



**STUDENT SERVICES PLANNING
COUNCIL MEETING
AGENDA
September 9, 2015**

MEETING TYPE:	<input checked="" type="checkbox"/>	Staff	Date: September 9, 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 LaVigneur

Order of Agenda Items	Attachments	Time Allotted
A. <u>MINUTES</u>		
1. Approve Minutes of May 13, 2015		
2. Approve Minutes of August 26, 2015		
B. <u>ACTION ITEMS/SECOND READING</u>		
C. <u>ACTION ITEMS/FIRST READING</u>		
1. Appointment of SSPC member to Accreditation Steering Committee		5 minutes
D. <u>INFORMATION/DISCUSSION ITEMS</u>		
1. SSPC November 2015 meeting dates		5 minutes
2. Discussion of SSPC Council Membership	Exhibit A	20 minutes
3. Request to Add New SSPC Committee (AB540/Dream Act)		
	Exhibit B	15 minutes
4. Internship Program – Rosie Antonecchia	Exhibit C	15 minutes
E. <u>COMMITTEE REPORTS</u>		
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		
F. <u>OTHER BUSINESS</u>		
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		15 minutes

Next Meeting: September 23, 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 LaVigneur

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



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

CHAIR: Adrian Gonzales

MEMBERS PRESENT: V. Aguilera, R. Antonecchia, L. Cecere, A. Cory, M. DiMaggio, J. Harris, L. Kretchman, M. Large, K. Magnuson, L. Meyers, E. Nunez, L. Romain, S. Sebring, B. Stockert and S. Titus.

RECORDER: Michelle LaVigueur

MEMBERS ABSENT: S. Cathcart, C. Moore and M. Spence.

GUESTS:

Order of Agenda Items	Attachments	Time Allotted
A. <u>MINUTES</u>		
1. Approval of Minutes for May 13, 2015		
<p>The minutes for May 13, 2015 will be approved at the next meeting on September 9, 2015. Minutes, agendas and attachments are posted on the following Palomar College website: http://www2.palomar.edu/pages/sspc/</p>		
B. <u>ACTION ITEMS/SECOND READING</u> – None.		
C. <u>ACTION ITEMS/FIRST READING</u> – None.		
D. <u>INFORMATION/DISCUSSION ITEMS</u>		
1. SSPC Orientation		15 minutes
<p>Interim Superintendent/President Gonzales presented an overview of our Governance Structure, including SSPC's roles and responsibilities. The Student Services Planning Council (SSPC) develops implements, evaluates and revises Student Services' plans and initiatives, both short and long term. More detailed information can be found on our website http://www2.palomar.edu/pages/sspc/.</p>		
2. College Planning Cycles		20 minutes
<p>Michelle Barton presented a PowerPoint on the various college Planning Councils and cycles. Interim Superintendent/President Gonzales reviewed the roles of each Council and their reporting roles to the Strategic Planning Council (SPC). SPC is a recommending body to the President of the College. Michelle reviewed the Palomar College Integrated Planning, Evaluation and Resource Allocation Decision-Making Model. The Planning Cycles were reviewed – Master Plan (12 year cycle), Technology and Staff Plan (6 year cycle), Strategic Plan (3 year cycle) and Program Review Plan (2 year cycle). We are at the 6 year check in period for the Master Plan and in the final year for the Technology and Staff Plan and Strategic Plan. The College will need to work to update each of these plans throughout the year. Information can be viewed at: http://www.palomar.strategicplanning/ and http://www.palomar.edu/irp/ProgramReviewandPlanning.html</p>		
3. Discussion of SSPC Council Membership	Exhibit A	15 minutes
<p>Interim Superintendent/President Gonzales described the exhibits "SSPC Members and Affiliations" and "SSPC Shared Governance, Areas and Departments". The Administrative Association (AA) has requested to have a seat on SSPC. There are members of the AA representing other areas on SSPC, but not one designated by and representing the AA directly. There was discussion about representation. The Council was asked to review the exhibits and the item will be brought back for discussion at the next SSPC meeting on September 9, 2015.</p>		
4. Request to Add New SSPC Committee (AB540/Dream Act)	Exhibit B	15 minutes
<p>Dean Jack Kahn (Social and Behavioral Sciences), Mireya Gutierrez-Aguero (Title V/HSI STEM Supervisor), Leticia Murillo (Star Tutoring, Library), Martha Martinez (Associate Professor, Math department), Carmelino Cruz (ESL/Non-Credit Matriculation Assistant) and Jessica Munoz, Esq., MFS (UCSD Undocumented Student Services Coordinator) presented information to request that SSPC add a new committee titled "AB540/Undocumented Student/Mixed Status Support".</p>		

Their primary tasks would be:

- Identifying student needs
- Advocating for and supporting this population as equal to other underrepresented groups (foster youth, Veterans, etc.) by:
 - a. Identifying safe contacts and spaces
 - b. Creating internal access/routes to assistance and support services
 - c. Collaborating with outside sources - CSUSM/Mira Costa/UCSD/SDSU/high schools
 - d. Working towards developing a "center"
- Keeping abreast with legislative changes and legal needs
- Educating the campus through trainings (informational, legal and sensitivity)

Council members will discuss this with their constituent groups and bring it back for discussion at the next meeting on September 9, 2015.

