



**STUDENT SERVICES PLANNING
COUNCIL MEETING
AGENDA
May 13, 2015**

MEETING TYPE:	<input checked="" type="checkbox"/>	Staff	Date: May 13, 2015
	<input type="checkbox"/>	Product/Project	Starting Time: 9:30 a.m.
	<input type="checkbox"/>	Special	Ending Time: 11:00 a.m.
			Place: MD-155C

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

RECORDER: Michelle LaVigueur

Order of Agenda Items	Attachments	Time Allotted
A. <u>MINUTES</u>		
1. Approve Minutes of April 22, 2015		
B. <u>ACTION ITEMS</u>		
C. <u>INFORMATIONAL ITEMS</u>		
1. Discussion of SSPC Council Membership	Exhibit A	25 minutes
a. Members Cycling out of SSPC		
2. 2015 Planning Council Annual Self Evaluation		20 minutes
3. Commencement		20 minutes
4. SSPC Schedule 2015-16 Academic Year	Exhibit B	10 minutes
D. <u>COMMITTEE REPORTS</u>		
15 minutes		
1. Academic Review Committee		
2. Behavioral Health & Campus Wellness Committee		
3. Campus Police Committee		
4. Scholarship Committee		
5. Student Program Eligibility Appeals Committee		
6. Registration Committee		
E. <u>OTHER BUSINESS</u>		
1. Student Success and Equity Council report		

Next Meeting: August 26, 2015



**STUDENT SERVICES PLANNING
COUNCIL MEETING
MINUTES
April 22, 2015**

CHAIR: Adrian Gonzales

MEMBERS PRESENT: V. Aguilera, R. Antonecchia, L. Cecere, J. Conway, M. DiMaggio, D. Dryden, L. Kretchman, M. Large, K. Magnuson, L. Meyers, J. Moss, E. Nunez, L. Romain B. Stockert and S. Titus.

RECORDER: Michelle LaVigueur

MEMBERS ABSENT: A. Gonzales, M. Brannick, S. Cathcart, D. Dryden, C. Moore and D. Studinka.

GUESTS:

A. MINUTES

1. Approval of Minutes for April 8, 2015

MSC – (Moss/Titus): The minutes for April 8, 2015 were approved and accepted into the record.

Minutes, agendas and attachments will be posted on the following Palomar College website:
<http://www2.palomar.edu/pages/sspc/>

B. ACTION ITEMS – none.

C. INFORMATION ITEMS

1. Commencement 2015 – Sherry Titus reported that postcards were sent out to all eligible graduates notifying them of the Commencement Ceremony on Friday, May 15, 2015 at 5:00 p.m. on the Football Field. The processional this year will take place through parking lots 1 and 2 in order to allow for easier access to the restrooms in the A building. Parents will have an opportunity to take pictures as the students walk onto the track. Parking lots 1 and 2 will be available for disabled and VIP parking only, but will be closed to staff on May 15, 2015. An insert will be added to the commencement brochure for retirees. Jamie Moss mentioned that the Student Ambassadors will be willing to assist a. The Student Affairs office would like feedback on the new processional process.

2. Discussion of SSPC Council Membership - Dr. Magnuson reminded the council that they were to bring feedback to the group regarding the Council having accurate representation across the constituent groups and in various centers on campus. Specifically, the Administrative Association requested a seat on SSPC at the March 25, 2015 meeting and this brought up discussion regarding the Assessment Center, Veterans Center and others having a seat as well. CAST representative, Jamie Moss reported that one CAST member suggested having representation from the Tutoring Committee and Information Services to ensure online student success. Rosie Antonecchia reported that Jose Luis Ramirez, Assessment Coordinator in Counseling would like to have a seat on SSPC. There were no objections by CAST to adding the AA representative and the Assessment Coordinator to SSPC. There was discussion on the Veterans Center having a seat on the Council and concern that the Council does not become too large. It was suggested that we create a chart clarifying what areas are currently being represented in each role before we add more members. This will help make any overlap more visible.

Motion: MSC (Nunez/Aguilera): A motion was made to create a chart of the current council members and define the areas they are representing on campus.

Result: Motion approved.

