



**STUDENT SERVICES PLANNING  
COUNCIL MEETING  
MINUTES  
March 25, 2015**

**CHAIR:** Adrian Gonzales

**MEMBERS PRESENT:** V. Aguilera, R. Antonecchia, M. Brannick, S. Cathcart, L. Cecere, M. DiMaggio, D. Dryden, L. Kretchman, M. Large, K. Magnuson, L. Meyers, J. Moss, L. Romain, M. Spence, B. Stockert, D. Studinka and S. Titus.

**RECORDER:** Michelle LaVigueur

**MEMBERS ABSENT:** J. Conway, C. Moore and E. Nunez

**GUESTS:** Mike Dimmick

**A. MINUTES**

**1. Approval of Minutes for March 11, 2015**

MSC – (Moss/Titus): The minutes for March 11, 2015 were approved and accepted into the record with an abstention from Diane Studinka.

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

**B. ACTION ITEMS**

**1. SPPF funding for PRP resources**

The PRP requests to be funded with the remaining SPPF funds from FY 2013-14 and FY 2014-15 were over by \$595.55.

PRP Requests for funds from remaining SPPF					
	Submitted By	Title	Goal/ Objective	Short Description	Requested Amount
<b>1</b>	Ron Haines	DRC - Non-Instructional	Goal 1	Mob. Carts	\$3,456.00
<b>2</b>	Ron Haines	DRC - Non-Instructional	Goal 1	Smart Pens	\$1,500.00
<b>3</b>	Sherry Titus	Student Affairs - Non-Instructional PRP	Goal 5, Obj. 5.1	Computers, printers and cameras	\$8,000.00
<b>7 &amp; 8</b>	Scott Cathcart	Athletics - Instructional PRP	Goal 5	Cramer PowerFlo - Hydration station & Power Mister 3X Cooling System	\$2,375.95
<b>11</b>	Scott Cathcart	Athletics - Instructional PRP	Goal 5	Outdoor Boss Self Contained Drinking System	\$3,180.60
<b>Total</b>					<b>\$18,512.55</b>

## Student Services Planning Council

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Remaining SPPF funds FY 2013-14			\$2,977.00
Remaining SPPF funds FY 2014-15			\$14,940.00
		<b>Total</b>	<b>\$17,917.00</b>

PRP Request for funds			\$18,512.55
Remaining SPPF funds - total			\$17,917.00
		<b>Over-Budget</b>	<b>\$595.55</b>

There was discussion on which requests could be lowered to meet the remaining SPPF allocation total of \$17,917.00.

**Motion:** MSC (Stockert/Titus): A motion was made to lower the total requests of \$18,512.55 to \$17,742.55 by decreasing the following:

- Ron Haines request of \$1,500.00 for Smart Pens was lowered by \$150.00.
- Sherry Titus' request of \$8,000.00 for computers was lowered by \$150.00
- Scott Cathcart's request of \$3,180.60 for six Boss Drinking Systems was reduced by one system, lowering the total by \$470.00.

**Result:** Motion approved.

### C. INFORMATION ITEMS

#### 1. **SSPC Council Membership**

There was discussion regarding the council having accurate membership representation. A list of the current Student Services Planning Council Governance Structure was given to members for review. The Administrative Association requested a seat on SSPC and VP Gonzales agreed they should have representation on the council. Other gaps discussed were Assessment, Veterans Center, Grant Funded Student Programs and SSSP. VP Gonzales mentioned it would make sense to have those who participate in PRP's serve on the council. The first step in changing council membership will be having the managers discuss membership representation with their departments and bringing feedback to SSPC. Once we receive feedback, a recommendation will be made here and brought to SPC in the fall.

### D. COMMITTEE REPORTS –

1. **Academic Review Committee** – Dr. Magnuson reported they are planning the next meeting in late April 2015.
2. **Behavioral Health & Campus Wellness Committee** – Dean Stockert reported that the committee has been focusing on general campus wellness and reaching out to faculty and staff members. Lori Meyers reported that she attended a suicide prevention strategizing event on March 13, 2015 at Mira Costa College. It was an all-day forum with collaboration from different colleges.
3. **Campus Police Committee** – VP Gonzales mentioned that Palomar College has a Cleary and Violence Against Women Act (VAWA) workgroup that Chief DiMaggio is heading up. The workgroup is developing clear information and training for students, staff and faculty about sexual assault and we are in the process of recruiting an unbiased campus advocate for the victim as well as the accused. There is legislation being developed that will give colleges the ability to restrict enrollment for those who have been convicted of a sexual assault crime.
4. **Scholarship Committee** – Dr. Magnuson reported the scholarship application window has closed. They have just completed reviewing the 339 applications that were received. This amount is less than what has been received in prior years, but there was better completion of the applications this year. In the past, there were a significant number of incomplete applications.
5. **Student Program Eligibility Appeals Committee** – Dr. Magnuson reported they will be meeting in April 2015. They have two appeals to review. In the future, this committee will also oversee priority registration appeals and BOWG waiver appeals.

6. *Registration Committee* – Dr. Magnuson reported they will meet again in the fall of 2015.

E. Other Business –

- VP Gonzales announced that PPL was identified at the Board meeting on Tuesday, March 24, 2015 as the consultant who will be assisting with the president search. This is the same agency that assisted in the search for President Deegan. The contract will be taken to next Governing Board meeting on Tuesday, April 14, 2015.
- Our new ASG representative and ASG Senator, Malik Spence was introduced to the council and the council made introductions to Mr. Spence.
- VP Gonzales asked the council if they would like regular updates on the Student Success and Equity Council (SSEC). They responded in agreement and he shared the following:
  - He noted that SSEC meets every 2<sup>nd</sup> and 4<sup>th</sup> Friday during the academic year and that a small workgroup has been put together to discuss Early Alert and Technology. This workgroup is researching what we are currently using for Early Alert, what technology capabilities we have in PeopleSoft and Blackboard and what other products are available.
  - He shared that there has been a request from PFF to use Student Equity funds for across the board adjunct faculty office hours. Using Student Equity funds for office hours could be possible if a pilot was created to work with certain student groups such as foster youth, but it cannot be across the board.
  - He discussed the workgroups that are in the process of being created in SSEC.
  - He has been discussing outreach and retention with the Instructional Deans. One suggestion was creating a double-sided piece with academic advising information on one side and an outreach piece on the other.
- VP Gonzales announced that he spoke with Dean Kahn regarding the Website Revamp Task Force and wanted to get feedback from the council regarding when they thought the best time would be for the new website to go live. The council agreed July 2015 would be the best time.
- Sherry Titus mentioned the draft of the college catalog is out for a final viewing and it should be reviewed to reflect accurate information. Diane Veach is currently the contact person for the college catalog. Dr. Magnuson mentioned that with all of the upcoming changes, a sub-committee may need to be developed to work on the catalog in depth and a person may need to be selected to be the “owner” of it.
- Rosie Antonecchia announced the Career Discovery Day is next Wednesday, April 1<sup>st</sup> from 10:00 a.m. – 1:00 p.m. at the Clock Tower.
- VP Gonzales announced that the deadline to submit paperwork for the SRP is next Friday, April 3, 2015.
- Sherry Titus announced that the Pride Center had new paint and floors put in their offices in the ST building. They also had a successful Safe Zone training. An item regarding gender-neutral restrooms will be discussed as a first reading at the Finance and Administrative Services Planning Council (FASPC) tomorrow, March 26, 2015.

Meeting was adjourned at 10:42 a.m.

Next Meeting: April 8, 2015