



**STUDENT SERVICES PLANNING  
COUNCIL MEETING  
MINUTES  
September 27, 2006**

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**CHAIR:** Joseph L. Madrigal      **Members Present:** V. Aguilera, B. Bishop, J. Conway, T. Cruz, T. Egkan, J. Fernandez, L. Halttunen, H. Lee, J. Madrigal, P. OBrien L. Romain, A. Woodcock,

**RECORDER:** Carol Naddi      **Members Absent:** ASG Rep, Dozier, Gable, Moss, Plotts, Springer, Tait-Brown, Woods

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**Guests:**

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The Student Services Planning Council meeting was called to order by Mr. Joseph L. Madrigal, Chair, at 9:35 a.m.

**I. Approval of Minutes – September 13, 2006 Meeting**

MSC-Fernandez: The minutes of the September 13, 2006 meeting were approved.

**II. 2006/07 General Purpose One-Time Funds– Joe Madrigal**

A handout of the 2006/07 list of one-time funds was distributed to the committee members. Mr. Madrigal reported that it was a very good year for one-time category funds for Palomar. There is approximately 1.7 million dollars available to Palomar College in 2006-07 for one-time items that can be purchased. Mr. Madrigal has asked his managers within Student Services to develop a wish list for their areas which will be reviewed and placed in priority order. The wish lists should be specific and supported with rationale. The wish lists will come before the SSPC committee for 1<sup>st</sup> and 2<sup>nd</sup> readings and discussions for approval and then forwarded to SPC.

**III. 2007/08 Faculty Hiring Priority Process – Joe Madrigal**

The priority process for hiring faculty was discussed last spring in the Instructional Planning Council and in SSPC. Faculty would be hired in the following priority order: 1<sup>st</sup> – faculty, 2<sup>nd</sup> – counselors, 3<sup>rd</sup> – librarians. There will be 5 new faculty hired in the fall 07 semester and an additional faculty member hired for the business dept. The baseline for counselors is 23; however, as counseling faculty retire they can be replaced without going through the process.

**IV. Student Services Governance Structure Changes/1<sup>st</sup> Reading – Joe Madrigal**

- **Academic Review Committee:** MSC – Lee/Halttunen: Delete (non-voting) next to Supervisor, Evaluations and Records. A vote was taken, 11 ayes and 1 nay
- **F.A. & Appeals Committee:** MSC – O'Brien/Romain: Remove ampersand from title – should read Financial Aid Appeals Committee, include Chief of Police in membership, delete **or** in Transfer Center Director or Career Services Director membership. A vote was taken, 12 ayes and 0 nays
- **Campus Police Committee:** MSC – Halttunen/O'Brien: Add the Director of Health Services as a voting member since Health Services works closely with Campus Police and an additional faculty member from Counseling as a voting member. A vote was taken, 12 ayes and 0 nays

Discussion followed about the possibility of a Health Services Committee that would report to SSPC. The Health Services Committee would include members from the Campus AED Committee/Task Force, Tobacco Education Committee and Employee Health & Welfare so that pertinent information could be disseminated by the Health Services Committee representative (Director of Health Services) to SSPC.

**V. Basic Skills One-Time Funds – Lynda Halttunen**

There is approximately \$513,421 in Basic Skills one-time funds specifically directed to be used over a two-year period. Funds will be used in the first year for traveling to model colleges such as Chaffee which have Student Success Centers. Discussion was held in the Learning Outcomes Council about the possibility of changing the Escondido Center into a Student Success Center which has also been referred to as a Multi-Lingual Center. A Planning/Working group will be formed and will include Jose Fernandez, Anne Stadler and Lynda Halttunen.

## **VI. Strategic Plan Goals/Objectives – Joe Madrigal**

Mr. Madrigal informed the committee that he will send each member a copy of the first reading of the 1<sup>st</sup> four goals on Student Services issues.

## **VII. Student Services Annual Gathering – Joe Madrigal**

The Student Services annual gathering is scheduled for November 17, 2006 at Walnut Grove Park from 1:00 – 4:00pm. A Mexican Theme has been selected. Retired Student Services Staff will be invited and honored for their contributions to the College. Mr. Madrigal and the Student Services Managers will provide the main course. Angie Hefner and Jane Stiles are coordinating the activities. The Student Services building will be closed. Minimal phone coverage will be available. It will be a regular work day for staff that choose not to attend the gathering. All members of the SSPC Council are invited and President Deegan will also be invited.

## **VIII. Presentation/September Employee of the Month – L. Halttunen**

Each month Mr. Madrigal would like to invite the Student Services Employee of the month to the SSPC meetings to be recognized. The September employee of the month is Susan Rogers, Assessment Technician at the Escondido Center. Susan has a counseling degree and assists with setting up 40 high schools for Assessment.

Mr. Madrigal's office will send out the announcement notice to all student services staff notifying them of the employee of the month.

## **IX. Sharing/Announcements**

- Patrick O'Brien reported that the Faculty Senate met on September 18 and discussed the following:
  - AB2448 which could cut the ROP program by one-third.
  - Developing an Honors Program at Palomar College. A TAG agreement could not be established with UCLA since Palomar does not have an Honors Program.
- Veronica Aguilera reported that EOP&S will continue accepting applications through Oct. 13 for the Fall 06 semester.
- Tere Egkan reported that she will speak to the Faculty Senate on October 8 regarding "Team Transfer", a new mentor program which requires no additional costs. A handout was distributed.
- Lisa Romain reported that the Career Center will have 2 upcoming workshops – 1. How to Find/Keep A Job & Be Successful & 2. Internships – What They Are/How Do I Get One.
- Herman Lee reported that the Registration Committee met and is working on the production of the class schedule for spring 2007; the date to register for spring 07 is November 13. Summer 07 registration is scheduled for April 10 and fall 07 registration is scheduled for the 1<sup>st</sup> week in July (one week earlier than usual). A finalized timeline will be sent by email.
- Jane Conway reported that flu shots came in yesterday and Health Services is working on the price to charge for them. Nursing students will be working with Health Services in giving the flu shots. Automated external defibrillators will be on campus in Feb. 2007. The Tobacco Education Committee will be calling on staff to help clean up cigarette butts on campus in November.
- Mr. Madrigal reported that John Woods celebrated his 60<sup>th</sup> birthday yesterday. Happy Birthday to John!

Being no further business, the meeting was adjourned at 11.00 a.m.