



**STUDENT SERVICES PLANNING
COUNCIL MEETING
MINUTES
May 11, 2016**

CHAIR: Adrian Gonzales

MEMBERS PRESENT: V. Aguilera, J. Ambrocio, R. Antonecchia, G. Bongolan, S. Cathcart, L. Cecere, A. Cunningham, M. DiMaggio, J. Harris, L. Kretchman, M. Large, K. Magnuson, L. Meyers, J. Moss, E. Nunez, L. Romain, B. Stockert and R. Williams.

RECORDER: Michelle LaVigneur

MEMBERS ABSENT: A. Cory, A. Gonzales, C. Moore, M. Spence and S. Titus.

GUESTS:

Order of Agenda Items

Attachments

Time Allotted

A. MINUTES

1. Approval of Minutes for April 27, 2016

MSC – (DiMaggio/Meyers): The minutes for April 27, 2016 were approved and accepted into the record with abstentions from April Cunningham, Judy Harris and Ryan Williams.

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

B. ACTION ITEMS/FIRST READING – None.

C. ACTION ITEMS/SECOND READING – None.

D. INFORMATION/DISCUSSION ITEMS

1. Student Services District Board Policies and Administrative Procedures Exhibit A 60 minutes

Acting VPSS Brian Stockert discussed the Student Services (Section 5) Board Policies and Administrative Procedures that are currently being prioritized and reviewed at the VPSS Cabinet. Council members were asked to review any BP/AP that pertains to their area and bring feedback to the next SSPC meeting on August 24, 2016. The proposed revisions will be presented to the Policies and Procedures committee. There were suggestions to add items such as Violence against Women Act (VAWA), Minors on Campus and Alumni. There was discussion around student privacy, the “W” administrative symbol and F/FW grades with regards to BP/AP 5075. There was a suggestion to assign the second SSPC meeting of each month (4th Wednesdays) for “working” meetings to complete assignments related to our Strategic Plan. This will be brought back for further discussion on August 24, 2016.

2. Add Manager of Outreach to SSPC Membership Exhibit B 20 minutes

Acting VPSS Brian Stockert discussed adding the Manager of Outreach to the SSPC to support a direct reporting relationship from the Recruitment and Retention committee. This will be brought back as a First Reading at the next SSPC meeting on August 24, 2016.

E. COMMITTEE REPORTS 10 minutes

1. Academic Review Committee – Dr. Kendyl Magnuson reported that the “W” process is currently being reviewed.

2. **Behavioral Health & Campus Wellness Committee** – Lori Meyers reported that their next meeting is scheduled for May 12, 2016. There was discussion on a conducting a formal needs assessment for the Behavioral Intervention Team (BIT) to identify gaps in our current services.
3. **Campus Police Committee** – No report.
4. **Registration Committee** – No report.
5. **Scholarship Committee** – Dr. Kendyl Magnuson reported they are finalizing awards.
6. **Student Program Eligibility Appeals Committee** – Dr. Kendyl Magnuson reported this committee is officially charged with reviewing the BOGW appeals.

F. OTHER BUSINESS

1. Acting VPSS, Brian Stockert gave an update on the following personnel hires:
 - a. Finalists were selected for the Superintendent/President and the forums will be held on May 18, 2016 in the Howard Brubeck Theatre.
 - b. Second level interviews are being held for four Counselor positions.
 - c. The position for the Outreach Manager has closed and they are in the process of reviewing applications.
 - d. The Director of Financial Aid position has closed and they are reviewing applications.
 - e. Dr. Kendyl Magnuson has been reclassified to Senior Director, Enrollment Services effective July 1, 2016.
 - f. Debbie King has been reclassified to Director of Foundation Operations effective July 1, 2016.
2. Acting VPSS, Brian Stockert reported that the South Center is expected to open in the fall of 2018.
3. Commencement will be on Friday, May 20, 2016 at 5:00 p.m. on the Football Field.
4. Jamie Moss reported they will be recruiting new Student Ambassadors as many will be graduating.
5. Rosie Antonecchia thanked Chief DiMaggio for assistance with parking during the Job Expo Internship Day event held on March 1, 2016.
6. Ryan Williams reported that the Camp Pendleton campus will be moving into a new center.
7. Chief DiMaggio reported that the parking meters will be here prior to the fall 2016 semester.

Meeting was adjourned at 11:00 a.m.