



**STUDENT SERVICES PLANNING  
COUNCIL MEETING  
MINUTES  
November 11, 2009**

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CHAIR: Mark W. Vernoy

MEMBERS PRESENT: D. Casey, S. Cathcart,  
V. Chau, T. Cruz, L. Halttunen, T. Hernandez,  
K. Huskey, M. Large, H. Lee, L. Meyers, L. Romain,  
S. Titus

RECORDER: Janeice Pettit

MEMBERS ABSENT: C. Duran, J. Conway,  
J. Jenkins, M. Lopez

GUESTS: C. Jack, M. San Agustin

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**I. Approval of Minutes – October 28, 2009**

MSC (Cruz/Halttunen) The October 28, 2009 minutes were approved.

**II. Transcript Fees**

Herman Lee asked for the committee's consideration and vote to increase the transcript fee from \$3.00 dollars to \$5.00 dollars with the first two transcripts free. Palomar College has not increased its transcript fees since 1992. State wide survey shows most community colleges charging \$5.00 dollars to \$10.00 dollars per transcript and local colleges in Region 10 are ranging from \$3.00 dollars to \$5.00 dollars per transcript. Herman explained the implementation of the imaging system that converted paper files to digital imagery and the subscribing to California Community Colleges Transcript (CCC TRAN), a state wide transcript interchange project which carries a \$5,300 dollar annual licensing fee. Both systems are newly operational. It is hoped that the increase of the transcript fee will help pay for these costs.

MSC (Halttunen/Titus) 2/3 majority vote to move to action.

MSC (Halttunen/Titus) to approved transcription fee increase.

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

Herman Lee explained to the members that because of the cutting back of course offerings, concerns about drops and nonpayment of fees has become an issue with the Institution and that he has been asked to bring this forward to Student Services Planning Council (SSPC) for discussion. Survey of the colleges in Region 10, San Diego County and Imperial County showed that everyone has a process for dropping students for non-payment of fees but they do differ. Mira Costa drops in forty eight (48) hours. San Diego drops on daily basis with a five (5) day grace period. Southwestern drops from time to time throughout the enrollment process and then one big drop just before classes start. Palomar College, because of its system structure, manually drops on a one by one basis. This time consuming process has made it necessary for Enrollment Services to focus primarily on following through on drops for non-resident students (whose enrollment and tuition fees can quickly incur to \$2,000 to \$3,000 dollars per semester) rather than drops for California resident students. Herman assured the committee that the Enrollment Services Department could come up with a time saving automatic drop system that will cover the monitoring of both groups respectively if the Institution could decide on firm drop dates, etc.

Mark Vernoy encourage members to share this information and the committee's suggestion of dropping students throughout the enrollment process with the final big drop on the Wednesday of the week prior to when classes start.

**IV. SARS Alert System**

Tim Hernandez gave a brief explanation about the SARS system and how it functions within the Counseling Department. He proceeded to express his concern that counselors and the Counseling front office staff need some type alert system on SARS that would indicate if a student is suspended and Campus Police should be notified. After a lengthy discussion, it was agreed that an alert system could be possible if the legal issues concerning student privacy were respected. Mark Vernoy suggested that a meeting be held between members of Counseling, Student Affairs, Financial Aid and Disability Resource Center to discuss the matter further. The results of that meeting will be brought forward to the Student Services Planning Council (SSPC) at a later date.

**V. Eliminate "Grace Period" For Parking**

Before requesting a vote concerning this issue, Tony Cruz clarified a point that needed correction. Apparently, there are junior colleges in San Diego County that do have a two (2) week grace period for student parking but it was noted that the police staffing salaries were supported by district general funds. The survey did reflect accurately that the four year universities (CSUSM, USD, SDSU and Southwestern) have no grace period for student parking. The Campus Police Committee's main reason for supporting the elimination of the "grace period" for student parking was to educate Palomar College's students to take on a higher level of responsibility in preparation to attending these universities.

MSC (Titus/Herman) to accept the recommendations of the Campus Police Committee.

**VI. H1N1 Flu Update**

Mark Vernoy, representing Jayne Conway, shared with the members that the Palomar College will not be receiving the H1N1 flu vaccine till perhaps December. Because of the late delivery of the vaccine and the considerable reduction of the amount to be allotted, it was suggested that high risk staff/family members check the Health Services website for a listing of local community clinics that are currently dispersing the vaccine.

**VII. Sharing**

Tony Cruz encouraged all to participate in the Campus Police 8<sup>th</sup> Annual Toy Drive by donating toys at any of the big boxes located at various locations on the main campus and at the Escondido Center. Target donated two hundred dollars worth of gifts. The donated toys will be given out to the family members of the EOPS students.

Sherry Titus shared with the committee that Student Affairs is having their "Food for Food" campaign on November 18<sup>th</sup>. Any student who donates three (3) cans of food will receive a free hamburger and chips.

Lori Meyers shared that tomorrow in front of Disability Resource Center, Channel 8 News will be covering the Wheelchair Reunion Celebration for Palomar College student Horus Ocampo, who had his wheelchair stolen from campus. Later it was found damaged and the Palomar College President's Associates and the Foundation Office provided the funding for the chair to be repaired. Student and wheelchair will be reunited at 1pm.

Carrie Jack extended her thanks to all the members of the committee for allowing her to attend such a productive meeting.

Lynda Halttunen expressed her concerns that the American Recovery & Reinvestment Act (ARRA) monies sent to Palomar College would not be used to cover this year's categorical funding deficient. Mark Vernoy assured her that the Institution has promised to cover her half a million dollar deficient whether it is with the ARRA funding or with some other source of revenue.

Mary San Agustin reported that the Thanksgiving Baskets have been made up from donated food. Donated money has been forwarded to the Foundation to buy turkeys for several families of four. Also, she gave a quick reminder that Veteran's celebration event will start at 11:30 a.m. tomorrow.

The meeting was adjourned at 10:53 a.m. The next meeting is scheduled for November 25, 2009.