



**STUDENT SERVICES PLANNING  
COUNCIL MEETING  
AGENDA  
March 25, 2015**

<b>MEETING TYPE:</b>	<input checked="" type="checkbox"/>	Staff	<b>Date:</b> <b>March 25, 2015</b>
	<input type="checkbox"/>	Product/Project	<b>Starting Time:</b> <b>9:30 a.m.</b>
	<input type="checkbox"/>	Special	<b>Ending Time:</b> <b>11:00 a.m.</b>
			<b>Place:</b> <b>MD-155C</b>

**CHAIR:** Adrian Gonzales      **MEMBERS:** Aguilera, Antonecchia, Cathcart, Cecere, Conway, Crawford, DiMaggio, Dryden, Kretchman, Large, Magnuson, Meyers, Moore, Moss, Nunez, Romain, Stockert, Studinka and Titus

**RECORDER:** Michelle LaVigueur

<b>Order of Agenda Items</b>	<b>Attachments</b>	<b>Time Allotted</b>
<b>A. <u>MINUTES</u></b>		
1. Approve Minutes of March 11, 2015		
<b>B. <u>ACTION ITEMS</u></b>		
1. SPPF funding for PRP requests	Exhibit A	30 minutes
<b>C. <u>INFORMATIONAL ITEMS</u></b>		
1. SSPC Council Membership	Exhibit B	30 minutes
<b>D. <u>COMMITTEE REPORTS</u></b>		
1. Academic Review Committee		30 minutes
2. Behavioral Health & Campus Wellness Committee		
3. Campus Police Committee		
4. Scholarship Committee		
5. Student Program Eligibility Appeals Committee		
6. Registration Committee		
<b>E. <u>OTHER BUSINESS</u></b>		

**Next Meeting: April 8, 2015**



**STUDENT SERVICES PLANNING  
COUNCIL MEETING  
MINUTES  
March 11, 2015**

**CHAIR:** Adrian Gonzales

**MEMBERS PRESENT:** V. Aguilera, R. Antonecchia, M. Brannick, S. Cathcart, L. Cecere, J. Conway, M. DiMaggio, D. Dryden, L. Kretchman, M. Large, K. Magnuson, L. Meyers, J. Moss, B. Stockert and S. Titus.

**RECORDER:** Michelle LaVigneur

**MEMBERS ABSENT:** C. Moore, E. Nunez, L. Romain, M. Spence and D. Studinka

**GUESTS:**

**A. MINUTES**

**1. Approval of Minutes for February 25, 2015**

MSC – (Kretchman/Moss): The minutes for February 25, 2015 were approved and accepted into the record with an abstention from Sherry Titus.

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

**B. ACTION ITEMS – None.**

**C. INFORMATION ITEMS**

**1. SPPF funding for PRP resources**

We currently have \$14,940.00 left in SPPF funds. VP Gonzales asked that the Council take a look at PRP's and identify any items they would like supported by these funds. A spreadsheet was handed out with a summary of these requests.

There was consensus to review the new PRP requests from the handout:

There was another consensus to discuss the following requests:

<b>PRP Requests for funds from remaining SPPF - 2014-15</b>				
<b>Submitted By</b>	<b>Title</b>	<b>Goal/ Objective</b>	<b>Short Description</b>	<b>Requested Amount</b>
Ron Haines	DRC - Non-Instructional	Goal 1	Individual Mobility Carts	\$3,456.00
Ron Haines	DRC - Non-Instructional	Goal 1	Smart Pens	\$1,500.00

Student Services Planning Council

Sherry Titus	Student Affairs - Non-Instructional PRP	Goal 5, Obj. 5.1	Computers, printers and cameras for Student Activity Card services in Escondido, North and South centers and a portable laptop for the Fallbrook campus	\$8,000.00
Scott Cathcart	Athletics - Instructional PRP	Goal 5	Wascomat Model DXSM665C - Industrial Grade Washer	\$10,000.00
Scott Cathcart	Athletics - Instructional PRP	Goal 5	Cramer PowerFlo - Hydration station	\$2,095.00
Scott Cathcart	Athletics - Instructional PRP	Goal 5	Cramer Power Mister 3X - Cooling System	\$2,747.60
Scott Cathcart	Athletics - Instructional PRP	Goal 5	Alert Aqua portable cup with dispensers	\$1,939.50
Scott Cathcart	Athletics - Instructional PRP	Goal 5	Rubbermaid 5 drawer Utility Cart	\$1,120.60
Scott Cathcart	Athletics - Instructional PRP	Goal 5	Outdoor Boss Self Contained Drinking System	\$3,587.75

