



**STUDENT SERVICES PLANNING
COUNCIL MEETING
AGENDA
November 4, 2015**

MEETING TYPE:	<input checked="" type="checkbox"/>	Staff	Date: November 4, 2015
	<input type="checkbox"/>	Product/Project	Starting Time: 9:30 a.m.
	<input type="checkbox"/>	Special	Ending Time: 11:00 a.m.
			Place: AA-140

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 October 28, 2015		
B. <u>ACTION ITEMS/FIRST READING</u> – None.		
C. <u>ACTION ITEMS/SECOND READING</u>		
1. SSPC Membership to include AA Representative	Exhibit A	15 minutes
D. <u>INFORMATION/DISCUSSION ITEMS</u>		
1. Discussion of SSPC Council Membership	Exhibit B	40 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>OHER BUSINESS</u>		
		15 minutes
1. PRP's due November 6, 2015		
2. Staffing Updates		

Next Meeting: Wednesday, November 18, 2015 in AA-140



**STUDENT SERVICES PLANNING
COUNCIL MEETING
MINUTES
October 28, 2015**

CHAIR: Adrian Gonzales

MEMBERS PRESENT: V. Aguilera, R. Antonecchia, S. Cathcart, L. Cecere, A. Cunningham, M. DiMaggio, J. Harris, L. Kretchman, M. Large, L. Meyers, E. Nunez, L. Romain, S. Sebring, M. Spence and B. Stockert

RECORDER: Suzanne Sebring

MEMBERS ABSENT: J. Ambrocio, A. Cory, K. Magnuson, C. Moore and S. Titus.

GUESTS: O. Diaz

Order of Agenda Items	Attachments	Time Allotted
A. <u>MINUTES</u>		
1. Approval of Minutes for October 14, 2015 MCS – (Stockert/Cecere): The minutes for October 14, 2015 were approved and accepted into the record with an abstention from Elvia Nunez. Minutes, agendas and attachments are posted on the following Palomar College website: http://www2.palomar.edu/pages/sspc/		
B. <u>ACTION ITEMS/FIRST READING</u>		
1. SSPC Membership to include AA Representation Interim VP Gonzales asked that members continue to attain feedback from their constituency groups. This item will move to second reading for approval at the next meeting.	Exhibit A	5 minutes
C. <u>ACTION ITEMS/SECOND READING</u> –		
1. Appointment of SSPC Faculty Member to SSEC Motion: MS (Stockert/Kretchman): A motion was made to appoint Veronica Aguilera as the SSPC faculty representative on the Student Success & Equity Council (SSEC). Result: Motion carried by unanimous vote.	Exhibit B	10 minutes
D. <u>INFORMATION/DISCUSSION ITEMS</u>		
1. Review Student Equity Plan and Data Olga Diaz, Director of Student Success and Student Equity, and Michael Large, Senior Institutional Research Analyst, gave a joint presentation reviewing the Student Equity Plan and related data. The presentation showed the baseline data for the plan remains nearly the same as last year. For this reason, it has been determined that the plan will remain stable and the council will continue to address the areas of disproportionate impact originally identified. This was approved by the SSEC.	Exhibit C	10 minutes
2. Discussion of SSPC Council Membership This item was tabled until the next meeting.	Exhibit D	20 minutes
3. Enrollment Strategies Follow-Up There was a follow-up discussion regarding enrollment strategies. Interim President Gonzales reminded the council that SPC plans to use 75% of the SPPF allocation toward a larger institutional project this year. The remaining 25% will be used for smaller projects that seek to address the strategic plan.		15 minutes
4. SPPF Allocation Update – Due December 2015 Student Services PRP's are still due on November 6 th . The paperwork for SPPF allocations has not been released yet, but should be soon.		10 minutes

E. COMMITTEE REPORTS

10 minutes

1. *Academic Review Committee* – no report
2. *Behavioral Health & Campus Wellness Committee* – Lori Meyers reported that two (2) PD workshops have recently been offered and members of Active Minds participated in the “Out of Darkness” walk last weekend. Pictures of the event are posted on the Team Life website.
3. *Campus Police Committee* – Chief DiMaggio reported that the committee is looking for a chairperson.
4. *Registration Committee* – no report
5. *Scholarship Committee* – no report
6. *Student Program Eligibility Appeals Committee* – no report

F. Other Business

10 minutes

1. **Staffing Updates** - Interim President Gonzales reported that interviews will soon be taking place for the DRC Director position. In addition, the new Articulation Officer is due to start on December 1st and two staff aides for the DRC will be starting next week. He also mentioned that the campus forums for the new President/Superintendent are scheduled for next Friday, November 6th, and encouraged everyone to attend. There will be a survey available to give feedback to the Board, if desired.
2. **New Membership** – Interim President Gonzales mentioned the college will be joining the M2C3 consortium. M2C3 is a national consortium for community colleges that are interested in sharing their efforts and learning about new strategies for enhancing the success of men of color.

Meeting was adjourned at 11:05 a.m.

Next Meeting: November 4, 2015

STUDENT SERVICES PLANNING COUNCIL
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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

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)		

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CAST: 1

ASG: 1

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