



**STUDENT SERVICES PLANNING
COUNCIL MEETING
MINUTES
October 23, 2002**

CHAIR: Joseph L. Madrigal **Members Present:** Barr, Bishop, Champine, Doran, Halttunen, Lee, Madrigal, Miller, Mitchell, Mobilia, Ramirez, Sousa, Telson, Waite, A. Woods, J. Woods

RECORDER: Bruce Bishop **Members Absent:** Crowe

The meeting of the Student Services Planning Council was called to order by Joseph L. Madrigal, Chair, at 9:30 a.m. on October 23, 2002, in the Oak Room of the temporary dining facilities.

Mr. Madrigal thanked Bruce Bishop for serving as Recorder for the meetings.

I. Approval of Minutes – October 9, 2002 Meeting

Lynda Halttunen clarified the intent related to the role of the Articulation Officer serving as a member of the permanent Transfer Center Sub Committee as opposed to being a member of the Matriculation and Transfer Center Committee.

The minutes were approved without objection.

II. Financial Aid Advisory & Appeals Committee (2nd Reading)

Mary San Agustin, Director of Financial Aid and Scholarships, was not present at the meeting so Lise Telson, Dean of Student Support Programs, reviewed the proposal. It was noted that the changes discussed on 10/9/02 had not been incorporated into the proposal. Chris Champine (ASG) asked why a student initiating an appeal for financial aid would not be allowed to attend the meeting of the appeals committee. Lise Telson explained the present appeals process and suggested the presence of the student at the appeals meeting could escalate to an unpleasant emotional level if the outcome of the meeting was unsatisfactory to the student. Bruce Bishop suggested the committee might want to consider inviting the student to make a statement to the committee and answer a few questions. The student could then be asked to leave the room while the committee considered the appeal and made a decision. Mr. Madrigal said the student's financial aid counselor should be present at the meeting to advocate for the student if appropriate.

It was agreed to postpone further consideration of the proposal until the next meeting of the Student Services Planning Council.

III. Proposal for Reorganization of Enrollment Services (1st Reading)

Herman Lee, Director of Enrollment Services, provided a handout and background information. He explained that the implementation of PeopleSoft had presented numerous opportunities for students to take advantage of self-service functions in his area. Additionally, staff resignations and retirements have given him the opportunity to consider reorganization. Mr. Lee explained

the proposal for reorganization and rationale. He said the proposal would result in no additional cost to the District. He assured the Student Services Planning Council that the proposal had been shared with his staff and that he has not received any objections. Mr. Madrigal asked if there were any questions or concerns; none were voiced. This item will be placed on the agenda for the next Student Services Planning Council meeting.

IV. Matriculation Advisory Committee Meeting Minutes—September 26, 2002

Interim Dean of Counseling and Matriculation, Lynda Halttunen provided copies of the unapproved minutes of the Matriculation Advisory Committee meeting held on September 26, 2002. Ms. Halttunen then led a discussion related to the business of the meeting.

V. Early Alert Report

This item was covered as part of Lynda Halttunen's report in item #IV above.

VI. Student Services Annual Implementation Plan 2002-03

Mr. Madrigal explained that this was the first time his division had been asked to address planning and goals in this manner. He expressed gratitude to the Research Analyst, Laurie Sousa, for her comments and suggestions and offered assurance that the suggestions would be incorporated into next year's document. Mr. Madrigal commended his managers for their efforts and contributions to the document, and thanked Lise Telson for developing and sharing the template that everyone used in preparing their reports. He reminded the Student Services Planning Council that the first progress report associated with the Student Services Annual Implementation Plan would be due soon. Lise Telson and Lori Waite offered to work together to develop a template for the progress reports. Mr. Madrigal entertained general discussion related to the Plan. A few questions were asked and answered about plans for specific areas; some suggestions were offered for language changes.

It was the consensus of the group to forward the Plan to the Strategic Planning Council.

VII. Announcements

- Lise Telson announced that the Health Expo was taking place on campus today and encouraged all students and staff to check it out.
- Mr. Madrigal announced that the Expo 2002 was a big success last week and that approximately 1000 seniors from Palomar College's feeder schools attended. He indicated the event was the result of a coordinated partnership between Student Services and Instruction. He conveyed thanks to the Palomar College Foundation for their very generous financial contribution. He hopes this becomes an annual event and expressed his appreciation for the efforts of everyone involved.
- It was requested that all future reports and information be presented with sensitivity to the level of expertise and background of those who will be receiving the information. An effort should be made to explain and define acronyms, abbreviations, and specialized jargon with which members may not be familiar.

- Bruce Bishop suggested that time be identified on future Student Services Planning Council agendas for representatives of each component of Student Services to provide brief presentations related to their responsibilities. Mr. Madrigal will develop a method by which this can be accomplished.