Of the requests above, there was a consensus to fund the following:

**Motion:** MSC – (Cathcart/Titus): A motion was made to fund the following which has a direct impact to students.

**Result:** Motion approved.

PRP Requests for funds from remaining SPPF - 2014-15					
	Submitted By	Title	Goal/Objective	Short Description	Requested Amount
1	Ron Haines	DRC - Non-Instructional	Goal 1	Individual Mobility Carts	\$3,456.00
2	Ron Haines	DRC - Non-Instructional	Goal 1	Smart Pens	\$1,500.00
3	Sherry Titus	Student Affairs - Non-Instructional PRP	Goal 5, Obj. 5.1	Computers, printers and cameras for Student Activity Card services in Escondido, North and South centers and a portable laptop for the Fallbrook campus	\$8,000.00
7	Scott Cathcart	Athletics - Instructional PRP	Goal 5	Cramer PowerFlo - Hydration station	\$2,095.00
8	Scott Cathcart	Athletics - Instructional PRP	Goal 5	Cramer Power Mister 3X - Cooling System	\$2,747.60
11	Scott Cathcart	Athletics - Instructional PRP	Goal 5	Outdoor Boss Self Contained Drinking System	\$3,587.75

**2. Accreditation Debrief**

VP Gonzales reviewed the six commendations and six recommendations from the accreditation team. They gave a verbal exit report last Thursday and will write up an official report that will be sent to us for factual corrections. Then the report will be sent to ACCJC and they will make a final determination which we will receive in late June or early July.

**3. Enrollment Management/Outreach**

VP Gonzales discussed the link between our enrollment management and our fiscal responsibility. We have been borrowing from summer to reach our cap. Some strategies to help enrollment are outreach, enrollment management and retention. The SSSP, Student Equity Plan and Strategic Master Plan are built around these three concepts. There was further discussion on getting this information out to the college as a whole and to work towards addressing these issues.

**D. COMMITTEE REPORTS –**

1. **Academic Review Committee** – Dr. Magnuson reported they are planning the next meeting for mid-April.
2. **Behavioral Health & Campus Wellness Committee** – Dean Stockert reported they are meeting tomorrow. Lori Meyers reported that their website is live at <http://www2.palomar.edu/pages/bhcs/>
3. **Campus Police Committee** – No report.
4. **Scholarship Committee** – The Scholarship application timeline has passed. They received 339 applications which they have begun reviewing.
5. **Student Program Eligibility Appeals Committee** – Dr. Magnuson reported they will be meeting in April. There are a couple of appeals to be reviewed.
6. **Registration Committee** – No report.

**E. Other Business –**

- VP Gonzales made the following announcements:
  - We have a new member to SSPC: Monika Brannick, the faculty representative from the Pride Center.
  - 14 of our counselors are going through MBTI training this week. After the training, they will be certified to administer the MBTI and we will then have approximately 20 members on campus who are certified.
  - KKSM was voted best in the nation by the Intercollegiate Broadcasting System.
  - Skip Downing from On-Course sent VP Gonzales an email announcing that Kelly Falcone and Al Trujillo were recognized for Course Ambassadors of the Year for 2014.
  - Our new Police Sergeant, Michael Maines was sworn in at the Governing Board meeting on March 10, 2015.
  - Our Women's Basketball team had a great season this year and made it to the regional finals. Coach of the Year and Player of the Year honors were announced, as well as four academic honors for our team members.
  - M. Jayne Conway recently received recognition from her colleagues at the Health Services Association for California Community Colleges (HSACCC).
- M. Jayne Conway reported the alcohol awareness promotion was successful and they have many resources available at the Health Services Center.

