



**STUDENT SERVICES PLANNING
COUNCIL MEETING
MINUTES
November 28, 2007**

CHAIR: Joseph L. Madrigal

Members Present: S. Cathcart, J. Fernandez, T. Frady, L. Halttunen, R. Hishmeh, H. Lee W. Metzger, T. Plotts, L. Romain, R. Tait-Brown, S. Titus,

RECORDER: Carol Naddi

Members Absent: Aguilera, ASG Representative, Conway, Huskey, Lopez, Richardson

Guests:

The Student Services Planning Council meeting was called to order by Mr. Joseph L. Madrigal, Chair, at 9:35 a.m.

I. Approval of Minutes – November 14, 2007 meeting

MSC-Halttunen: The minutes of the November 14, 2007 meeting were approved with the following corrections:

Item V - Sharing/Announcements

Bullet #3 – Sherry Titus introduced Paul Barboa, new ASG Vice President, and ASG Representative for SSPC.

Bullet #7 – Paul Barboa reported that a Food Drive is being held today. Lunch will be provided to anyone that donates 3 cans of non-perishable, not-expired food.

II. EAP 2008/2nd Reading – L. Halttunen

Discussion was held regarding that SSPC support a request to the district for \$64,000 to supplement the proposed estimated budget, to date, of \$127,000 for the 2008 Early Alert Program (EAP).

MSC – Fernandez: That the district supplement the budget in the amount of \$64,000 for the 2008 Early Alert Program. A vote was taken: 11 ayes, 0 nays

III. Campus Police Committee Membership/2nd Reading – T. Plotts

A handout was distributed to the committee that included a CCE/AFT committee member which was omitted due to an oversight on a previous handout..

The Campus Police Committee is requesting approval of the following 3 changes:

1. One additional faculty member to be appointed by the Faculty Senate to serve on the committee for a total of three faculty members instead of two. It will be requested of the Faculty Senate that the third faculty member assigned to the CPC be a counselor.
2. One additional student member to be appointed by ASG to serve on the committee for a total of 2 student members.
3. The meeting time changed from 3:30- 5:00pm every third Thursday to 3:30-4:30pm every third Thursday.

MSC – Frady: To approve the requested changes to the Campus Police Committee to include one additional faculty member, one additional student member and the meeting time to 3:30 – 4:30pm every third Thursday. A vote was taken: 11 ayes, 0 nays

IV. Parking Permit/Fine Increases – T. Plotts

Handouts were distributed to committee members that listed the proposed Parking Permit and Fine increases and comparisons to other community colleges. A request to increase vehicle parking permits from \$35 to \$40 each semester, motorcycle parking permits from \$10 to \$20 each semester, and daily permits from \$3.00 to \$4.00 effective fall 2008. The parking permit increase proposal was endorsed by ASG. ASG prefers to have a one-time increase of \$5.00 instead of increasing the fee over the course of two semesters. The fine increases vary and will be effective spring 2008. The parking fee increase will be effective fall 2008.

V. Campus Police Committee Staffing Recommendations/Annual Implementation Plan/Emergency Preparedness – T. Plotts

Handouts were distributed to the committee which listed the recommendations from the Campus Police Committee Work Group that will assist and improve Palomar College's Police Department. The committee reviewed the documents. It was noted that the request to hire one additional Police Sergeant was already approved by the District and the job announcement will be going out for the position. The Annual Implementation Plan for Emergency Preparedness was discussed at the Safety and Security Committee and a list of 6-8 goals/categories was presented to President Deegan. Both items will be presented at SPC at the end of March or beginning of April.

VI. Sharing/Announcements

- Herman Lee reported that registration for spring 2008 has begun. Please encourage students to enroll in classes.

Herman sent out a memo to faculty on Positive Attendance Rosters. This information is needed so the College can account to the System Office for the week of emergency closure during the fires.

- Lynda Halttunen reported that Regina Waack, Senior Counseling Support Specialist, is retiring on Dec. 29, 2007. Regina has served Palomar College for 33 years.

JIQ's (Job Information Questionnaire) are due today.

The last Matriculation & Transfer Committee meeting will be held on Dec. 6, 2007. Katheryn Garlow, Dean, Language & Literature and founding member of the Matriculation Advisory Committee will be retiring in Dec. 2007 with 20 years of service to Palomar College.

On Dec. 10, 2007 the Basic Skills Work Group will meet from 1 – 6pm to work on the assessment plan.

- Tricia Frady reported that if any classified staff member is not clear on how to complete the JIQ, they can contact Human Resources or Neill Kovrig, CCE President. Employees working out of class should complete the JIQ on their permanent position not the out-of-class position. Supervisors will complete JIQ's for any open positions.

It is with sadness to report that Mike Barber, CCE member, passed away on Nov. 15, 2007.

- Sherry Titus reported that there are some changes and more events planned from the Office of Student Affairs. There has been discussion on the reconfiguration of the Student Union and planned events to include evening classes/students and the satellite centers.
- Tom Plotts reported that an arrest was made on the bomb threats that Palomar College received. The suspect has been charged with 6 counts from the District Attorney's office and could be sentenced to 18 years in prison.
- Scott Cathcart reported that Tom Saxe, Athletic Dept. Information Officer was hospitalized due to a heart condition and will be released today.

Scott gave an update on the stats for the various Fall sports.

- Jose Fernandez reported that Tawn Gregg, Administrative Secretary, Counseling Services has accepted a position in the Chemistry/Physics & Engineering Dept.

Regina Waack will be retiring in Dec. 2007.

The Counseling Dept. has been busy with full appointments through next week. 180 students are being seen each day in the Counseling Dept.

- Wendy Metzger reported that she will be teaching a class on Wednesday mornings in the spring 2008 semester, therefore she will be unable to participate any longer on SSPC.
- Lisa Romain reported that the Career Center will be conducting its last Workshop for the semester. Workshops will also be offered at the satellite centers next semester.
- Mr. Madrigal reported that Donna Greene will be out at least through December 2007 due to required surgery. Janeice Pettit is working out of class filling Donna Greene's position.

Depending upon Agenda items, the next SSPC meeting scheduled for December 12, 2007 may be canceled. A notice will go out to committee members as soon as it has been determined whether or not there will be a meeting.

Being no further business, the meeting was adjourned at 10:35am.