



**STUDENT SERVICES PLANNING  
COUNCIL MEETING  
MINUTES  
April 13, 2011**

---

CHAIR: Mark W. Vernoy

MEMBERS PRESENT: D. Casey, J. Conway, T. Cruz, L. Halttunen, K. Huskey, H. Lee, L. Meyers, T. Nguyen, J. Moss, L. Romain, J. Sanchez, S. Titus, E. Tubbs, M. Vernoy

RECORDER: Janeice Pettit

MEMBERS ABSENT: S. Cathcart, P.J. DeMaris, J. Molina, S. Sivert, D. Studinka

GUESTS:

---

**I. Approval of Minutes for March 9, 2011**

MSC (Halttunen/ Cruz) to approved the Minutes of March 9, 2011 as presented

**II. Matriculation and Transfer Committee Report**

Halttunen gave a brief report on the Matriculation & Transfer Committee meeting of March 2010. The approved November 11, 2011 minutes is currently posted on the Matriculation website.

**III. Parking Fees - Non-Palomar College Entities and Activities**

MSC (Halttunen/Sanchez) Approve the action to move forward to SPC the Police Department's recommendation to assessed parking fees to outside profit entities at the same rate per vehicle as students are paying for a semester permit and daily permit. (Note: Currently the parking fees for students are \$40.00 for a semester permit and \$5.00 for a one day permit from the permit machines.)

**IV. Priority Registration**

MSC (Sanchez /Large) table item for further discussion at the next SSPC meeting.

Lee dispersed copies of AP 5055 Enrollment Priorities document with proposed change to category 1 section B. Several questions were entertained and discussed concerning the 90 units counted towards priority registration. The members decided to share the information with their respective groups for feedback.

**V. Smoking and Other Tobacco Use On Campus**

MSC (Halttunen/Sanchez) Approve the action to move forward to SPC the ASG proposed policy change to BP 3570 which will read: "*There shall be no smoking at Palomar Community College District. It is the policy of the Palomar Community College District to provide, maintain and encourage a smoke and tobacco-free campus. The District is committed to providing a workplace and learning environment that is smoke and tobacco-free. A smoke and tobacco-free campus will promote the safety and health of students, employees, and the public.*"

**VI. Program Review and Planning (PRP) Priorities Update**

Vernoy dispersed the Student Services Equipment Plan document to the members and explained that Student Services is currently in the process of identifying the necessary funds and funding sources. A significant amount of the top priority items on Student Services Equipment Plan will hopefully be completed by the end of the semester.

**VII. Staffing Plans Review**

Vernoy dispersed copies of the Student Services Staffing Plan and reported that the SSPC administrators have been instructed to submit to him their list of absolute critical staff positions. The information will be available for discussion at the next SSPC meeting. Due to California's current economy crisis, Palomar College is now looking at the scenario of 8.6 million dollar budget reduction.

Vernoy also dispersed the "Chief Student Services Officers Position Statement on Proposed Policy Changes" document and gave a brief summary of its contents.

**VIII. Next Cycle of Program Review and Planning Documents (PRP's)**

MSC (Halttunen/Nguyen) Proposed that Student Services adopt the Instruction Planning Council's time table for creating, updating and submitting of the Program Review and Planning Documents reports.

The meeting was adjourned at 10:30 a.m. The next meeting is scheduled for April 27, 2011.