



**STUDENT SERVICES PLANNING  
COUNCIL MEETING  
AGENDA  
October 12, 2016**

<b>MEETING TYPE:</b>	<input checked="" type="checkbox"/>	Staff	<b>Date:</b> <b>October 12, 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:** Ambrocio, Antonecchia, Cathcart, Cecere, Cory, Cunningham, DiMaggio, Harris, Hopp, Large, Magnuson, Meyers, Moore, Moss, Nguyen, Nunez, O'Brien, Springer, Stockert, Titus and Williams.

**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 September 14, 2016		
<b>B. <u>ACTION ITEMS/FIRST READING</u></b> – None.		
<b>C. <u>ACTION ITEMS/SECOND READING</u></b> – None.		
<b>D. <u>INFORMATION/DISCUSSION ITEMS</u></b>		
1. Update on Student Services District BP/AP	Exhibit A	30 minutes
2. Update on new PRP form		10 minutes
3. Behavioral Health Intervention Structure and Process		20 minutes
4. Student Health Centers:		10 minutes
a. NaBita Training October 20-21, 2016 for all faculty and staff		
b. Flu Vaccination Program - Staff and Faculty cost is \$20.00, students are free.		
<b>E. <u>COMMITTEE REPORTS</u></b>		10 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		
<b>F. <u>OTHER BUSINESS</u></b>		10 minutes

**Next Meeting: Wednesday, October 26, 2016 in MD-155C**



**STUDENT SERVICES PLANNING  
COUNCIL MEETING  
MINUTES  
September 14, 2016**

**CHAIR:** Adrian Gonzales

**MEMBERS PRESENT:** Ambrocio, Cathcart, Cecere, Cory, Cunningham, DiMaggio, Harris, Hopp, Large, Magnuson, Meyers, Moss, Nguyen, Nunez, O'Brien, Springer, Stockert, Titus and Williams.

**RECORDER:** Michelle LaVigueur

**MEMBERS ABSENT:** Antonecchia and Moore.

**GUESTS:**

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

**1. Approval of Minutes for August 24, 2016**

MSC – (Stockert/Moss): The minutes for August 24, 2016 were approved and accepted into the record with abstentions from Jessica Ambrocio, Abbie Cory, Chris Hopp, Trong Nguyen and Buddy Springer.

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

**C. ACTION ITEMS/SECOND READING –**

- |   |           |            |
|---|-----------|------------|
| 1. Add Manager of Outreach to SSPC Membership | Exhibit A | 10 minutes |
|---|-----------|------------|

**Motion:** MSC (Kendyl/Moss): A motion was made to add the Manager of Outreach to the SSPC membership.

**Result:** Motion approved.

**D. INFORMATION/DISCUSSION ITEMS**

- |                            |           |            |
|----------------------------|-----------|------------|
| 1. <b>Review PRP forms</b> | Exhibit B | 30 minutes |
|----------------------------|-----------|------------|

Vice President of Student Services Adrian Gonzales announced that we will be updating our PRP forms this year. A blank form was sent out to the Council and they were asked to identify which elements should remain and/or be updated. Student Services PRP's will be due to the VP of Student Services on November 3, 2016.

The following suggestions were made regarding updating the current form to better support data and tracking around Institutional Planning:

- Student Services work with Instruction to update the non-instructional and instructional PRP's
- Student Services areas with non-instructional and instructional departments only completing one PRP for both areas
- Provide a rationale under Step III – Resource requests
- PRP's are part of the Strategic Plan, accreditation and institutional planning process and not specifically intended to request items that weren't able to be purchased with the allotted budgeted amount
- The funding sections are geared towards one-time initiatives and should be linked to SPPF
- Complete a detailed report every three years and an update once each year
- Provide training for SAO's
- List historical data first (Accomplishments) > SAO's > Accreditation (include any other review process – i.e.: peer review, SSSP visit, etc.)

Lisa Cecere, Adrian Gonzales, Michael Large and Buddy Springer will meet in early October 2016 to begin updating the PRP forms. They will reach out to Instruction and bring suggested updates back to the SSPC.

2. **Student Services District BP/AP** Exhibit C 30 minutes  
Vice President of Student Services Adrian Gonzales reported that each division is responsible for periodic review and update of their Board Policies and Administrative Procedures (BP/AP). This year, Student Services (Chapter 5) will be updating their BP/AP's. Each of the Student Services BP/AP's has been assigned to a lead person who may reach out to department leads for further input. Current BP/AP's can be found here: <https://www.palomar.edu/gb/Web%20Pages/PoliciesAndProcedures.html>  
The Community College League of California (CCLC) is our legislative arm for advocacy and policy development. Their website <http://www.ccleague.org> includes templates with applicable policy and procedural language. The updates are planned to be complete by December 2016. They will be presented to the SSPC for input and then be presented to the Policies and Procedures committee, SPC and finally to the Governing Board.

