



**STUDENT SERVICES PLANNING
COUNCIL MEETING
MINUTES
January 26, 2011**

CHAIR: Mark W. Vernoy

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

RECORDER: Janeice Pettit

MEMBERS ABSENT: J. Molina, S. Sivert, D. Studinka

GUESTS: M. SanAgustin

I. Approval of Minutes for December 8, 2010

(MS Halttunen/Titus) The December 8, 2010 minutes were approved with corrections and accepted into the record.

II. Safety & Security Committee Membership

Shayla Sivert has been selected to represent the Student Services Planning Council on the Safety and Security Committee.

III. Accreditation

San Agustin, Accreditation Committee member, requested feedback from the Student Services Planning Council (SSPC) on the current accreditation report. Four SSPC members (Vernoy, Halttunen, Titus and Cruz) had reviewed the report and recommended no changes. The Council was also reminded of the Student Learning Outcomes (SLO) and Services Area Outcomes (SAO) training at the conference in Chicago in March of 2011. Halttunen suggested that perhaps Monica Morris could represent Student Services at this very important conference.

IV. Program Review and Planning (PRP) Priorities Rating Review

The Student Services Equipment/Technology Priority Master List form was dispersed. Vernoy shared with the committee that at the last SPC meeting it was voted that \$84,000 dollars of the one half (½) of the one percent (1%) monies would be used for PRPs. Student Services would receive 30% (\$25,200.00 dollars) and Instruction would receive 70% (\$50,000.00 dollars) to use towards implementing some of their PRPs.

Vernoy requested that the committee members to submit their ten top equipment/technology priorities to him by Friday (January 27th). The priorities are to be rated from ten (10) to one (1) with ten (10) as the highest priority. The information will then be collated and inserted into the Student Services Equipment/Technology Priority Master List for discussion at the next SSPC meeting.

V. Staffing Plans Review

The Student Services Staffing Plan document was dispersed. Vernoy briefly reviewed the initial priority ratings of this form. Committee members were asked to do the following prior to the next meeting: (1) carefully review list, (2) give own rating on each staff position, (3) be ready to discuss the ratings. The rating criteria and rating scale will be emailed to SSPC members.

VI. Rainy Day Events

The Associated Student Government (ASG) has passed a new policy to accommodate the use of the Student Union Building as an emergency rainout facility for outdoor events that must be moved indoors due to major weather emergencies. The event organizer who wishes to use the Student Union Building as a rainout facility for a scheduled event must obtain ASG approval prior to the event. The event organizer must ask the ASG President to place the request on the agenda for the next available ASG meeting. The event organizer or designee must attend the ASG meeting and present the request to the ASG members in person. ASG meets every Wednesday at 1:00 p.m. in SU-204. All agenda items must be submitted to the ASG President no later than 6:00 p.m. on the Wednesday prior to the meeting date. It is hoped that a notation of this new procedure will be placed as reminder on the "Application for Use of District Facilities" form located at http://www.palomar.edu/adminserv/eventsscheduler/UseofFacilities09_25_09.pdf.

VII. Student Union Acoustical

The project for the installation of the wall panels in the Student Union Building, which was scheduled to be completed over the holiday break, was postponed. The Governing Board rejected the overpriced contract bid and has requested that the project be sent out for new bids. The project of the installation of the six (6) flat screens should be completed hopefully by the time Palomar College has the Business Forum in March of 2011.

VIII. Tobacco Education

Conway shared with the committee members the importance of educating students on the dangers of first, second and third hand smoke. It was stressed that asthma attacks have increased by 23% and that students who must be sent to the hospital by ambulance pay \$1,500.00 dollars out of pocket just for the ambulance ride alone! The charges for the ER are in addition to the \$1,500.00 dollars. This cost is enough to cause a student to have to drop out from school. The Health Services and the Associated Student Government (ASG) will sponsor the "Health Buck" campaign. The campaign will reward students for showing respect to others by smoking only in the designated smoking areas. The "Health Buck" is valued at \$1.00 dollar and can be used for purchases in the Palomar College cafeteria. ASG will also offer an "opportunity drawing" where more give aways will be handed out. To further encourage students to use the designated smoking areas, all ashtrays attached to the trashcans have been removed from the main walkways and relocated to the proper designated smoking areas. Conway acknowledged that the current designated smoking map needs to be updated to accommodate the new buildings on campus. The smoking impact survey, which was sent out before the holiday break, will be sent out again campus wide for the second time. The feedback from this survey has proven very helpful and reflects that people want better air quality on campus!

Conway also shared the following information: whopping cough vaccine is available at Health Services, the "Healthy Heart" campaign and the "Sexual Responsibility Awareness" campaign will be offer during the month of February.

The meeting was adjourned at 10:30 a.m. The next meeting is scheduled for February 9, 2011.