



**STUDENT SERVICES PLANNING
COUNCIL MEETING
AGENDA
September 23, 2015**

MEETING TYPE:	<input checked="" type="checkbox"/>	Staff	Date: September 23, 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, Ambrocio, Antonecchia, Cathcart, Cecere, Cory, DiMaggio, Harris, Kretchman, Large, Magnuson, Meyers, Moore, Nunez, Romain, Sebring, Spence, Stockert and Titus.

RECORDER: Michelle LaVigueur

Order of Agenda Items	Attachments	Time Allotted
A. <u>MINUTES</u>		
1. Approve Minutes of September 9, 2015		
B. <u>ACTION ITEMS/SECOND READING</u>		
C. <u>ACTION ITEMS/FIRST READING</u>		
D. <u>INFORMATION/DISCUSSION ITEMS</u>		
1. Discussion of SSPC Council Membership	Exhibit A	25 minutes
2. Enrollment Discussions		20 minutes
E. <u>COMMITTEE REPORTS</u>		
1. Academic Review Committee		
2. Behavioral Health & Campus Wellness Committee		
3. Campus Police Committee		
4. Registration Committee		
5. Scholarship Committee		
6. Student Program Eligibility Appeals Committee		
F. <u>OTHER BUSINESS</u>		
1. Staffing Updates		
2. Enrollment Updates		
3. Parking Fees Required for Visitors - Elvia Nunez		
4. Smoking Policy – Implement Fines		
5. Student Success and Equity Council report		25 minutes

Next Meeting: October 14, 2015



**STUDENT SERVICES PLANNING
COUNCIL MEETING
MINUTES
September 9, 2015**

CHAIR: Adrian Gonzales

MEMBERS PRESENT: V. Aguilera, R. Antonecchia, S. Cathcart, L. Cecere, M. DiMaggio, J. Harris, K. Magnuson, L. Meyers, E. Nunez, L. Romain, S. Sebring, B. Stockert and S. Titus.

RECORDER: Michelle LaVigueur

MEMBERS ABSENT: A. Cory, A. Gonzales, L. Kretchman, M. Large, C. Moore and M. Spence.

GUESTS:

Order of Agenda Items	Attachments	Time Allotted
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A. MINUTES

- **Approval of Minutes for May 13, 2015**
MCS – (Stockert/Meyers): The minutes for May 13, 2015 were approved and accepted into the record with abstentions from Judy Harris, Suzanne Sebring and Sherry Titus.

- **Approval of Minutes for August 26, 2015**
MCS – (Harris/Titus): The minutes for August 26, 2015 were approved and accepted into the record with an abstention from Scott Cathcart.

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

B. ACTION ITEMS/SECOND READING – None.

C. ACTION ITEMS/FIRST READING –

- **Appointment of SSPC member to Accreditation Steering Committee** 5 minutes
Dr. Kendyl Magnuson asked the Council if a member was interested in serving on the Accreditation Steering Committee. Lisa Cecere volunteered to serve from SSPC.

Motion: MSC (Titus/Stockert): A motion was made to move this item to Action Items/Second Reading.
Result: Motion approved with an abstention from Lisa Romain.

Motion: MSC (Sebring/Titus): A motion was made to appoint Lisa Cecere to serve as the Student Services Planning Council representative on the Accreditation Steering Committee.
Result: Motion approved with an abstention from Lisa Romain.

D. INFORMATION/DISCUSSION ITEMS

- **SSPC November 2015 Meeting Dates** 5 minutes
There was discussion on canceling the SSPC meeting on November 25, 2015 and to add meetings on November 4 and 18, 2015.

Motion: MSC (Cecere/Stockert): A motion was made to cancel the SSPC meeting on November 25, 2015 and to add meetings on November 4 and 18, 2015.
Result: Motion approved with Sherry Titus opposed.

- **Discussion of SSPC Council Membership** Exhibit A 20 minutes
Dr. Kendyl Magnuson mentioned we need to rescind the appointment of Michael Large to SSEC since the appointment was for two faculty members appointed by SSPC, not AA representatives. Veronica Aguilera showed interest in serving in this

Student Services Planning Council

capacity. She and other faculty members will review their schedule and let the Council know their decision at the next meeting. There was discussion on the following:

- The Administrative Association requesting a seat on SSPC
 - Appropriate representation in each Student Services area
 - Looking at the proportional representation of membership in Enrollment Services and Counseling
 - CCE holding two seats on the Council
- **Request to Add New SSPC Committee (AB540/Dream Act)** Exhibit B 15 minutes
There was discussion regarding this requested committee being better served under SSEC instead of SSPC.