**E. COMMITTEE REPORTS –** 10 minutes

1. **Academic Review Committee** – No report.
2. **Behavioral Health & Campus Wellness Committee** – Dean Brian Stockert reported that they have met and elected a new chair, Apolinar Mariscal. He also reported that we have implemented Maxient, the new student conduct software.
3. **Campus Police Committee** – Chief DiMaggio reported this committee will meet on September 15, 2016.
4. **Registration Committee** – This committee will meet today, September 14, 2016 at 2:00 p.m.
5. **Scholarship Committee** – No report.
6. **Student Program Eligibility Appeals Committee** – No report.

**F. OTHER BUSINESS** 10 minutes

1. **One-Stop Student Services Center User Group Meetings**  
Vice President of Student Services Adrian Gonzales reported that user groups will be holding kick-off meetings today and will then meet each Wednesday through May 2017 for the Kinesiology/Athletics remodel (Scott Cathcart, Joe Early, Lacey Craft, Dr. Jack Kahn) and the One-Stop Center (Dr. Kendyl Magnuson, Carol Moore, Patrick O'Brien and Dean Brian Stockert). He asked members to be available if they are asked to participate in these meetings over the next year.

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

Meeting was adjourned at 10:50 a.m.

Next Meeting: September 28, 2016

Student Services District Board Policies and Administrative Procedures				
Area	BP/AP	Title	Assigned to:	Status
Institutional	BP 5000	Student Responsibility	Adrian/Kendyl	CCLC does not have a BP 5000. Consider deletion of the BP unless it is deemed necessary. * Change title to "Student Rights and Responsibilities" * Review student focus/insert student focus
Enrollment Services	BP 5010	Admissions and Concurrent Enrollment	Kendyl	* Needs review and updating REV 9-21-16 contains all CCLC suggested updates through Update 28
Enrollment Services	AP 5010	Admissions and Concurrent Enrollment	Kendyl	* Needs review and updating REV 9-21-16 contains all CCLC suggested updates through Update 28
Enrollment Services	AP 5011	Admission and Concurrent Enrollment of H.S. & Other Young Students	Kendyl	* Needs review and updating. Emailed KM. Item is currently slated for Board Review & approval in October. Need to know from KM if CCLC suggested updates from #28 have been addressed.
Enrollment Services	AP 5012	International Students	Kendyl	CCLC has no suggested changes. Formatting has been updated. SS needs to review and forward to P&P for Chap 5 review cycle.
Enrollment Services	AP 5013	Students in the Military	Kendyl	* Needs review. (This is an optional procedure) If we do not need it, consider deletion. CCLC proposed changes are included in REV 9-22-16
Enrollment Services	BP 5015	Residence Determination	Kendyl	* Needs review and updating. CCLC has no suggested changes. Formatting has been updated. Review and forward to P&P for Chap 5 review cycle.
Enrollment Services	AP 5015	Residence Determination	Kendyl	CCLC Updates 25,26 & 27 incorporated into REV 9/26/16 * Needs review and updating
Enrollment Services	BP 5020	Nonresident Tuition	Kendyl	CCLC updates incorporated. * Needs review and updating
Enrollment Services	AP 5020	Nonresident Tuition	Kendyl	CCLC updates incorporated REV 9-26-16 * Needs review and updating
Enrollment Services	BP 5030	Fees	Kendyl/Sherry/Judy	* <del>Shift to Fiscal Services</del> Per Ron Perez item to stay with SS. Consult FAS as needed.
Enrollment Services	AP 5030	Fees	Kendyl/Sherry/Judy	* <del>Shift to Fiscal Services</del> Per Ron Perez item to stay with SS. Consult FAS as needed.
Enrollment Services	AP 5031	Instructional Material Fees	Kendyl	* Needs review and updating
Enrollment Services	BP 5035	Withholding of Student Records	Kendyl	* Needs review and updating

