



**STUDENT SERVICES PLANNING
COUNCIL MEETING
MINUTES**

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

The meeting of the Student Services Planning Council was called to order by Joseph L. Madrigal, Chair, at 9:30 a.m. on October 9, 2002, in the Oak Room of the temporary dining facilities. Mr. Madrigal asked members to introduce themselves and welcomed the student representative, Chris Champine.

I. Approval of Minutes – September 25, 2002 Meeting

The minutes were approved without objection.

II. Matriculation and Transfer Advisory Committee

Interim Dean of Counseling and Matriculation, Lynda Halttunen provided background information and reported that on September 26, 2002, the Matriculation Advisory Committee endorsed the plan to accept the additional responsibilities of the Transfer Advisory Committee. Lynda also reported that the realignment of the committee was coordinated with the Transfer Center Director, April Woods. Mr. Madrigal explained the process for establishing the new committee; the reporting relationship; products; role; meeting schedule; and membership. It was suggested to add the Articulation Officer to the committee and the members of SSPC agreed without objection.

MSC: (Lee) to forward the recommendation to the Strategic Planning Council to change the Matriculation Advisory Committee to the Matriculation and Transfer Advisory Committee.

III. Financial Aid Advisory & Appeals Committee

Director of Financial Aid and Scholarships, Mary San Agustin shared the proposal to create an advisory / appeals committee. She informed the group that other colleges have similar committees and explained the rationale. Several questions were raised regarding the appeals process. It was suggested that perhaps it would be better if the Director did not chair meetings when appeals were being heard. The members of the SSPC agreed without objection. It was suggested to amend the section dealing with “Role, Products, Reporting Relationships (2nd Sentence): The Financial Aid Advisory/Appeals Committee advises and makes recommendations to the Director of Financial Aid & Scholarships on matters *related to the application of* policy, procedures and practice relative to . . . “ The SSPC agreed without objection. Herman Lee expressed a concern related to the appeals process and a student’s ability to make timely payment of fees.

IV. Proposal for Reorganization of Counseling / Career Center / Transfer Center Services – 2nd Reading

Mr. Madrigal asked if there were additional comments on the proposal for reorganization of Counseling / Career Center Transfer Center Services. Interim Dean of Counseling and Matriculation, Lynda Halttunen informed the group that she had met with the counseling staff on September 25, 2002, for feedback and none was provided. Sue Doran informed the group that she had shared the proposal with her constituency and they wanted clarification on the need to reclassify positions. Lynda indicated position reclassifications would be necessary and that they would be submitted through the established process.

MSC: (J. Woods) to forward the proposal for reorganization of Counseling / Career Center / Transfer Center Services to the Strategic Planning Council.

V. Student Services Annual Implementation Plan 2002-03

Mr. Madrigal distributed binders containing the Student Services Annual Implementation Plan. He explained the rationale and process of plan development and asked the members of SSPC to become familiarized with the plan. He informed the group that he wanted them to share their questions and concerns, and that he would be asking for their support. He suggested that members e-mail questions to him prior to the next meeting. The council will be asked to approve the plan at the next meeting, October 23, 2002.

Mr. Madrigal asked if there were any last comments.

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