



**STUDENT SERVICES PLANNING  
COUNCIL MEETING  
AGENDA  
January 28, 2015**

<b>MEETING TYPE:</b>	<input checked="" type="checkbox"/>	Staff	<b>Date:</b> <b>January 28, 2015</b>
	<input type="checkbox"/>	Product/Project	<b>Starting Time:</b> <b>9:30 a.m.</b>
	<input type="checkbox"/>	Special	<b>Ending Time:</b> <b>11:00 a.m.</b>
			<b>Place:</b> <b>MD-155C</b>

**CHAIR:** Adrian Gonzales      **MEMBERS:** Aguilera, Antonecchia, Cathcart, Cecere, Conway, Crawford, DiMaggio, Dryden, Kretchman, Large, Magnuson, Meyers, Moore, Moss, Nunez, Romain, Stockert, Studinka and Titus

**RECORDER:** Michelle LaVigueur

Order of Agenda Items	Attachments	Time Allotted
<b>A. <u>MINUTES</u></b>		
1. Approve Minutes of January 14, 2015		
<b>B. <u>ACTION ITEMS</u></b>		
1.		
<b>C. <u>INFORMATIONAL ITEMS</u></b>		
1. Review Staffing Plan		35 minutes
2. SPPF Allocations	Exhibit A & B	35 minutes
<b>D. <u>COMMITTEE REPORTS</u></b>		
1. Academic Review Committee		20 minutes
2. Behavioral Health & Campus Wellness Committee		
3. Campus Police Committee		
4. Scholarship Committee		
5. Student Program Eligibility Appeals Committee		
6. Registration Committee		
<b>E. <u>OTHER BUSINESS</u></b>		

**Next Meeting: February 11, 2015**



**STUDENT SERVICES PLANNING  
COUNCIL MEETING  
MINUTES  
January 14, 2015**

**CHAIR:** Adrian Gonzales

**MEMBERS PRESENT:** V. Aguilera, R. Antonecchia, S. Cathcart, L. Cecere, J. Conway, M. DiMaggio, K. Magnuson, L. Myers, J. Moss, E. Nunez, L. Romain, B. Stockert, D. Studinka and S. Titus.

**RECORDER:** Michelle LaVigneur

**MEMBERS ABSENT:** B. Crawford, D. Dryden, L. Kretchman, M. Large and C. Moore.

**GUESTS:**

**A. MINUTES**

**1. Approval of Minutes for December 10, 2014**

MSC – (Titus/Stockert): The minutes for December 10, 2014 were approved and accepted into the record with an abstention from Diane Studinka.

**B. ACTION ITEMS**

**1. Appointment of SSPC member to Student Success and Equity Council**

**Motion:** MSC (Titus/Cathcart): A motion was made to approve Michael Large and Rosie Antonecchia having a seat on the Student Success and Equity Council representing Student Services Planning Council.

**Result:** Motion approved.

**C. INFORMATION ITEMS**

**1. Add a Behavioral Health Counselor Representative to the Behavioral Health and Campus Wellness Committee**

There was a discussion on the benefits to having a Behavioral Health Counselor on the Behavioral Health and Campus Wellness Committee.

**Motion:** MSC (Conway/Meyers): A motion was made to move this Informational Item to an Action Item.

**Result:** Motion approved.

**Motion:** MSC (Meyers/Titus): A motion was made to add a Behavioral Health Counselor representative to the Behavioral Health and Campus Wellness Committee.

**Result:** Motion approved.

**2. PRP's – SSPC reviewed the following PRP's that were previously reviewed in VP Student Services Cabinet:**

Assessment - Dean Stockert presented this PRP.

Career Center – Rosie Antonecchia presented this PRP.

EOPS/CARE/CALWORKS – Dean Stockert presented this PRP.

Evaluations/Records – Dr. Magnuson presented this PRP.

Financial Aid – Dr. Magnuson presented this PRP.

Grant Funded Student Programs – Dean Stockert presented this PRP.

Health Services Center – Jayne Conway presented this PRP.

**3. Staffing Plan**

VP Gonzales discussed the updated Staffing Plan: Priority Factors Form. The word “legal” was moved from P2 to P1 and P3 and P4 were swapped to better reflect the priorities. There is a list of approximately twenty positions that will be ranked at VPSS Cabinet, brought to SSPC for discussion and then sent to Human Resource Services in February. There was discussion regarding identifying staffing trends on an annual basis.

**D. COMMITTEE REPORTS –**

1. *Academic Review Committee* – No report.
2. *Behavioral Health & Campus Wellness Committee* – No report.
3. *Campus Police Committee* – No report.
4. *Matriculation & Transfer Committee* – This committee will be removed once approved at SPC.
5. *Scholarship Committee* – Dr. Magnuson reported they are looking for a faculty member to participate on this committee.
6. *Student Equity Committee* – This committee will be removed once approved at SPC.
7. *Student Program Eligibility Appeals Committee* – No report.
8. *Registration Committee* – No report.

