



**STUDENT SUCCESS AND EQUITY
COUNCIL MEETING
AGENDA
September 11, 2015**

MEETING TYPE:	<input checked="" type="checkbox"/>	Staff	Date: September 11, 2015
	<input type="checkbox"/>	Product/Project	Starting Time: 9:00 a.m.
	<input type="checkbox"/>	Special	Ending Time: 11:00 a.m.
			Place: AA-140

CHAIR: Interim Superintendent/President,
Adrian Gonzales

Interim VP for Instruction, Dan Sourbeer

Faculty Senate President, Greg Larson

MEMBERS: Anfinson, Antonecchia, Barton, Bongolan, Carrillo,
DeMaris, DeHoyos, Dentoni, Diaz, French, Gonzalez, Large, Lawson,
Magnuson, Martinez, Nelson, Nunez, Ramirez, Rodriguez, Romain,
Sivert, Snyder, Sosa, Squires, Stockert, Villalobos, Waite and Weller.

RECORDER: Michelle LaVigueur

<u>Order of Agenda Items</u>	<u>Attachments</u>	<u>Time Allotted</u>
A. <u>MINUTES</u>		
1. Approve minutes of August 28, 2015		
B. <u>ACTION ITEMS/SECOND READING</u>		
C. <u>ACTION ITEMS/FIRST READING</u>		
D. <u>INFORMATION/DISCUSSION ITEMS</u>		
1. Introduce Olga Diaz, Director of Student Success and Student Equity		
2. Workgroup Status Report		30 minutes
3. SSSP and SEP End of Year Reports		35 minutes
4. DRC Students – Annette Squires		15 minutes
5. Faculty Advising – Olga Diaz		25 minutes
6. SSSP/SE Allowable/Prohibited Expenditures	Exhibit A	15 minutes
E. <u>OTHER BUSINESS</u>		

Next Meeting: September 25, 2015



**STUDENT SUCCESS AND EQUITY
COUNCIL MEETING
MINUTES
August 28, 2015**

CHAIRS: Interim Superintendent/President,
Adrian Gonzales

Interim VP for Instruction, Dan Sourbeer

Faculty Senate President, Greg Larson

MEMBERS: Anfinson, Antonecchia, Barton, Bongolan, DeMaris,
French, Kahn, Large, Magnuson, Martinez, Nelson, Ramirez,
Rocha, Rodriguez, Romain, Sivert, Snyder, Squires, Stockert,
Villalobos and Waite.

ABSENT: DeHoyes, Dentoni, Gonzalez, Lawson, Nunez, Sosa
and Weller.

RECORDER: Michelle LaVigueur

GUESTS: Carmelino Cruz

Order of Agenda Items	Attachments	Time Allotted
A. <u>MINUTES</u>		
1. Approval of Minutes for July 24, 2015 MSC – (Sourbeer/Stockert): The minutes for July 24, 2015 were approved and accepted into the record with abstentions from Dean Jack Kahn and Annette Squires.		
B. <u>ACTION ITEMS/SECOND READING</u>		
1. SSEC Request for Funding form	Exhibit A	20 minutes
<p>Motion: MSC (Sourbeer/Bongolan): A motion was made to approve the Student Success and Equity Council (SSEC) Request for Funding as presented. Result: Motion approved.</p>		
C. <u>ACTION ITEMS/FIRST READING</u> – None.		
D. <u>INFORMATION/DISCUSSION ITEMS</u>		
1. <u>Overview of SSEC</u> Interim Superintendent/President Gonzales gave an overview of the history and role of the Student Success and Equity Council (SSEC). More information can be found here: http://www2.palomar.edu/pages/ssec/files/2015/08/SSEC-Governance-Structure-5.19.15.pdf		
Gonzales also indicated that the Student Success and Support Plan (SSSP) and the Student Equity Plan (SEP) will need to be integrated with the College’s other planning documents such as the annual Strategic Plan. It was reported that both the 3SP and SEP will need to be updated and submitted in October and November of this year.		
2. <u>Student Equity Funding Requests</u>		20 minutes
i. <u>Tarde de Familia - Dean Jack Kahn/Guests</u> Dean Kahn and Carmelino Cruz presented a request for Student Equity funding to support the Tarde de Familia event on October 16, 2015. This request meets Objective C.2.2. and C.2.1. of the Student Equity Plan. There was a consensus among the Council to support the Tarde de Familia request.		
ii. <u>Week of Welcome</u> – Cynthia Anfinson presented a request for Student Equity funding to support the development of Week of Welcome (WOW). This event will touch each targeted disproportionate impact groups identified in the SEP. Monica Rodriguez and Jorge Villalobos also presented information regarding their observations of Mira Costa’s and Mesa College’s Welcome Week activities as examples of how		

Student Success and Equity Council

Palomar could structure its efforts. There was consensus among the Council to support the request for a Week of Welcome. Shayla Sivert requested that Counseling and Assessment be included in the discussions.

iii. Student Lingo Workshop – Rosie Antonecchia

Rosie Antonecchia presented a request for Student Equity funding to support the Student Lingo on-line workshops. The workshops cover career exploration, resumes, cover letters and student success skills and can assist the following students: Basic Skills, first generation, ESL, Veterans and students with disabilities. More information is available on the following websites: <https://www.studentlingo.com/palomar> and www.innovativeeducators.org There was consensus among the Council to support the request for the Student Lingo on-line workshops.

