



**STUDENT SERVICES PLANNING  
COUNCIL MEETING  
MINUTES  
January 27, 2016**

**CHAIR:** Adrian Gonzales

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

**RECORDER:** Michelle LaVigueur

**MEMBERS ABSENT:** S. Cathcart, A. Cory, L. Kretchman, C. Moore, E. Nunez and M. Spence.

**GUESTS:** J. Higginbotham

Order of Agenda Items	Attachments	Time Allotted
<b>A. <u>MINUTES</u></b>		
1. <b>Approval of Minutes for December 9, 2015</b>		
MCS – (Titus/Cecere): The minutes for December 9, 2015 were approved and accepted into the record.		
Minutes, agendas and attachments are posted on the following Palomar College website: <a href="http://www2.palomar.edu/pages/sspc/">http://www2.palomar.edu/pages/sspc/</a>		
<b>B. <u>ACTION ITEMS/FIRST READING</u> – None.</b>		
<b>C. <u>ACTION ITEMS/SECOND READING</u></b>		
1. <b>Appoint AA representative to SSPC</b>		5 minutes
MSC (Titus/Magnuson): An Administrative Association representative to serve on SSPC was approved and accepted into the record.		
<b>D. <u>INFORMATION/DISCUSSION ITEMS</u></b>		
1. <b>Introduce new DRC Director, Jeff Higginbotham</b>		5 minutes
Acting VP of Student Services, Brian Stockert introduced our new DRC Director, Jeff Higginbotham. He served as the DSPS Director at San Diego Mira Mar College and has experience working with Worker’s Compensation, adaptive technology and psychological disabilities.		
2. <b>Behavioral Health Program moving to Health Services</b>	Exhibit A	10 minutes
Judy Harris presented the new referral protocol for Behavioral Health Counseling. The main item that has changed is that there are now two access points for students who need this service – the Counseling Center and the Health Services Center (San Marcos and Escondido). The contact number for the Behavioral Health Counseling Office is 760-744-1150 x2381. Sherry Titus commended Judy on her efforts with this move.		
3. <b>Review Student Services PRP’s</b>	Exhibit B	60 minutes
The Admissions PRP was reviewed and the remaining were tabled until the next SSPC meeting on February 10, 2016.		
a) <b>Admissions</b> – Dr. Kendyl Magnuson reviewed this PRP. The following points were noted:		
<ul style="list-style-type: none"> <li>• Phone reports have improved.</li> <li>• Full time staff has decreased dramatically, with five current vacancies.</li> <li>• Two SAO’s:               <ul style="list-style-type: none"> <li>○ 1. Increase priority registration</li> <li>○ 2. Decrease the number of students dropped for non-payment/implement a payment plan</li> </ul> </li> <li>• On Base, our new document imaging and workflow system is in place and works in conjunction with an electronic graduation submission.</li> <li>• There is an Outreach Manager in the queue to be hired.</li> <li>• CRM software system has been requested and we are working with IS for technical support.</li> </ul>		
b) <b>Athletics – Non-Instructional</b>		

## Student Services Planning Council

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- c) Career Center
- d) Counseling – Instructional
- e) Counseling – Non-Instructional
- f) Evaluations & Records
- g) Health Services
- h) International Students
- i) Student Affairs
- j) Student Equity Plan (SEP)
- k) Student Success and Support Program (SSSP)
- l) Transfer Center

### E. COMMITTEE REPORTS –

5 minutes

1. *Academic Review Committee* – No report.
2. *Behavioral Health & Campus Wellness Committee* – No report.
3. *Campus Police Committee* – Chief DiMaggio reported their committee has met and they are looking for students to join.
4. *Registration Committee* – No report.
5. *Scholarship Committee* – No report.
6. *Student Program Eligibility Appeals Committee* – Dr. Kendyl Magnuson acknowledged Angelina Arzate for her efforts with the appeal process since Mary San Augustin retired.

### F. Other Business

5 minutes

1. **Staffing Updates** – Acting VP of Student Services, Brian Stockert reported the VPSS Cabinet has been reviewing staffing plans.
2. Acting VP of Student Services, Brian Stockert introduced the SSPC's new CAST representative Ryan Williams. He also acknowledged Dr. Kendyl Magnuson for his service as Co-Acting VP of Student Services for the past six months. Brian Stockert is now serving as Acting VP of Student Services until the new President is hired. Sherry Titus commended him for serving as an advocate for our students. An Acting Dean of Counseling Services will be appointed within the next month. He added we are working towards the following:
  - Comprehensive education plans for all students within 30 units of admission
  - Retention
  - Counselors working with target high schools
  - Dual/cross enrollment
  - Possible short term vocational training at the south center
3. Interim Superintendent/President Adrian Gonzales gave the Council an update on items that will be addressed in the spring 2016 semester, noting the following:
  - Enrollment continues to be down and the college will be moving into "stability funding".
  - We have been operating in a deficit and will need to focus on balancing our revenue and expenses.
  - We will be working on realigning positions based on the recommendations from the classification study.
  - PFF/CCE contracts are up this year and we will be going through contract negotiations.
  - We will be bringing in a third party vendor to assist with our messaging.
  - The Superintendent/President search is still in progress.
  - Enrollments can be boosted by:
    - Reaching out to the high schools
    - Addressing the south center
    - Working with the business community and K-12
    - Focusing on the needs of our students and institution

Meeting was adjourned at 11:03 a.m.

Next Meeting: February 10, 2016