

SAN DIEGO MIRAMAR COLLEGE  
**Student Services Committee**  
Wednesday, February 5, 2014  
3:00 – 4:30 p.m.  
Room K-302  
**Minutes**

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

**Guests:** Lezlie Allen, Joseph Hankinson, Janice Hecksel, Alice Nelson, Sonny Nguyen, Maria Rico

1. **Approval of Agenda:** Approved as presented MSC Thompson / Navarro.
2. **Approval of Minutes of November 6, 2013 Meeting:** Minutes approved as written MSC Thompson / Navarro.
3. **Round Table:** Gerald would like to work on the Committee charge at the next meeting. He noted that the President has mentioned expansion of school schedules. In addition, Gerald has received approval to fill the Dean of Student Development & Matriculation position. The Chancellor is very supportive of Bachelor degree programs, BA or BS in Administration of Justice. More information to come. **Administrative IT:** Janice noted that she will have access to the new Administration, Welcome Center and Fire Technology/EMT buildings in June. She will need four days or so to complete installations. **Assessment:** Joseph noted that assessments have moved to L-207. ESL testing is done by appointment. **Career / Placement:** A lot of students are looking for jobs. A job fair is planned in May. **Commencement:** Adela reminded faculty to submit regalia orders to Edith. She also noted that the processional will begin in the K-1 building. **Counseling:** David noted that this Friday is the last day to receive and process add codes, and Accounting, Admissions, Counseling and Financial Aid will be open until 6:00 p.m. No leave time should be approved for this period. The Counseling office will go back to scheduled appointments. Kirk will be off schedule to work with the Freshman Year Experience Program. It was noted that an Adjunct Counselor will be hired to back fill 33 hours per week. SDICCCA Intern Anh Thi Nguyen will be hired as an Adjunct Counselor for the spring semester. **DSPS:** An allocation of \$49,000 was added this month. The department is now operating at about 75 per cent of what the allocation was prior to the cuts. Second interviews are currently in progress for the Senior Student Services Assistant replacement position. **EOPS / CARE / CalWORKs:** A series of workshops are planned. Adjunct EOPS Counselor Jaymie Gonzaga will be starting up Foster Youth workshops. **Evaluations:** Dana noted that Helen Houillion was promoted to a Prerequisite Evaluator position at the District office. She would like to fill the Miramar position and to have it posted by Friday. Jessica Aguilar is filling in until the vacated Senior Student Services Assistant position is filled. **Financial Aid:** Maria Rico reported that the number of appeals has increased. **Health Services:** The Center is currently very busy. **Student Affairs:** Adela announced that the Miramar parade float was very successful. Working on a Democracy Week, a movie night, free speech. Duane Short will be working with the Student Veterans Organization (SVO), and be responsive to Veterans' needs. The ASC will meet this week for the first time this semester. **Transfer Center:** Friday is the deadline to apply for CSUs, including SDSU. **Veterans Affairs:** This program is doing a scholarship series for Veterans. **Welcome Center:** Requisitions for the Welcome Center have been submitted. Glenn anticipates the building will open in July.
4. **Student Success Plan:**

- a. Personnel: Gerald noted that he has received approval to hire a Dean of Student Development & Matriculation, who will be the Miramar Student Success Dean. He is hoping to be able to start this new hire on or about June first. He noted that Student Success monies may be spent only for college services directly tied to student success. In this context, Admissions & Records will continue to report to the VPSS.
  - b. FYE: Kirk Webley will work closely with Sonny.
  - c. High School Relations:
  - d. Assessment: Gerald will recommend to the President that we align Assessment functions with the Outreach Supervisor.
  - e. Student Success Implementation Advisory Committee:
5. **Affordable Care Act**: Student Health Services continues to inform students regarding the strength of the coveredca.gov website, that the web site is well rounded and suited to answering questions. 211 is also available to call but Health Services still recommends utilizing the coveredca.gov website above all others.
6. **District Student Services Council Updates**: No updates.
7. **Legislation**:
- a. SB 1440
  - b. SB 1456

#### TO DO LIST

Task	Action	Timeline
Higher level Accuplacer math tests are needed as well as ESOL	Gerald will take this to SS Council and VPSS meetings	

Student Services Committee meetings are scheduled the first Wednesday of each month through the **academic year. The next meeting is scheduled March 5, 2014.**

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

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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.**