



**STUDENT SERVICES PLANNING
COUNCIL MEETING
MINUTES
September 24, 2014**

CHAIR: Adrian Gonzales

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

RECORDER: Michelle LaVigueur

MEMBERS ABSENT: S. Cathcart, J. Conway, Y. Martinez, and C. Moore

GUESTS: Tricia Frady and Don Sullins

A. MINUTES

1. Approval of Minutes for May 14, 2014

The minutes for May 14, 2014 were approved and accepted into the record with abstentions from Diane Studinka, Dan Dryden and Lisa Romain.

2. Approval of Minutes for September 10, 2014

The minutes for September 10, 2014 were approved and accepted into the record as written.

B. COMMITTEE REPORTS

1. *Academic Review Committee*

Kendyl Magnuson shared there was a small review committee over the summer consisting of Brian Stockert, P.J. DeMaris and himself. There are no other upcoming meetings scheduled.

2. *Behavioral Health & Campus Wellness Committee*

Lori Meyers, Co-Chair of the Behavioral Health and Wellness Committee shared that the committee met a couple of weeks ago and discussed creating a flowchart for faculty and staff to refer to if encountered with students having behavioral challenges. They also discussed creating a website for the committee. Additionally, three part-time Mental Health Counselors were hired at fifteen hours per week, working between the San Marcos and Escondido campuses. They will start working with students on Monday, September 29, 2014. VP Gonzales added that he has met with Sherry Titus, Brian Stockert and Mark DiMaggio to discuss creating a Behavioral Response Team for students who may be rising to a level of visiting multiple departments or causing increased concern. This team will develop protocols for case management of students of concern. It will be separate from the Behavioral Health & Campus Wellness Committee, but will go hand-in-hand with the support, prevention and response. There was discussion on having a clear protocol in place for Classified Staff, Faculty and Administration.

3. *Campus Police Committee*

No report.

4. *Matriculation & Transfer Committee*

VP Gonzales discussed this committee in Action Items.

5. Scholarship Committee

Kendyl Magnuson reported that Mary San Agustin is working with the Foundation to create an electronic application process for scholarships. We are currently using an internal process that has been inefficient. There was also discussion on having a second scholarship process in the spring focused around new high school and transfer students. There is a small pool of funds earmarked for scholarships that they would like to leverage with the outreach program.

6. Student Equity Committee

VP Gonzales discussed this committee in Action Items.

7. Student Program Eligibility Appeals Committee

Kendyl Magnuson reported there is a meeting coming up next week regarding financial aid appeals, SSSP and priority registration. Next fall will be the BOWG waiver restrictions.

8. Registration Committee –

Kendyl Magnuson shared that the Registration Committee met last week for the second time this term. There were no issues with spring or summer 2014 registration. There has been discussion regarding moving fall registration to an earlier date (late April, early May – not concurrent with finals). Currently, fall registration takes place on July 1st. Reasons cited for moving the registration date were students are still on campus in the spring term to register and internal resources are still here before summer begins. He mentioned they would like to make this a priority for the campus.

Don Sullins discussed the technical issues involved with this change. His points are listed below:

- Not only is the PeopleSoft Student System not designed to support concurrent term enrollment, neither are the procedures established to handle such functions as student payments, refunds, placement of holds on students for non-payment and issue parking permits.
- A fit-gap analysis between our current term-based enrollment process and procedures and the desired concurrent-term enrollment process and procedures needs to be done in order to determine what procedural changes need to be made and how to modify the PeopleSoft System to support the changes.
- Once we have documented the system changes and have agreement to proceed, we could use a PeopleSoft Student system consultant effectively, otherwise they would be waiting on IS to make decisions.
- Unfortunately, the most knowledgeable staff members, Tricia Frady and Suzanne Szames, are already assigned to critical projects with year-end completion dates and post-implementation support in spring 2015.
- Recommend the fit-gap analysis begin in April, 2015 with implementation targeted for summer 2016.

VP Gonzales suggested we make this an Informational Item at the next SSPC meeting with a pros and cons list from the Registration Committee. Kendyl Magnuson will give a formal presentation that will be sent out prior to the meeting. Diane Studinka suggested the pros and cons list go to Faculty Senate on Monday, September 29, 2014 along with the cost of a consultant. VP Gonzales suggested having discussions in the various shared governance groups.

9. International Student Committee

This is not an advisory group and will be removed from future agendas. VP Gonzales reported there was a Celebration of life event last Friday, September 19, 2014 for the students who lost their lives in the car accident.

C. Action Items

1. Student Equity Plan –First Reading (Exhibit A)

VP Gonzales reported the Student Equity Plan was presented to the Board last night, September 23, 2014 as an informational item and was also presented to SPC last week. He presented a PowerPoint presentation on the plan and a copy of the draft plan was sent out to SSPC last week. He covered the history, legislation plan requirements and how the plan was approached. The details of the plan were also discussed. The plan will go to Faculty Senate September 29, 2014. The second reading will happen at SPC on September 30, 2014. The first

reading will go to the Governing Board on October 14, 2014, with the second reading on November 12, 2014. The Chancellor's office states we have until January 1, 2015 to have this on file in their office. VP Gonzales requests that the council review data and provide input by September 25th (soft date) in order for the September 30th SPC preparation.

2. Student Equity & Matriculation/Transfer Advisory Committee structure – First Reading

VP Gonzales handed out the current Governance Structure of the Student Equity Committee as well as the Matriculation & Transfer Committee. He reported meeting with Berta Cuaron and Greg Larson regarding combining the two committees. He suggested a single committee be created titled Student Success and Equity Committee, consisting of thirty members (representation from each area, possibly including the Basic Skills Committee). The suggested Governance Structure was handed out to the council. Each member will take this information back to their constituent groups and come back with a day and time that works well as there were concerns with the meeting day and time. Information will be reviewed again at the next meeting, voted on and sent to SPC as a recommendation.

3. 3SP Plan Progress Update – Second Reading (Exhibit B)

Dean Stockert informed us he has received a lot of feedback on 3SP. The budget plan is now complete and the revised plan will be sent out to SSPC and Faculty Senate by the end of this week. The plan will be put back on the agenda for the next SSPC meeting with an attachment and members will bring any input to the next meeting.

D. Information Items

1. Strategic Plan/PRP - Timeline

VP Gonzales shared that the Strategic Plan will be coming out to SPC soon. Forms for the SPPF requests will come soon after. He has advised Student Services staff to start working on PRPs, with a target deadline date of November 7th. Each PRP will be reviewed at SSPC.

2. Website Revamp Task Force

VP Gonzales shared that the creation of a Website Revamp Task Force has been recommended to SPC. The task force will be chaired by Dean Kahn and will work to clean up our website by putting templates to it for better organization in preparation for our site visit. It will be going to SPC for the second reading at the next meeting.

E. Other Business

None

Meeting adjourned at 11:07 A.M.

Next Meeting: October 8, 2014