



**STUDENT SERVICES PLANNING  
COUNCIL MEETING  
MINUTES  
February 13, 2008**

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**CHAIR:** Joseph L. Madrigal

**Members Present:** V. Aguilera, P.J. DeMaris, J. Fernandez, T. Frady, L. Halttunen, M. Large, H. Lee, M. Lopez, P. O'Brien, L. Romain, S. Titus

**RECORDER:** Carol Naddi

**Members Absent:** ASG Representative, Cathcart, Conway, Madrigal, Plotts, Richardson, Tait-Brown

**Guests:** Mary S. San Agustin, Michelle Barton

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The Student Services Planning Council meeting was called to order by Ms. Lynda Halttunen, Acting-Chair, at 9:35 a.m. Michelle Barton, Director of Research/Planning, introduced Michael Large, recently-hired Research Analyst, and new SSPC committee member. Introductions of the SSPC committee members were made.

**I. Approval of Minutes – November 28, 2007 meeting**

MSC-Fernandez: The minutes of the November 28, 2007 meeting were approved.

**II. Accreditation Self-Study II.B/Draft – L. Halttunen, P. O'Brien, M. San Agustin**

A copy of the Accreditation Self Study II.B Draft was sent to the SSPC committee members via email. The Writing Team, consisting of Mary San Agustin, Chair, Lynda Halttunen, Patrick O'Brien, Sandra Richtmyer and Jesse Lyn have been working on the draft since December 2007. Writing Team Members met with staff from the various Student Services programs and also relied on other material already completed such as the Self-Evaluation of Categorical Programs which was submitted to the System Office last year. The Draft is 33 pages long and is due to the Steering Committee on Feb. 14, 2008. The Steering Committee will review the entire report and once approved the report will go through the shared governance process. After reviewing the Accreditation Self Study II.B Draft and receiving feedback from Mary San Agustin, Lynda Halttunen and Patrick O'Brien, there was a consensus from the SSPC committee members that the document is ready to be submitted as a first draft to the Steering Committee with the opportunity for further clarification and input.

**III. Sharing/Announcements**

- Lynda Halttunen reported that RAC/Budget Process Committee met yesterday. She did not attend this meeting, but heard that the following was discussed:
  - 1) 2007-08 mid-term cuts - \$400,000,000.00 from K-14, \$360,000,000 from K-12 and \$40,000,000.00 from Community Colleges, \$23,000,000 would come from Categorical Programs
  - 2) 2008-09 – No COLA and 10% cuts across the board to all Categorical Programs which equates to \$500,000.

President Deegan is committed to no full-time employees losing their jobs.

Tom Plotts presented at a meeting yesterday on emergency preparedness which includes the possibility of using the following emergency tactics: Text messages to students, installing phones around campus with connection to Dispatch and the ability to become a P.A. system and the use of bullhorns.

Dr. Alfred Herrera will be presenting on AB540 this afternoon from 1:00 – 3:00pm in the Governing Board Room.

- Sherry Titus reported that the campus is attempting to assign designated smoking areas. Currently 5-6 areas have been identified. The use of the designated smoking areas would apply across the board to all smokers on campus. ASG will be discussing this issue at their meeting.

- The Office of Student Affairs is in the process of revising the Code of Conduct. An update will follow.
- Veronica Aguilera reported that EOP&S is no longer accepting applications for spring 2008. The Program is full. It is unknown at this time whether or not new students will be accepted for the summer 2008 semester.
- Jose Fernandez reported that the Counseling Department is concluding its faculty peer reviews.
- Lisa Romain reported that the Career Center has created a new web page. The Career Center is offering workshops throughout the semester.
- P.J. DeMaris reported that the Transfer Center is starting to see the trickle down effects of the 10% cut to students applying to Universities.

The Annual Transfer Recognition event will be held on May 7, 2008, off campus at the city building.

- Herman Lee reported that the deadline for the Scholarship Drive is February 15, 2008.
- Melissa Lopez reported that the Instructional Services Departments are currently working on the fall 08 semester and will start working on the spring 09 semester in the beginning of April.

The Classified Staff Development Day will be held on March 26, 2008.

- Tricia Frady reported that PeopleSoft 9.0 upgrade is scheduled to go live during the last week of May or first week of June 2008.

Being no further business, the meeting was adjourned at 10:30am.