The meeting of the Student Services Planning Council was called to order by Joseph L. Madrigal, Chair, at 9:30 a.m. on November 13, 2002, in the Oak Room of the temporary dining facilities.

I. Approval of Minutes – October 23, 2002 Meeting

Maria Miller noted that she was not present at the October 23rd meeting. The minutes were amended and approved with this clarification.

II. Proposal for Reorganization of Enrollment Services (2nd Reading)

Herman Lee, Director of Enrollment Services, indicated that he modified the proposal for reorganization of Enrollment Services by changing the proposed title of “Admissions / Evening Supervisor” to “Admissions and Enrollment Technician.” He explained the rationale for this modification and noted that the revised position title would reflect that the position would be “advising on employee evaluations as opposed to actually completing the evaluations.” After clarification and no additional questions regarding the proposal, a vote was taken.

MSC (Halttunen) to forward the proposal for reorganization of Enrollment Services to the Strategic Planning Council.

III. Faculty Position Requests – Student Services - 2003/2004

Mr. Madrigal distributed handouts for position requests from Athletics/PE. He explained the time-line associated with faculty position requests. John Woods, Director of Athletics, provided clarification, explanation, and justification for three positions. He noted that the department would only be requesting two of the three positions needed due to the fiscal situation of the college. Mr. Woods indicated that the department has listed both the assistant football coach and head basketball coach as #1 priority. Mr. Madrigal assured the Council that the requests and relevant data had been reviewed and validated.

Discussion shifted to a concern for differentiating between faculty position requests for “replacement” versus “new” positions. The consensus of the group was that the college should have a form of criteria for giving some priority consideration to “replacement” positions.

MSC (Bishop) to dispense with the customary 1st/2nd reading and recommend that the two Athletic/PE positions be forwarded to the Strategic Planning Council.
IV. Financial Aid Advisory & Appeals Committee (2nd Reading)

Mary San Agustin, Director of Financial Aid and Scholarships, assured the committee that the suggestions offered at previous meetings of the Student Services Planning Council had been incorporated into her proposal. She said the Appeals Committee would select the chair of the committee, and the Director would be present at the committee meetings in an advisory capacity only. Chris Champine, ASG, again mentioned his strong preference for allowing a student (appellant) to address the Appeals Committee (if the student so desired). Chris assured the Council that his request should in no way be interpreted as an effort to dictate guidelines or criteria for determining the outcomes of an appeal, but rather only as an effort to provide the student with a better opportunity to influence the committee’s decision. Ms. San Agustin shared her concern that should a student choose to address the Appeals Committee, the student may end up saying something that would reduce his/her chance of a successful appeal. The group agreed that this might happen, but determined it should not be a reason to prohibit the student the opportunity to give input. After further discussion, it was agreed to add language to the “Role, Products, Reporting Relationship” section of the Governance Structure Group Request form that would indicate a student would be given the opportunity to submit “written and oral” appeals. Specifically, the last sentence would be modified to read: “Furthermore, the committee reviews and makes decisions on written and oral appeals submitted by a student . . .” Other changes were made in the “Members” section to correct errors in titles.

MSC (Woods) to forward the Financial Aid Advisory & Appeals Committee proposal (as modified) to the Strategic Planning Council.

Being no further business, the meeting was adjourned at 10:30 a.m.