



**STUDENT SERVICES PLANNING
COUNCIL MEETING
MINUTES
May 9, 2007**

CHAIR: Joseph L. Madrigal

Members Present: V. Aguilera, B. Bishop, J. Conway, T. Egkan, J. Fernandez, L. Galbreath, L. Halttunen, H. Lee, J. Madrigal, P. O'Brien, T. Plotts, A. Woodcock, J. Woods

RECORDER: Carol Naddi

Members Absent: ASG Representative, Dise, Lopez Metzger, Moss, Richardson

Guests:

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

I. Approval of Minutes – April 25, 2007 meeting

MSC-Woods: The minutes of the April 25, 2007 meeting were approved with the following corrections:

- Item I** – Campus Police Committee Membership should read:
MS-Bishop/Woods: To approve the Campus Police Committee Membership as requested.
MS-Metzger/Egkan: To amend the motion to approve the Campus Police Committee Membership as requested and add a representative from Health Services to the Committee.
- Item III** –Parking Permit Dismissal Proposal should have been removed from the Agenda
- Item VII**–Sharing/Announcements (bullet 1 paragraph 2) should read: Jayne reported that she, Mike Ellis and Officer Tony Cruz walked throughout the campus to identify the designated smoking areas. A recommendation to place “designated smoking area” and “no smoking” signs throughout the campus was discussed. Some committee members feel that smoking should not be allowed in front of the Student Services Building. The issue of enforcing the smoking policy has not been discussed with Campus Police and there are no plans for Campus Police to cite individuals on our campus. (bullet 1 paragraph 3) should read: Health Services currently has four of their staff out sick due to the flu.

II. One Time Money Requests/Student Services– J. Madrigal

Mr. Madrigal had asked all areas of Student Services to submit a Wish List for one-time money requests. A handout was distributed to committee members listing the requests from the various departments. A total of \$414,000+ was requested. The 1.4 million dollars should be available in early fall. Mr. Madrigal will send out a request for revised wish lists in the fall. The priority for the requests will be as follows: #1 – Safety of students and staff, #2 – direct benefit to students, #3 - other

III. SSPC Survey Response - AIP – J. Madrigal

The Research and Planning Office compiled a survey of the effectiveness of the Student Services Planning Council. A handout of the results of the survey was distributed to the committee members. The Council did very well. On a scale of 5, it received a 4+ which is a strong indication that the Council is moving in the right direction.

Discussion was held and a recommendation to have an Agenda Item in the fall to discuss the Evaluation process and ways to encourage better participation.

IV. Student Learning Outcomes: Institutional Review & Campus Explorations – L. Halttunen

There has been discussion at the Student Learning Outcomes Council that the Council figure out ways to help with the Accreditation Self Study that is approaching. A review of how to write student learning outcomes will be discussed at the Counseling Services Retreat in September. Mr. Madrigal would like to offer the same opportunity to the other managers in Student Services at the same retreat. A work group will be formed to review, utilize, and fine tune the existing model being used in Counseling Services. Members on the task force will be Joe Madrigal, Lynda Halttunen, Herman Lee, Jayne Conway, Jose Fernandez, Mary SanAgustin and possibly a student from ASG. Mr. Madrigal will call the first meeting.

V. Designated Smoking Areas – J. Conway

The issues on the designated smoking areas will be discussed at the Facilities Review Committee on Thursday. Mike Ellis recommended that signs should be hung that read "Proposed Designated Smoking Area". Since this idea has not gone through SPC, it was suggested that the proposal be taken for recommendation and approval to SPC in the fall. A discussion was held regarding SSPC's concern that the Student Services building be as smoke free as possible. In addition the committee discussed how to enforce the designated smoking areas/no smoking areas on campus. Enforcement appears to be a student conduct issue not a campus police issue and enforcement of the policy should go through the Student Affairs Office.

VI. Sharing/Announcements

- Anna Woodcock reported that this will be her last SSPC meeting. She will be attending Purdue University in Indiana pursuing her doctorate degree. Her last day at Palomar College will be June 1.
- Bruce Bishop reported that ASG elections were being held this week. There are 2 candidates running for the office of ASG President and 2 candidates running for the office of Vice President.

Commencement will be held on May 18.

There will be a summer fest in July.

Bruce is working with Herman Lee on the physical reorganization of the Student Affairs office.

- Lisa Galbreath reported that the Transfer Recognition Event will be held this evening from 5 – 7pm.
- Lynda Halttunen reported that the Matriculation and Transfer Committee will meet tomorrow at 2pm.

The TRIO/SSS banquet will be held tomorrow at the San Marcos Civic Center at 6:30pm.

Parent Orientations will begin on May 15 at 7pm in the Governing Board Room.

The EOPS Recognition Ceremony will be held on Friday, May 11 at 6pm at the San Marcos Civic Center.

The Early Acceptance Program will be held on three Saturdays in June, 2, 9 & 16th. Approximately 2500 high school students are expected to attend.

- John Woods reported that the post season plays are concluding.
- Tere Egkan reported that she did not receive any responses for the Student Services brochure. She will continue following through with the brochure.

This is Tere's last official meeting. She will no longer be the Transfer Center Director.

- Veronica Aguilera reported that EOPS is accepting applications for the summer semester. They are no longer requiring the FAFSA to be completed prior to applying for EOPS however students are strongly encouraged to complete the FAFSA and can receive assistance from staff if needed.

- Jayne Conway reported that they are still looking for RN's for Health Services. We have not received any applications for the nursing vacancy and there is concern that the present salary range is not competitive enough to attract qualified applicants.
- Jose Fernandez reported that he attended a Basic Skills Conference in Oregon and the issue of how counselors are used outside of the department was discussed.

12 counselors participated in training for transfer center programs for the UC system.

At the Counseling Dept meeting today Lisa Romain was selected as the director for the Career Center. Jose Fernandez was elected one more year as the department chairperson. They are still searching for a Transfer Center Director. .

- Mr. Madrigal reported that the Community College League of California has given an update on the state budget. Due to an increase of revenue from state income taxes, a revised COLA from 4.04% to 4.53% for 2007-08 has been proposed. A handout was distributed to committee members.

The first round of interviews for the Athletics Director position is being conducted today and tomorrow and will conclude this week. President Deegan, Mr. Madrigal and a representative from the first level committee will meet next week for second level interviews.

Being no further business, the meeting was adjourned at 10:58am.