



**STUDENT SERVICES PLANNING  
COUNCIL MEETING  
AGENDA  
May 11, 2016**

<b>MEETING TYPE:</b>	<input checked="" type="checkbox"/>	Staff	<b>Date:</b> <b>May 11, 2016</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, Ambrocio, Antonecchia, Cathcart, Cecere, Cory, DiMaggio, Harris, Kretchman, Large, Magnuson, Meyers, Moore, Moss, Nunez, Romain, Spence, Stockert, Titus and Williams.

**RECORDER:** Michelle LaVigueur

<b>Order of Agenda Items</b>	<b>Attachments</b>	<b>Time Allotted</b>
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**A. MINUTES**

1. Approve Minutes of April 27, 2016

**B. ACTION ITEMS/FIRST READING – None.**

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

**D. INFORMATION/DISCUSSION ITEMS**

- |   |           |            |
|---|-----------|------------|
| 1. Student Services District Board Policies and Administrative Procedures | Exhibit A | 60 minutes |
| 2. Add Manager of Outreach to SSPC Membership                             | Exhibit B | 20 minutes |

**E. COMMITTEE REPORTS**

- |  |  |            |
|--|--|------------|
| 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 |  | 10 minutes |

**F. OTHER BUSINESS**

**Next Meeting: Wednesday, August 24, 2016 in MD-155C**



**STUDENT SERVICES PLANNING  
COUNCIL MEETING  
MINUTES  
April 27, 2016**

**CHAIR:** Adrian Gonzales

**MEMBERS PRESENT:** V. Aguilera, J. Ambrocio, S. Cathcart, L. Cecere, M. DiMaggio, L. Kretchman, M. Large, K. Magnuson, L. Meyers, J. Moss, E. Nunez, B. Stockert and S. Titus.

**RECORDER:** Michelle LaVigueur

**MEMBERS ABSENT:** R. Antonecchia, G. Bongolan, A. Cory, A. Cunningham, A. Gonzales, J. Harris, C. Moore, L. Romain, M. Spence and R. Williams.

**GUESTS:** Chris Moore and Patrick O'Brien (designee for Dr. Lisa Romain).

Order of Agenda Items	Attachments	Time Allotted
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**A. MINUTES**

**1. Approval of Minutes for April 13, 2016**

MCS – (Titus/Moss): The minutes for April 13, 2016 were approved and accepted into the record with abstentions from Lori Meyers, Elvia Nunez and Patrick O'Brien.

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

**B. ACTION ITEMS/FIRST READING**

**1. SSPC Council Membership:**

Exhibit A

50 minutes

There was discussion regarding the membership composition of SSPC.

**Motion:** MS (O'Brien/Titus): A motion was made to approve proposed changes to the current SSPC membership.

**Result:** Motion unanimously did not carry.

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

**D. INFORMATION/DISCUSSION ITEMS**

**There was a consensus among the Council to add the following Discussion Items:**

**1. Speech: Time, Place and Manner**

10 minutes

Acting VPSS Brian Stockert reported there has been discussion in various campus settings regarding the district-wide Administrative Policy 3900 (AP 3900) *Speech: Time, Place and Manner*.

**2. Student Services District Board Policies and Administrative Procedures Review** 10 minutes

Acting VPSS, Brian Stockert reported the VPSS Cabinet has been reviewing the Student Services District Board Policies and Administrative Procedures. The proposed revisions will be brought to SSPC for review and input before being presented to the Policies and Procedures Committee.

**E. COMMITTEE REPORTS**

10 minutes

**1. Academic Review Committee** – Dr. Kendyl Magnuson reported the committee has been reconsidering how the petitions for retroactive withdrawals from classes are reviewed.

**2. Behavioral Health & Campus Wellness Committee** – Acting VPSS Brian Stockert reported that a needs assessment for a Behavioral Intervention Team is being reviewed.

3. **Campus Police Committee** – Chief Mark DiMaggio reported students have requested that signage be posted regarding no vaping on campus.
4. **Registration Committee** – No report.
5. **Scholarship Committee** – Dr. Kendyl Magnuson reported they will be getting responses from students soon.
6. **Student Program Eligibility Appeals Committee** – Dr. Kendyl Magnuson reported this committee has met to formalize the petitions for the BOGW waiver loss.

**F. OTHER BUSINESS**

1. Chief DiMaggio introduced Chris Moore, our new Police Sergeant.

Meeting was adjourned at 11:00 a.m.

Next Meeting: May 11, 2016

<b>Student Services District Board Policies and Administrative Procedures</b>		
<b>BP/AP</b>	<b>Title</b>	<b>Suggested Revise</b>
BP 5000	Student Responsibility	* Change title to "Student Rights and Responsibilities" * Review student focus/insert student focus
BP 5010 AP 5010	Admissions and Concurrent Enrollment	* Needs review and updating
AP 5011	Admission and Concurrent Enrollment of H.S. & Other Young Students	* Needs review and updating
AP 5013	Students in the Military	* Needs review
AP 5015	Residence Determination	* Needs review and updating
BP 5020 AP 5020	Nonresident Tuition	* Needs review and updating
BP 5030 AP 5030	Fees	
AP 5031	Instructional Material Fees	* Needs review and updating
BP 5035 AP 5035	Withholding of Student Records	* Needs review and updating
BP 5040 AP 5040	Student Records, Directory Information and Privacy	* Needs review and updating
BP 5045 AP 5045	Student Records: Challenging Content and Access Log	* Needs review and updating
BP 5050 AP 5050	Matriculation	* Needs review and updating
BP 5052 AP 5052	Open Enrollment	* Needs review and updating
BP 5055 AP 5055	Enrollment Priorities	* Needs review
AP 5070	Attendance	* Needs review
AP 5075	Admission and Concurrent Enrollment of H.S. & Other Young Students	* Needs review and updating
AP 5075 BP 5075	Course Adds and Drops	* Needs review

