



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

CHAIR: Mark W. Vernoy

MEMBERS PRESENT: R. Antonecchia, J. Conway, T. Cruz, P.J. DeMaris, D. Dryden, N. Jepsen, M. Large, J. Moss, E. Nunez, D. Studinka, R. Tait-Brown, S. Titus, E. Tubbs, M. Vernoy

RECORDER: Janeice Pettit

MEMBERS ABSENT: S. Cathcart, H Lee

GUESTS: S. Hearn, M. McCrory, F. Ramirez, K. Robinson

I. Approval of Minutes for October 12, 2011

MSC (Halttunen/Titus) Minutes of October 12, 2011 were approved and accepted into the record.

II. 2011-2012 Staffing Plan

Karen Robinson and Shawna Hearn of Human Resources dispersed and discussed the following informational PowerPoint presentation and forms: "The Staffing Master Plan Addendum, Year 2: Council/SPGT Training", "Budgeted and Actual Positions: Student Services", "Student Services Staffing Plan Map", "Student Services Master Staffing Plan".

Lynda Halttunen asked Karen Robinson on whether to include Counselors in the Counseling Services Divisional Staffing Plan. If Instructional Services is including faculty, then Counseling Services will need to amend their submission from last year. Karen said she will research the issue and report back to the Council with the results.

Student Services 2011-2012 Staffing Plan Map and Planning Assumptions are due in Human Resources Office by December 9, 2011.

III. Student Services PRP's

There was not enough time to address this agenda item. .

IV. Strategic Priority Plan Funding (SPPF)

The following documents were dispersed. "Strategic and Master Plan Request for One-Time Funding (1/2 of 1%) : Strategic Plan 2013 Action-Plan-Year 2 2011-1012"; Student Services SPPF Summary

Vice President Vernoy explained that all SPPF request forms were included in the "Student Services SPPF Summary" except Career Center's request for a job coordinator. The SPPF request was denied because it failed to meet the criteria for one time funding. A completed list of all of SPPF request forms will be forwarded to the members for their review and prioritization. This agenda item has been forwarded to the next SSSC Meeting.

V. Sharing

Freddie Ramerz has been assigned to Palomar College's Counseling Department this year as part of his apprenticeship program for SDSU.

ASG, Health Services and the Vista Community Health Clinic will be sponsoring this year's Great Smoke Out campaign on November 17th.

The Student Affairs Office will be collecting can goods to restock their food bank for the holidays.

In lieu of the annual holiday EOPS gift baskets, the EOPS Office will be giving \$25.00 gift certificates to needy EOPS families. All are encouraged to help out by giving cash donations to the Foundation Office. Checks should be made out to The Palomar College Foundation.

The Student Success Task Force is sponsoring an open forum in the Governing Board Room on Thursday, October 27th at 4pm. The forum will address some of the proposals that Sacramento is considering in addressing the California's budget problems and how these proposals will impact special programs for Palomar College students.

The meeting was adjourned at 11:00 a.m.

Next Meeting: November 9, 2011