



**STUDENT SERVICES PLANNING
COUNCIL MEETING
AGENDA
August 26, 2015**

MEETING TYPE:	<input checked="" type="checkbox"/>	Staff	Date: August 26, 2015
	<input type="checkbox"/>	Product/Project	Starting Time: 9:30 a.m.
	<input type="checkbox"/>	Special	Ending Time: 11:00 a.m.
			Place: MD-155C

CHAIR: Adrian Gonzales **MEMBERS:** Aguilera, Antonecchia, Brannick, Cathcart, Cecere, DiMaggio, Harris, Kretchman, Large, Magnuson, Meyers, Moore, Nunez, Romain, Sebring, Spence, Stockert and Titus.

RECORDER: Michelle LaVigueur

Order of Agenda Items	Attachments	Time Allotted
A. <u>WELCOME</u>		
B. <u>MINUTES</u>		
1. Approve Minutes of May 13, 2015		
C. <u>ACTION ITEMS/SECOND READING</u>		
D. <u>ACTION ITEMS/FIRST READING</u>		
E. <u>INFORMATION/DISCUSSION ITEMS</u>		
1. SSPC Orientation		15 minutes
2. College Planning Cycles		10 minutes
3. Discussion of SSPC Council Membership	Exhibit A	15 minutes
4. Request to Add New SSPC Committee (AB540/Dream Act)	Exhibit B	15 minutes
F. <u>COMMITTEE REPORTS</u>		15 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. <u>OTHER BUSINESS</u>		20 minutes
1. Staffing Updates		
2. Enrollment Updates		
3. Parking Fees Required for Visitors - Elvia Nunez		
4. Smoking Policy – Implement Fines		
5. Student Success and Equity Council report		

Next Meeting: September 9, 2015



**STUDENT SERVICES PLANNING
COUNCIL MEETING
MINUTES
May 13, 2015**

CHAIR: Adrian Gonzales

MEMBERS PRESENT: R. Antonecchia, S. Cathcart, L. Cecere, M. DiMaggio, D. Dryden, M. Large, K. Magnuson, L. Meyers, J. Moss and B. Stockert.

RECORDER: Michelle LaVigueur

MEMBERS ABSENT: V. Aguilera, M. Brannick, J. Conway, L. Kretchman, C. Moore, E. Nunez, L. Romain M. Spence, D. Studinka and S. Titus.

GUESTS:

A. MINUTES

1. Approval of Minutes for April 22, 2015

MSC – (Stockert/Moss): The minutes for April 22, 2015 were approved and accepted into the record with abstentions from Scott Cathcart and Dan Dryden.

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. Discussion of SSPC Council Membership** – VP Gonzales referred to Exhibit A – the SSPC Members and Affiliations in his discussion on the SSPC membership. We need to ensure that the information from the Council meetings is being disseminated out to the constituent groups. Dan Dryden mentioned that CCE would not support a group sitting on the Council that does not submit a PRP. It was suggested that Grant Funded Student Programs have a seat on the Council and that it makes sense for the Administrative Association to have a seat on the Council as well. Decisions regarding adding members will be made in the fall of 2015.
- 2. 2015 Planning Council Annual Self Evaluation** - VP Gonzales reminded members to complete the 2015 Planning Council Annual Self Evaluation which came from the Institution Research and Planning office via email. The deadline is this Friday, May 15, 2015.
- 3. 2015 Commencement** – There was discussion about severe weather warnings for Commencement on Friday, May 15, 2015. We were looking into moving the reception into the gym and possibly moving Commencement to Saturday, May 16, 2015.
- 4. SSPC Schedule 2015-16 Academic Year** – The SSPC schedule for the 2015-16 Academic Year was discussed with no objections.

