



**STUDENT SERVICES PLANNING
COUNCIL MEETING
MINUTES
February 28, 2007**

CHAIR: Joseph L. Madrigal

Members Present: B. Bishop, J. Fernandez,
L. Halttunen, W. Metzger, P. O'Brien, T. Plotts
P. Richardson, J. Woods

RECORDER: Carol Naddi

Members Absent: Aguilera, Conway, Dise, Egkan,
Lee, Lopez, Moss, Springer, Woodcock,
ASG Representative

Guests: Patty Ward, Palomar College Police Dept.

The Student Services Planning Council meeting was called to order by Mr. Joseph L. Madrigal, Chair, at 9:35 a.m. Since there were new committee members present, each committee member introduced themselves.

I. Approval of Minutes – February 14, 2007 meeting

Since a quorum was not established, approval of the minutes of the February 14, 2007 meeting was deferred to the next meeting.

II. Student Services Budget Development – J. Madrigal

The Student Services 2007-08 Budget Development Summary was distributed at the meeting. The parameters established several years ago specify that the budget development model for FY 07/08 includes three years of actual expenditures with the highest of the three years calculated and presented on the budget worksheet. The amount is the total (aggregate) of all of the discretionary accounts (i.e. 230010, 240010, 400010, 500010 and 600010). This total amount is what is then compared to the FY06/07 total discretionary budget to arrive at a variance (difference) which must be considered when determining the FY07/08 budget requests. In addition, justification with comments must be provided for any increases or decreases. A request was made to provide a column which reflects how the 07/08 requests compare to previous year's budget and the increases requested. Individual department requests were reviewed and discussed. The committee will look at the budget again at the next SSPC meeting. Once the recommended rankings from each department are approved by the committee, they will move forward to Fiscal Services and then to SPC.

III. Employee Tobacco Education Work Group Update/Designated Smoking Areas – J. Conway

This item was postponed and will be placed on the agenda for the next meeting.

IV. Fall 2007 Student Services Brochure of Events – J. Fernandez

This item was postponed and will be placed on the agenda for the next meeting.

V. Sharing/Announcements

- o Bruce Bishop announced that Michelle Eichelberger had a baby girl on Friday, February 26, 2007. Mother and baby are doing well. Michelle will be back on campus next week. Congratulations to Michelle and family!

Bruce also reported that the ASG will be going to Washington D.C. for a conference and Marilyn Lunde will be escorting them.

February was Black History Month which was celebrated on campus. March is Women's History Month which will also be celebrated on campus. MECHA is planning a multicultural event on March 15 and at the end of March or the beginning of April a César Chávez event will be held.

- Wendy Metzger reported that she is serving on the Tobacco Education Work Group. There has been discussion about the possibility of Palomar College going from a campus that has designated smoking areas to a smoke-free campus over a period of time. The group is also concerned about its standing on campus and the need to formally institutionalize the work group.
- As a part of ongoing training for the Counseling Department, Jose Fernandez reported that the Counseling Center staff participated in crisis intervention training and next month will participate in drug abuse training.
- Lynda Halttunen reported that the Self Study for the four categorical programs, Matriculation, EOP&S/CARE, CalWORKs and DRC has been completed and was mailed to the System Office on February 14, 2007. The System Office is still looking for colleges to volunteer for site visits however Palomar will not be volunteering.
- Peggy Richardson, Supervisor in the Library, reported that she was pleased to be serving on the SSPC Committee as a CAST Representative.
- Patrick O'Brien reported that NCHEA sponsored a workshop on Multi-Generational Classrooms on Friday, February 23 from 8:30 – 10:30am. Pam Cox-Otto was the guest speaker. Approximately 60 faculty and staff attended the workshop.
- John Woods reported that the first spring assessment started last week and is going well.

John also reported that Nick Graves and Tyler Lorenzen will be honored as Scholar Athletes at the National Football Banquet in San Diego. Dan Weiner will also be honored next month at the COA Annual Convention as a Pepsi Scholar Athlete. Dan completed 70 units in 3 semesters and has a 3.7 GPA.

- Joe Madrigal reported that the Human Resources office is officially moving forward with a committee for the Athletic Director position. The committee will be comprised of 4 faculty members (2 from the Faculty Senate and 2 from the Athletics Department), 1 representative from the Administrative Association, 1 CAST representative, 1 CCE representative and 1 Educational Center Administrator who will chair the committee. The deadline for the position to close is March 16, 2007. The goal is to fill the position by May 2007 and have the new person start on September 1, 2007.

Mr. Madrigal also reported that he is concerned about the potential for gang activity in the close proximity of the college. His concern has been heightened with the recent gang-related stabbing that took place in front of Mr. Taco on Mission Rd.

Being no further business, the meeting was adjourned at 10:57 a.m.