



**STUDENT SERVICES PLANNING  
COUNCIL MEETING  
MINUTES  
September 23, 2015**

**CHAIR:** Dr. Kendyl Magnuson

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

**RECORDER:** Michelle LaVigueur

**MEMBERS ABSENT:** S. Cathcart, A. Gonzales and C. Moore.

**GUESTS:**

Order of Agenda Items	Attachments	Time Allotted
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**A. MINUTES**

**1. Approval of Minutes for September 9, 2015**

MSC – (Titus/Stockert): The minutes for September 9, 2015 were approved and accepted into the record with an abstention from Lindsay Kretchman.

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. Discussion of SSPC Council Membership**

Exhibit A

25 minutes

Dr. Magnuson discussed the shared governance areas required in the SSPC, Student Services areas and the Student Services departments connected to those areas.

There was further discussion on:

- Instituting a proportional representation plan, noting that Enrollment Services is currently underrepresented
- Effective size of the group to meet the needs of a planning council
- Adding working groups that report back to our Council
- Members effectively communicating back to their constituent groups

The Council was asked to bring concrete ideas regarding the structure of the SSPC back to the next Council meeting on October 14, 2015.

Dr. Kendyl Magnuson discussed the need to rescind the appointment of Michael Large to the Student Success and Equity Council (SSEC) from SSPC, as the seat requires a faculty member. Veronica Aguilera reviewed her schedule and advised she can begin serving on SSEC in October 2015.

**Motion:** MS (Harris/Meyers): A motion was made to move the discussion to rescind the appointment of Michael Large to SSEC from SSPC, and appoint Veronica Aguilera to Action Items/First Reading.

**Result:** Motion did not carry.

**Motion:** MSC (Nunez/Titus): A motion was made to withdraw the discussion to rescind the appointment of Michael Large to SSEC from SSPC, and appoint Veronica Aguilera to Action Items/First Reading.

**Result:** Motion approved with Lisa Cecere opposed.

**2. Enrollment Discussions**

20 minutes

## Student Services Planning Council

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Dr. Kendyl Magnuson discussed our enrollment numbers and the details around us moving into stability. There was discussion on ways to retain students and increase enrollment. Dean Brian Stockert discussed implementing a training program for all staff members. There was discussion on the need for Counseling and Financial Aid to work closely together and communicate frequently to ensure students are progressing towards their academic goals.

The Council was asked to consider:

- Outreach activities to high schools and disproportionate impact groups.
- Retention to include career pathways, monitoring progress towards degree completion, intervention, tutoring and new programs.

### E. COMMITTEE REPORTS – 20 minutes

Dr. Kendyl Magnuson tabled Committee Reports until the October 14, 2015 meeting due to time constraints.

1. *Academic Review Committee* –
2. *Behavioral Health & Campus Wellness Committee* –
3. *Campus Police Committee* –
4. *Registration Committee* –
5. *Scholarship Committee* –
6. *Student Program Eligibility Appeals Committee* –

### F. Other Business – 25 minutes

Dr. Kendyl Magnuson tabled items F2, F4 and F5 until the October 14, 2015 meeting due to time constraints.

1. **Staffing Updates** – Dr. Kendyl Magnuson reported the Financial Aid Director search failed and they will be going back out for recruitment.
2. **Enrollment Updates** – Tabled.
3. **Parking Fees Required for Visitors** – Elvia Nunez – This item was resolved between Chief DiMaggio and Elvia Nunez.
4. **Smoking Policy** – Tabled.
5. **Student Success and Equity Council report** – Tabled.
6. **New Member** – Jessica Ambrosia, STEM Center Tutorial Specialist is our new CCE representative.

Meeting was adjourned at 11:00 a.m.

Next Meeting: October 14, 2015