



**STUDENT SERVICES PLANNING  
COUNCIL MEETING  
MINUTES  
February 24, 2016**

**CHAIR:** Adrian Gonzales

**MEMBERS PRESENT:** J. Ambrocio, R. Antonecchia, S. Cathcart, L. Cecere, A. Cunningham, M. DiMaggio, L. Kretchman, M. Large, K. Magnuson, E. Nunez, L. Romain, B. Stockert and S. Titus.

**RECORDER:** Michelle LaVigneur

**MEMBERS ABSENT:** V. Aguilera, A. Cory, J. Harris, L. Meyers, C. Moore, M. Spence and R. Williams.

**GUESTS:** Jeff Higginbotham

Order of Agenda Items

Attachments

Time Allotted

**A. MINUTES**

**1. Approval of Minutes for February 10, 2016**

MCS – (Titus/Kretchman): The minutes for February 10, 2016 were approved and accepted into the record with abstentions from Lisa Cecere and Dr. Lisa Romain.

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

**B. ACTION ITEMS/FIRST READING**

**1. Proposal to add an In-reach/Outreach Committee      Exhibit A                      10 minutes  
reporting to SSPC**

Dr. Kendyl Magnuson presented a Governance Structure Group Request to add a Recruitment and Retention Committee reporting to SSPC. We have hired a Manager for Orientation and Follow-Up Services (Nancy Moreno) and have a robust Student Ambassador group assisting with this effort. There is also a Manager of Outreach in the queue to be hired this year. One of the tasks this committee would take on is to create uniformity in our branding. There was discussion on the committee including the following nine members:

Co-Chairs:

- Manager, Orientation and Follow-up Services
- Manager, Outreach

Members:

- 1 – Faculty appointed by the Academic Senate
- 1 – Faculty from Counseling Department
- 1 – Faculty from Categorical Programs
- 1 – Systems Module Functional Specialist
- 2 – Student Services staff members at-large
- 1 – Grant Funded Student Programs (GFSP) staff member at-large

Designated Contact:

- 1 – IRP

Dr. Magnuson will update the Governance Structure Group Request with the new membership list and include more detailed information under the role of the committee. The Council was asked to discuss this proposal with their constituent groups and it will be brought back to SSPC on March 9, 2016 as a Second Reading.

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

**D. INFORMATION/DISCUSSION ITEMS**

**1. Review Student Services PRP's**

Exhibit B

50 minutes

The Career Center, Counseling – Instructional and Non-Instructional PRP's were reviewed. The remaining PRP's are tabled for the next meeting on March 9, 2016.

- a. Career Center – Rosie Antonecchia reviewed this PRP.
- b. Counseling – Instructional – Dr. Lisa Romain reviewed this PRP.
- c. Counseling – Non Instructional – Dr. Lisa Romain reviewed this PRP.
- d. EOPS
- e. Evaluations & Records
- f. International Students
- g. Student Equity Plan (SEP)
- h. Student Success and Support Program (SSSP)

**2. Discussion of SSPC Council Membership**

Exhibit C

20 minutes

Acting VP of Student Services, Brian Stockert asked the Council to review proportional options and bring suggestions to the next meeting on March 9, 2016.

**E. COMMITTEE REPORTS**

10 minutes

1. Academic Review Committee – No report
2. Behavioral Health & Campus Wellness Committee – Acting VP of Student Services reported our Behavioral Health Counselors have been assisting many students. The committee is implementing a Behavioral Response Team and is in need of more VAWA advocates.
3. Campus Police Committee – No report.
4. Registration Committee – No report.
5. Scholarship Committee - No report.
6. Student Program Eligibility Appeals Committee – No report.

**F. OHER BUSINESS**

1. Interim Superintendent/President Gonzales discussed the plans underway for remodeling the Library to serve as the Student Services One-Stop Center. New plans will be created with an integrated design to focus on service delivery, rather than division of departments. The Vice President Student Services (VPSS) Cabinet will serve as the steering committee for the new plans, along with user groups meeting collaboratively from various departments. Once feedback is received, a recommendation from the VPSS Cabinet will be made to the Executive Cabinet and then to the Governing Board. We have a completion target date of 2020.

Meeting was adjourned at 11:00 a.m.

Next Meeting: March 9, 2016