Meeting was adjourned at 11:00 a.m.

Next Meeting: March 25, 2015

PRP Requests for funds from remaining SPPF - 2014-15					
	Submitted By	Title	Goal/ Objective	Short Description	Requested Amount
1	Ron Haines	DRC - Non-	Goal 1	Individual Mobility Carts	\$3,456.00
2	Ron Haines	DRC - Non-	Goal 1	Smart Pens	\$1,500.00
3	Sherry Titus	Student Affairs - Non-Instructional PRP	Goal 5, Obj. 5.1	Computers, printers and cameras for Student Activity Card services in Escondido, North and South centers and a	\$8,000.00
7 & 8	Scott Cathcart	Athletics - Instructional PRP	Goal 5	Cramer PowerFlo - Hydration station & Power Mister 3X Cooling System	\$2,375.95
11	Scott Cathcart	Athletics - Instructional PRP	Goal 5	Outdoor Boss Self Contained Drinking	\$3,180.60
<b>Total</b>					<b>\$18,512.55</b>

Remaing SPPF funds FY 2013-14	\$2,977.00
Remaing SPPF funds FY 2014-15	\$14,940.00
<b>Total</b>	<b>\$17,917.00</b>

PRP Request for funds	\$18,512.55
Remaining SPPF funds - total	\$17,917.00
<b>Over-Budget</b>	<b>\$595.55</b>

<b>STUDENT SERVICES PLANNING COUNCIL</b>
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**Role**

- Develops, implements, evaluates and revises Student Services' plans and initiatives, both short- and long term.
- Develops, reviews, and updates the process (qualitative and quantitative elements and instrument) and establishes the timeline for the 2-year Institutional Program Review and Planning (IPR&P) cycle for Student Services.
- Reviews and summarizes IPR&P documents and utilizes them to develop and guide recommendations for priorities for Student Services, including budget, staffing needs, equipment, technology, facilities, and other resources essential to support Student Services and the success of students.
- Utilizes the District's Strategic Plan and the Annual Implementation Plan to guide and outline its goals, tasks and actions to be accomplished in the academic year.
- Make recommendations relevant to any matters or issues that impact Student Services and/or by request from SPC.
- Provides guidance, direction, and oversight to these committees:
  - Academic Review Committee
  - Student Equity Committee
  - Registration Committee
  - Scholarship Committee
  - Campus Police Committee
  - Matriculation and Transfer Committee
  - Financial Aid & Appeals Committee

Convenes a subcommittee to review and update the process (qualitative and quantitative elements and instrument) and timeline for requesting full-time positions and to prioritize each year's list of full-time positions for discussion and endorsement by SSSPC, forwarding the recommendation to SPC as information.

**Products**

- Institutional Program Review and Planning documents, summaries and recommendations, including budget, staffing needs, equipment, technology, and facilities priorities
- Progress report on Strategic Plan and AIP
- Annual goals and accomplishments
- Full-time Position Priority Recommendations

**Reporting Relationship**

Strategic Planning Council

**Meeting Schedule**

Second and Fourth Wednesday of the month from 9:30 a.m. to 11:00 a.m.

**Chair**

Vice President, Student Services

**Members**

- Dean, Counseling Services
- Director, Career Services
- Director, Transfer Center
- Director, Health Services
- Director, Athletics
- Director, Enrollment Services
- Director, Student Affairs
- Chair, Counseling (or designee)
- Chief of Police
- One EOP&S Faculty Member

- One DRC Faculty Member
- One Faculty representative appointed by Faculty Senate from Instructional Areas
- One Faculty representative who is also on the Faculty Senate
- Research Analyst
- Two Classified Unit Employee representatives appointed by CCE/AFT (one from Student Services)
- One Student representative appointed by ASG
- One Confidential and Supervisory Team representative from Student Services appointed by CAST
- One Palomar Faculty Federation representative appointed by PFF
- One Faculty representative from the Pride Center, appointed by the Faculty Senate

Approved by SPC 5-07-02  
Latest Revision 02-03-15