



**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
-----------------------	-------------	---------------

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. Review PRP forms | 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