BP 5110 AP 5110	Counseling Services	* Needs review
BP 5120 AP 5120	Transfer Center	* Needs review
BP 5130 AP 5130	Financial Aid, Veterans' & Scholarship Services	* Needs review
BP 5140 AP 5140	Disability Resource Center (DRC)/Disabled Students Programs and Services (DSPS)	* Needs review
AP 5150	Extended Opportunity Programs and Services (EOPS)	No review needed
AP 5160	GEAR UP Program	* Needs review
AP 5170	TRIO Program	* Needs review
BP 5200 AP 5200	Health Services	Review completed
BP 5210 AP 5210	Communicable Disease	Review completed
BP 5300 AP 5300	Student Equity	* Needs review from Olga Diaz
BP 5400 AP 5400	Associated Student Government (ASG)	Review completed
BP 5410 AP 5410	Associated Student Government (ASG) Elections	Review completed
BP 5420 AP 5420	Associated Student Government (ASG) Financial Management	* Needs review
BP 5500	Standards of Conduct	At P&P
BP 5510	Off-Campus Student Organizations	No review needed
AP 5520	Student Discipline Procedures	* Needs review
BP 5530	Student Rights and Grievances	At P&P
AP 5550	Speech: Time, Place and Manner	At P&P
BP 5570 AP 5570	Solicitors on Campus	* Being reviewed and revised
AP 5610	Voter Registration	* Need review
BP 5700	Athletics	Review completed

BP 5757 AP 5757	Parking	* Needs review
BP 5800	Bookstore	* Shift to Fiscal Services
BP 5900 AP 5900	Prevention of Identity Theft in Student Financials	* Needs review

Indicates complete

<b>GOVERNANCE STRUCTURE GROUP REQUEST</b>
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<b>Request submitted by:</b> Brian Stockert					<b>Date:</b> May 11, 2016													
<b>Proposed Name of Requested Group:</b> Student Services Planning Council																		
X	<b>Council</b>		<b>Committee</b>		<b>Subcommittee</b>		<b>Task Force</b>											
<b>Action Requested:</b>			<b>Add</b>		<b>Delete</b>	x	<b>Change</b>											
<p><b>Role:</b></p> <ul style="list-style-type: none"> <li>• Develops, implements, evaluates and revises Student Services' plans and initiatives, both short- and long term.</li> <li>• 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&amp;P) cycle for Student Services.</li> <li>• Reviews and summarizes IPR&amp;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.</li> <li>• 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.</li> <li>• Make recommendations relevant to any matters or issues that impact Student Services and/or by request from SPC.</li> <li>• Provides guidance, direction, and oversight to these committees: Academic Review Committee, Behavioral Health &amp; Campus Wellness Committee, Campus Police Committee, Registration Committee, Scholarship Committee, Student Program Eligibility Appeals Committee</li> <li>• 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 SSPC, forwarding the recommendation to SPC as information.</li> </ul> <p><b>Products:</b></p> <ul style="list-style-type: none"> <li>• Institutional Program Review and Planning documents, summaries and recommendations, including budget, staffing needs, equipment, technology, and facilities priorities</li> <li>• Progress report on Strategic Plan and AIP</li> <li>• Annual goals and accomplishments</li> <li>• Full-time Position Priority Recommendations</li> </ul>																		
<b>Reporting Relationship:</b> Strategic Planning Council																		
<b>Meeting Schedule:</b> Second and Fourth Wednesday of the month from 9:30 a.m. to 11:00 a.m.																		
<p><b>Chair:</b> Vice President, Student Services</p> <p><b>Members:</b></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 33%;">• Dean, Counseling Services</td> <td style="width: 33%;">• Director, Career Services</td> <td style="width: 33%;">• One EOP&amp;S Faculty</td> </tr> <tr> <td>• Director, Health Services</td> <td>• Director, Athletics</td> <td>• One DRC Faculty</td> </tr> <tr> <td>• Director, Enrollment Services</td> <td>• Chief of Police</td> <td>• Chair, Counseling (or designee)</td> </tr> <tr> <td>• Director, Student Affairs</td> <td>• Research Analyst</td> <td>• Director, Transfer Center</td> </tr> </table> <p>• <b>Manager of Outreach</b></p> <ul style="list-style-type: none"> <li>• One Faculty representative appointed by Faculty Senate from Instructional Areas</li> <li>• One Faculty representative who is also on the Faculty Senate</li> <li>• One Palomar Faculty Federation representative appointed by PFF</li> <li>• Two Classified Unit Employee representatives appointed by CCE/AFT (one from Student Services)</li> <li>• One Student representative appointed by ASG</li> <li>• One Confidential and Supervisory Team representative from Student Services appointed by CAST</li> <li>• One Administrative Association representative appointed by AA</li> <li>• One faculty representative from the Pride Center, appointed by the Faculty Senate</li> </ul>							• Dean, Counseling Services	• Director, Career Services	• One EOP&S Faculty	• Director, Health Services	• Director, Athletics	• One DRC Faculty	• Director, Enrollment Services	• Chief of Police	• Chair, Counseling (or designee)	• Director, Student Affairs	• Research Analyst	• Director, Transfer Center
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Reviewed by Strategic Planning Council:

10-07-03 Approved

04-04-06 Revised

11-17-09 Revised

03-15-05 Revised

03-03-09 Revised

02-03-15 Revised

Approved by PAC: 10/2/01