



**STUDENT SERVICES PLANNING
COUNCIL MEETING
MINUTES
April 23, 2003**

CHAIR: Joseph L. Madrigal

Members Present: Barr, Bishop, Charas (ASG), Crowe, Doran, J. Fernandez, Halttunen, H. Lee, Madrigal, Mitchell, Mobilia, Moss, Ramirez, Sousa, Telson, Tubbs, Waite, J. Woods

RECORDER: Bruce Bishop

Members Absent:

Guests:

Jayne Conway, Suzanne Gavin, Sherry Goldsmith, Katie Graves, Ron Haines, Margery McCrory, Carol Naddi, Kellis Neidiffer, Mary San Agustin,

The meeting of the Student Services Planning Council was called to order by Joseph L. Madrigal, Chair, at 9:40 a.m. on April 23, 2003, in the Oak Room of the temporary dining facilities.

I. Approval of Minutes – April 9, 2003 Meeting

The minutes of the April 9, 2003 meeting were approved as submitted.

II. Proposed Revised Health Fee Policy – 2nd Reading

Mr. Madrigal asked that this item be postponed.

III. Maintaining E-Mail Addresses for All Students in PeopleSoft

Mary San Agustin, Director of Financial Aid and Scholarships, distributed a packet of materials related to the pilot project wherein students involved with financial aid and athletics were provided Palomar.edu E-mail addresses. She indicated that the project was initiated approximately six years ago following funds allocated from the Partnership for Excellence Committee. The pilot project began in the Fall of 2002. The project has a number of advantages including economic (cost savings compared to paper and postage), ease of communication, efficiency of providing E-mail addresses versus capturing addresses from students and students changing physical addresses without notifying the college. The Student Services Planning Council was assured that students could continue to receive face-to-face counter services by visiting the Financial Aid Office. John Woods, Director of Athletics, praised the project and the cooperation of the instructional component of the college in assuring the project's success. Discussion of the Student Services Planning Council focused on the possibilities for expanding the project to include programs with clear student populations (e.g., police and fire academies, nursing, EOP&S, DRC, etc.). Mr. Madrigal asked Ms. San Agustin to continue to provide progress reports as the project moves forward. Mr. Madrigal also

asked Bruce Bishop, Director of Student Affairs, to assure that students were fully informed about the project and had the opportunity for input.

IV. Priority List for Funding Restoration FY 2003/04 – Student Services

Mr. Madrigal reviewed the events of the April 22, 2003 Strategic Planning Council meeting. He explained that each of the vice presidents presented proposals from their respective planning councils relative to the FY 2003-04 budget reductions. Mr. Madrigal distributed copies of the handouts he made available at the Strategic Planning Council meeting. Included among these handouts was a cover sheet prepared by Mr. Madrigal at the direction of the Student Services Planning Council that addressed the concerns pertaining to budget reductions as articulated by members of the Student Services Planning Council.

Mr. Madrigal emphasized that, despite the amount of reductions presently being considered, the college may still require substantially more reductions as the state and college budget picture becomes clearer in the future.

Mr. Madrigal reminded the group of his commitment to full discussion, input, voting, and record keeping on all issues relating to the Student Services Planning Council budget reduction actions. He explained that he has received very clear directions from Dr. Amador to have the Student Services Planning Council develop a priority list for restoration of funds proposed for budget cuts should resources be available. He suggested a few possible approaches for prioritizing and asked the Student Services Planning Council for suggestions as to how they would like to proceed.

Sue Doran shared that she was not as familiar with the areas and programs of Student Services as some of the other staff and managers. She said it would be important to get staff input and make these decisions based on what would be in the best interest of the District.

With the exception of Student Support Programs, Mr. Madrigal announced that he has received priority recommendations from the managers in restricted and non-restricted programs in Student Services. Mr. Madrigal explained that since he had developed the recommendations for budget reductions for the Student Support Programs area, he was also responsible for recommending the prioritization of this area.

The Student Services Planning Council asked Mr. Madrigal to share his ideas related to a priority list. Mr. Madrigal indicated his reluctance to share his list as he did not want to unduly influence the Student Services Planning Council in its deliberation. Following considerable discussion the following motion was offered.

MSC (Doran): The Student Services Planning Council directed Mr. Madrigal to compile a proposed priority list and distribute to the Student Services Planning Council members via E-mail. Each manager in Student Services is directed to meet with staff in their individual area for the purpose of responding to the proposed priority list and the responses will be forwarded by E-mail to Mr. Madrigal prior to the next Student Services Planning Council Meeting (April 30, 2003).

V. Vice President's Report

- Mr. Madrigal explained that the proposals presented by each of the V.P.'s at the Strategic Planning Council meeting of April 22, 2003 amounted to approximately \$3.9 million. He suggested that this amount was about one-half of the total amount the college would need to cut given what has been referred to as "worst case scenario." He announced that RAC continues to meet in an effort to examine the District budget, line-by-line.
- The Governing Board has approved the offering of a Supplemental Early Retirement Program to full time faculty.
- The Governing Board has approved sabbatical leaves for 2003-04.
- Mr. Madrigal reminded the Student Services Planning Council members and guests that the Strategic Planning Council meetings are open meetings and encouraged everyone to attend.

VI. Other

Lise Telson, Dean of Student Support Programs, suggested that the Student Services Planning Council should reconsider the reduction in funding for the summer tutorial program. She addressed the significant consequences compared to the insignificant amount of money realized by eliminating the program. John Woods, Director of Athletics, argued in support of Dean Telson's suggestion.

MSC (Crowe): That the Student Services Planning Council remove the item relative to the elimination of the summer tutorial program (\$6,000) from the consideration for budget reductions list.

Being no further business, the meeting was adjourned at 10:40 a.m.