



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

CHAIR: Adrian Gonzales

MEMBERS PRESENT: V. Aguilera, R. Antonecchia, S. Cathcart, L. Cecere, J. Conway, B. Crawford, L. Kretchman, M. Large, L. Meyers, E. Nunez, L. Romain, B. Stockert, D. Studinka and S. Titus

RECORDER: Michelle LaVigneur

MEMBERS ABSENT: M. DiMaggio, D. Dryden, K. Magnuson, C. Moore and J. Moss

GUESTS: M. Brannick

A. MINUTES

1. Approval of Minutes for October 22, 2014

MSC – (Stockert/Titus): The minutes for October 22, 2014 were approved and accepted into the record with abstentions from Lisa Cecere, Jayne Conway, Lindsay Kretchman, Elvia Nunez and Diane Studinka.

B. ACTION ITEMS

1. SPPF requests 2014-2015 – ranking

SSPC received a total of fifteen SPPF requests. Of those fifteen, five were considered strategic in nature and eligible for SPPF funding. Four requests appeared to be eligible for funding by an alternate source. Three of the requests were considered operational costs and should be funded at the Division level. One request belongs in Instruction's area and will be forwarded to VP Cuaron. Two requests were put on hold for further discussion. Details of the fifteen SPPF requests are listed below.

SSPC had a consensus to move the following SPPF requests totaling \$90,600.00 forward to SPC in the order ranked below:

1. Sherry Titus' request for a Student Conduct Case Management software package, supporting Objective 2.2 for \$15,000.00. There was discussion on the benefits of the software, the different packages available and ongoing fees associated with it. Sherry Titus mentioned that annual fees typically range from \$5,000.00 - \$9,000.00 a year based on features added.
2. Jamie Moss and Lisa Filice's request for CRM – Customer Relations Management Module, supporting Objective 2.2 for \$34,000.00. It will require ongoing licensing fees and the ability to communicate with PeopleSoft. This request will only cover the start-up cost. There was discussion about the use of SPPF funds for on-going costs. VP Gonzales suggested we ask SPC if requests need to be one time or if they can be used for start-up fees.
3. Lindsay Kretchman's request for Student Affairs/Student Activities Technology Update supporting Objective 2.2 for \$3,600.
4. Jason Hosfield's request for Banners and Brochures, supporting Objective 2.4 for \$8,000.00. There was discussion on the requested amount and it was recommended that SPC review the dollar amount on this SPPF request.

5. Kendyl Magnuson's request for Admissions/Financial Aid Lobby Line Management System, supporting Objective 2.2 for \$30,000.00.

The following SPPF requests totaling \$78,641.00 appeared to be eligible for funding by an alternate funding source:

1. Najib Manea' request for Oracle Students Administration Integration Pack (SAIP) Module, supporting Objective 2.5 for \$52,623.32. VP Gonzales suggested that this could be funded through SSSP, but we will consult with the Chancellor's Office to make sure.
2. Angela Webster's request for a Student Mentor Booklet and Success Stories, supporting Objective 2.2 for \$3,214.48. VP Gonzales suggested that this may match up with the Student Equity Plan in regards to outreach to students in targeted groups (ESL).
3. Yasue O'Neill's request for an International Student Handbook, supporting Objective 2.4 for \$2,803.20. VP Gonzales suggested this may also match up with the Student Equity Plan in regards to outreach to students in targeted groups. He suggested we create templates that can be used in each area.
4. Jason Hosfield's request for Mobile Electronic Charging Stations, supporting Objective 2.2 for \$20,000.00. VP Gonzales mentioned that VP Perez suggested using Facilities funds or Prop M funds if they will be installed in a new building.

The following SPPF requests totaling \$1,585.00 were considered operational costs and should be funded by their Divisions:

1. Sherry Titus' request for Commencement Flag and Telescopic Pole, supporting Objective 2.2 for \$375.00.
2. Sherry Titus' request for Restroom Banners/Signage for Commencement, supporting Objective 2.2 for \$200.00.
3. Diane Studinka's request for Promotion Materials for the Early Childhood Education Lab School (Child Development Center), supporting Objective 2.2 for \$1,101.00.

The following SPPF request totaling \$200.00 belongs in Instruction's area and will be forwarded to VP Cuaron:

1. Sandra Andre's request for Outreach and data collection request with revised department orientation model, supporting Objective 1.4 for \$200.00.

The following SPPF request totaling \$59,000.00 were approved to be taken back for more discussion:

1. Brian Engleman's request for On-site & Portable Live Scan Processing & Staff/Faculty ID card manufacturing, supporting Objective 4.1 for \$24,000.00.
2. Mary San Agustin's request for reaching out to students about College/State/Federal academic requirements for Success, supporting Objective 2.2 for \$35,000.00.

C. INFORMATION ITEMS

1. **Palomar Pride Center – adding seat on SSPC**

There was discussion regarding the Palomar Pride Center having a seat on SSPC, as well as some concerns regarding other groups not being represented on campus (ie: NCHCA, Veterans Center, etc.).

Motion: MSC (Titus/Cecere): A motion was made to add the Palomar Pride Center as a member of SSPC, with this Informational Item being considered the First Reading.

Result: Motion approved with an abstention from Rosie Antonecchia and an opposition from Lisa Romain.

2. **Staffing Plan** – This will need to be completed at the next two SSPC meetings on December 3 and 10, 2014.
3. **PRP's** – Due Nov. 7, 2014.
4. **Technology projects** – no report was presented.

5. **Superintendent/President Search Committee**

VP Gonzales reported that President Deegan brought forward a recommendation regarding the process for hiring the consultant, the composition of the committee and a hiring timeline. The Faculty Senate and PFF had concerns with the timeline. The Governing Board has agreed to slow the process down and have an interim president between June and December of this year. A request has been sent out for hiring committee members and November 21st is the target date for identifying them. Once they are identified, the Governing Board will review the membership and approve the committee. Once approved, the committee will work to identify consultants and develop the job description. If a person is selected for the committee and drops off, they will not get replaced. This committee is expected to continue through the spring and fall of this year.

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**

Meeting was adjourned at 11:00 a.m.

Next Meeting: December 3, 2014