Motion: MSC (Sebring/Aguilera): A motion was made to move this discussion to the Student Success and Equity Council and present as a Workgroup under SSEC.

Result: Motion approved.

- **Internship Program – Rosie Antonecchia** Exhibit C 15 minutes
Eric Briggs, Internship Coordinator at the Career Center presented a PowerPoint on the Career Center Internship Program 2015-16. Their goal is to assist students in completing their degree with the work experience needed to achieve gainful employment directly after completing their education at Palomar College. He is on campus at the Career Center on Tuesdays and Thursdays.

E. COMMITTEE REPORTS 15 minutes

- **Academic Review Committee** – No report.
- **Behavioral Health & Campus Wellness Committee** – Lori Meyers reported their first meeting will be on Thursday, September 11, 2015.
- **Campus Police Committee** – Chief DiMaggio reported this committee will be meeting on September 17, 2015.
- **Registration Committee** – Dr. Kendyl Magnuson reported they met on September 3, 2015. They will meet again on September 10 and 24, 2015. They discussed the following on September 3, 2015:
 - Registration cycle for 2016
 - Two year academic calendar cycle
 - Compressed calendar starting in fiscal year 2017
- **Scholarship Committee** – No report.
- **Student Program Eligibility Appeals Committee** – Dr. Kendyl Magnuson reported they have not met this semester.

F. Other Business – 10 minutes

- **Staffing Updates** –
Dr. Kendyl Magnuson reported we are in the process of hiring a Financial Aid Director, with interviews being held on September 17 and 18, 2015. We are also in the process of hiring a Center Assistant for Camp Pendleton, a Supervisor for Enrollment Services at Camp Pendleton, an Admissions and Enrollment Coordinator and an Articulation Officer. The Manager of Outreach Services, the reclassification of Cecilia Rocha's position from Supervisor, Grant Funded Student Programs to Manager of Gear-up, three TRIO supervisor positions (Supervisor, TRIO/Educational Opportunity Center and TRIO/Educational TRIO/Educational Talent Search, Supervisor, TRIO/Student Support Services and Supervisor, TRIO/Upward Bound Classic and TRIO/Upward Bound Rural) and an Institutional Research Analyst is on the Governing Board agenda for the September 9, 2015 meeting.

Dean Brian Stockert reported we are in the process of hiring a DRC Director and two DRC Staff Aides. The Director of Student Success and Student Equity, Olga Diaz and the Manager of Orientation and Follow-Up Services, Nancy Moreno started employment on August 31, 2015. An offer has been made for the Senior Administrative Secretary for Counseling.

- **Enrollment Updates** – Dr. Kendyl Magnuson reported that our fall 2015 enrollments are down from fall 2014.
- **Parking Fees Required for Visitors – Elvia Nunez** – To be addressed at the next SSPC meeting.
- **Smoking Policy** – To be addressed at the next SSPC meeting.
- **Student Success and Equity Council report** – To be addressed at the next SSPC meeting.

Meeting was adjourned at 11:03 a.m.

Next Meeting: September 23, 2015

SSPC Members and Affiliations		
Members	Appointed Seat	Affiliations
1 Interim, Superintendent/President, Gonzales, Adrian	Vice President, Student Services	Student Services Division
2 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
3 Antonecchia, Rosie	Director, Career Services	Counseling and Career Center
4 Nunez, Elvia	Director, Transfer Center	Counseling and Transfer Center
5 Harris, Judy	Interim Director, Health Services Center	Health Services Center
6 Cathcart, Scott	Director, Athletics	Athletics
7 Magnason, Kendyl	Director, Enrollment Services	Enrollment Services, Admissions, Evaluations & Records, Financial Aid, International Students, Outreach and Veterans
8 Titus, Sherry	Director, Student Affairs	Student Affairs
9 Romain, Lisa	Chair, Counseling	Counseling
10 DiMaggio, Mark	Chief of Police	Campus Police
11 Aguilera, Veronica	EOP&S Faculty Member	Counseling and EOPS
12 Meyers, Lori	DRC Faculty Member	Counseling, DRC and EOPS
13 Cecere, Lisa	Faculty appointed by Faculty Senate from Instructional Areas	Instruction and Faculty Senate
14	Faculty Senator on Faculty Senate	
15 Large, Michael	Research Analyst	IRP
16 Kretchman, Lindsay	CCE/AFT Representative	CCE/AFT and Student Affairs
17	CCE/AFT Representative	CCE/AFT and DRC
18 Spence, Malik	ASG Representative	ASG
19 Sebring, Suzanne	CAST Representative	CAST, Interim Executive Assistant to the VP for Instruction
20 Moore, Christine	PFF Representative	PFF and Instruction
21 Brannick, Monica	Faculty representative from the Pride Center	Instruction and Pride Center

