



**STUDENT SERVICES PLANNING  
COUNCIL MEETING  
MINUTES  
October 8, 2014**

**CHAIR:** Adrian Gonzales

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

**RECORDER:** Michelle LaVigueur

**MEMBERS ABSENT:** V. Aguilera, B. Crawford, M. Large, C. Moore and D. Studinka

**GUESTS:** S. Cohen

**A. MINUTES**

**1. Approval of Minutes for September 24, 2014**

MSC – (Stockert/Titus): The minutes for September 24, 2014 were approved and accepted into the record.

**B. ACTION ITEMS**

**1. Student Equity Plan – Second Reading**

VP Gonzales reported that Faculty Senate is reviewing this plan. The Executive Summary and summary of the Budget will be added to the plan and sent out to Faculty Senate for their second reading on Monday, October 13, 2014. He suggested tabling the plan until Faculty Senate is able to vote on it. The plan will then be presented to the Board for the first reading on Tuesday, October, 14, 2014.

**Motion:** MSC (Titus/Stockert): A motion was made to table the Student Equity Plan for the next meeting scheduled on October 22, 2014.

**Result:** Motion approved.

**2. SSSP Plan – Second Reading**

VP Gonzales reported that Faculty Senate endorsed this plan on Monday, October 6, 2014. It will be reviewed by SPC on Friday, October 10, 2014 for the Second Reading. There was discussion regarding future conversations in workgroups defining faculty advisors, counseling services faculty and advising services counselors.

**Motion:** MSC (Magnuson/Titus): A motion was made to endorse the SSSP Plan.

**Result:** Motion approved.

**3. Student Equity and Matriculation & Transfer Committee structure – Second Reading**

There was discussion on changing details of the structure. It was proposed this new council will commence in the spring of 2015 and meet once a month with the second meeting scheduled for workgroups. There was also discussion on concerns regarding having the best representation of Student Services and Counseling in this group. Upon approval, the recommendation will be forwarded to SPC for review and final approval.

**Motion:** MSC (Titus/Antonecchia): A motion was made to make the following alterations to the proposed Governance Structure Group Request of the Student Success & Equity Committee:

- Meeting Schedule - change to 2<sup>nd</sup> and 4<sup>th</sup> Fridays from 9:00 – 11:00 a.m.

- Change structure from a Committee to a Council
- Result:** Motion approved.

**Motion:** MSC (Nunez/Titus): A motion was made to make the following additional alterations to the proposed Governance Structure Group Request of the Student Success & Equity Committee:

- Members – change from one Faculty Counselor as appointed by Faculty Senate to two Faculty Counselors
- Members – add Assessment Supervisor

**Result:** Motion approved.

### C. INFORMATION ITEMS

#### 1. Registration Committee recommendation to move Fall semester registration to Spring semester

Dr. Kendyl Magnuson discussed the pros and cons of moving fall semester registration up. VP Gonzales suggested council members think about the information received and discuss it with their colleagues. We will bring it back up as an information item at the next SSPC meeting. Kendyl stated the ultimate goal is to find out if the campus community is committed to this idea.

#### 2. Staffing Master Plan orientation

Shawna Cohen shared a PowerPoint presentation with the Council titled "Staffing Master Plan 2016: Year 5 Update". She gave an overview of this six year staffing plan of which we are in year five. SSPC was asked to review and update the following forms which will be sent electronically to SSPC: "Staffing Plan: Priority Factors Form" and "2015-16 Staffing Priorities: Student Services". Deadline for submission of this information to Human Resource Services is Tuesday, Dec. 9, 2014. After all councils submit their plans, our President and Vice Presidents will review and combine information from all councils to be presented to HRSPC in April 2015 for first and second reading. The information will then be presented to SPC for first and second reading in April and May 2015 and finally to the Governing Board in May 2015.

### D. COMMITTEE REPORTS – No committee reports were presented.

1. *Academic Review Committee*
2. *Behavioral Health & Campus Wellness Committee*
3. *Campus Police Committee*
4. *Matriculation & Transfer Committee*
5. *Scholarship Committee*
6. *Student Equity Committee*
7. *Student Program Eligibility Appeals Committee*
8. *Registration Committee*

### E. Other Business

#### 1. VP Gonzales had the following announcements:

- SPC announced SPFF funding due date will be Nov. 3<sup>rd</sup>; please submit one request linked to one goal.
- If awarded SPFF funding - departments will have the current year, plus one year to spend the funds.
- Pride Center will be attending the next meeting.
- Student Services PRP's are due Nov. 7<sup>th</sup>.
- State Superintendent of Public Instruction, Tom Torlakson will be coming to our campus on Tuesday evening, October 28<sup>th</sup> from 4:00 – 6:00 p.m. in MD-357.

#### 2. Jayne Conway had the following announcements:

- Encouraged everyone to get their flu shot.
- October is breast cancer awareness month and there are giveaways at the booth.
- Health Services would like help in recruiting bi-lingual Nurses and Nurse Practitioners.

#### 3. Rosie Antonecchia had the following announcement:

- Geico will be sponsoring a Summer Internship Workshop on October 29<sup>th</sup> from 11:00 a.m. – 12:30 p.m. at the Career Center in SU-17. Please call 760-744-1150 x2194 for more information.

Meeting adjourned at 11:12 a.m.

Next Meeting: October 22, 2014