



**STUDENT SERVICES PLANNING
COUNCIL MEETING
MINUTES
November 4, 2015**

CHAIR: Adrian Gonzales

MEMBERS PRESENT: J. Ambrocio, R. Antonecchia, A. Cunningham, M. DiMaggio, J. Harris, M. Large, K. Magnuson, L. Romain, B. Stockert and S. Titus.

RECORDER: Michelle LaVigueur

MEMBERS ABSENT: V. Aguilera, S. Cathcart, L. Cecere, A. Cory, L. Kretchman, L. Meyers, C. Moore, E. Nunez, S. Sebring and M. Spence.

GUESTS:

Order of Agenda Items	Attachments	Time Allotted
A. <u>MINUTES</u>		
1. Approval of Minutes for October 28, 2015		
MCS – (Stockert/Harris): The minutes for October 28, 2015 were approved and accepted into the record with an abstention from Jessica Ambrocio.		
Minutes, agendas and attachments are posted on the following Palomar College website: http://www2.palomar.edu/pages/sspc/		
B. <u>ACTION ITEMS/FIRST READING</u> – None.		
C. <u>ACTION ITEMS/SECOND READING</u> –		
1. SSPC Membership to include AA Representation	Exhibit A	15 minutes
Motion: MSC (Titus/Stockert): A motion was made to add an AA representative to the SSPC membership.		
Result: Motion carried by unanimous vote.		
D. <u>INFORMATION/DISCUSSION ITEMS</u>		
1. Discussion of SSPC Council Membership	Exhibit B	40 minutes
Interim Superintendent/President Gonzales discussed the concept of having a proportional representation on our Council. There was discussion on the benefit of leaving/removing areas and keeping our focus on strategic planning. There was continued discussion about the need to have an efficient reporting system in place to disseminate information to the campus community.		
E. <u>COMMITTEE REPORTS</u>		
20 minutes		
1. Academic Review Committee – Dr. Kendyl Magnuson reported they have not met this semester.		
2. Behavioral Health & Campus Wellness Committee – Dean Brian Stockert reported they will be meeting on Thursday, November 12, 2015.		
3. Campus Police Committee – Chief DiMaggio reported this committee is still looking for a chair person.		
4. Registration Committee – Dr. Kendyl Magnuson reported they have met several times this semester and will be having another meeting to allow for a second reading on Fall 2016 registration being held on Thursday, June 2, 2016. This date would provide flexibility for EAP events to be scheduled on Friday, Saturday and Sunday - June 3-5, 2016. Spring 2016 registration will be on Monday, November 9, 2015.		
5. Scholarship Committee – Dr. Kendyl Magnuson reported they are reviewing a list of scholarship participants. They are using new software to help collect and manage applications which has allowed for easier processing.		
6. Student Program Eligibility Appeals Committee – Dr. Kendyl Magnuson reported this committee handles any appeals for special program participation, but has almost exclusively been used for Financial Aid appeals. They are working on streamlining the appeals process.		

F. Other Business

10 minutes

1. **PRP's due November 6, 2015** – Interim Superintendent/President Adrian Gonzales reminded the Council that PRP's are due this Friday, November 6, 2015. Information will be coming out soon from the IRP office regarding SPPF funding requests. The SPPF requests will likely be due on Monday, November 16, 2015. They will be reviewed at the VPSS Cabinet on Tuesday, November 17, 2015 and at SSSP on Wednesday, November 18, 2015. The requests will need to be linked to the Strategic Plan and PRP's.
2. **Staffing Updates** – Dean Stockert reported three finalists were sent forward for the DRC Director position, with second-level interviews being held on Thursday, November 12, 2015. The two DRC Staff Aids started on Monday, November 2, 2015. We will also be hiring three Counselors. One will be paid through the general fund and two will be paid with a 50/50 split between the SSSP and the SE funds. The Counselors under SSSP/SE will have an emphasis on the Veteran and African American/Latino population, with one being tenure track and one non-tenure track. We will be posting the CalWORKs Counselor position in December 2015. Under the SSSP Plan, we will be hiring a Systems Module Specialist, Research Analyst and an Information Services position. Dr. Magnuson reported they have hired an Admissions and Enrollment Coordinator. The first-level interviews for the Camp Pendleton Enrollment Services Supervisor are complete and two candidates were sent forward for second-level interviews on November 12, 2015. The Financial Aid Director position is in the queue for the second time, but the pool is still small. We may look at changing the job description to attract a stronger pool and hire a consultant in the meantime. The Manager of Outreach is also in the queue. We are working on organizing that function and having more connection with grant programs. Interim Superintendent/President reported that the SPC has discussed using an outside agency to help with our messaging and marketing. There was discussion on:
 - Creating a pathway for staff and administration to be promoted from within
 - Having a uniform message and logo; improving our social media outreach
 - Connecting with our educational partners and business community
 - Moving to CCCApply
 - Improving delivery of services; working towards a common goal institutionally
 - Hiring and diversity – we have recently joined M2C3 and have begun the dialogue on diversity
 - Balancing our revenue with our finances
 - Restructuring our college and correcting the multiple Out-of-Class positions
 - Strengthening our enrollments
 - Getting up to date with technology; creating an outreach initiative with IS
 - Moving forward with south center
3. Interim Superintendent/President Gonzales reported that the Foundation will be participating in "Giving Tuesday" on Tuesday, December 1, 2015. This is a national outreach movement which will be made to our campus community with the goal of raising \$50,000 from December 1 – 31, 2015. The Foundation will be having an ice-cream social and making phone calls to Palomar College employees encouraging them to donate.
4. Interim Superintendent/President Gonzales reported the President interviews are today and campus forums will be this Friday, November 6, 2015 from 9:30 a.m. – 12:00 p.m. in the Howard Brubeck Theater.
5. Sherry Titus thanked the Council for the Maxient software she received through SPPF funding. The OSA is holding "Stock the Bank" today and encouraged people to donate food for our students.
6. Judy Harris reported the Student Health 101 magazine is now available to students. It can be accessed via email and Twitter.
7. Rosie Antonecchia reported that Simplicity is about to launch and Student Lingo has made a lot of progress. Internship Day will be on March 1, 2016.

Meeting was adjourned at 11:04 a.m.

Next Meeting: November 18, 2015