



**STUDENT SERVICES PLANNING  
COUNCIL MEETING  
MINUTES  
November 25, 2009**

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CHAIR: Mark W. Vernoy

MEMBERS PRESENT: V. Chau, J. Conway, T. Cruz,  
D. Duran, L. Halttunen, T. Hernandez, J. Jenkins,  
M. Large, H. Lee, L. Romain

RECORDER: Janeice Pettit

MEMBERS ABSENT: D. Casey, S. Cathcart,  
K. Huskey, M. Lopez, L. Meyers, S. Titus

GUESTS: M. Bea

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**I. Approval of Minutes – November 11, 2009**

The November 11, 2009 minutes were approved and accepted into the record by acclamation.

**II. Introduction of New Members**

Mark Vernoy shared with the committee that he is still waiting to be notified of the PFF member who has been selected to join the Student Services Planning Council.

**III. Drops & Non-Payment of Fees**

Herman Lee gave a brief overview of the drops and non-payment of fees discussion from last week before sharing with the members the proposal to set a maximum unit load for students during the enrollment process. The setting of a maximum unit load will hopefully accomplish the following: keep students from loading up on classes and then dropping them the last minute; allow equability for other students who are scheduled to register later on in the enrollment queue; keep the instructor's class rosters more up to date. The Committee members considered nineteen (19) units as the maximum unit load cutoff since this amount of units would safely cover higher unit majors such as Engineering and students who are attending both regular semester classes as well as intersession classes.

Mark Vernoy dispersed and discussed a "Rolling Fee Payment Model" that had been reviewed at the Vice President Cabinet meeting. The model showed how students would have five days to pay during most of the registration period until the week prior to classes starting then the payment period would reduce accordingly until classes start. The "rolling fee payment" process will hopefully accomplish the following: prevent students from loading up on units and then not paying; open up more classes sooner for waiting students to apply; decrease empty seats due to last minute drops; reduce negative impact on instructor's class rosters due to inaccurate enrollment information.

Mark Vernoy suggested that the committee withhold from voting on these important proposals (drop dates for non-payment fees and maximum unit load) until the information is shared with each member's respective group. It was agreed that the subject will be revisited again at the next SSPC meeting.

**IV. Campus Police Revenue Recommendations**

Tony Cruz dispersed to the members the Campus Police Committee's "Revenue Generation Initiatives" report which outlines nine revenue generating recommendations:

- o Increase citation fine by \$5.00 dollars, to accommodate additional fees levied per citation by the State of California for court construction costs.
- o Enforce parking in student lots during intersession periods, and make available an alternate "Intersession ONLY" permit for \$10.00 dollars.

- Increase daily parking permit fee from \$4.00 dollars to \$5.00 dollars.
- Charge daily permit fee for visitor parking passes.
- Charge a fee to non-District entities who receive parking arrangements when using District facilities.
- Charge a fee for District functions requiring security staffing beyond normal levels, and for special parking arrangements.
- Charge a nominal fee of \$5.00 dollars for “fix-it” tickets.
- Charge a fee for copies of police reports.
- Fee for “implement tow” to tow/impound companies. Implement tow or “parking boot” for five or more unpaid citations.

The members were encouraged to share this information with their members for discussion before the next SSSC meeting.

#### V. H1N1 Flu Update

Jayne Conway shared with the members that Palomar College has not received any of the H1N1 flu vaccine at this point and there may be a possibility that we might not receive any until spring. In the meantime, she is trying hard to negotiate with the larger colleges to see if we can obtain any of their unused vaccine shipments. Health Services and ASG are continuing their efforts to education staff and students on how best to work through this serious flu season.

Jayne then asked Claudia Duran of ASG if she could please share with the members an update on following “Wellness Campaign” projects:

- H1N1 Flu Information Booths: These booths provide students with information on prevention/treatment of the flu and the locations of clinics where high risked students can obtain the vaccine.
- Great American Smoke Out campaign: This campaign effort reached 215 students with the use of flyers explaining the dangers of smoking and second hand smoke, treatments for quitting the habit and the location of designated smoking areas on campus. A large see through container (resembling a pack of cigarettes) has been designed to hold and display the 5,900 discarded cigarette butts that were collected on campus. The container will soon be on display in the Student Union Building.
- Non-Compliance Policy for Smoking Students: Claudia is currently working with Grossmont College (the first college in Region 10 to implement a no smoking campus) in drafting a non-compliance policy for students who smoke on Palomar College’s campuses.
- Alcohol Awareness campaign (December 1<sup>st</sup>): This campaign educates students on the dangers of drinking and driving. The phone numbers of local participating cabs will be given to our students so that they might have a safe ride home in case they do drink.

Claudia emphasis to the members again that Palomar College is the only college in Region 10 that has implemented a “Wellness Campaign” program.

#### VI. PCAC Program Review

Mark Vernoy, representing Scott Cathcart, explained to the members that our Athletics department has completed another Pacific Coast Athletic Conference (PCAC) Program Review which occurs every five (5) years. Scott Cathcart will provide further information concerning this subject at the next SSSC meeting.

#### VII. Sharing

Tony Cruz expressed that it would be greatly appreciated if all could participate in the Campus Police 8<sup>th</sup> Annual Toy Drive by donating one or two toys at any of the big boxes located at various locations on the main campus and at the Escondido Center. The donated toys will be given out to the family members of the EOP&S students.

Lynda Halttunen shared that Gear Up is sponsoring the “Gifts for Teens” campaign this year and anyone who wishes to contribute a gift can drop it off at her office in room SSC-38. EOP&S has distributed Thanksgiving baskets (18 from the Counseling Department) to EOP&S families and EOP&S is gearing up to collect items for the Christmas baskets. This year’s High School Counselors Conference sponsored by Counseling Department and the Assessment Office was successful and productive.

Claudia Duran shared that 1,600 can goods were collected from “Food for Food” campaign on November 18<sup>th</sup>.

Jayne Conway shared with the members that Health Services successfully went through a very intense eight hour state audit.

Herman Lee reported that Spring enrollment is up 11% as of today. Palomar is offering 400 fewer sections for upcoming Spring semester and that already closed sections are up by 50%.

Lisa Romain invited all of the members to attend the "Going, Going, Going: Green Career Workshop" that will be held on Monday, November 30, 2009 from 1:00pm to 2:30pm in the Governing Board Room in Student Services Center. The workshop will introduce such topics as "What Is The Green Industry", "Green Jobs For Women", "Education, Training and Preparation For Employment In The Green Industry", and "Who's Hiring In The Green Industry".

The meeting was adjourned at 10:30 a.m. The next meeting is scheduled for December 9, 2009.