Current Head Count:

Educational Administrators: 8

Classified: 2

Faculty: 9

CAST: 1

ASG: 1

21 Members Total

SSPC Shared Governance, Areas and Departments

Shared Governance	Student Services Areas	Student Services Departments
VPSS	Athletics	
Dean, Counseling Services	Counseling Services	<ul style="list-style-type: none"> • Articulation • Assessment • Behavioral Health Counseling • Career Center • Counseling Services • DRC • EOPS/CARE/Foster Youth • Grant Funded Student Programs • 3SP/Student Equity • Transfer Center
AA (No seat currently)	Enrollment Services	<ul style="list-style-type: none"> • Admissions • Evaluations & Records • Financial Aid • International Students • Outreach/Student Ambassadors • Veterans
ASG	Health Services Center	
CAST	Campus Police	<ul style="list-style-type: none"> • Parking Services • Police Department
CCE (2 members)	Pride Center	
PFF	Student Affairs	<ul style="list-style-type: none"> • Student Activities • Student Affairs/Discipline • Student Government
Faculty Senate (2 members)		

Current Head Count:

Educational Administrators: 8

Classified: 2

Faculty: 9

CAST: 1

ASG: 1

21 Members Total

STUDENT SERVICES PLANNING COUNCIL

Role

- Develops, implements, evaluates and revises Student Services' plans and initiatives, both short- and long term.
- Develops, reviews, and updates the process (qualitative and quantitative elements and instrument) and establishes the timeline for the 2-year Institutional Program Review and Planning (IPR&P) cycle for Student Services.
- Reviews and summarizes IPR&P documents and utilizes them to develop and guide recommendations for priorities for Student Services, including budget, staffing needs, equipment, technology, facilities, and other resources essential to support Student Services and the success of students.
- Utilizes the District's Strategic Plan and the Annual Implementation Plan to guide and outline its goals, tasks and actions to be accomplished in the academic year.
- Make recommendations relevant to any matters or issues that impact Student Services and/or by request from SPC.
- Provides guidance, direction, and oversight to these committees:
 - Academic Review Committee
 - Student Equity Committee
 - Registration Committee
 - Scholarship Committee
 - Campus Police Committee
 - Matriculation and Transfer Committee
 - Financial Aid & Appeals Committee

Convenes a subcommittee to review and update the process (qualitative and quantitative elements and instrument) and timeline for requesting full-time positions and to prioritize each year's list of full-time positions for discussion and endorsement by SSSPC, forwarding the recommendation to SPC as information.

Products

- Institutional Program Review and Planning documents, summaries and recommendations, including budget, staffing needs, equipment, technology, and facilities priorities
- Progress report on Strategic Plan and AIP
- Annual goals and accomplishments
- Full-time Position Priority Recommendations

Reporting Relationship

Strategic Planning Council

Meeting Schedule

Second and Fourth Wednesday of the month from 9:30 a.m. to 11:00 a.m.

Chair

Vice President, Student Services

Members

- Dean, Counseling Services
- Director, Career Services
- Director, Transfer Center
- Director, Health Services
- Director, Athletics
- Director, Enrollment Services
- Director, Student Affairs
- Chair, Counseling (or designee)
- Chief of Police
- One EOP&S Faculty Member

- One DRC Faculty Member
- One Faculty representative appointed by Faculty Senate from Instructional Areas
- One Faculty representative who is also on the Faculty Senate
- Research Analyst
- Two Classified Unit Employee representatives appointed by CCE/AFT (one from Student Services)
- One Student representative appointed by ASG
- One Confidential and Supervisory Team representative from Student Services appointed by CAST
- One Palomar Faculty Federation representative appointed by PFF
- One Faculty representative from the Pride Center, appointed by the Faculty Senate

Approved by SPC 5-07-02
Latest Revision 02-03-15