



**STUDENT SERVICES PLANNING  
COUNCIL MEETING  
MINUTES  
February 8, 2017**

**CHAIR:** Adrian Gonzales

**MEMBERS PRESENT:** Antonecchia, Cathcart, Cory, Dimaggio, Large, Magnuson, Meyers, Moss, Nguyen, Nunez, O'Brien, Pell, Shoop, Springer, Stockert and Titus.

**RECORDER:** Michelle LaVigneur

**MEMBERS ABSENT:** Cecere, Harris, Hopp, Moore and Williams.

**GUESTS:** Yasue O'Neill

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

**1. Approval of Minutes for December 14, 2016**

MSC – (Stockert/O'Brien): The minutes for December 14, 2016 were approved and accepted into the record with abstentions from Abbie Cory and Leanne Pell.

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

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

**C. ACTION ITEMS/SECOND READING** – None.

**D. INFORMATION/DISCUSSION ITEMS**

**1. Review 2016-17 PRP's** Exhibit A      30 minutes

Items d-g were tabled until the next SSSPC meeting on February 22, 2017.

- a. Athletics – Scott Cathcart reviewed this PRP.
- b. Counseling – Instructional – Patrick O'Brien reviewed this PRP.
- c. International Students – Yasue O'Neill reviewed this PRP.
- d. Police Department
- e. Pride Center
- f. Student Affairs
- g. Student Health Centers

**2. Update on Student Services District BP/AP** Exhibit B      10 minutes

VP Gonzales advised that the following Student Services Board Policies and Administrative Procedures were sent to the Council for feedback. There were no suggested edits from the Council. They will be moved forward to Policies & Procedures, SPC and then to the Governing Board for final approval.

- a. AP 5075 – Course Adds and Drops
- b. AP 5110 – Counseling Services
- c. AP 5120 – Transfer Center
- d. AP 5140 – DRC/DSPS
- e. AP 5160 – Gear Up Program
- f. AP 5170 – TRIO Program
- g. AP 5510 – Off-Campus Student Organizations
- h. AP 5610 – Voter Registration
- i. AP 5700 – Athletics

j. AP 5900 – Prevention of Identity Theft in Student Financials

- 3. Promise Program Framework** Exhibit C 10 minutes  
VP Gonzales reported that the Palomar Promise grant proposal was sent to the Chancellor’s Office earlier this month, to meet the February 3, 2017 deadline. The Palomar Promise will provide support to incoming freshman from Early Preparation > FYE > SYE > Completion. The Palomar Promise will work in conjunction with many other student support services on campus such as dual/concurrent enrollment, summer academies, early alert, Transfer Center, Career Center, tutoring, retention, etc.
- 4. High School Concurrent/Dual Enrollment** 10 minutes  
VP Gonzales reported he met with a group from Instruction and Counseling last week to discuss how to reorganize AB 288 to allow us to work more closely with the high schools. They are working on creating a menu of classes to offer to our district high schools. There was discussion on the potential of students losing their local preference to SDSU if they take classes at Palomar College during high school. More concrete information on this will be forthcoming. Patrick O’Brien reported that all four classes offered to San Marcos High School, Mission Hills High School, Ramona High School and Fallbrook High School were filled for the spring 2017 semester.
- 5. AB 540/Immigrant Student Support** 10 minutes  
VP Gonzales reported that Student Services has created a website to include resources to our AB 540/Immigrant students. The website will include statements, information, facts and resources for our students, faculty and staff.
- 6. Hiring FT Counselor(s) for Fall 2017 – Patrick O’Brien** 10 minutes  
Patrick O’Brien reported they currently have twenty-one full-time counselors and are in need of more. The reasons behind this are retirement and medical leave of two counselors, the opening of the South Center in summer 2018 and the opening the North Center in fall 2018. He requested hiring two full time Counselors and the Council agreed that we can hire one Counselor now. We need to be mindful of our current deficit and how we are using our adjunct Counselors. There was discussion on the various positions that need to be filled in Student Services areas. VP Gonzales reported that we have hired over fifty classified positions, almost thirty faculty and several administrators since the SERP.

**E. COMMITTEE REPORTS** 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

**F. OTHER BUSINESS**

VP Gonzales gave an update on the recent W-2 data breach. The breach was recognized through our regular IS monitoring and quickly blocked the port of entry of the breach. An investigation is still ongoing. There is an offer for 1 year of identity protection available to Palomar College employees.

Meeting was adjourned at 11:06 a.m.

Next Meeting: February 22, 2017