



Matriculation & Transfer Committee Minutes

10 September 2009

MEMBERS PRESENT: Lynda Halttunen, Lorie Bale, Richard Borden, Herman Lee, Leanne Maunu, Steve McDonald, Jose L. Ramirez, Renee Roth, Jorge Saavedra, Tony Smith

MEMBERS ABSENT: Glyn Bongolan, Berta Cuaron, Ron Haines, Tim Hernandez, Karan Huskey, Gloria Kerkhoff, Stan Levy, Nimoli Madan, Diane McAllister, Scott McClure, Mary Jane Najor, Anne K. Stadler, Don Sullins, Mark Vernoy and ASG Representative

Guest: Dagmar Royer, Staff Assistant, Transfer Center

Recorder: Carol Moore

The meeting was called to order at 2:00 p.m.

- 1. Approval of Minutes** - Minutes of the 14 May 2009 meeting were approved, by consensus.
- 2. Additions to Agenda** – There were no additional items for the Agenda. Lynda Halttunen welcomed the new Committee Members and briefly reviewed the Matriculation Guidelines.
- 3. Credit Matriculation Update** – Lynda reported that Matriculation has received generous funding from the state in the past however due to the budget constraints this year, there have been reductions in the Categorical Program funding. Matriculation has received approximately \$1.3 million dollars in the past. This year the budget is \$653,471.00; a significant decrease. Matriculation has paid for the following positions: 2 full-time Counselors, 2 Supervisors, 2 Assessment Center Staff, 2 Admissions & Records Staff, 60% for a staff member in the Research and Planning Office and \$35,000 towards the Athletic Counselor in addition to paying for the majority of the EAP Program. After removing the salaries of two of these positions, the Matriculation Budget is still \$213,232.00 short. In addition, there have been cuts to the purchasing of supplies and equipment, travel and printing. Matriculation is doing the best we can with what we have.

Lynda reported on the improvements and expansion of the Early Alert System. A pilot program was initiated this semester, fall 2009, which will notify students of their progress in Basic Skills classes by email instead of letters mailed to them.

- 4. Non-Credit Matriculation Update** – Steve McDonald reported that there was a 67% budget cut to the Program. The previous year's budget was \$352,000 and they were able to roll over approximately \$40,000 from that budget. Federal monies will restore a very small amount of the budget cut, approximately 5%.

Jose Luis Ramirez reported that there are no hourly or student workers in the ESL Department any longer due to the budget cuts. The same type of work is being done with less staff. Because of the reduction in staff and the budget, the ESL H.S. Counselor Conference will not be held this year. The ESL Department will participate in the General Counseling High School Conference which will be held on Nov. 18, 2009.

5. **Transfer Center Update** – Dagmar Royer reported that the Transfer Center will be hosting a College Fair on Oct. 20 and that 30 universities have committed to attending. The College Fair will be held in the Student Union area. The Transfer Center prepares Representative flyers monthly so students know which universities are on campus each month. UC or CSU application workshops are being held by the Transfer Center. Students can call or stop by the Transfer Center to sign up. There will be a UC Personal Statement Workshop in Nov. 2009. The new and improved Transfer Center website can now be found online. Please call the Transfer Center with comments and/or suggestions. Flyers for the various workshops were distributed to the committee members.

6. **PEERS Update** – Lynda reported that Diane McAllister could not attend today's meeting however she prepared the following statement:
 1. We have concluded giving group sessions until November 2, 2009. Our numbers increased for summer/fall. We will continue to give individual assessments for late start, fast track, Ability to Benefit and special programs.
 2. Our PEER Ambassador Program has been put on hold for this semester. We are not training new PEERS, but still have 5 returning PEERS; most of our PEERS received their AA degree and transferred this semester. I informed them that if we activate the PEERS, on a limited basis, they would be notified. Hopefully we can have some PEER activities this semester.

8. **Other** – none

9. **Next Meeting – 10 December 2009**

The meetings for 2010 will be held on: **11 March 2010 and 13 May 2010.**

10. The meeting was adjourned at 2:50 pm.