



**STUDENT SERVICES PLANNING
COUNCIL MEETING
MINUTES
September 26, 2007**

CHAIR: Joseph L. Madrigal

Members Present: S. Cathcart, J. Conway,
J. Fernandez, T. Frady, L. Halttunen, R. Hishmeh
K. Huskey, H. Lee, L. Romain, T. Plotts, ASG Rep

RECORDER: Carol Naddi

Members Absent: Aguilera, Lopez, Madrigal, Metzger,
Richardson, Tait-Brown

Guests: Mary San Agustin

The Student Services Planning Council meeting was called to order by Ms. Lynda G. Halttunen, Acting -Chair, at 9:35 a.m.

I. Approval of Minutes – Sept. 12, 2007 meeting

MSC-Frady: The minutes of the Sept. 12, 2007 meeting were approved with the following correction:

- 1) **Item V-Sharing/Announcements** (bullet 9 paragraph 2) should read: Jose Fernandez reported that Peer Reviews are being conducted on 8 full-time counselors and 20 adjunct counselors during the fall 2007 semester.

Lynda suggested changing the format of the agenda to include: Approval of Minutes, Old Business and New Business.

Old Business – Referring to a motion made at the SSPC April 25, 2007 meeting regarding a membership change to the Campus Police Committee, Tom Plotts informed the SSPC Committee that 3 requests were made to the Campus Police Committee of which two were approved by CPC. 1) CPC approved the request to add an additional faculty member to the CPC [CPC has requested that the Faculty Senate appoint a Counselor if possible] – 2) CPC approved the request to add an additional student member to the CPC – 3) CPC rejected the request for the Director of Health Services as an additional member to the CPC.

Since the Campus Police Committee meetings are an open meeting, an invitation to anyone interested in attending was extended. Tom will send Jayne Conway a list of dates and times that the committee meets. After some discussion, it was noted that perhaps a representative from Health Services can request to sit on the committee through one of the constituency groups. This item was discussed as an information item only and Tom has requested that this item be placed on the SSPC Agenda as an action item for the Oct. 10, 2007 meeting. Tom will also provide the committee with a copy of the CPC's membership.

New Business – There was no New Business.

II. Accreditation Self-Study Report Volunteer Request – M. San Agustin

Mary San Agustin presented information to the committee members on the need for volunteers to serve on the writing team for the Self-Study Report for Standard II-B-Student Support Services for Palomar College's Accreditation Study. Handouts were distributed to the committee members. Tim Hernandez, Lynda Halttunen and Michelle Eichelberger (or another representative from ASG) have volunteered. Volunteers must attend one of two writing workshops being offered on Oct 18 or 24, 2007 from 200 – 3:30pm.

III. Institutional Review and Planning Non-Instructional Student Services Programs/2nd Reading– L. Halttunen

Lynda Halttunen reported that the Directors and Managers have reviewed the draft of the forms to be used for Institutional Review and submitted them to Mr. Madrigal for review. The forms must go back to the constituency groups for approval. Input from faculty and staff should be solicited and included on the forms. Completion of the forms should be finalized by February 2008 at the latest. Because the forms have been changed, they will come back to SSPC for a 2nd reading at the Oct. 10 meeting. Richard Hishmeh, Faculty Senate Representative will present the forms to the Faculty Senate as an informational item only.

IV. Students in Crisis/Peer Response Team – M. Eichelberger

Michelle Eichelberger reported that the ASG has discussed the desire to create a Peer Response Team and would like feedback particularly from Tom Plotts, Palomar College Police Chief and Jayne Conway, Health Services Director and support from SSPC. Discussion was held and it was determined that ASG will go to the Students in Crisis Work Group with recommendations and then bring the item back to SSPC.

V. Reconfiguration of SU Building – M. Eichelberger

Michelle Eichelberger reported that ASG has discussed their wish to have the Student Union reconfigured since it was paid for by student funds and funds that were contributed by International Students Department. It was suggested that the International Students Department move to SU-203 & SU-204 and the Comet Center, ASG and Student Affairs Office use the space downstairs in the Student Union. Discussion was held and it was decided that ASG will create a resolution which will be presented to the constituent groups for feedback and then bring the item back to SSPC.

VI. Preferred Email Option Page – M. Eichelberger

Michelle Eichelberger reported that ASG is suggesting that flashing/big and loud email blurb be placed on the main EServices page informing students that Financial Aid information will only be disseminated through palomar.edu email. This request should go through the Student Services Project Team.

VII. Football Team Home Games – M. Eichelberger

Michelle Eichelberger reported that after speaking to Scott Cathcart, Athletics Director, regarding home football games being played at Palomar College she has a better understanding as to why Palomar cannot host home games.

VIII. Parking Permit One-Time Dismissal Procedure Change – T. Plotts

This item was postponed and will be placed on the agenda for the next meeting.

IX. Sharing/Announcements

- Tom Plotts encouraged everyone to attend the Open Forum today at 3pm.
- Scott Cathcart reported that the Sports Information Office will send out a general email every Monday to all faculty and staff, "This Week In Palomar Sports". Please print, post and share this email with students.
- Lisa Romain reported that an email will go out regarding workshops that the Career Center is hosting.
- Karan Huskey encouraged departments to participate in the College Fair on Oct. 23, 2007. A flyer was distributed to the committee members.
- Jayne Conway reported that the flu shots should be available next month. CDC has notified Health Services that the flu shot will not cover the bad flues that have been going around.

Jayne reported that Health Services in conjunction with Phi Theta Kappa and students in the Nursing Program will be hosting a Breast Cancer Awareness booth next month.

- Herman Lee reported that the Encuentros Event will be held on October 6, 2007 at Palomar College. Palomar and MiraCosta Colleges are hosting the event which is designed to assist in getting boys off the street. 600 Middle School and High School boys will participate.

Being no further business, the meeting was adjourned at 10:58am.