



**STUDENT SERVICES PLANNING  
COUNCIL MEETING  
MINUTES  
October 14, 2015**

**CHAIR:** Adrian Gonzales

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

**RECORDER:** Michelle LaVigueur

**MEMBERS ABSENT:** M. Large, C. Moore, E. Nunez, and M. Spence.

**GUESTS:** Olga Diaz

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

1. Approval of Minutes for September 23, 2015

MSC – (Kretchman/Stockert): The minutes for September 23, 2015 were approved and accepted into the record with an abstention from April Cunningham.

Minutes, agendas and attachments are posted on the following Palomar College website:

<http://www2.palomar.edu/pages/sspc/>

**B. ACTION ITEMS/FIRST READING**

1. Appointment of SSPC Faculty Member to SSEC

Exhibit A

10 minutes

Interim Superintendent/ President Gonzales mentioned Veronica Aguilera has agreed to serve on SSEC. It will be brought back as an Action Item/Second Reading at the next SSPC meeting on October 28, 2015.

**C. ACTION ITEMS/SECOND READING – None.**

**D. INFORMATION/DISCUSSION ITEMS**

1. Review and Input of SSSP Plan

Exhibit B

10 minutes

Olga Diaz presented the SSSP plan, which is due to the Chancellor's Office on October 30, 2015. It will primarily mirror last year's plan, with an increase in funding. She asked the Council to review the plan and send her any edits. The SSSP plan will be presented to the Faculty Senate on Monday, October 19, 2015 for a First Reading.

2. Discussion of SSPC Council Membership

Exhibit C

10 minutes

Interim Superintendent/ President Gonzales reviewed Exhibit C, in relation to the SSPC membership. There was discussion regarding proportionality in regards to Counseling and Enrollment Services. A revised council membership draft will be brought back for review at the next SSPC meeting. There was a discussion regarding a Special Populations sub-committee with the following noted:

- o Each population is unique, but may have commonalities regarding support needed
- o Include AB540 and create a "Safe Zone" for this population
- o Include Mental Health
- o Develop a peer education program

Our original conversation around our membership began from the AA requesting a seat on SSPC. This portion will be brought forward for a First Reading at the next SSEC meeting on October 28, 2015.

3. Enrollment Discussions

10 minutes

Dr. Kendyl Magnuson reported our enrollments are more than 4% down for fall 2015, compared with fall 2016. We need to focus on ways to turn this trend around. We have hired a Manager for Orientation and Follow-Up services and are identifying resources to hire an Outreach manager. In the interim, Jamie Moss is continuing to support this effort. Interim Superintendent/President Gonzales reported that SPC is putting an Enrollment Strategies task force together. The SSPC membership suggested the following additional strategies to strengthen enrollments and improve retention:

- Making students feel welcome, encouraging them and listening to their needs

## Student Services Planning Council

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- Defining "Learning for Success" as it relates to students and community
- Implementing techniques to motivate students, staff, administration, faculty
- Campus community involvement
- Assessing community needs and reaching out through contract training, community classes, program connections, CTE, etc.
- Implementing a better system around canceling classes
- Ensuring faculty are instructing until the end of each class period
- Building our new Student Services center around services need instead of departments (i.e.: bottom floor as a Welcome Center, second floor for continuing students and the third floor for students preparing to graduate/transfer).
- Customer Service training
- Refining our current website
- Evaluating students as different stages in their educational journey
- Accessing the needs and focusing on students age 23-30

These suggested strategies will be taken to SPC in December 2015.

4. PRP's due November 6, 2015 10 minutes  
Interim Superintendent/President Gonzales mentioned PRP's will be due in November 6, 2015.
  5. SPPF Allocation Update – Due December 2015 10 minutes  
Interim Superintendent/President Gonzales reported that the SPC discussed a 75/25 split of the total 200K SPPF allocation. We would allocate 150K to a couple larger projects and 50K to individual departments. Information is scheduled to be released in early November 2015 and they will be due in mid-November 2015. The SPPF requests will be reviewed at SSSC in December 2015. SPPF funds allocated in 2014-15 will be available until June 2016. Unspent funds from prior years will be reallocated for use on the PRP's. He reminded the Council that the original intent of the SPPF funding was for Strategic Planning and has gradually morphed towards department needs.
  6. Commencement – May 20, 2016 – Sherry Titus 10 minutes  
Sherry Titus reported there is an error in the 2015-16 Palomar College Catalog, listing an incorrect date for commencement. The accurate date is May 20, 2016.
- E. **COMMITTEE REPORTS** – Tabled. 10 minutes
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** 10 minutes
1. Staffing Updates - Tabled.
  2. Smoking Policy – Interim Superintendent/President Gonzales reported that "vaping" is being added to the smoking policy and that there is discussion regarding issuing fines for smoking on campus. The issue will be brought to P&P and then to SPC. He encouraged members to discuss this with their constituent groups and bring back any feedback.
  3. Student Success and Equity Council report – Tabled.
  4. New Faculty Senator, April Cunningham joined SSSC.
  5. Judy Harris reported that November 12, 2015 is the Great American Smoke Out. There will be a presentation on vaping.
  6. Lori Meyers reported that there will be an Out of the Darkness walk on Saturday, October 24, 2015 at the NTC Park at Liberty Station - <https://www.afsp.org/local-chapters/find-your-local-chapter/afsp-san-diego/out-of-the-darkness-community-walks>
  7. Sherry Titus reported that specific buildings will be participating in the Great California Shakeout Drill tomorrow, October 15, 2015.
  8. Rosie Antonecchia reported the Career Center Internship program has been a success.

Meeting was adjourned at 11:06 a.m.

Next Meeting: October 28, 2015