3. Parent Brochure updates – Marti Snyder 5 minutes
Marti Snyder reported their team met Thursday, August 27, 2015. They discussed changing the name to “Parent Roadmap” and condensing it to four pages. They also discussed keeping it more college focused and less focused on the parent/student relationship.
4. Certification in Teaching Men of Color in Community Colleges 15 minutes
<http://coralearning.org/team/tcmoc> on August 3-7 or August 17-21, 2015 – Report out
Glyn Bongolan and Cynthia Anfinson reported participating in the training and stated that it was very valuable yet time consuming. Wendy Nelson suggested this type of training be offered live on the Palomar campus.
5. Region X – 2015 Student Success & Equity Dialogue – Report out 15 minutes
Interim VP for Instruction, Dan Sourbeer reported our presentation was well received. Glyn Bongolan noted that we appear to be behind on our Assessment/Evaluation activities, but seem to be on-track with supporting “best practices.”
6. Workgroup Status Report – No reports were given due to time constraints. 25 minutes
7. Staffing Update 10 minutes
Dean Brian Stockert reported the Director of Student Success and Student Equity (Olga Diaz) and the Manager of Orientation and Follow-Up Services (Nancy Moreno) have been hired and will begin employment on Monday, August 31, 2015. Ms. Diaz has extensive background in research development and was previously employed as a Senior Research Analyst for the University of Santa Clara; the Director at North County Interfaith; and has a BA degree in Finance. Ms. Moreno joins us from San Diego State University’s Transfer and Admissions department, with extensive experience working with parents and families transitioning from high school to college.
8. Review of SSEC Membership – Interim Superintendent/President Gonzales provided the Council with an update on new membership to the committee. 10 minutes

E. OTHER BUSINESS

1. Enrollment report – Interim Superintendent/President Gonzales reported our enrollment and headcount for Fall 2015 appears to be significantly less than the Fall 2014. It is likely that we will not meet our base enrollment numbers which will likely require Palomar to move into “stability” funding.

Meeting was adjourned at 11:02 a.m.

Next Meeting: September 11, 2015

SSSP/SE Allowable and Prohibited Expenditures

Fundable Core Services	
Orientation	First-time, First-Year students
Initial Assessment	Math, English, ESL
Abbreviated SEP	
Counseling/Advising	
Comprehensive SEP	
Follow-Up Services	For at-risk students (define)
Other follow-ups	Career assessment, basic skills tutoring, re-testing

3SP Allowable Expenditures (4.9)	Description
SSSP Program Director/Staff	salaries, wages, benefits
Office Supplies/Postage	for program activities
Publication/Outreach Materials	promo 3SP svcs (orientation, ed plans, support svc)
In-State Travel/Training	workshops, conferences, travel
Computer Equipment	to assist in delivery of 3sp programs
Food/Beverage	during 3sp activities
Counseling/Advising	salaries, wages, benefits / workshops, online adv.
Follow-Up Services	early alert communication w/at-risk students
Orientation Services	development, staff, materials
Assessment for Placement	purchase of tests, staff who process
Research	related to assessing 3SP effectiveness

Prohibited Expenditures (4.11)	
Construction	
Gifts	
Stipends to Students	
Office Furniture	
Computers/Technology	
Salaries for indirect support staff	
Dues, Memberships	
Off-Campus rent	
Legal/Audit fees	
Indirect Costs (water/utilities)	
Unrelated Travel	
Vehicles	
Clothing	
Courses	
Admissions/Records Offices	
Unrelated research	

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Funding Types	
Student Success & Support (3SP) funding is intended to support continuing students to complete their desired course of study.	
Student Equity funding is intended to support specific student groups experiencing disproportionate impact. These include: Veterans, foster youth, African American males, students with disabilities, Hispanic males, students 25-49.	

SE Allowable Expenditures	Description
Targeted Outreach	disp. impacted grps (materials, publications)
Research	related to improving student equity
Staff	coordinator, activity staff
Planning	equity planning process
Food	equity related planning, gatherings
Professional Development	consultants, improving data use
Adapting Curriculum	to improve student equity outcomes
Tutoring	for learning communities
In-State Travel	to support student equity
Computer Equipment	used primarily by students
Other Direct Supports	books, supplies, stdnt transport, child care

Prohibited Expenditures	
Construction	
Gifts	
Stipends to Students	
Computers/Technology	
Salaries for indirect support staff	
Dues, Memberships	
Off-Campus rent	
Legal/Audit fees	
Indirect Costs (water/utilities)	
Unrelated Travel	
Vehicles	
Clothing (uniforms ok)	
Courses	
Unrelated Research	
Supplanting general funds	