



**STUDENT SERVICES PLANNING
COUNCIL MEETING
MINUTES
December 10, 2014**

CHAIR: Adrian Gonzales

MEMBERS PRESENT: V. Aguilera, R. Antonecchia, S. Cathcart, L. Cecere, J. Conway, L. Kretchman, M. Large, K. Magnuson, J. Moss, E. Nunez, L. Romain, B. Stockert, and S. Titus.

RECORDER: Michelle LaVigueur

MEMBERS ABSENT: B. Crawford, M. DiMaggio, D. Dryden, L. Meyers, C. Moore and D. Studinka.

GUESTS:

A. MINUTES

1. Approval of Minutes for December 3, 2014

The minutes for December 3, 2014 were unanimously approved and accepted into the record.

B. ACTION ITEMS

1. Appointment of SSPC member to Student Success and Equity Council

Appointment for a second member will be made at the next SSPC meeting on January 14, 2015.

C. INFORMATION ITEMS

1. PRP's - SSPC reviewed the following PRP's that were previously reviewed in VP Student Services Cabinet:

Student Affairs – Sherry Titus presented this PRP.

Transfer Center – Elvia Nunez presented this PRP.

International Education – Dr. Magnuson presented this PRP.

D. COMMITTEE REPORTS –

- 1. *Academic Review Committee*** – Dr. Kendyl Magnuson reported this committee met last week and discussed the tasks completed over the summer. At the end of last spring, they had seven late graduation petitions that needed to be processed. A small subgroup met over the summer and made decisions on them. Additionally, there were a number of students who applied to move from a letter grade to Pass/No Pass or vice versa. The current process includes obtaining instructor permission, but the committee felt this may not be necessary if the form is processed before the deadline. They are also looking into implementing a policy for students who would like to take a final early. Students often have extenuating circumstances such as being deployed or having jury duty. We will start looking into policies other colleges have in place and work with the Faculty Senate to develop a procedure.
- 2. *Behavioral Health & Campus Wellness Committee*** – Dean Stockert reported the committee did not have a quorum meet last month, but will meet tomorrow. They have been working on their website and he meets with the Behavioral Health Counselors weekly. They are looking into hiring a bi-lingual Behavioral Health Counselor.
- 3. *Campus Police Committee*** – No report.
- 4. *Matriculation & Transfer Committee*** – This committee will be removed.

5. **Scholarship Committee** – Dr. Kendyl Magnuson reported this committee met in late November. They are implementing a new online application collecting process. Application collection will take place in spring 2015, with a second cycle for new students and High School graduates in May/June 2015. They have identified residual funds from scholarship donors (who do not want the funds back) which will be used towards implementing the new process. Both the Student Affairs office and the Foundation have programs in place to assist students in an emergency situation or with purchasing textbooks. There has been discussion between Financial Aid and Follett regarding Financial Aid awards being set up early in the bookstore, enabling students to order their books prior to classes starting. This may be implemented in the fall of 2015 as a pilot.
 6. **Student Equity Committee** – This committee will be removed.
 7. **Student Program Eligibility Appeals Committee** – Dr. Kendyl Magnuson reported this committee met last week and reviewed three Financial Aid appeals. In the future, they will also include priority registration and fee waiver loss of eligibility appeals. There was a discussion about federal financial aid regulations requiring students to stay within their identified education plans in order to receive funds. Financial Aid and Counseling will be discussing this issue to identify strategies for students to stay aligned with federal regulations.
 8. **Registration Committee** – This committee has not met since the last SSPC meeting.
- E. **Other Business** – There was none.

Meeting was adjourned at 11:04 a.m.

Next Meeting: January 14, 2015