

SAN DIEGO MIRAMAR COLLEGE
Student Services Committee
Wednesday, November 7, 2012
3:00 – 4:30 p.m.
Room A-107
Minutes

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

Guests: Lezlie Allen, Yolanda Castillejos, Kare Furman, Joseph Hankinson, Janice Hecksel, Jeff Higginbotham, Daniel Miramontez, Alice Nelson, Sonny Nguyen, Teresa Vilaboy

1. **Approval of Agenda:** Agenda approved as presented (**MSC** Thompson / Grisham).
2. **AV Update New Building:** Glenn Magpuri and Yolanda Castillejos made a presentation pertaining to the AV equipment in the Student Services building, noting that the FFE budget was \$40,000 overspent, so drastic cuts have been proposed. There was considerable discussion among the department leaders as to the cuts and options. One of the things that is being looked at to save costs is digital signage, rather than SARS. Discussions included queuing systems, various mounts for student ticketing systems, including wall, table, pedestal.

Gerald noted that costs are exceeding projections, and the Vice Presidents are working within each area to bring expenses down to projected costs.

3. **Student Pipeline Survey Report:** Daniel Miramontez reviewed / oriented the Committee to the Miramar College 2007-08 through 2011-12 High School to College Pipeline Report prepared by the Office of Institutional Research. Copies of the report were sent electronically with the Agenda in preparation for this meeting. And the report can be found on the SDCCD web site at <http://research/sdccd.edu/docs>; in the search box enter High School to College Pipeline Report, then click on the Miramar entry.
4. **Round Table:** Veterans event tomorrow, November 8th. Meet, greet, eat 10:30 a.m. – 1:00 p.m. to thank our Miramar Vets for their service to our Country. Transfer applications for CSUs and UCs have a November 30th deadline. There are currently 14 applicants. Health Center: Lezlie announced the clothing swap tomorrow, November 8th; Wednesday next week is sexual assault awareness; diabetes awareness; Great American Smoke-Out scheduled Thursday, November 15th.
5. **Division Plan Update:** Vice President Ramsey wants Division leaders to empower him to update and forward the 2012-13 Report. (**MSC** Navarro / Stack).
6. **Graduation: Assignment of Staff:** Commencement is scheduled to be on campus in 2013, and will be staged at Compass Center Friday, May 17th, at 1:00 p.m. Canopies will be rented to cover the stage and guest areas. It is hoped that AV equipment can be added in the future. Ideas for making commencement memorable can be sent to Vice President Ramsey and Dean Jacobson. Vice President Ramsey expects a greater staff participation with the event scheduled earlier in the afternoon and on campus, making this possible by office closures
7. **Reg-e Computers & Printing Using Phgaros:** Second and third floor computers will have this access.
8. **MFPs – Multi-Function Printers:** Students can fax, scan, print. There will be no charges except to print.

9. **Pay to Print:** An on-going topic of discussion, Vice President Ramsey will meet with David and Dana or Kare, and keep Janice in the loop.
10. **Budget:** This discussion was tabled until the next meeting.
11. **Holiday Hours:** Vice President Ramsey encouraged Supervisors to forward vacation requests, and noted that the three days after the end of fall semester are District work day. He will approve vacation prior to accrual.

Meeting adjourned at 5:05 p.m.

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

/erp

SAN DIEGO MIRAMAR COLLEGE

Strategic Goals – 2007 - 2013

Goal 1: Focus college efforts on student learning and student success through quality education that is responsive to change

Goal 2: Deliver instruction and services in formats and at sites that best meet student needs.

Goal 3: Enhance the college experience for students and the community by providing campus facilities, programs and student-centered co-curricular activities that celebrate diversity and sustainable practices

Goal 4: Initiate and strengthen beneficial partnerships with business and industry, other educational institutions, and the community

Goal 5: Refine the college's integrated planning process

Please also see <http://www.sdmiramar.edu/institution/plan> for San Diego Miramar College 2007-2013 Strategic Plan.