



**STUDENT SERVICES PLANNING
COUNCIL MEETING
MINUTES
February 12, 2014**

CHAIR: Adrian Gonzales

MEMBERS PRESENT: V. Aguilera, R. Antonecchia, D. Dryden, S. Cathcart, L. Cecere, J. Conway, T. Cruz, P.J. DeMaris, M. Large, J. Limberg, K. Magnuson, L. Meyers, J. Moss, E. Nunez, B. Stockert, D. Studinka, S. Titus

RECORDER: Janeice Pettit

MEMBERS ABSENT:
J. Harper, C. Moore

GUESTS: M. San Agustin

I. Approval of Minutes for January 22, 2014

MSC- (Scott/Titus) The minutes for January 22, 2014 were approved and accepted into the record as written.

II. Committee Reports

This agenda item was not covered to allow adequate time to discuss SS SPPF Requests and SS Staffing Plans.

III. Action Items

1. Student Loan Default Prevention Committee Request

MSC- The group discussed the potential for linking this activity to an existing shared governance committee to allow for faculty participants to get institutional service credit for committee work. A proposal was made to table request to a later date. The proposal was approved by consensus.

2. Student Services SPPF Requests

VP Gonzales provided a brief explanation of the process used to review the SPPF requests that were submitted. Twenty-seven SPPF requests were submitted and reviewed at VPSS Cabinet. Fifteen (15) SPPF requests did not meet the SPPF funding criteria or were forwarded to another area for review. The remaining twelve (12) SPPF requests that were considered eligible were discussed, and ranked by SSPC. The following SPPF requests will be forwarded to SPC:

- Rank #1 - Document Imaging/Electronic Forms/Workflow (Enrollment Services)
- Rank #2 - Comet Self Help Station (Counseling)
- Rank #3 - Palomar College Internship Program (Career Center)
- Rank #4 - Student Lingo Software (Career Center)
- Rank #5 - MBTI- Group Dynamics Training Workshop (Career Center)
- Rank #6 - Electronic Tablets (Counseling)
- Rank #7 - Reduction of Students Drops (Enrollment Services)
- Rank #8 - Career Fair Event (Career Fair)
- Rank #9 - Priority Registration (Enrollment Services)
- Rank #10 - "Get Job Ready" Workshop (Career Fair)
- Rank #11 - Student Booklets (Career Fair)
- Rank #12 - Reconstitution of "GRAD" (A.S.G.)

3. ***Student Services Staffing Plans***

The Student Services Planning Council (SSPC) reviewed and discussed the eleven (11) staffing positions that were ranked by the VP SS Cabinet (VPSSC).

MSC- (Nunez/Stockert) A proposal to switch item #9 (Staff Assistant-Transfer Center) with item #5 (Counseling Services Specialist – Assessment) was approved by majority vote.

- In Favor – 5
- Opposed -2
- Abstained – 6

MSC- (Cathcart/Titus) A proposal to switch item # 8 (Sports Information) with the new item #9 (Counseling Services Specialist – Assessment) was approved by consensus.

The final staffing plan will be submitted to HR as listed below:

1. Police Sergeant (1)
2. Police Officer (1)
3. Sr. Academic Evaluation Advisor
4. Athletics Trainer
5. Staff Assistant (Transfer)
6. Academic Advising/Financial Aid Functional Analyst
7. ASG and Club Coordinator
8. Counseling Services Specialist (Assessment)
9. Sports Information
10. Police Sergeant (2)
11. Police Officer (2)

IV. **Informational Items**

1. **3SP Task Force Update**

Vice President Gonzales reported that the 3SP Task Force met on February 5th. The following agenda items were discussed:

- a. Overview History Lead to Student Success & Support Program (3SP)
- b. Contextual Framework of Student Path to Goal Completion
 - The task force identified and discussed the following typical stages that students go through as they work their way towards completing their educational goals: outreach/marketing; intake process; 30 units; 45 unit threshold; graduation/transfer/certificate.
- c. Work Plan & Timeline
 - The handout “Guidance for Work Group Leaders” identified a series of questions that each workgroup should address when preparing their portion of the 3SP plan.
 - A proposed timeline of activities was provided to help ensure completion of a draft (3SP) plan by the end of Spring 2014 term.
 - Upon reviewing the meeting dates, the task force suggested that meetings be changed from Wednesdays at 1:00 p.m. to Thursdays at 3:00 p.m. so as to avoid unintended meeting conflicts with other standing department meetings.
- d. Establish Workgroups and Identify Chairs
 - A campus wide request was sent out for volunteers to serve on the following identified workgroups: Outreach/Marketing (Lead: Norma Miyamoto); Orientation (Lead: Jose Fernandez); Counseling and

Advisement to included SEP (Lead: P.J. DeMaris); Follow Up (Lead Brian Stockert); Policies and Procedures (Lead: Greg Larson).

V. Other Business

Meeting adjourned at 11:30 A.M

Next Meeting: February 26, 2014