



**STUDENT SERVICES PLANNING
COUNCIL MEETING
MINUTES
September 24, 2003**

CHAIR: Joseph L. Madrigal

Members Present: Barr, Bishop, Brown (representing Sousa), Conway, Doran, J. Fernandez, Gable, Halttunen, Hugo, H. Lee, Madrigal, J. Mills, Mobilia, Moss, Ramirez, J. Woods

RECORDER: Marilyn Lunde

Members Absent: Mitchell, Crowe
Guests: Renee Roth

The meeting of the Student Services Planning Council was called to order by Joseph L. Madrigal, Chair, at 9:30 a.m. on September 24, 2003, in the Executive Council Room of the Student Union.

Mr. Madrigal began the meeting with a new tradition – “Good News”: John Woods, Lynda Halttunen, Renee Hugo, and Freddie Ramirez are celebrating birthdays in September.

I. Approval of Minutes – September 10, 2003 Meeting

The minutes of the September 10, 2003, were approved as submitted.

II. Faculty Position Requests 03/04

John Woods is requesting one (1) F.T.E. Athletics Assistant Football Coach position – 80% Physical Education and 20% Athletics. The college is looking at funding ten (10) faculty positions for Fall, 2004. Mr. Woods’ request will be forwarded to the Vice Presidents who have indicated support for the position. With the newest legislation (AB 1207) recently signed by the Governor, the usual number of faculty retirements may increase. AB 453 pertaining to the classified staff is also being considered by the legislature. Human Resources will cost out AB 1207 to see if it is beneficial for the District.

III. Student Union Advisory Committee – 2nd Reading

This item was postponed at the request of Bruce Bishop.

IV. Proposed Revised Health Fee Policy / Procedures – 1st Reading

This item was tabled until the next meeting at the request of Jayne Conway.

V. Enrollment Drops Update

Herman Lee reported that census enrollment is flat lined. We have the same number of students taking more units which equates to a few more full-time students. Palomar College is fairing better than most colleges in the state. Our growth factor is 1.5% which will be difficult to reach this year as it is normal for enrollment to drop in the Spring. Mr. Lee mentioned that it was suggested that a section on the web be created and designated for newly added classes and that it be updated daily. It was noted that English and Math courses are needed and that classrooms are available in the p.m. The Instructional Deans are meeting to discuss this enrollment issue.

Mr. Lee indicated the State has backed down on concurrent enrollment with high school students as long as the classes are not conflicting. This is an opportunity for Palomar College. Mr. Lee stated that 700 students have been dropped from classes due to course repetition. The Faculty has been notified and must inform the students.

One thousand (1,000) students, owing \$30 or more, have been dropped for non-payment of fees. There is a window of opportunity for reinstatement if payment is made by October 15th. Friday is the last day to drop with no notation on the student's record. Students who used credit cards for partial payment of their fees must make a second credit card payment for the remainder of the fees due.

VI. Institutional Review

Pamela Brown (representing Sousa) reported that the Institutional Review Committee is enacting a new process which will be reviewed annually. Each year all non-instructional areas must have a measured value of effectiveness. Each area will determine what will be measured. Please contact the IRC office if you would like IRC's assistance. It was requested that a template be developed to simplify the process. This is on the web and each group may or may not choose to utilize IRC services. The committee will review and recommend one of the two options presently offered by IRC at the October 8th meeting.

VII. Sharing

- Bruce Bishop stated that students are not being dropped for non-payment of parking fines. A "hold" is placed on a student's record after a student has accumulated five (5) parking fines. Mr. Bishop stressed this should occur after accumulation of two (2) fines due to the high costs involved. The Campus Police Advisory Committee is addressing this suggestion. They are also contemplating having parking meters installed as a replacement of currently used visitor parking permits. Special Parking Permits would still be available. The justification for this change is the current logistical nightmare of distinguishing parking permits and, of course, to raise additional funds. Many colleges across the state currently utilize parking meters. Concerns about practicality, friendliness, and becoming a business instead of serving students were also touched upon.

The new Computer Lab is now staffed and open. The current hours of operation are Tuesday and Thursday 8:00 a.m. – 8:00 p.m.; and Monday, Wednesday, and Friday 8:00 a.m. to 12:00 p.m. noon. There are 35 computers housed in the lab.

Mr. Bishop believes there is a continual need for the “*Two-Minute News*” which Mike Norton, now retired, use to post each week. He feels this is a subject ASG should address to see how the students perceive the publication. It was also recommended that the Student Services Planning Council support the recommendation of the continual publication and forward the request on. He also mentioned that an electronic sign and sound system for the Student Union are forthcoming and will be used for making college related announcements.

- Jose Fernandez announced that Counseling is hosting a Transfer Day on October 1st from 10:00 a.m. – 1:00 p.m. on the back patio of the Student Union.
- Jayne Conway reported that a new bill signed by the Governor restricts “no smoking” within twenty (20) feet of windows and doors. This will be implemented on our campus in January through the Safety & Security Committee. Ms. Conway is soliciting volunteers to serve on the Smoking Coalition. The Coalition will consist of students and faculty who will implement classes on the effects of second hand smoke and the possibility of establishing designated smoking areas.

Being no further business, the meeting was adjourned at 10:35 a.m.