



**STUDENT SERVICES PLANNING
COUNCIL MEETING
MINUTES
September 12, 2007**

CHAIR: Joseph L. Madrigal **Members Present:** V. Aguilera, S. Cathcart, J. Conway, J. Fernandez, T. Frady, L. Halttunen, K. Huskey, H. Lee, J. Madrigal, M. Lopez, W. Metzger, T. Plotts, ASG Rep.

RECORDER: Carol Naddi **Members Absent:** Richardson, Romain, Tait-Brown

Guests:

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 – May 9, 2007 meeting

MSC-Plotts: The minutes of the May 9, 2007 meeting were approved.

II. Review 2007-08 Meeting Schedule – J. Madrigal

A copy of the 2007-08 SSPC meeting schedule was emailed to all committee members and reviewed at this meeting.

III. Institutional Review and Planning Non-Instructional Student Services Programs/1st Reading– J. Madrigal

Each Student Services manager has been asked to complete data elements for a template that is used for Institutional Review . A copy of the template will be emailed to all committee members. The deadline to complete this task is September 21 so that SSPC can approve the completed forms and then they are forwarded to SPC for approval.

IV. Equipment Requests – J. Madrigal

A handout was distributed to committee members which listed the 2007-08 Non-Instructional Equipment requests for Student Services. The Athletic Department, Counseling Services and the Police Department submitted requests totaling \$189,161.79. The Chancellor's Office has significantly reduced the Block Grant that is used for these requests. Mr. Madrigal will meet with the Student Services managers and review the priorities. A suggestion was made that perhaps a request can be sent to the Foundation for funds after using the state allocation. Mr. Madrigal will invite the new director of the Foundation, Mr. Richard Talmo, to make a presentation to SSPC.

V. Sharing/Announcements

- Herman Lee reported that the Board Financial Assistance Program has been cut this year. There are a number of positions that are funded by this budget. Mary SanAgustin is looking into the possibility of not filling a position in the Financial Aid Department in an effort to avoid cutting any positions already filled. In addition, the Financial Aid Outreach Mentoring Program may possibly be cut. Herman may need to request funding from general funds to fill a new position which will help with the packaging of students' financial aid benefits.
- Tom Plotts reported that September is National Campus Safety Awareness Month. Campus Police and students from RTV are working on a group project and are putting the finishing touches on a Safety Services Video. A two-hour course was offered to faculty and staff on recognizing potential student dangers. This course may be video-taped and offered as part of professional development for faculty through the Professional Development Office.

- Scott Cathcart reported that 230 student athletes are competing in various varsity sports. Scott gave the committee an update on the stats for the various sports.
- Melissa Lopez reported that the schedule for the summer 2008 instructional classes is currently being developed. Since the new Sciences building has opened, instruction is taking advantage of using all available classrooms.
- Lynda Halttunen reported that the Career Fair is being held today from 10am – 2pm. 90 tables have been set up for the Faire.

The Matriculation and Transfer Committee meeting will be held tomorrow from 2-3pm in SU-30. A copy of the minutes will be reviewed with the SSPC Committee.

The Counseling Services Division retreat will be held on September 28, 2007.

A Delegation from Thailand would like to visit the campus in October 2007. Details are still being worked on.

- Michelle Eichelberger reported that the Welcome Days held on campus was a success. Thank you to Lynda Halttunen for helping with resources.

Thank you to Health Services for their \$200 donation for Campus Clean-Up Day.

The Republican Club coordinated a 9/11 ceremony which was held on campus yesterday.

Club Rush is being held today.

A request for an agenda item was made by Michelle on the reconfiguration of the Student Union Building.

- Wendy Metzger reported that online math courses which were added last spring are going well and the math department would like to add more online math classes.
- Veronica Aguilera reported that EOP&S is still accepting applications for the fall 07 semester. A student must be BOGW eligible with a zero EFC to qualify.
- Jose Fernandez reported that the Counseling Department served 1200 students per week between the months of June – August 2007.

There are 8 full-time counselors and 20 adjunct counselors working for the fall 2007 semester.

- Karan Huskey reported that the Transfer Center is hosting a workshop next Tuesday, September 18 on "How To Choose A College". A flyer was distributed to all committee members.

Palomar College's Transfer Center will be co-hosting with Mira Costa the annual College Fair on Tuesday, October 23, 2007. Forty colleges will be participating in the fair. A flyer was distributed to committee members.

The Board of Governor's may possibly approve \$11 million dollars in 2008-09 for Community College Transfer Centers. If approved, each Transfer Center will be given \$100,000.00.

- Jayne Conway reported that the flu and pink eye have been going around.

The Designated Smoking Areas project was presented to the Facilities Review Committee. It will also be presented to the Administrative Services Planning Council Committee and then to SPC.

Jayne congratulated the Counseling Department on the Early Acceptance Program.

- Herman Lee reported that the Board of Governors passed 130 pages of changes; some of the changes include a limitation on the number of W's a student can receive, the number of times a student can take a class has been expanded. Herman will implement the non-instructional changes first. The changes will be reflected in the 2008-09 Catalog. This item will be placed on the SSPC agenda in the future.

- Mr. Madrigal reported the good news that at last night's Governing Board meeting it was announced that the headcount for the college was up 3%. Mr. Madrigal commended all areas of Student Services for their diligent work in assisting students.

More good news, Mr. Madrigal did not receive any complaints on parking during Fall registration.

Mr. Madrigal congratulated Lynda Halttunen, Diane McAllister and Michelle Barton for their outstanding EAP presentation to the Governing Board at last night's meeting. Lynda made an appeal to the Governing Board for funding. The cost for the Early Acceptance Program is approximately \$80,000.00.

Mr. Madrigal reported that a handout on Palomar's budget was distributed at the RAC meeting on 9/11/2007. A copy of the handout was distributed to SSPC committee members. We should have a better idea of what our budget is by February 2008.

Mr. Madrigal reported that Tom Plotts is chairing the first level hiring committee for the interim Director of Student Affairs position. The position announcement closed last Monday. 1st level and 2nd level interviews will be held at the end of this month and it is hopeful that someone will be selected and in place by October.

Mr. Madrigal reported that he has met with students regarding the need for a multicultural meeting room in the student union. Mr. Madrigal will follow up with this request.

Being no further business, the meeting was adjourned at 10:50am.