



**STUDENT SERVICES PLANNING  
COUNCIL MEETING  
MINUTES  
September 11 2013**

**CHAIR:** Adrian Gonzales

**MEMBERS PRESENT:** A. Antonecchia, S. Cathcart, L. Cecere, J. Conway, P.J. DeMaris, D. Dryden, J. Harper, M. Large, J. Limberg, K. Magnuson, L. Meyers, C. Moore, J. Moss, E. Nunez, D. Studinka, S. Titus,

**RECORDER:** Janeice Pettit

**MEMBERS ABSENT:** T. Cruz, Calvin Gavin, E. Nicholes

**GUESTS:** M. San Agustin

**I. Approval of Minutes for April 24, 2013**

MSC- (Titus/Magnuson) The minutes for April 24, 2013 were approved and accepted into the record as written.

**II. Introductions**

Vice President Gonzales of Student Services and Justin Harper representing A.S.G. were welcomed as new members to the Student Service Planning Council.

**III. Palomar College Student Loan Default Prevention Task Force**

MSC- (Conway/Magnuson) To set up Student Loan Default Prevention Task Force.

Director San Agustin of Financial Aid/Scholarships/Veterans Services reported that Palomar College's FY10 3 year cohort rate is 33.3% based on 78 students defaulted out of 235 in repayment status.

She further explained that Federal regulations require that the College develop a "Default Prevention Plan" to be submitted to the U.S, Department of Education for approval. The plan includes establishing a Default Prevention Task Force. The Task Force must have members' representative of the college community. The Council identified the following five departments who will be participating in this task force: Research, Enrollment Services, Career Center and Assessment. Director San Agustin will provide the Council with the criteria that the Task Force will be utilizing to study the problem and make recommendations.

**IV. Call for Representative to Health and Security Committee**

A description of the committee was handed out and the current membership were briefly reviewed and discussed. It was noted that Student Services has two people (Jayne Conway and Tony Cruz) currently serving on this committee but there is a vacant Student Services seat. Vice President Gonzales requested that anyone interested in filling this additional vacant membership position to please contact him.

**V. Electronic Cigarette Use On Campus Task Force**

Director Titus of Student Affairs shared with Council that there has been an increase usage of e-cigarettes on campus and reports of their use in the classrooms by a faculty member. E-cigarettes are not currently covered in the No Smoking/No Tobacco policy. The Council was in agreement with Director Titus that a task force should be set up to explore this subject more fully and to see how Palomar College's current policy and procedure could be adjusted accordingly. The following council members were selected: Director Jayne Conway of Health Services, Director Sherry Titus of Student Affairs and Dan Dryden of C.C. E. Justin Harper of A.S.G. was asked to send out a call for a student volunteer to join this task force.

### VI. Student Services PRP Reports

Student Services administrators were encouraged to continue working on their new PRP reports. Vice President Gonzales plans to meet with Michelle Barton concerning the deadline for submittal of PRP reports and will notify the staff of any changes.

### VII. BP/AP 6700 and 3900

At the Policies and Procedures meeting this week, questions came up concerning BP/AP 6700 and 3900 as it relates to freedom of speech and the public usage of our college facilities. A small team will examine these concerns and submit their findings to Policies and Procedures Committee in October. Vice President Gonzales will keep Student Services Planning Council posted on any updates on this subject.

### VIII. Faculty Evaluations

The Council was informed that Student Services has three counselors (two from Disabled Resource Center and one from Counseling) that are up for tenure evaluation this year.

### IX. Other

#### o Priority Registration Process

Vice President Gonzales shared with the Council that due to the implementation of the "Student Act", we will need to change our priority registration process for 2014. The Registration Committee will be reviewing Palomar College's current process and then recommend needed adjustments.

#### o Transfer Credit Articulation/Degree Audit Implementation Task Force

Director Magnuson of Enrollment Services has requested that a task force be formed from members of both Student Services Planning Council and the Instruction Planning Council to strategize the use and implementation of an electronic degree audit. Director Magnuson will provide the Council further background information, a list of those areas most directly impacted and the criteria that the Task Force will be utilizing in their review of the implementation process of this project.

#### o Budget Update

VP Gonzales provided the committee with a summary of the budget update provided to the board by VP Perez. VP Gonzales indicated that with the passage of Prop 30, Palomar was able to avoid significant mid-year reductions; however the College is still operating at a deficit of approximately \$3 million. The College is still waiting to hear about its final allocations for most categorical programs such as EOPS, DSPS, and the Student Success and Support Program (formerly Matriculation). The College has an FTES target of approximately 18,800 FTES so it will be adding more classes for the Spring and will increase the size of the summer school.

#### o Student Services Departments

The following Student Services departments reported on the activities of their area: Health Services, Counseling and Career Center.

Meeting adjourned at 11:12 A.M

Next Meeting: September 25, 2013