



**STUDENT SERVICES PLANNING
COUNCIL MEETING
MINUTES
April 25, 2018**

CHAIR: Adrian Gonzales **MEMBERS:** Cathcart, Cecere, Kelber, Large, Moore, Nguyen, O'Brien, Pell, Snow, Springer
RECORDER: Jill D'Errico **ABSENT:** Cory, DeMaris, Harris, Magnuson, Meyers, Moss, Shoop, Stockert, Titus, Ventimiglia, Williams

Quorum Met

Start Time: 9:33am/ End Time: 11:08am

A. MINUTES

1. Approve minutes – February 14, 2018
VP Gonzales asked for a motion to approve the minutes
Barbara Kelber motion to approve
Lisa Cecere second the motion
No nays or abstentions

B. ACTION ITEMS/FIRST READING - None

C. ACTION ITEMS/SECOND READING - None

D. INFORMATION/DISCUSSION ITEMS

1. Using Canvas for student notifications – Justin Smiley – Canvas has the ability for students/staff to enter notification preferences. The goal is to reduce cases of students not using their palomar.edu email address. Students will be able to set their preferred emailed as a default. Students will have to continue to check their palomar.edu account for official notifications.
2. North/South Center presentation – Justin Smiley & Adrian Gonzales – South Center is on track to open on June 11. Target date is the Monday after Memorial Day to move into the building. May 7 is the ribbon cutting ceremony.
Security staff schedules are set for both campuses. A full-time officer will be at the South Center.
Each site has a coordinator assigned and dedicated staff.
3. Palomar College website redesign – Kelly Helming & Chris Norcross – Approximately 98% of the website is now operated/controlled through WordPress. The home page has a new design and pages have a standard theme for ease of use/navigation. The website is now mobile compatible.
4. Digital Permits – Chris Moore – Physical permits would no longer be necessary if we move to digital permits. Vehicles would be registered in a third-party system using a license plate number. Up to five vehicles may be registered under one person/account. This would involve an increase in permit fees for students. Additional revenue would cover costs of maintenance of new structure and staff to patrol the parking lots. Upfront costs of new system/software for is about \$17,500 to \$20k. Students would no longer pay in person at cashier's office and physical permits would no longer need purchasing for distribution. Theft of permits would no longer be an issue. System would be "searchable" to assist with looking for missing persons. App available on smart phones for visitors/students to add time to their "meter".
5. Service Area Outcomes (SAO) – Adrian Gonzales – We need to revisit our SAOs to make sure that we are in compliance and ready for accreditation reviews. We will be reviewing every SAO in the PRP at a later meeting to identify goals and track progress.

E. COMMITTEE REPORTS - Most committee leaders are not present. We will not ask for reports.

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

1. Hate Speech – Adrian Gonzales – There has been an increase of postings on campus for “hate” group meetings. If you see a posting, please pull the flyer and give to Campus Police so that they may review. If you see someone posting a flyer, please call Campus Police. Please be diligent.
2. Anti-abortion group will be on campus with displays in the Quad on April 30, 2018. Signs will be posted warning persons that there are graphic images displayed.