



**STUDENT SERVICES PLANNING
COUNCIL MEETING
MINUTES
May 11, 2005**

CHAIR: Joseph L. Madrigal

Members Present: Conway, J. Fernandez, Gable, Halttunen, H. Lee, Madrigal, J. Mills, Moss, O'Brien, Roth, Wick (representing Doran), J. Woods

RECORDER: Marilyn Lunde

Members Absent: Bishop, Dozier, Egkan, M. Miller, Springer, Woodcock

Guest: Diane McAllister

The Student Services Planning Council meeting was called to order by Mr. Joseph L. Madrigal, Chair, at 9:30 a.m. on May 11, 2005 in SU-203.

I. Approval of Minutes - April 27, 2005 Meeting

MSC – Halttunen: The minutes of the April 27, 2005 meeting were approved with the following corrections:

1. Section VI – the date for the TRIO Recognition should read April 28.
2. Section IV – Mr. O'Brien brought this item as information from the President of the Faculty Senate.
3. Section IV – (bulleted items) Ask the Faculty Senate what they are looking for from Student Services.
4. Section IV –last paragraph – Mr. Woods volunteered to explore the creation of a Student Services calendar.

II. Institutional Review – Jayne Conway

Institutional Review forms were sent electronically to the Student Services Planning Council members. They were instructed to review the forms and forward suggestions to Mr. Madrigal no later than August 1st. The data used will be from Fall of 2004; it was suggested that the need is for quantitative data. Discussion was held on the necessity of this review as well as its importance. The Council was informed that this data is required by the Accreditation Board. Training will be held in September, and the due date for the reports is October 13th. Some needed information is presently being collected and can be acquired from MIS data.

III. PEERS Ambassadors Program – Diane McAllister

Ms. McAllister shared the PEERS pamphlet and the application for becoming a PEERS Ambassador with the SSPC members. This program was established approximately three (3) years ago; dropped for lack of funds; and was reinstated this semester. We currently have six (6) Ambassadors who outreach at the local high schools, community fairs, college nights, and other community activities as well as conducting Palomar College campus tours. All PEERS Ambassadors are required to attend a one (1) unit class. The Assessment Office has one (1) designated phone line for the Ambassadors; and the capacity of their individual email accounts has been increased. The Ambassadors receive \$10 per hour and work 10-15 hours per week.

IV. Matriculation Plan Update – Lynda Halttunen

The Matriculation Plan Update has been completed and approved by the committee and Katie Townsend-Merino. It is basically the same plan as we had in 1991 – very general.

V. Update - Ways to Disseminate Information – Patrick O'Brien

Mr. Woods did research on the calendar and noted that there is a “College Calendar” which can be accessed from the web page; and reported that SSPC can obtain permission to post on the calendar. SSPC members were encouraged to utilize this calendar.

VI. Sharing / Announcements

- On-line Parking has sold over 500 parking permits to date for Summer session. The first mailing of the permits is going out today, May 11th.
- SSPC members were encouraged to have their departments complete the on-line survey from IRC which will run until 4:00 p.m. on May 27th.
- SSPC members who attended the EOPS Recognition event were thanked.
- The Faculty Senate had their last meeting on Monday, May 9th. The “F/FW” grading discussion is being carried over to the Fall semester.
- President Deegan is funding approximately \$17,000 towards the defibrillators and training for staff.
- The Smoking Education grant has come to an end. Table signs are available.
- HB982 is now before the Senate. This Bill will lift the Health Services Fees waiver from BOGW students. It has the support of the ASG.
- Health Services is in the process of hiring RNs.
- Support for AB317 – equalization – was encouraged.
- Mr. John Dise will be taking over as the Director of the Career Center effective August 2, 2005.
- Ms. Mills indicated that today is her last SSPC meeting and has recommended Ms. Ruth Tait-Brown as her replacement.
- Counseling Services will be fully staffed for Summer. Hours of operation are M-Th, 8:00 a.m. – 7:00 p.m. for walk-ins; same-day appointments will also be available.
- The Escondido campus now has video cameras in the back parking lot. Faculty offices are also being designed.
- TRIO Recognition Day was a success and SSPC members were thanked for attending the Recognition Dinner. TRIO is collecting socks and slippers for seniors; donations may be dropped off at the TRIO Office.
- Mr. Woods met with Rick Gommel regarding the electronic assessment and it appears that it will be up and running in the Fall (testing will take place during the Summer).

- The swim team is 5th in the state; golf 7th in the state; men's volleyball 2nd in the state; baseball is still going on; and the softball team has hit over 60 homeruns this season.
- There will be a forum next week for the VP of Administrative Services & Finance. Interviews for the VP of Human Resources position will take place today, May 11th.

Being no further business, the meeting was adjourned at 11:01 a.m.