



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

**CHAIR:** Adrian Gonzales

**MEMBERS PRESENT:** R. Antonecchia, S. Cathcart, L. Cecere, A. Cunningham, M. DiMaggio, J. Harris, M. Large, K. Magnuson, L. Meyers, J. Moss, E. Nunez, P. O'Brien, B. Stockert, S. Titus and R. Williams.

**RECORDER:** Michelle LaVigueur

**MEMBERS ABSENT:** J. Ambrocio, A. Cory, L. Kretchman, C. Moore and M. Spence.

**GUESTS:** Natalie Lopez

Order of Agenda Items

Attachments

Time Allotted

**A. WELCOME**

1. Introductions were made for new members.

**B. MINUTES**

**1. Approval of Minutes for May 11, 2016**

MSC – (Moss/Stockert): The minutes for May 11, 2016 were approved and accepted into the record with abstentions from Adrian Gonzales, Patrick O'Brien and Sherry Titus.

Minutes, agendas and attachments are posted on the following Palomar College website:

<http://www2.palomar.edu/pages/sspc/>

**C. ACTION ITEMS/FIRST READING –**

1. **Add Manager of Outreach to SSPC Membership** Exhibit A 10 minutes  
Dr. Kendyl Magnuson advised the Council that interviews for this position will be on September 1, 2016. This item will be brought back for second reading on September 14, 2016.

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

**E. INFORMATION/DISCUSSION ITEMS**

1. **SSPC Orientation** 10 minutes  
VP of Student Services Adrian Gonzales led the discussion about the purpose of the SSPC.
2. **Presidential Priorities for 2016-17** 10 minutes  
VP of Student Services Adrian Gonzales reviewed several priorities the President is discussing for 2016-17:
  - Implementing legislation and how it fits into the shared governance structure (SSSP, Campus SaVE Act, NCSSSP, SEP, BSI, AEBG, Workforce)
  - Dual Enrollment
  - Distance and Online Education
  - CTE/Non-Credit offerings
  - Enrollment and Retention
  - The Palomar Promise
  - Marketing (3<sup>rd</sup> party vendor will be here this fall 2016)
  - Completing the classification study

Additionally, our payment plan will be available in October 2016. CCCApply (including our mobile application), CCCAssess, our and degree audit will be available to students in spring 2017.

3. **PRP forms** Exhibit B 10 minutes  
VP of Student Services Adrian Gonzales advised the Council we will be updating our PRP forms, reviewing the structure and identifying which elements should be included or omitted. Student Services PRP's will be due on Thursday, November 3, 2016.
  4. **Student Services District BP/AP** Exhibit C 10 minutes  
VP of Student Services Adrian Gonzales advised the Council that we will be working on updating the Student Services BP/AP's this academic year.
  5. **Appoint SSPC member to serve on SSEC** Exhibit D 10 minutes  
VP of Student Services Adrian Gonzales advised that there is a seat open on SSEC for a faculty member from the SSPC. Patrick O'Brien volunteered to serve in this capacity and step down from his seat as Faculty from Counseling on SSEC. He will send out a request to replace his seat on SSEC.  
**Motion:** MSC (Titus/Williams): A motion was made to add Patrick O'Brien to the SSEC membership as Faculty from SSPC.  
**Result:** Motion approved.
  6. **Linking State-wide Initiatives together** Exhibit E 10 minutes  
**-BSI/SSSP/SE/AEBG/Workforce**  
VP of Student Services Adrian Gonzales discussed specific legislation for each initiative listed. We will begin to discuss how to integrate the initiatives, collaborating with our campus and Region X.
- F. COMMITTEE REPORTS** – None. 10 minutes
1. Academic Review Committee
  2. Behavioral Health & Campus Wellness Committee
  3. Campus Police Committee
  4. Registration Committee
  5. Scholarship Committee
  6. Student Program Eligibility Appeals Committee
- G. OTHER BUSINESS** 10 minutes
1. **Staffing Updates** – Rick Gommel, System Module Functional Specialist will be retiring in December 2016. Jeff Higginbotham, DRC Director accepted another job offer and his last day will be September 2, 2016. Lindsay Kretchman, Student Activities Coordinator will be moving out of state at the end of August 2016. We are advertising to fill the Director of Financial Aid position. There are many positions that are on hold from the Classification Study and they will be posted once a resolution is agreed upon between the District and CCE.
  2. **Enrollment Updates** – Dr. Kendyl Magnuson reported our enrollments are currently down 1% from last fall.
  3. **Student Health Centers** –
    - a. New Part-time Vet Center Behavioral Health Counselor, Robyn Allard was hired.
    - b. BIT Needs Assessment Report – A consultant team came out in July 2016 and made recommendations, including BIT Campus Wide Training on October 17-21, 2016.
  4. Lori Meyers reported there is a new student club on campus called *No Limits Club* which includes a group of students who promote: disability awareness; develop friendships and a network; motivational/informational guest speakers; have informal small group gatherings.