Enrollment Services	AP 5035	Withholding of Student Records	Kendyl	* Needs review and updating
Enrollment Services	BP 5040	Student Records, Directory Info/Privacy	Kendyl	* Needs review and updating
Enrollment Services	AP 5040	Student Records, Directory Info/Privacy	Kendyl	* Needs review and updating
Enrollment Services	BP 5045	Student Records: Challenging Content and Access Log	Kendyl	* Needs review and updating
Enrollment Services	AP 5045	Student Records: Challenging Content and Access Log	Kendyl	* Needs review and updating
Counseling Services	BP 5050	Matriculation	Brian	* Needs review and updating
Counseling Services	AP 5050	Matriculation	Brian	* Needs review and updating
Enrollment Services	BP 5052	Open Enrollment	Kendyl	* Needs review and updating
Enrollment Services	AP 5052	Open Enrollment	Kendyl	* Needs review and updating
Enrollment Services	BP 5055	Enrollment Priorities	Kendyl	* Needs review
Enrollment Services	AP 5055	Enrollment Priorities	Kendyl	* Needs review
Enrollment Services	AP 5070	Attendance	Kendyl	* Needs review
Enrollment Services	BP 5075	Course Adds and Drops	Kendyl	* Needs review
Enrollment Services	AP 5075	Course Adds and Drops	Kendyl	* Needs review
Counseling Services	BP 5110	Counseling Services	Brian	* Needs review
Counseling Services	AP 5110	Counseling Services	Brian	* Needs review
Counseling Services	BP 5120	Transfer Center	Brian	* Needs review
Counseling Services	AP 5120	Transfer Center	Brian	* Needs review
Enrollment Services	BP 5130	Financial Aid, Veterans' & Scholarship Services	Kendyl	* Needs review
Enrollment Services	AP 5130	Financial Aid, Veterans' & Scholarship Services	Kendyl	* Needs review
Counseling Services	BP 5140	Disability Resource Center (DRC)/Disabled Students Programs and Services (DSPS)	Brian	* Needs review
Counseling Services	AP 5140	Disability Resource Center (DRC)/Disabled Students Programs and Services (DSPS)	Brian	* Needs review
Counseling Services	BP 5150	Extended Opportunity Programs and Services (EOPS)	Brian	No review needed
Counseling Services	AP 5150	Extended Opportunity Programs and Services (EOPS)	Brian	No review needed
Counseling Services	AP 5160	GEAR UP Program	Brian	* Needs review

Counseling Services	AP 5170	TRIO Program	Brian	* Needs review
Health Services	BP 5200	Health Services	Judy	Review completed
Health Services	AP 5200	Health Services	Judy	Review completed
Health Services	BP 5210	Communicable Disease	Judy	Review completed
Health Services	AP 5210	Communicable Disease	Judy	Review completed
Counseling Services	BP 5300	Student Equity	Adrian/Brian	* Needs review from Olga Diaz
Counseling Services	AP 5300	Student Equity	Adrian/Brian	* Needs review from Olga Diaz
Student Affairs	BP 5400	Associated Student Government (ASG)	Sherry	Minor revisions to references. Review completed
Student Affairs	AP 5400	Associated Student Government (ASG)	Sherry	Formatting changes only. Review completed
Student Affairs	BP 5410	Associated Student Government (ASG) Elections	Sherry	Review completed
Student Affairs	AP 5410	Associated Student Government (ASG) Elections	Sherry	Review completed
Student Affairs	BP 5420	Associated Student Government (ASG) Financial Management	Sherry	* Needs review
Student Affairs	AP 5420	Associated Student Government (ASG) Financial Management	Sherry	* Needs review
Student Affairs	BP 5500	Standards of Conduct	Sherry	At P&P
Student Affairs	BP 5510	Off-Campus Student Organizations	Sherry	No review needed
Student Affairs	AP 5520	Student Discipline Procedures	Sherry	* Needs review
Student Affairs	BP 5530	Student Rights and Grievances	Sherry	At P&P
Institutional	AP 5550	Speech: Time, Place and Manner	Adrian/Sherry	At P&P
Institutional	BP 5570	Solicitors on Campus	Adrian/Sherry	* Being reviewed and revised
Institutional	AP 5570	Solicitors on Campus	Adrian/Sherry	* Being reviewed and revised
Enrollment Services	AP 5610	Voter Registration	Kendyl	* Need review
Athletics	BP 5700	Athletics	Scott	Review completed
Athletics	AP 5700	Athletics	Scott	Review completed
Police Department	BP 5757	Parking	Mark	* Needs review
Police Department	AP 5757	Parking	Mark	* Needs review
Fiscal Services	BP 5800	Bookstore		* Shift to Fiscal Services

Police Department	BP 5900	Prevention of Identity Theft in Student Financials	Mark	* Needs review
Police Department	AP 5900	Prevention of Identity Theft in Student Financials	Mark	* Needs review

Indicates complete

Not Student Services

Working on currently