D. COMMITTEE REPORTS

1. **Academic Review Committee** – Dr. Magnuson reported the committee met a few weeks ago and had three petitions they made decisions on. He advised there is a three year limit on grade changes and there is a form students need to fill out in order to initiate the process.
2. **Behavioral Health & Campus Wellness Committee** - Dean Stockert reported the last meeting of the semester is May 14, 2015. Lori Meyers reported the Love on a Leash therapy dog event by Active Minds on Wednesday, April 29, 2015 was a success. Licensed Professional Clinician, Ian Aman presented on Anxiety/Depression and the College Student. The event was well attended with forty students present. Dean Stockert reported that the Behavioral Health Counselors appointments have been increasing and hospitalizations have been declining.
3. **Campus Police Committee** – No report.
4. **Scholarship Committee** – Dr. Magnuson reported they completed the specialized scholarships including the Ivy Wickham scholarship. He explained the background on this scholarship. Ivy Wickham passed away in the 1970's. She had no educational opportunities when she was young and had a desire to go to college. Despite this difficulty, she was successful in her life. She left her entire estate to a scholarship for young ladies pursuing college with an emphasis in the arts and/or teaching. There was discussion on encouraging more students to apply for scholarships.
5. **Student Program Eligibility Appeals Committee** - Dr. Magnuson reported they met late last month and had three Financial Aid appeals. They denied all three, as they failed to meet the eligibility criteria. BOWG waiver appeals and priority registration appeals will become part of this committee in the future.
6. **Registration Committee** – Dr. Magnuson reported they have moved fall registration up to late May and will discuss the benefits and disadvantages of this. A compressed calendar will also be discussed for academic year 2016-17. A draft 2016-17 calendar shows we may run a 4-week intersession in January and another in late May or early June 2016 in addition to our summer session.

E. Other Business –

1. **Student Success and Equity Council report** – VP Gonzales reported that on May 6-7, 2015 he, Dean Shayla Sivert and Glyn Bongolan attended the Community College League of California (CCLC) Equity Summit 2015 Conference. The Chancellor's office read each Student Equity Plan and Student Success and Support Program Plan. They will be providing feedback to us by the end of May 2015. VP Gonzales reported that the Chancellor's office will be changing the plan template for the next year, requiring more specific information regarding how we will be allocating the funds. Information from the conference can be found at CCLC's website: <http://www.ccleague.org/i4a/pages/index.cfm?pageid=3859>.
2. Dr. Magnuson reported there were 35% fewer students dropped for non-payment in the summer of 2015 compared to the summer of 2014.
3. VP Gonzales reported that the SRP passed at the Governing Board meeting last night, May 12, 2015.

Meeting was adjourned at 10:58 a.m.

Next Meeting: August 26, 2015

**Palomar College
Student Services Planning Council
2015 – 2016**

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

Membership List and Meeting Schedule

Council Chair:

Adrian Gonzales, Interim Superintendent/President

Council Members:

Name	Representing	Constituent Group
Brian Stockert	Dean Counseling	AA
Rosie Antonecchia	Director, Career Center	Faculty
Elvia Nunez	Director, Transfer Center	Faculty
Judy Harris (Interim)	Director, Health Services Center	AA
Scott Cathcart	Director, Athletics	AA
Dr. Kendyl Magnuson	Director, Enrollment Services	AA
Sherry Titus	Director, Student Affairs	AA
Dr. Lisa Romain	Chair, Counseling (or designee)	Faculty
Mark DiMaggio	Chief of Police	AA
Veronica Aguilera	EOPS Faculty	Faculty
Lori Meyers	DRC Faculty	Faculty
Lisa Cecere	At-large (instruction)	Faculty
	Senator (Faculty Senate)	Faculty
Michael Large	Research Analyst	Classified
Lindsay Kretchman	Council for Classified Employees	Classified
	Council for Classified Employees	Classified
Malik Spence	ASG	Student
Suzanne Sebring	CAST	CAST
Christine Moore	PFF Representative	Faculty
Monika Brannick	Pride Center Representative	Faculty

Meets Second & Fourth Wednesdays of the month from 9:30 – 11:00 a.m. in MD-155C

Fall 2015 dates

**August 26, 2015
September 9, 2015
September 23, 2015
October 14, 2015
October 28, 2015
November 25, 2015
December 9, 2015**