- E. Other Business** – The committee was advised that VP Cuaron announced her plans to retire at the end of the Spring 2015 term.


Meeting was adjourned at 11:12 a.m.


## PALOMAR COLLEGE 2014-2015 APPROVED SPPF REQUESTS

	Submitted By	Title	Obj.	Short Description	Requested Amount	Amount Recom.	Amount Approved
<b>IPC</b>							
1	L. Lawson	Mentor Ambassadors for FYE Village Mentoring Program	1.1	*\$1,000 - Payment to Ambassadors for 15 hours of work each for Spring 2015 and 15 hours each for Fall 2015 *\$160 - t-shirt design and printing	\$1,160	\$1,000	\$1,000
2	Learning Outcomes Council	ILO Assessment Project	1.4	Creation of a set of quantitative literacy learning modules for students and instructors *\$5000-workgroup complete and implement modules *\$5000-produce modules *\$20,000-Faculty workgroup to develop assessment instrument *\$12,00-Analysis of data and preparation of report	\$42,000	\$42,000	\$42,000
<b>SSPC</b>							
1	L. Kretchman	Student Affairs/Student Activities Technology Update	2.2	Purchase two MS Surface Pro 3 Tables for social networking communications	\$3,600	\$3,600	\$3,600
2	J. Hosfield	Banners and Brochures	2.4	Banners to promote ASG at both San Marcos and Escondido	\$8,000	\$8,000	\$8,000
3	S. Titus	Student Conduct Case Management software package	2.2	Case management system for student conduct and behavior intervention; to be shared with campus police counseling services, mental health counselors, administration, and health services	\$15,000	\$15,000	\$15,000
4	J. Moss/L. Filice	CRM - Customer Relations Management module	2.2	Allows college to contact/track potential students	\$34,000	\$34,000	\$34,000
5	K. Magnuson	Admissions/Financial Aid Lobby Line Management System	2.2	Software for line management system	\$30,000	\$30,000	\$30,000
<b>TOTAL</b>					<b>\$133,760</b>		<b>\$133,600</b>


	Submitted By	Title	Objective	Short Description	Requested Amount
1	Lindsay Kretchman	Student Affairs/Student Activities Technology Update	2.2	purchase two MS Surface Pro 3 Tablets for social networking communications	\$3,600.00
2	Jason Hosfield	Banners and Brochures	2.4	banners to promote ASG at both San Marcos and Escondido	\$8,000.00
3	Sherry Titus	Student Conduct Case Management software package	2.2	case management system for student conduct and behavior intervention; to be shared with campus police, counseling services, mental health counselors, administration, and health services	\$15,000.00
4	Jamie Moss/Lisa Filice	CRM - Customer Relations Management Module	2.2	allows college to contact/track potential students	\$34,000.00
5	Kendyl Magnuson	Admissions/Financial Aid Lobby Line Management System	2.2	software for line management system	\$30,000.00
6	Najib Manea	Oracle Students Administration Integration Pack (SAIP) Module	2.5	web-based interface that passes data from PeopleSoft to other applications such as LMS	\$52,623.32
7	Angela Webster	Student Mentor Booklet and Success Stories	2.2	outreach tool to inform students about peer mentoring and related success stories	\$3,214.48
8	Yasue O'Neill	International Student Handbook	2.4	create new international student handbook with referral information	\$2,803.20
9	Jason Hosfield	Mobile Electronic Charging Stations	2.2	charging stations for mobile electronics to respond to student requests	\$20,000.00

	Submitted By	Title	Objective	Short Description	Requested Amount
10	Sherry Titus	Commencement Flag and Telescopic Pole	2.2	replace current flag with larger flag	\$375.00
11	Sherry Titus	Restroom Banners/Signage for Commencement	2.2	responding to recommendations that there be signage directing people to restrooms	\$200.00
12	Diane Studinka	Promotion Materials for the Early Childhood Education Lab School (Child Development Center)	2.2	CDC is changing name to ECELS, need to distribute information to various target groups to maintain enrollment	\$1,010.00
13	Sandra Andre	Outreach and data collection request with revised department orientation model	1.4	provide program inform	\$200.00
14	Brian Engleman	On-site & Portable Live Scan Processing & Staff/Faculty ID card manufacturing	4.1	PD would process live-scan for new employees and provide staff/faculty ID cards	\$24,000.00
15	Mary San Agustin	Reaching out to students about College/State/Federal academic requirements for Success	2.2	FATV contract to provide information to students about differences between college and federal academic requirements for financial aid	\$35,000.00

 alternate funding source available

 operational costs

 Forwarded to VP Cuaron

 on hold for more discussion