



**STUDENT SERVICES PLANNING  
COUNCIL MEETING  
MINUTES  
April 9, 2003**

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<b>CHAIR:</b>	<b>Joseph L. Madrigal</b>	<b>Members Present:</b>	Barr, Bishop, Crowe, Doran, J. Fernandez, Halttunen, H. Lee, Madrigal, Mitchell, Mobilia, Moss, Ramirez, Sousa, Waite, J. Woods
<b>RECORDER:</b>	<b>Bruce Bishop</b>	<b>Members Absent:</b>	Charas (ASG), Telson
		<b>Guests:</b>	Jayne Conway, Rose Golden, Sherry Goldsmith, Katie Graves, Lorraine Lopez, Melissa Lopez, Susan Matheis, Margery McCrory, Maria Miller, Jane Mills, Kellis Neidiffer, Pam Pretz, Mary San Agustin, Jackie Szitta, Eddie Tubbs, Pam Webb

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The meeting of the Student Services Planning Council was called to order by Joseph L. Madrigal, Chair, at 9:30 a.m. on April 9, 2003, in the Oak Room of the temporary dining facilities.

**I. Approval of Minutes – April 2, 2003 Meeting**

The minutes of the April 2, 2003 meeting were approved as submitted.

**II. PAR (Telephone Registration)**

Herman Lee, Director of Enrollment Services, provided a brief history of the phone and register system at Palomar College. He explained that approximately 50% of students registered via PAR in the 1990's. According to a recently completed survey, approximately 72% of current Palomar College students have a personal computer and approximately 60% have on-line access. The college initiated on-line registration two (2) years ago and its use has continually increased. The implementation of Project 8 raises the question of the appropriateness of maintaining PAR. In light of the recent budget issues, this may be the appropriate time to discontinue PAR in favor of on-line registration. The number of computer labs presently on campus and computers in the Student Services Center and with the opening of the new computer center in the student union adequate access to all students should be provided. Mr. Lee suggested the proposal should result in a savings of approximately \$19,000 per year for lease payments on phone lines.

Concern was expressed of the need to provide user-friendly site access to a diverse population of users—including persons with disabilities. Mr. Lee thanked the group for expressing concerns and encouraged those present to provide him with suggestions relative to the design.

This item will be brought back to the Student Services Planning Council for a 2<sup>nd</sup> reading.

### **III. Proposed Revised Health Fee Policy – 1<sup>st</sup> Reading**

Jayne Conway, Director of Health Services, distributed documents pertaining to the existing Student Health Fee policy; proposed revisions; and the impact of the proposed revisions. She explained that the proposal resulted from a committee recommendation to address problems with the existing policy related to efficiency and revenue stream. Committee members included Jayne Conway, Sue Doran, Kiely Keane-Alt, Kara Garavito, and Joseph Madrigal. Health Services is supported 100% by student fees. The committee's recommendation is to eliminate some of the existing waivers, and the adoption of language that would allow the district to charge the maximum allowable fee under the law. Mr. Madrigal explained that the concern is appropriate in light of the cost of providing health services compared to the revenue generated from fees. He informed the Student Services Planning Council members of discussion in Sacramento in reference to the possibility of increasing the maximum allowable fee amounts.

Following discussion, the Student Services Planning Council agreed to bring the issue back on the agenda for the April 23, 2003 meeting for a 2<sup>nd</sup> reading. Mr. Madrigal encouraged all Student Services Planning Council members to share the proposal with constituent groups and offered special encouragement to assure student input.

### **IV. Considerations for Budget Reductions Fiscal Year 2003/04 – Student Services – 4th Reading**

Mr. Madrigal reviewed the minutes of previous Student Services Planning Council meetings and highlighted what he found as the main concerns thus far identified by the Student Services Planning Council members and guests: disproportionate cuts directed at categorical programs; the perceived targeting of classified positions; the disproportionate degree of cuts offered by Counseling and Matriculation; and the request for reconsideration of the administrative secretary position in Counseling and Matriculation. Mr. Madrigal assured the Student Services Planning Council members of his intent to acquire full input from the Student Services Planning Council members and to share such input with the Strategic Planning Council. With this in mind, Mr. Madrigal solicited further comments and concerns from the Student Services Planning Council members and guests.

A suggestion was made to forward the recommendations of the Student Services Planning Council with an attached cover sheet addressing the concerns summarized. Mr. Madrigal agreed, and stated that he would also provide the summary as a supplement to his oral comments to the Strategic Planning Council. He assured the Student Services Planning Council that he would forward the council's recommendations regarding adopted priorities for reconsideration of cuts should they be warranted. A concern was voiced regarding a lack of participation by staff in one area under Student Services when discussions were held to determine priorities for reconsideration. Mr. Madrigal strongly re-emphasized his insistence that the process involve everyone who desires to be involved.

A motion was made (Bishop) and seconded to remove the Administrative Secretary (Transfer Center) position in Counseling and Matriculation (1.0 FTE, \$45,080) from the considered list for budget reductions, with the understanding and agreement of the Student Services Planning Council that the budget reduction process was on-going and additional cuts may be forthcoming. Following discussion, Mr. Madrigal called for a vote and the motion carried.

Being no further business, the meeting was adjourned at 10:15 a.m.