



**STUDENT SERVICES PLANNING  
COUNCIL MEETING  
MINUTES  
October 25, 2006**

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**CHAIR: Joseph L. Madrigal**

**Members Present:** Bishop, Egkan, Gable, Halttunen, Lee, Lopez, Moss, Cruz, Springer, Taut-Brown, Woodcock, Woods

**RECORDER: Marilyn Lunde**

**Members Absent:** Aguilera, Conway, Dozier, Fernandez, O'Brien, Romain

**Guests:** Pat Roberts

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Mr. Madrigal called the meeting to order at 9:30 a.m. The ASG Representative, Michelle Eichelberger was introduced.

- I. Approval of Minutes  
**MSC-Bishop** - The minutes dated September 27, 2006, were approved.
- II Introduction of September 2006 Student Services Employee of the Month  
Mr. Madrigal explained the Student Services Employee of the Month will be presented at SSPC from this point forward. Lynda Halttunen presented the current recipient, Pat Roberts.
- III 2006/07 Strategic Plan -  
SPC has approved the 2006/07 AIP. Mr. Madrigal has asked his managers to review the plan and report back to him by the end of this week as part of the November progress report that will go to SPC. Progress reports will be due in February and May of 2007.
- IV. 2006-07 Budget Update  
The outcome of the "special event in November" will greatly influence how we deal with the budget. This item will be kept on the agenda. One-time instructional equipment monies are available and requests need to be submitted to Mr. Madrigal by the end of this week.
- V. Position Authorization-Matriculation Funded Counseling Support Services Position  
In 2003 Matriculation categorical monies were decreased by 30%. This year the funds were restored. Palomar hopes to do the following: 1) fill the full time counseling supervision position, increase three 45% positions to 100%; 3) finish wireless and phone upgrades; 4) fund the cost of the early acceptance program to be initiated in June, 2007.
- VI. Funding for Transfer Center workshop/Events  
Ms. Egkan would like to create a calendar of all dates/events on campus to be used as a recruiting tool as well as a retention tool. The calendar would be mailed to students. It was suggested that Financial Aid dates be included as well as the calendar which are posted in the Student Guidebook.

## VII. Sharing

Bruce Bishop reported that Subway will be replaced by Quiznos and moving to a section inside the SU sometime in the future. Coke will be replacing Pepsi in November. As of the summer 2007 Registration, there will be a negative check off system for the ID card and Activity Sticker. It will be one fee of \$15.00.

Teri Egkan indicated the Transfer Center has been busy with the CSU and UC deadline dates. They held a very successful workshop on how to write a UC application and hope to turn it into a class.

Michelle Eichelberger reported the ASG had concerns about the Palomar College Student Email system but the system has recently been updated and is now easier to use. She also indicated the students are working on a recommendation that the “preferred email address” be eliminated. The students would like Financial Aid to stress the use of student email communication. At the next ASG meeting the students will be approving a resolution to allow Transfer Students to walk in Commencement. Ms. Eichelberger also indicated they have taken a smoking survey and will find out the results today.

Lynda Halttunen will be going on vacation, returning on Nov. 13<sup>th</sup>. She announced this is Marsha Gable’s last week at Palomar as she will be taking on a new job at Cal State San Marcos.

Herman Lee reported that the Registration Committee will be meeting to confirm new starting dates for registration – Summer April 2<sup>nd</sup> and fall around July 3<sup>rd</sup>. They will also be discussing the priority registration process. Fees will be an important issue to resolve as we make these changes in registration.

John Woods reported the returns of the electronic athlete assessment request from the faculty were at 40% which is twice as much as last spring. The only problem now is getting enough tutors at the times needed.

Melissa Lopez is now representing the Classified Staff and she is an Instructional ADA.

Mr. Madrigal reminded the members about the gathering at Walnut Grove Park on the 17<sup>th</sup> of November for all contract staff in Student Services.

This meeting was adjourned at 10:30 am.