this context.
6. **Legislation:** Not much to report regarding legislation at this time.
  - a. SB 1440
  - b. SB 1456
7. **Budget:**
8. **Commencement:** Adela reported that the faculty and VIP reception will be held in The PLACe at 11:30 a.m. on Mary 17<sup>th</sup>. Line up will be behind the green bar doors behind the stage. Gerald noted that he will be contacting department leaders regarding volunteerism among the classified staff.
9. **Student Services Building:** Timeline, Tour, Move-In, Equipment, Other. Gerald noted that individuals cannot tour the new building until they've undergone a 30-minute safety training. He said he'll arrange for everyone to get into the building before the move. He advised everyone to begin packing now... don't take the old stuff. Nothing in the employees' C drive will be transferred to the new computers. He reminded everyone that the H drive is the employees' drive where college-related files should be stored. He also noted that the queuing system will not happen.

Meeting adjourned at 4:55 p.m.

Student Services Committee meetings are scheduled the first Wednesday of each month through the academic year. The next meeting is scheduled **Wednesday, April 3, 2013, 3:00 – 4:30 p.m. in room A-107.**

Previous Minutes may be found at [http://www.sdmiramar.edu/cmte/college\\_governance.asp](http://www.sdmiramar.edu/cmte/college_governance.asp).

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**Task List:**

<i>Who</i>	<i>What</i>	<i>When / Due</i>	<i>Comments</i>
Edith	Solicit department leaders for spring break staffing hours	March 11, 2013	
Gerald	Talk to department leaders to solicit volunteers for Commencement	Week of March 18	
Gerald	Will there be panic buttons in every office?	April 3rd	