



**STUDENT SERVICES PLANNING
COUNCIL MEETING
MINUTES
November 18, 2015**

CHAIR: Dean Stockert and Dr. Kendyl Magnuson,
on behalf of Interim
Superintendent/President,
Adrian Gonzales

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

RECORDER: Michelle LaVigueur

MEMBERS ABSENT: V. Aguilera, A. Cory, C. Moore, E. Nunez, M. Spence
and S. Titus.

GUESTS:

Order of Agenda Items	Attachments	Time Allotted
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A. MINUTES

1. Approval of Minutes for November 4, 2015

MSC – (DiMaggio/Cathcart): The minutes for November 4, 2015 were approved and accepted into the record with abstentions from Suzanne Sebring and Lindsay Kretchman.

Minutes, agendas and attachments are posted on the following Palomar College website:
<http://www2.palomar.edu/pages/sspc/>

B. ACTION ITEMS/FIRST READING

Exhibit A 20 minutes

1. Review Student Services SPPF Request

Lindsay Kretchman reviewed Sherry Titus' SPPF request for the Student Union Outdoor Digital Signage Upgrade. There was discussion on implementing college-wide message boards. Dean Stockert requested that Sherry meet with Facilities, IS, Communications and the Library and bring more technical information back on this request. The Council will also discuss the request with their constituent groups and bring any feedback to the SSPC meeting on December 9, 2015.

C. ACTION ITEMS/SECOND READING – None.

D. INFORMATION/DISCUSSION ITEMS

1. Discussion of SSPC Council Membership

Exhibit B 20 minutes

Dean Stockert discussed implementing a proportional representation for the Council. There was continued discussion on leaving or removing areas in Enrollment Services and Counseling Services. The definition of "proportionality" was discussed in detail. The Governance Structure was reviewed for the Council to gain a better understanding of the reporting process. New membership structure options will be presented for the Council to review at the next meeting on December 9, 2015.

2. Review Student Services PRP's

Exhibit C 20 minutes

Dean Stockert reminded the Council that all PRP's were due on November 6, 2015 and encouraged members to bring any remaining PRP's to the VP office. There was discussion on updating the PRP forms to include a definition of each area's SAO. The following PRP's were reviewed in VPSS Cabinet on November 17, 2015 and brought forward to the Council:

- a) **Assessment** – This PRP was reviewed by Dean Stockert and Dr. Magnuson. The following points were noted:
- Assessment figures have increased in the past two years.
 - Orientation figures have decreased over the past four years.
 - This information is derived from the MIS dashboard
 - Our SSSP funding is tied to our MIS data
 - We are aligning our online orientations with Title V guidelines
 - The state is moving towards a common assessment initiative which will require we be on CCCApply
 - We will be purchasing approximately 90 computers for the Assessment Center and Career Center
 - Compass Units figures were estimated to be \$15,000.00 and needs to include installation
 - Temporary/Student worker figure will be revised

Student Services Planning Council

Dean Stockert will review this PRP with Jose Luis Ramirez and bring revised data back to the Council on December 9, 2015.

- b) **Police Department** – Chief DiMaggio reviewed this PRP. The following points were noted:
- Citizen assists have increased due to the Community Ordered Policing (COP) concept being implemented, making officers more visible on campus
 - Escort service has increased due to the department assisting with DRC transports
 - Smoking policy enforcement has increased
 - Escondido campus has installed machines for day passes
 - Emergency phones have been installed on campus
 - A sergeant has been hired and classified positions are being requested to plan for the North and South centers and vacant positions
 - Cleary/VAWA group was created on campus
 - Resource requests:
 - New vehicle for supervisor
 - Golf cart
 - "Smart Parking meters"
 - Bullet proof shield
 - Laptops for vehicles

- E. **COMMITTEE REPORTS** – Committee reports, excluding the Registration Committee were tabled. 20 minutes
1. *Academic Review Committee* –
 2. *Behavioral Health & Campus Wellness Committee* –
 3. *Campus Police Committee* –
 4. *Registration Committee* – Dr. Magnuson reported this committee will meet on November 19, 2015 to finalize the fall 2016 registration cycle which is planned to commence on Thursday, June 2, 2016.
 5. *Scholarship Committee* –
 6. *Student Program Eligibility Appeals Committee* –
- F. **Other Business** 10 minutes
1. **Staffing Updates** - Tabled.

Meeting was adjourned at 11:00 a.m.

Next Meeting: December 9, 2015