



**STUDENT SERVICES PLANNING
COUNCIL MEETING
MINUTES
November 12, 2003**

CHAIR: Joseph L. Madrigal

Members Present: Madrigal, Barr, Bishop, Conway, Crowe, Doran, Fernandez, Gable, Halttunen, Hugo, Lee, Mills (representing Waite), Mitchell, Mobilia, Moss, Ramirez, Woods

RECORDER: Marilyn Lunde

Members Absent: Sousa

Guests: Rick Gommel, Donna Greene, Margery McCrory

The meeting of the Student Services Planning Council was called to order by Joseph L. Madrigal, Chair, at 9:36 a.m. on November 12, 2003, in room SU-18 of the Student Union.

I. Approval of Minutes – October 8, 2003 Meeting

The minutes of the October 8, 2003, meeting were approved as submitted.

II. PeopleSoft Demonstration

Rick Gommel and Susan Doran provided a brief overview / demonstration of the many functions that will be available to students and faculty with the implementation of the PeopleSoft 8 upgrade. Student Services Planning Council members had the opportunity to ask questions regarding the implementation timeline, training, and special applications of the program. The projected implementation date for the upgrade is Spring Break, 2004.

III. Position Title Change – Dean of Counseling & Matriculation

In accordance with the recommendation of the Student Services Planning Council at the October 8, 2003, meeting, areas under Student Services were to allow the various departments an opportunity to discuss the proposed title change and forward feedback to Mr. Madrigal via e-mail. The position announcement is ready to go out. In working within the stipulated time frame, the position title change will not occur until late Spring, 2004. Mr. Madrigal noted that Lynda Halttunen will remain in the position until that time. Some Student Services areas expressed that the position title should reflect the supporting services not just counseling, while others felt that a long title would not be beneficial.

MSC: (Halttunen / Conway) that the current position title, Dean of Counseling & Matriculation, be changed to Dean of Counseling Services.

Aye: 9

Nay: 5

Motion Carried

Mr. Madrigal will notify Human Resources of this position title change.

IV. Sharing

Ms. Conway informed the Student Services Planning Council that the Safety & Security Committee will be enforcing the new smoking legislation (no smoking within 20' feet of buildings) effective January, 2004; and that they are researching the possibility of designating "smoking areas" on campus. If you would like your area to be designated as a "no smoking area," please contact Kelley Hudson-Maclsaac. The Tobacco Education Coalition is working with North County Health Services to provide free smoking cessation classes again.

Mr. Madrigal reported that the Faculty Senate has passed a resolution expressing concern about the PAR system being eliminated. Mr. Lee has been asked to prepare and provide the rationale for phasing out PAR at the next Strategic Planning Council meeting.

Mr. Lee announced that Enrollment Services will replace diplomas and official transcripts for students who can produce documentation of loss due to the Southern California wild fires. He also reported that he has been in contact with the Chancellor's Office regarding the days the district was closed. Palomar will not have a loss of FTES but he will need to provide projected attendance information to the Chancellor's Office for those days.

The Bookstore will replace textbooks free of charge for students who can produce documentation their loss.

The Library will not charge fines on books due after October 24, 2003. They have adopted a "no questions asked policy" for books lost due to the fire. The annual Food for Fines Program is underway.

Mr. Woods announced that during the 2001-02 and 2002-03 academic years, the Athletic Department has had athletic transfers of 2.8 million dollars. This is \$400,000 over the last cycle.

Ms. Halttunen announced that Student Services will host an Open House for the Student Services Center next Thursday, November 20th, from 9:00 a.m. to 3:00 p.m.

EOPS is currently collecting food for their annual Holiday Baskets Drive. The deadline is November 18th.

Mr. Madrigal reported that the Student Services Center has one more step to go before completion – a new roof is necessary and will soon go to bid.

A question arose regarding the need for the "Two Minute News." Mr. Madrigal will forward this concern to Cindy Sabato.

Being no further business, the meeting was adjourned at 10:50 a.m.

The next schedule meeting will be November 26, 2003.