



**STUDENT SERVICES PLANNING
COUNCIL MEETING
MINUTES
September 9, 2009**

CHAIR: Mark W. Vernoy

MEMBERS PRESENT: S. Cathcart, J. Conway,
T. Cruz, L. Halttunen, T. Hernandez, M. Large,
H. Lee, M. Lopez, L. Romain, L. Meyers, S. Titus,

RECORDER: Janeice Pettit

MEMBERS ABSENT: T. Frady, K. Huskey,
ASG Representative

GUESTS: Michelle Barton

I. Approval of Minutes – May 13, 2009

MSC Halttunen/Cruz to approved May 13, 2009 minutes.

II. Introduction of New Members

Two new members were introduced to the committee. Lori Meyers representing DRC & EOPS this semester and Interim Vice President Mark Vernoy.

III. Strategic Planning and Budget

Michelle Barton shared the new model for Strategic Planning and Budget. Recommendation #2 of the June 30, 2009 ACCJC Action Letter to Palomar College was reviewed in relation to the new model and flow charts. There may be a possible name change to the Institutional Planning Report.

IV. Institutional Review and Planning

Mark Vernoy encouraged members to carefully review the questions as outlined in our current Student Services Institutional Review and Planning (IRP) reports for possible modification.

V. SSPC Governance Structure

Mark Vernoy briefly reviewed Student Services Planning Council governance structure. The committee was informed of an informal request for membership by Palomar Faculty Federation and Administration Association. It was decided that no action would be taken at this time until a formal request had been received.

VI. Sharing/Announcements/Aclamations

Members reported on the following:

- Lynda Halttunen reported that the Matriculation and Transfer meeting would be held tomorrow, Thursday, September 10th at 2 p.m. Palomar Premiere with Tere Eagan as coordinator was a huge success. Demonstrations for the two software programs that are currently being reviewed by Palomar College for the tracking of SAO's and SLO's will be held at the Library in room LL 111. The TrakDat demonstration will be held at 10:30 a.m.-12noon on Friday, September 11th and the Blackboard Outcomes demonstration will be held on Monday, September 14th at 1pm-2:30pm. Teaching and Learning Center will be having their open house on Wednesday, September 16th from 4pm-7pm at the Escondido Center.
- Tim Hernandez commented that the current model for hiring full time counselors at Palomar is based on a formula that assumes that the existing ratio of full time counselors to instructors is acceptable to properly serve our student population. He asserted that it was not set at a level appropriate to serve a student population of our size, given the Matriculation guidelines set forth by the State that require an education

plan to be developed for every student who has completed 15 units or more. The existing ratio will become more problematic in serving our students needs and meeting state requirements as we continue to grow in headcount.

- Sherry Titus reported that PHI THETA KAPPA was sponsoring today the first ever "Go Green" event. It was very successful.
- Scott Cathcart reported that the "Home Football Opener" is scheduled for 6 p.m. on Saturday, September 12th at Escondido High School. Palomar is hosting the "Regional Cross Country Meet" on Friday, September 11th at 3pm with multiple community college entries at Guajome Park in Oceanside.

The meeting was adjourned at 11:00 a.m. The next meeting is scheduled for September 23, 2009.