3. **Staff Planning** – Dr. Magnuson encouraged members to attend the All College Forum from 2:00 – 4:00 p.m. this Thursday, April 23, 2015 in the Governing Board room.
 4. **Smoking Policy** – Dr. Magnuson reported that vaping will soon be included in the no-smoking policy. There was discussion on issuing fines across the board for those who smoke on campus.
 5. **FTES Projections** – Dr. Magnuson reported we are down approximately 3.5% in FTES for spring 2015 enrollment compared to last year. Based upon the current numbers, it will not be mathematically possible for the college to reach the large college cap for this next fiscal year and we will be considered a medium college going into next fiscal year.
- D. **COMMITTEE REPORTS** – No reports.
1. **Academic Review Committee** – No report.
 2. **Behavioral Health & Campus Wellness Committee** - Lori Meyers reported that Active Minds and Health Services Center is sponsoring Love on a Leash therapy dogs on Wednesday, April 29th from 10:00 a.m. – 2:00 p.m. at the Student Union for National Stress-Out Week. There will also be a presentation titled “Anxiety/Depression and the College Student” with Licensed Professional Clinical Counselor, Ian Aman on Thursday, April 30th from 12:00 – 1:00 p.m. in H-306.
 3. **Campus Police Committee** – No report.
 4. **Scholarship Committee** – No report.
 5. **Student Program Eligibility Appeals Committee** – No report.
 6. **Registration Committee** – No report.
- E. **Other Business** –
1. **Student Success and Equity Council report** – No report.
 2. **Comet Information Exchange** – <https://www2.palomar.edu/pages/ciel/> - Dr. Magnuson reported that the Comet Information Exchange is website that was developed by Larry Lawson, Cindy Anfinson, Erin Feld, Kelly Falcone and Shayla Sivert, with help from Michelle Barton. The purpose was to eliminate overlap and integrate discussions and activities surrounding the implementation of state initiatives such as 3SP, Student Equity and Career Pathways.

Meeting was adjourned at 11:00 a.m.

SSPC Members and Affiliations		
Members	Appointed Seat	Affiliations
V.P. Gonzales, Adrian	Vice President, Student Services	Student Services Division
Aguilera, Veronica	EOP&S Faculty Member	Counseling and EOPS
Antonecchia, Rosie	Director, Career Services	Counseling and Career Center
Brannick, Monica	Faculty representative from the Pride Center	Instruction and Pride Center
Cathcart, Scott	Director, Athletics	Athletics
Cecere, Lisa	Faculty appointed by Faculty Senate from Instructional Areas	Instruction and Faculty Senate
Conway, Jayne	Director, Health Services Center	Health Services Center
DiMaggio, Mark	Chief of Police	Campus Police
Dryden, Dan	CCE/AFT Representative	CCE/AFT and DRC
Kretchman, Lindsay	CCE/AFT Representative	CCE/AFT and Student Affairs
Large, Michael	Research Analyst	IRP
Magnason, Kendyl	Director, Enrollment Services	Enrollment Services, Admissions, Evaluations & Records, Financial Aid, International Students, Outreach and Veterans
Meyers, Lori	DRC Faculty Member	Counseling, DRC and EOPS
Moore, Christine	PFF Representative	PFF and Instruction
Moss, Jamie	CAST Representative	CAST, Enrollment Serv., Admissions, Outreach
Nunez, Elvia	Director, Transfer Center	Counseling and Transfer Center
Romain, Lisa	Chair, Counseling	Counseling
Spence, Malik	ASG Representative	ASG
Stockert, Brian	Dean, Counseling Services	Counseling Services, Articulation, Assessment, Career Center, Counseling, DRC, EOPS, Grant Funded Student Programs, Behavioral Health Counseling, SSSP and Transfer Center
Studinka, Diane	Faculty representative on Faculty Senate	Instruction, Child Development and Lab School
Titus, Sherry	Director, Student Affairs	Student Affairs

Areas w/o Identified Seat:

- * Financial Aid
- * Veterans
- * GFSP
- * Assessment
- * Articulation
- * AA
- *DRC
- * Evaluations/Records
- *Int'l Students

Current Head Count:

Educational Administrators: 7
 Classified: 3
 Faculty: 9
 CAST: 1
 ASG: 1

Student Services Planning Council Meetings
2015-2016 Academic Year
Meets 2nd & 4th Wednesdays

Date	Time	Location
August 26, 2015	9:30 a.m. - 11:00 a.m.	MD-155C
September 9, 2015	9:30 a.m. - 11:00 a.m.	MD-155C
September 23, 2015	9:30 a.m. - 11:00 a.m.	MD-155C
October 14, 2015	9:30 a.m. - 11:00 a.m.	MD-155C
October 28, 2015	9:30 a.m. - 11:00 a.m.	MD-155C
November 25, 2015	9:30 a.m. - 11:00 a.m.	MD-155C
December 9, 2015	9:30 a.m. - 11:00 a.m.	MD-155C
NO	MEETINGS	WINTER BREAK
January 27, 2016	9:30 a.m. - 11:00 a.m.	MD-155C
February 10, 2016	9:30 a.m. - 11:00 a.m.	MD-155C
February 24, 2016	9:30 a.m. - 11:00 a.m.	MD-155C
March 9, 2016	9:30 a.m. - 11:00 a.m.	MD-155C
April 13, 2016	9:30 a.m. - 11:00 a.m.	MD-155C
April 27, 2016	9:30 a.m. - 11:00 a.m.	MD-155C
May 11, 2016	9:30 a.m. - 11:00 a.m.	MD-155C

Updated: 04/06/15