Spring 2016 dates

**January 27, 2016
February 10, 2016
February 24, 2016
March 9, 2016
April 13, 2016
April 27, 2016
May 11, 2016**

STUDENT SERVICES PLANNING COUNCIL

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

SSPC Members and Affiliations			
	Members	Appointed Seat	Affiliations
1	Interim, Superintendent/President, Gonzales, Adrian	Vice President, Student Services	Student Services Division
2	Stockert, Brian	Dean, Counseling Services	Counseling Services, Articulation, Assessment, Career Center, Counseling, DRC, EOPS, Grant Funded Student Programs, Behavioral Health Counseling, SSSP and Transfer Center
3	Antonecchia, Rosie	Director, Career Services	Counseling and Career Center
4	Nunez, Elvia	Director, Transfer Center	Counseling and Transfer Center
5	Harris, Judy	Interim Director, Health Services Center	Health Services Center
6	Cathcart, Scott	Director, Athletics	Athletics
7	Magnason, Kendyl	Director, Enrollment Services	Enrollment Services, Admissions, Evaluations & Records, Financial Aid, International Students, Outreach and Veterans
8	Titus, Sherry	Director, Student Affairs	Student Affairs
9	Romain, Lisa	Chair, Counseling	Counseling
10	DiMaggio, Mark	Chief of Police	Campus Police
11	Aguilera, Veronica	EOP&S Faculty Member	Counseling and EOPS
12	Meyers, Lori	DRC Faculty Member	Counseling, DRC and EOPS
13	Cecere, Lisa	Faculty appointed by Faculty Senate from Instructional Areas	Instruction and Faculty Senate
14		Faculty Senator on Faculty Senate	
15	Large, Michael	Research Analyst	IRP
16	Kretchman, Lindsay	CCE/AFT Representative	CCE/AFT and Student Affairs
17		CCE/AFT Representative	CCE/AFT and DRC
18	Spence, Malik	ASG Representative	ASG
19	Sebring, Suzanne	CAST Representative	CAST, Enrollment Serv., Admissions, Outreach
20	Moore, Christine	PFF Representative	PFF and Instruction
21	Brannick, Monica	Faculty representative from the Pride Center	Instruction and Pride Center

Current Head Count:

Educational Administrators: 7

Classified: 3

Faculty: 9

CAST: 1

ASG: 1

21 Members Total

SSPC Shared Governance, Areas and Departments

Shared Governance	Student Services Areas	Student Services Departments
VPSS	Athletics	
Dean, Counseling Services	Counseling Services	<ul style="list-style-type: none"> • Articulation • Assessment • Behavioral Health Counseling • Career Center • Counseling Services • DRC • EOPS/CARE/Foster Youth • Grant Funded Student Programs • 3SP/Student Equity • Transfer Center
AA (No seat currently)	Enrollment Services	<ul style="list-style-type: none"> • Admissions • Evaluations & Records • Financial Aid • International Students • Outreach/Student Ambassadors • Veterans
ASG	Health Services Center	
CAST	Campus Police	<ul style="list-style-type: none"> • Parking Services • Police Department
CCE (2 members)	Pride Center	
PFF	Student Affairs	<ul style="list-style-type: none"> • Student Activities • Student Affairs/Discipline • Student Government
Faculty Senate (2 members)		

Current Head Count:

Educational Administrators: 7

Classified: 3

Faculty: 9

CAST: 1

ASG: 1

21 Members Total



GOVERNANCE STRUCTURE GROUP REQUEST

Request submitted by: Jack S. Kahn, Ph.D. Dean Social and Behavioral Sciences	Date: 7/28/14
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Proposed Name of Requested Group: AB540/ Undocumented Student/Mixed Status Support Committee

	Council	<input checked="" type="checkbox"/>	Committee		Subcommittee		Task Force
Action Requested:		<input type="checkbox"/>	Add	<input type="checkbox"/>	Delete	<input type="checkbox"/>	Change

Definition
 According to data provided by Palomar College’s Director of Enrollment Services Dr. Kendyl Magnuson, there were 901 students in the 2014-15 school year who were listed as AB-540 students. At this time, there are also 40 enrolled students coded as Deferred Action for Childhood Arrivals. This is approximately 4% of the student population at Palomar. The committee is suggested to ensure access, retention and success for this population who do not have a center nor any particular institutionalized group that is responsible for their advocacy. This committee is intentionally diverse in hopes of bringing together committed professionals across campus to provide integrated, structured, and prolonged support for this community.

Mission
 The committee’s mission will be to empower Palomar College Staff, Students, Faculty and Administration to work together to advocate for and raise awareness for AB540, undocumented, and mixed-status students. Collaborating with various campus constituencies, the committee will assist the campus in working toward a welcoming, safe, and supportive environment. In order to accomplish this, the committee will (a) identify and create necessary resources (b) create integrated support mechanisms and (c) train staff and faculty in the legal, equitable, and holistic needs of students and the community in order to increase student access, retention and success. Our overall goal is to increase the educational and personal well-being of our AB540/Undocumented/Mixed Status students, validate their experiences, and create a healthy campus climate with a sense of community wellbeing.

Reporting Relationship: Student Services Planning Council

Meeting Schedule: 3rd Friday Monthly 9:00-11:00

(Co)-Chair: One faculty and one staff (from list below)

Members:

- Manager of Outreach
- Counseling AB540 Liaison
- Seven Classified Staff appointed by CCE- one from Financial Aid, GFSP, Admissions, TLC, ESL, Career Services, Transfer center
- Two teaching Faculty appointed by the Faculty Senate
- One student representative appointed by ASG
- Two student representatives appointed by the committee co-chairs
- Three community representatives appointed by the committee co-chairs

First Reading:
 Second Reading:
 Approved by SSPC:
 Approved by SPC: