

## Student Affairs Committee Minutes

Wednesday, May 10, 2017

**Attendees:** Beatriz Magallon, Donna Davis-King, Marisol Moreno, Denise Kinsella, Alicia Villalpando, Deyna Hearn, Stanley Hecht, Micca Cao, Adrian Restrepo, Estela Ruezga, Michael Tuitasi, Mitchell Heskell, Steven Perea, Terrance Ware Jr., Laura Zwicker, Nancy Grass, Walther Perez, Benny Blaydes, Justine Ramos

**Excused/Absent:** Esau Tovar, Jihyeon Cha

1. Call to order: 1:16 pm
  2. Public Comments **(No comments)**
  3. Chair's Report
    - a. Bea presented to the Academic Senate the first read of *AR 4343 – Remedial Coursework*.
      - i. The Senate questioned one line item, "The effect of the limitation of remedial coursework by sex, age, and ethnicity." Bea expressed to the Senate that it is reported to the chancellor's office and that success rates in all of the remedial courses were broken down by course but did not think we reported the effects of limitations since our remedial coursework were not over 30 units. The Senate stated to leave the statement in, if needed.
      - ii. Some of the Committee members expressed to follow up with Esau before a second read with minor change.
- Motion for Bea to consult with Esau and submit to the Academic Senate for a second read by Donna Davis-King, 2nd by Denise Kinsella. The Committee voted 7 yes - 0 no - 0 abstain.**
4. Motion to approve minutes from April 26, 2017 by Deyna Hearn, 2nd by Donna Davis-king. The Committee voted 7 yes - 0 no - 0 abstain, to approve the minutes as presented.
  5. Old Business
    - a. AR 5030 Fees
      - I. Stanley questioned some of the verbiage and suggested some changes in relation to the refund time limit.
      - II. Deyna asked Mitch if tuition refunds were sent out automatically via mail. Mitch stated that the tuition fee is automatic unless the student has prior or upcoming fees.
      - III. Micca expressed that the refund process does not work according to the AR; she did not receive her check during the refund time limit, it took 10 weeks for her to get a refund.
      - IV. Bea stated that changes should be made to the AR, so that the appropriate departments can make adjustments in accord with the AR.
      - V. Nancy questioned whether the refund is before the 30-45 days; what was the point of the time limit?
      - VI. Bea stated that the AR is specific in the allotted time for refunds; additionally, the League stated to check with Financial Aid before distribution to make sure no fees are due to the state.
      - VII. Mitch explained that the different systems among SMC do not communicate with each other, so it creates delays in the refund process. Mitch stated that changes will be happening to the process.
      - VIII. Mike stated that other departments, such as International and Veterans have their own checks and balances. Which could prompt the refund to be longer because their countries may be paying for their fees.
      - IX. Bea states that maybe they should include exclusions; Terrance stated that there should be no exclusions to specific groups, but possibly stating variations apply on a case by case basis. Some domestic students experience delays as well.
      - X. Micca expressed that it should not be complicated and no one, including International students should have a delayed refund; Denise stated it could be in relation to students sponsored through SACM.
      - XI. Deyna stated that if Veteran and International students are the only population that will experience delays, then it should be stated in the language.
      - XII. Terrance wanted to know if students had the option to pick up their checks and why the system is not automated in sending out the checks. Denise stated that a lot of students don't come to pick up their checks, when they ask for it.
      - XIII. Laura asked if there is some way for the system to alert the student to choose the option to pick up their check or have it mailed. Mitch stated that it is a system issue and it can be talked about.
      - XIV. Denise wanted clarification in the prohibited fees language pertaining to non-resident tuition only applying to domestic students; it is stated in the handbook that IEC is allowed to charge for non-resident international fees.

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- XV. Mike explained the transportation reasons behind the parking permit fee. In the handbook; they charge based on the cost of square footage of property in the Santa Monica district. Since Santa Monica is higher, the charge is applicable based on the Chancellor's Office approval.
- XVI. Bea wanted the Committee to review prohibited fees and the mandatory student activity fees and ID card fees. Mike expressed that the fees are not mandatory and are optional. They are able to opt out of the fees by going to the Bursars office and/or Admissions and Records.
- a. He has talked to the Chancellor's Office about these particular fees. As long as the fees are not unduly burdensome and optional then it is an authorized fee.
- XVII. Benny clarified that students opt out of fees without knowing what it provides; this drops revenue and has a major impact on the campus. Certain departments don't explain the fee benefits.
- a. Mike explains that a large portion of the fee covers the Big Blue Bus; we are possibly the only college that provide "Any Line, Any time" for our students to get to SMC. So if a reduction happens then it would hurt students' access to that benefit.
- XVIII. Adrian read the ID card benefits and stated why a student would have to pay for the ID fee, if they still have the same card. Additionally, if you pay the A.S. fee then you should have access to the Big Blue Bus.
- a. Mike stated that the sticker is to show that your card is activated. When the Blue Bus was implemented, students had and still have to come in and get their card swiped. Moving forward with the implementation of a new student ID card, they are looking to restructure the fee from an archaic process to a new technology.
  - b. Mitch explains that they are planning to make the cards tap (Big Blue Bus) and debit (Financial Aid/Refunds) which will allow financial aid to be deposited on the card and refunds as well.
  - c. Mike expressed that the card is free; students are charged for the activation. This fee is for immediate activation of the card.
  - d. Bea wanted an explanation as to how it applies to the AR. Michael explained that the fee is for expediting the activation.
    - i. The Committee wanted to know if students know they don't have to pay the expedited fee.
    - ii. Bea read from the handbook and stated that students don't need to be charged that fee.
    - iii. Adrian stated that he was charged for another ID card. Mike stated that it was not communicated properly and the fee is only for immediate activation. Normally, if the student wants the free ID then they will have to wait a longer period to receive it.
    - iv. Mike will come back with the language so the committee could review. Ultimately, he hopes the fee will be done away with and will all become only one fee.
- XIX. Alicia wanted to know why students cannot ask for a refund. Mike stated that it is refundable.
- a. Mitch stated that the key word is mandatory; Student ID and A.S is not mandatory, but the activation is needed for the bus. Students do not have to pay those fees.
  - b. Adrian expressed that the student ID card is not clear. It does not state that the fee is for activation.
  - c. Bea needs clarification on what each fee covers. She wanted to know why the fee is there because if asked to clarify, the Committee would have to state why.
- XX. Bea moved to the collection and refund of fees that came from the League. They need to add SMC's local language into the AR.
- a. Denise explains about the different samples come from a multitude of schools
  - b. The Committee likes the first sample in option one; the language in sample one is simple. Additionally, they would like to combine samples.
  - c. Mitch liked sample two that contained more context.
  - d. Bea stated for more clarification of fees, they need to talk to Bursars office.
  - e. Mike will follow up on refundable fees; he needs to get clarification.

**No motions implemented. Committee will revisit this AR with changes proposed and with additional info needed.**

**Bea adjourned the meeting: 3:04 p.m.**