Contact information for Jessica Munoz, Esq., MFS:
Undocumented Student Services Coordinator at UCSD
Office of the Vice Chancellor-Student Affairs
9500 Gilman Drive #0015, La Jolla, CA 92093-0015
Tel: (858) 822-6916
Fax: (858) 534-1340
jessicamunoz@ucsd.edu
undoc.ucsd.edu

E. COMMITTEE REPORTS

15 minutes

1. *Academic Review Committee* – No report.
2. *Behavioral Health & Campus Wellness Committee* - No report.
3. *Campus Police Committee* – No report.
4. *Registration Committee* – Dr. Kendyl Magnuson reported there will be a meeting the first week in September. They will be discussing going to a compressed calendar and he invited members to attend this meeting.
5. *Scholarship Committee* – No report.
6. *Student Program Eligibility Appeals Committee* - No report.

F. Other Business –

10 minutes

1. **Staffing Updates** – Interim Superintendent/President Gonzales reported we are in the process of hiring a Police Officer, Police Sergeant, Articulation Officer, Financial Aid Director, DRC Director, two DRC Staff Aides, DRC Interpreter, CalWORKs Counselor, Enrollment Services Supervisor at Camp Pendleton, Senior Administrative Secretary for Counseling and an Admissions and Enrollment Coordinator.

The College is in the "application screening" process for the Superintendent/President position. Interviews are scheduled for the first week of October 2014 and the position should begin by January 2015.

Judy Harris reported Nurse Practitioner, Doris (Doe) Asombrado began employment on August 17, 2015. 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 will begin employment on August 31, 2015. Calvin One Deer Gavin is currently serving as the Interim Director of EOPS/CARE/Foster Youth.

2. **Enrollment Updates** – Dr. Kendyl Magnuson reported that our fall 2015 enrollments are down from fall 2014. Interim Superintendent/President Gonzales presented a Fund Balance History PowerPoint from 2009-2016 and a 2015-2016 FTES Projection showing we will not likely meet our FTES based nor will we be considered a large college anymore. We will likely go into what is called "stability funding" and our FTES will be reset.
3. **Parking Fees Required for Visitors** – Elvia Nunez – To be addressed at the next SSPC meeting.
4. **Smoking Policy** – To be addressed at the next SSPC meeting.
5. **Student Success and Equity Council report** – To be addressed at the next SSPC meeting.

Meeting was adjourned at 11:14 a.m.

Next Meeting: September 9, 2015

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, Interim Executive Assistant to the VP for Instruction
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: 8

Classified: 2

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: 8

Classified: 2

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

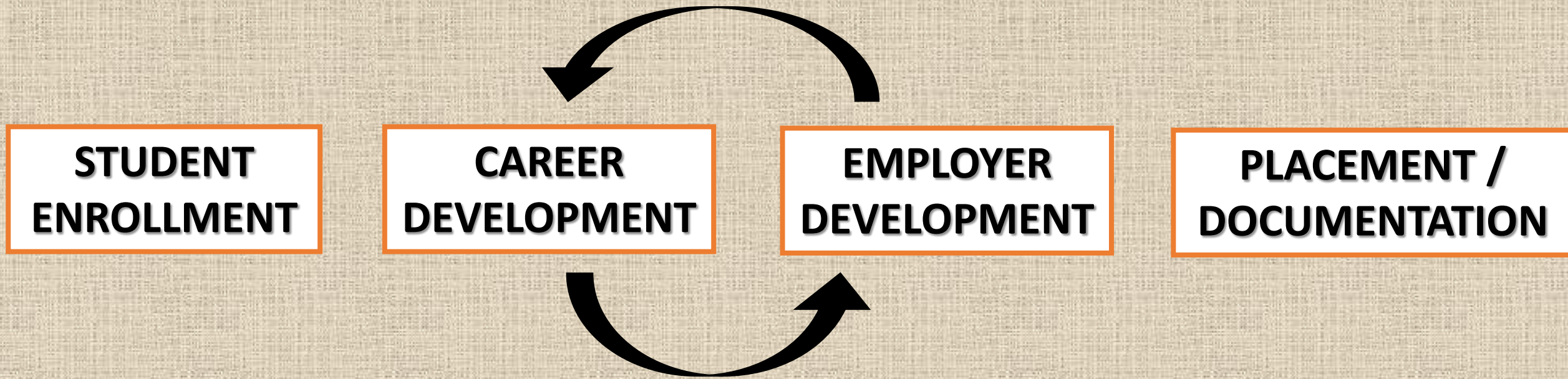
First Reading:
 Second Reading:
 Approved by SSPC:
 Approved by SPC:



Career Center

Internship Program 2015-2016

Palomar College Internship Program



GOAL:

Students finish their degree with the work experience needed to achieve gainful employment directly after their education at Palomar.

AND/OR

Students transfer to a 4-year university with confidence in the major they are pursuing due to their internship experience.

The Process - Students

1. Initial meeting with student
 - Workshop/Meetings on campus
 - Career Center walk-in
2. Screened for criteria
 - 2.8 GPA
 - Currently enrolled at Palomar College
 - Able to work 15 hours/week & coordinate transportation
 - Can list 5 places they want to go to work pertaining to their career choice.

The Process - Employers

1. Initial contact with employer
2. Screen job description
3. Distribute job description throughout campus to appropriate leadership and student populations
4. Collect & review resumes
5. Submit candidates to employer
6. Coordinate interviews

QUESTIONS?

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