



**STUDENT SERVICES PLANNING  
COUNCIL MEETING  
MINUTES  
January 24, 2007**

**CHAIR:** Joseph L. Madrigal

**Members Present:** ASG Representative, J. Conway, J. Fernandez, L. Halttunen, T. Hernandez, H. Lee, M. Lopez, P. O'Brien, J. Woods,

**RECORDER:** Carol Naddi

**Members Absent:** Aguilera, Bishop, Dise, Dozier, Moss, Plotts, Springer, Woodcock

**Guests:** Angelina Arzate, Diane McAllister, Jose L. Ramirez, Mary San Agustin,  
**Peer Ambassadors:** Luis Alfaro, Lavinia Lazarillo, Michelle Owens, Jose Ramos, Sterling Trapps

The Student Services Planning Council meeting was called to order by Mr. Joseph L. Madrigal, Chair, at 9:35 a.m. Mr. Madrigal thanked all areas of Student Services, especially front line staff, for their role in helping Palomar exceed student enrollment by 5% which enables the College to receive FTEs growth funding. At the recent Board meeting, President Deegan and Board Members commended Student Services for their hard work.

**I. Approval of Minutes – November 22, 2006 meeting**

MSC-Halttunen: The minutes of the December 13, 2006 meeting were approved.

**II. Financial Aid Outreach Project Report – H. Lee**

Herman Lee introduced Mary San Agustin, Financial Aid Director, who started a Financial Aid Outreach Project last semester. The Financial Aid Outreach Project is funded by BFAP monies and is primarily focused on increasing Latino enrollment and BOGW recipients. Angelina Arzate, Systems Module Functional Specialist, and Jose L. Ramirez, Noncredit Matriculation Assistant, are coordinating the Project which includes five student Peer Ambassadors, paid for through noncredit matriculation funds, that go out to the high schools to recruit students. The Peer Ambassadors receive fifteen hours of training to include, Financial Aid, Residency, Admissions, ESL and EOPS.

**III. Peer Ambassador Program – D. McAllister**

Diane McAllister reported on Palomar's Peer Ambassador Program. There are eleven student Peer Ambassadors that recruit on and off campus. The Peers must complete a one-unit Counseling 185 class before they can start recruiting. There are two Peers that go to each high school, within the district, twice a month. They also attend various community events such as College Nights, College Making It Happen, street fairs etc.

**IV. Police Department Staffing Needs – T. Plotts**

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

**V. Athletic Department Positions – J. Woods**

The Athletic Department is in need of a full-time Sports Information Person for statewide reporting of statistics and to expand a sports-specific website. There has been no significant increase in the budget in the last ten years. Currently there is no process and resources for funding for classified positions. Approx. \$31,000 is needed to fund the Sports Information Person position. John's request will return to SSPC for a 2<sup>nd</sup> reading and more discussion

MSC – Halttunen: SSPC request that the district establish a process and resources for funding classified positions. 9 Ayes, 0 Nays.

**VI. Palomar College Policy on Alcohol Consumption on Campus – B. Bishop**

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

**VII. Food Services Advisory Committee Meeting Update – B. Bishop**

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

**VII. ASG Revised Smoking Resolution – ASG Representative**

Michelle Eichelberger, ASG President, submitted a revised ASG Resolution to ban smoking on Palomar College's campuses. She will make this resolution available to SPC and will bring it back to SSPC for a First Reading.

**VIII. Sharing/Announcements**

- Michelle Eichelberger reported that the ASG is working with Bruce Bishop on the Palomar email for students.
- Michelle Eichelberger reported that the ASG is still working on the Transfer Student issue regarding transfer students walking in commencement. Some faculty members have agreed to allow transfer students to walk in commencement if they are also receiving a certificate. Michelle is waiting to hear from Brent Gowen, Faculty Senate President. 18 unit Program of Study Certificates will need to be defined and will be available for the next catalog year.
- Jayne Conway reported the the Employee Work Group Smoking survey will not be conducted by the Research and Planning department.
- Jayne Conway reported that the Student in Crisis Work Group is working on materials to distribute on campus.
- John Woods reported that Palomar College's men's basketball team beat Miracosta in overtime.
- Tim Hernandez, interim Transfer Center Director, reported that a UCSD Tag Student completed 42 units in the fall 2006 semester with straight A's. The student has completed 67 total units at Palomar with straight A's which include 19 units during the summer 2006 semester. Tim will contact the student to get permission to forward his name and information to the Telescope to see if they will print a story on his success.

Being no further business, the meeting was adjourned at 11:00 a.m.