



**STUDENT SERVICES PLANNING  
COUNCIL MEETING  
MINUTES  
January 22, 2014**

**CHAIR:** Adrian Gonzales

**MEMBERS PRESENT:** V. Aguilera, R. Antonecchia, D. Dryden, S. Cathcart, L. Cecere, J. Conway, T. Cruz, P.J. DeMaris, M. Large, J. Limberg, K. Magnuson, L. Meyers, J. Moss, E. Nunez, B. Stockert, D. Studinka, S. Titus

**RECORDER:** Janeice Pettit

**MEMBERS ABSENT:**  
J. Harper, C. Moore

**GUESTS:**

**I. Approval of Minutes for December 11, 2013**

MSC- (Moss/Cruz) The minutes for December 11, 2013 were approved and accepted into the record as written.

**II. Committee Reports**

A brief update was given on the following committees reporting to SSPC:

**1. *Academic Review Committee***

There were no updates.

**2. *Behavioral Health & Campus Wellness Committee***

Adrian Gonzales reported that this committee has been approved by SPC. Brian Stockert added that the meetings will occur every 2<sup>nd</sup> Thursday of the month starting February and that a call for membership has gone out.

**3. *Campus Police Committee***

Dan Dryden reported on the highlights from the first Campus Police Committee's meeting of the year.

- a. ASG is in the process of polling students concerning Palomar College's proposal to increase the cost of parking permits to \$50 and \$30 for BOGW.
- b. The committee voted to support the four recommendations of the E-Cigarettes Task Force that was brought forward to SSPC.
- c. Palomar College's emergency procedures were reviewed. The upcoming departmental training and emergency drills were discussed. "Active Shooter" training will continue to be offered to any department interested. Departments interested in this program should contact Campus Police Department for further details.
- d. There continues to be a problem with the unauthorized student parking in neighborhoods surrounding Palomar College. The Palomar College Police Department is working closely with the local neighborhood and City of San Marcos to find a solution.

**4. *Matriculation & Transfer Committee***

There were no updates.

**5. *Scholarship Committee***

Kendyl Magnuson report that the committee is in the process of reviewing another round of scholarship applications.

**6. Student Equity Committee**

Adrian Gonzales reported that the committee will hopefully be re-activated sometime in the month of February, 2014

**7. Student Program Eligibility Appeals Committee – Kendyl Magnuson**

Kendyl Magnuson reported that the committee is scheduled to meet in April to review new petitions.

**8. Registration Committee – Kendyl Magnuson**

Kendyl Magnuson reported that the committee has updated priority registration guidelines in order to meet current State and Federal regulations.

**III. Action Items**

**1. Priority Registration**

A copy of the updated priority registration guidelines was given out to SSPC as an informational item only. The draft document has been forwarded on to the Policies and Procedures Committee for review and refinements before it is presented to SPC for approval.

**2. Student Services SPFF Requests**

SPFF Requests forms are to be submitted by February 7, 2013 to the responsible administrator as outlined in PC Strategic Plan 2016.

**3. Student Services Staffing Plans**

Vice President Gonzales has requested all Student Services administrators to submit their proposed 2014-2015 staffing plans to his office by Thursday, January 23<sup>rd</sup>.

**IV. Informational Items**

**1. Emergency Notification System**

In light of current events, the Administration is currently reviewing Palomar College's Emergency Notification System (phone, web, fire alarms, etc.).

A small group from Palomar is scheduled to attend FEMA emergency training at Southwestern College.

Palomar College's future plans are as follows:

- Include the FEMA emergency training in Palomar College's campus wide emergency training
- Identify key Palomar College emergency personnel
- Improve campus wide emergency communication by running monthly emergency phone messaging tests.

**2. Student Success Support Programs Task Force**

The Student Success Support Programs Task Force Committee's application request has passed SPC. A call out for membership is now in progress. The steering committee will meet on the 3<sup>rd</sup> week of the month.

**V. Other Business**

1. ASG Vice President Genesis Gilroy has been selected to replace Jennifer Gonzalez as ASG President. ASG is scheduled to meet next week to select a new vice president.
2. The use of e-cigarettes in the classroom by faculty and students continues to be a problem. Three separate departments are involved. Incoming complaints are being forwarded to the appropriate vice president for follow up.
3. Team Life is offering jazzercise classes for staff members every Tuesday and Thursday during the Spring Semester.

Meeting adjourned at 11:00 A.M

Next Meeting: January 22, 2014

DRAFT