



**STUDENT SERVICES PLANNING  
COUNCIL MEETING  
MINUTES  
March 14, 2007**

**CHAIR:** Joseph L. Madrigal      **Members Present:** ASG Representative, V. Aguilera, J. Conway, T. Egkan, J. Fernandez, L. Galbreath, L. Halttunen, H. Lee, M. Lopez, W. Metzger, P. Richardson, A. Woodcock,

**RECORDER:** Carol Naddi      **Members Absent:** Bishop, Dise, Moss, O'Brien, Plotts, Woods

**Guests:** Tony Cruz, Palomar College Police Dept.

The Student Services Planning Council meeting was called to order by Mr. Joseph L. Madrigal, Chair, at 9:38 a.m.

**I. Approval of Minutes – February 14, 2007 & February 28, 2007 meetings**

MSC-Fernandez: The minutes of the February 14, 2007 meeting were approved.  
MSC-Halttunen: The minutes of the February 28, 2007 meeting were approved.

**II. Student Services Budget Development – J. Madrigal**

A revised handout of the Student Services Budget Summary 2007-08 was distributed to committee members. An additional column which reflects the 2007-08 Budget Request increase/decrease over 2006-07 was included on the handout. There is a \$311,178.96 requested increase over the 2006-07 Budget. Another handout was distributed to committee members that was provided to the RAC by Bonnie Dowd which indicates the College's 2007-08 budget and reflects a \$2,374,748.00 projected deficit. Potentially, an additional \$500 could be given for each non-credit FTES that qualifies for enhanced funding. The Governing Board approved the first certificate of completion program for enhanced non-credit courses at last night's meeting. Discussion was held regarding the budget, the projected deficit for 2007-08 and the 4% cola increase.

MSC-Halttunen: SSPC recommends that we support the 2006-07 roll over budget plus 4% increase for the 2007-08 Budget. 12 Ayes, 0 Nays

This explanation will be provided in a cover letter from Mr. Madrigal to Fiscal Services and will be reported at the next SPC meeting.

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

The Employee Tobacco Education Work Group met and discussed the proposed designated smoking areas on campus. A handout was given to Committee members that indicated the 6 areas on the main campus that have been designated as smoking areas as well as the designated smoking area at the Escondido Center. Palomar College education centers at Mt. Carmel and Poway High schools are smoke-free campuses since they are high school sites. The Work Group would like to implement the designated smoking areas by summer 2007 and is requesting approval from SSPC to bring this issue to SPC. The recommendation would be to have designated smoking areas for one year and then transitioning to a smoke-free campus. Some concerns the Work Group have are: how much to invest and where the funding will come from for benches, overhangs, signs and ashtrays in the designated smoking areas; enforcement of the designated smoking areas.

MSC – Halttunen: Agenda Item III, Employee Tobacco Education Work Group Update/Designated Smoking Areas moved from an Information/Discussion item to an Action item. 12 Ayes, 0 Nays

MSC - Fernandez: Approve designation of smoking areas on the Palomar College Campus and the Escondido Center as proposed by the Employee Tobacco Education Work Group. 12 Ayes, 0 Nays

**IV. CPC Governance Structure Revision – T. Plotts**

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

**V. Fall 2007 Student Services Brochure of Events – J. Fernandez**

Tere Hogan-Egkan is preparing a fall 2007 Student Services Brochure of Events for students. The Brochure will include items such as Campus Activities, Sporting Events, Health Services Events, etc. and should be ready to mail out to students by August/September 2007. Any department interested in including items in the brochure should contact Tere no later than the end of April.

MSC – Halttunen: Agenda Item V, Fall 2007 Student Services Brochure of Events moved from an Information/Discussion item to an Action item. 12 Ayes, 0 Nays

MSC – Fernandez: SSPC to endorse the Fall 2007 Student Services Brochure of Events. 12 Ayes, 0 Nays

**VI. Food Services Culinary Classes – B. Bishop**

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

**VII. Alcohol on Campus – B. Bishop**

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

**VIII. Sharing/Announcements**

- Michelle Eichelberger reported that the ASG is working on events for Women's History month which will be on March 27 & 28. The topics will be Women in Politics and Women in Education.

ASG Senators will be in Washington D.C. next week for a conference.

- Tere Hogan-Egkan reported that the Transfer Center will be holding an Independent College and University Transfer Fair on April 18, 2007. A handout on the event was provided to the Committee Members.

Tere is planning the Student Transfer Recognition Event which will be held on May 9, 2007.

- Lisa Galbreath reported that she will be attending and participating on a panel at the EOPS Single Parent Conference at MiraCosta College on Saturday, March 17, 2007.
- Melissa Lopez reported that the fall 2007 classes are being finalized and that the old science building will be used for classes. This will help tremendously.

Classified Staff Development Day will be held on March 21, 2007. Supervisors/Administrators are being asked to support/encourage classified staff to attend.

- Jose Fernandez reported that the Counseling Department has completed the Tenure Review process/

Debbie Cheesman was hired as the full-time Counseling Support Specialist at the Escondido Center.

- Tony Cruz reported that the Palomar College Police Department is continuing to increase activities on Saturdays.

- Peggy Richardson reported that the Library has a new subscription available. There is a huge collection of e-Books available online. It can be accessed by going to the Library's homepage.

Judy Smith, Library Media Tech II retired with 18 years of service to Palomar College.

- Lynda Halttunen reported that she attended a Region X Matriculation Professionals' meeting at MiraCosta College last Friday. The Chancellor's office is proposing a new statewide assessment instrument that could be available in November 2007. This instrument will be in addition to Accuplacer and Compass and has received a positive review by the Region X committee members.

There will be a Matriculation and Transfer Committee meeting tomorrow, March 15, 2007.

- Jayne Conway reported that she attended a statewide meeting on marketing to this generation. Valuable information was discussed such as our generation being defined as technology immigrants vs. technology natives which define the generation of today.

Health Services is seeing a large number of students that have upper respiratory infections lasting longer than usual, about a month to a month and a half.

- Veronica Aguilera reported that Palomar College's CARE/CalWORKs Departments along with MiraCosta College will be holding their second annual Possible Dream Conference on Saturday, March 17, 2007 at MiraCosta College from 8am – 3pm. There will be a Motivational Panel presenting in addition to other presenters/workshops. Breakfast and lunch will be provided.
- Herman Lee reported that the Governing Board passed at last night's meeting, the first-ever Noncredit Certificate of Completion program at Palomar College.
- Anna Woodcock reported that the Institutional Research & Planning office is currently conducting two surveys. The first survey is called CCSSE (Community College Survey of Student Engagement) and will be conducted in 91 classrooms this week and for 2 weeks after spring break. It is a paper and pencil survey which will ask questions on a student's entire college experience. The Research & Planning office would like to thank the Professors and ADA's for their help on this survey. The second survey will be conducted online and sent to faculty to evaluate senior administrators, V.P.'s, Deans' etc.

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