



**STUDENT SERVICES PLANNING
COUNCIL MEETING
MINUTES
August 26, 2015**

CHAIR: Adrian Gonzales

MEMBERS PRESENT: V. Aguilera, R. Antonecchia, L. Cecere, A. Cory, M. DiMaggio, J. Harris, L. Kretchman, M. Large, K. Magnuson, L. Meyers, E. Nunez, L. Romain, S. Sebring, B. Stockert and S. Titus.

RECORDER: Michelle LaVigueur

MEMBERS ABSENT: S. Cathcart, C. Moore and M. Spence.

GUESTS:

Order of Agenda Items	Attachments	Time Allotted
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A. MINUTES

1. Approval of Minutes for May 13, 2015

The minutes for May 13, 2015 will be approved at the next meeting on September 9, 2015. Minutes, agendas and attachments are posted on the following Palomar College website:
<http://www2.palomar.edu/pages/sspc/>

B. ACTION ITEMS/SECOND READING – None.

C. ACTION ITEMS/FIRST READING – None.

D. INFORMATION/DISCUSSION ITEMS

1. SSPC Orientation

15 minutes

Interim Superintendent/President Gonzales presented an overview of our Governance Structure, including SSPC's roles and responsibilities. The Student Services Planning Council (SSPC) develops implements, evaluates and revises Student Services' plans and initiatives, both short and long term. More detailed information can be found on our website
<http://www2.palomar.edu/pages/sspc/>.

2. College Planning Cycles

20 minutes

Michelle Barton presented a PowerPoint on the various college Planning Councils and cycles. Interim Superintendent/President Gonzales reviewed the roles of each Council and their reporting roles to the Strategic Planning Council (SPC). SPC is a recommending body to the President of the College. Michelle reviewed the Palomar College Integrated Planning, Evaluation and Resource Allocation Decision-Making Model. The Planning Cycles were reviewed – Master Plan (12 year cycle), Technology and Staff Plan (6 year cycle), Strategic Plan (3 year cycle) and Program Review Plan (2 year cycle). We are at the 6 year check in period for the Master Plan and in the final year for the Technology and Staff Plan and Strategic Plan. The College will need to work to update each of these plans throughout the year. Information can be viewed at: <http://www.palomar.strategicplanning/> and <http://www.palomar.edu/irp/ProgramReviewandPlanning.html>

3. Discussion of SSPC Council Membership

Exhibit A

15 minutes

Interim Superintendent/President Gonzales described the exhibits "SSPC Members and Affiliations" and "SSPC Shared Governance, Areas and Departments". The Administrative Association (AA) has requested to have a seat on SSPC. There are members of the AA representing other areas on SSPC, but not one designated by and representing the AA directly. There was discussion about representation. The Council was asked to review the exhibits and the item will be brought back for discussion at the next SSPC meeting on September 9, 2015.

4. Request to Add New SSPC Committee (AB540/Dream Act)

Exhibit B

15 minutes

Dean Jack Kahn (Social and Behavioral Sciences), Mireya Gutierrez-Aguero (Title V/HSI STEM Supervisor), Leticia Murillo (Star Tutoring, Library), Martha Martinez (Associate Professor, Math department), Carmelino Cruz (ESL/Non-Credit Matriculation Assistant) and Jessica Munoz, Esq., MFS (UCSD Undocumented Student Services Coordinator) presented information to request that SSPC add a new committee titled "AB540/Undocumented Student/Mixed Status Support".

Student Services Planning Council

Their primary tasks would be:

- Identifying student needs
- Advocating for and supporting this population as equal to other underrepresented groups (foster youth, Veterans, etc.) by:
 - a. Identifying safe contacts and spaces
 - b. Creating internal access/routes to assistance and support services
 - c. Collaborating with outside sources - CSUSM/Mira Costa/UCSD/SDSU/high schools
 - d. Working towards developing a "center"
- Keeping abreast with legislative changes and legal needs
- Educating the campus through trainings (informational, legal and sensitivity)

Council members will discuss this with their constituent groups and bring it back for discussion at the next meeting on September 9, 2015.

Contact information for Jessica Munoz, Esq., MFS:
Undocumented Student Services Coordinator at UCSD
Office of the Vice Chancellor-Student Affairs
9500 Gilman Drive #0015, La Jolla, CA 92093-0015
Tel: (858) 822-6916
Fax: (858) 534-1340
jessicamunoz@ucsd.edu
undoc.ucsd.edu

E. COMMITTEE REPORTS

15 minutes

1. *Academic Review Committee* – No report.
2. *Behavioral Health & Campus Wellness Committee* - No report.
3. *Campus Police Committee* – No report.
4. *Registration Committee* – Dr. Kendyl Magnuson reported there will be a meeting the first week in September. They will be discussing going to a compressed calendar and he invited members to attend this meeting.
5. *Scholarship Committee* – No report.
6. *Student Program Eligibility Appeals Committee* - No report.

F. Other Business –

10 minutes

1. **Staffing Updates** – Interim Superintendent/President Gonzales reported we are in the process of hiring a Police Officer, Police Sergeant, Articulation Officer, Financial Aid Director, DRC Director, two DRC Staff Aides, DRC Interpreter, CalWORKs Counselor, Enrollment Services Supervisor at Camp Pendleton, Senior Administrative Secretary for Counseling and an Admissions and Enrollment Coordinator.

The College is in the "application screening" process for the Superintendent/President position. Interviews are scheduled for the first week of October 2014 and the position should begin by January 2015.

Judy Harris reported Nurse Practitioner, Doris (Doe) Asombrado began employment on August 17, 2015. Dean Brian Stockert reported the Director of Student Success and Student Equity, Olga Diaz and the Manager of Orientation and Follow-Up Services, Nancy Moreno will begin employment on August 31, 2015. Calvin One Deer Gavin is currently serving as the Interim Director of EOPS/CARE/Foster Youth.

2. **Enrollment Updates** – Dr. Kendyl Magnuson reported that our fall 2015 enrollments are down from fall 2014. Interim Superintendent/President Gonzales presented a Fund Balance History PowerPoint from 2009-2016 and a 2015-2016 FTES Projection showing we will not likely meet our FTES based nor will we be considered a large college anymore. We will likely go into what is called "stability funding" and our FTES will be reset.
3. **Parking Fees Required for Visitors** – Elvia Nunez – To be addressed at the next SSPC meeting.
4. **Smoking Policy** – To be addressed at the next SSPC meeting.
5. **Student Success and Equity Council report** – To be addressed at the next SSPC meeting.

Meeting was adjourned at 11:14 a.m.

Next Meeting: September 9, 2015