



**STUDENT SERVICES PLANNING
COUNCIL MEETING
MINUTES
September 9, 2015**

CHAIR: Dr. Kendyl Magnuson

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

RECORDER: Michelle LaVigueur

MEMBERS ABSENT: A. Cory, A. Gonzales, L. Kretchman, M. Large, C. Moore and M. Spence.

GUESTS:

Order of Agenda Items	Attachments	Time Allotted
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A. MINUTES

- **Approval of Minutes for May 13, 2015**
MCS – (Stockert/Meyers): The minutes for May 13, 2015 were approved and accepted into the record with abstentions from Judy Harris, Suzanne Sebring and Sherry Titus.

- **Approval of Minutes for August 26, 2015**
MCS – (Harris/Titus): The minutes for August 26, 2015 were approved and accepted into the record with an abstention from Scott Cathcart.

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 –

- **Appointment of SSPC member to Accreditation Steering Committee** 5 minutes
Dr. Kendyl Magnuson asked the Council if a member was interested in serving on the Accreditation Steering Committee. Lisa Cecere volunteered to serve from SSPC.

Motion: MSC (Titus/Stockert): A motion was made to move this item to Action Items/Second Reading.
Result: Motion approved with an abstention from Lisa Romain.

Motion: MSC (Sebring/Titus): A motion was made to appoint Lisa Cecere to serve as the Student Services Planning Council representative on the Accreditation Steering Committee.
Result: Motion approved with an abstention from Lisa Romain.

D. INFORMATION/DISCUSSION ITEMS

- **SSPC November 2015 Meeting Dates** 5 minutes
There was discussion on canceling the SSPC meeting on November 25, 2015 and to add meetings on November 4 and 18, 2015.

Motion: MSC (Cecere/Stockert): A motion was made to cancel the SSPC meeting on November 25, 2015 and to add meetings on November 4 and 18, 2015.
Result: Motion approved with Sherry Titus opposed.

- **Discussion of SSPC Council Membership** Exhibit A 20 minutes
Dr. Kendyl Magnuson mentioned we need to rescind the appointment of Michael Large to SSEC since the appointment was for two faculty members appointed by SSPC, not AA representatives. Veronica Aguilera showed interest in serving in this

Student Services Planning Council

capacity. She and other faculty members will review their schedule and let the Council know their decision at the next meeting. There was discussion on the following:

- The Administrative Association requesting a seat on SSPC
 - Appropriate representation in each Student Services area
 - Looking at the proportional representation of membership in Enrollment Services and Counseling
 - CCE holding two seats on the Council
- **Request to Add New SSPC Committee (AB540/Dream Act)** Exhibit B 15 minutes
There was discussion regarding this requested committee being better served under SSEC instead of SSPC.

Motion: MSC (Sebring/Aguilera): A motion was made to move this discussion to the Student Success and Equity Council and present as a Workgroup under SSEC.

Result: Motion approved.

- **Internship Program – Rosie Antonecchia** Exhibit C 15 minutes
Eric Briggs, Internship Coordinator at the Career Center presented a PowerPoint on the Career Center Internship Program 2015-16. Their goal is to assist students in completing their degree with the work experience needed to achieve gainful employment directly after completing their education at Palomar College. He is on campus at the Career Center on Tuesdays and Thursdays.

E. COMMITTEE REPORTS 15 minutes

- **Academic Review Committee** – No report.
- **Behavioral Health & Campus Wellness Committee** – Lori Meyers reported their first meeting will be on Thursday, September 11, 2015.
- **Campus Police Committee** – Chief DiMaggio reported this committee will be meeting on September 17, 2015.
- **Registration Committee** – Dr. Kendyl Magnuson reported they met on September 3, 2015. They will meet again on September 10 and 24, 2015. They discussed the following on September 3, 2015:
 - Registration cycle for 2016
 - Two year academic calendar cycle
 - Compressed calendar starting in fiscal year 2017
- **Scholarship Committee** – No report.
- **Student Program Eligibility Appeals Committee** – Dr. Kendyl Magnuson reported they have not met this semester.

F. Other Business – 10 minutes

- **Staffing Updates** –
Dr. Kendyl Magnuson reported we are in the process of hiring a Financial Aid Director, with interviews being held on September 17 and 18, 2015. We are also in the process of hiring a Center Assistant for Camp Pendleton, a Supervisor for Enrollment Services at Camp Pendleton, an Admissions and Enrollment Coordinator and an Articulation Officer. The Manager of Outreach Services, the reclassification of Cecilia Rocha's position from Supervisor, Grant Funded Student Programs to Manager of Gear-up, three TRIO supervisor positions (Supervisor, TRIO/Educational Opportunity Center and TRIO/Educational TRIO/Educational Talent Search, Supervisor, TRIO/Student Support Services and Supervisor, TRIO/Upward Bound Classic and TRIO/Upward Bound Rural) and an Institutional Research Analyst is on the Governing Board agenda for the September 9, 2015 meeting.

Dean Brian Stockert reported we are in the process of hiring a DRC Director and two DRC Staff Aides. The Director of Student Success and Student Equity, Olga Diaz and the Manager of Orientation and Follow-Up Services, Nancy Moreno started employment on August 31, 2015. An offer has been made for the Senior Administrative Secretary for Counseling.

- **Enrollment Updates** – Dr. Kendyl Magnuson reported that our fall 2015 enrollments are down from fall 2014.
- **Parking Fees Required for Visitors – Elvia Nunez** – To be addressed at the next SSPC meeting.
- **Smoking Policy** – To be addressed at the next SSPC meeting.
- **Student Success and Equity Council report** – To be addressed at the next SSPC meeting.

Meeting was adjourned at 11:03 a.m.

Next Meeting: September 23, 2015