



**STUDENT SERVICES PLANNING  
COUNCIL SPECIAL MEETING  
MINUTES  
April 16, 2008**

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<b>CHAIR:</b>	Joseph L. Madrigal	<b>Members Present:</b> ASG Representative, Cathcart Conway, DeMaris, Fernandez, Halttunen, Large, Lee, O'Brien, Romain, Titus
<b>RECORDER:</b>	Carol Naddi	<b>Members Absent:</b> Aguilera, Frady, Lopez, Plotts, Richardson, Tait-Brown
		<b>Guests:</b>

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

**I. Approval of Minutes – March 12, 2008 meeting**

MSC-Titus: The minutes of the March 12, 2008, meeting was approved.

**II. Standard II B-Self Study Draft #2 – Lynda Halttunen**

The second draft of the Self Study for Standard II B has been completed and was emailed to the SSPC committee members for review. V.P. Cuaron is requesting that a small reading work group form to review the Draft and provide feedback to the committee members that drafted the document (Mary SanAgustin, Lynda Halttunen, Patrick O'Brien, Jesse Lyn). The Steering Committee has already reviewed the document and has indicated that it is too long. Jesse Lyn will speak to the Steering Committee to get clarification and clear direction on what the next step is. Lynda Halttunen suggested that all SSPC Committee Members review the Draft, provide comments/ changes in red on a hard copy and forward the copy to her no later than April 25. There will be a meeting on April 29 to review Standard I and II drafts. Mr. Madrigal commended and thanked the writing team for their diligence.

**III. Budget Update – Joe Madrigal**

Mr. Madrigal updated the committee on the budget. It is projected that there will be approximately a \$6 million deficit in the budget next year. The college is applying for a waiver to the State for \$284,630.00 for Scheduled Maintenance and Instructional Equipment match. Handouts were distributed to the committee members. Some of the Recommended Actions for 2007/08 and 2008/09 Budgets are:

- 4000 accounts-Supplies/Materials-a 25% cut from the 07/08 budget
- 6000 accounts-Capital Outlay=have been zeroed out for 08/09
- 1000 academic salaries; vacancy savings of approximately \$500,000. Scheduled class sections will be reduced to about \$15million total expenditure for 08/08 from the 1300 hourly accounts. For Non-Instructional hourly salaries (hourly counseling etc.) the 1400 account, a cut of 15%.
- Non Academic Hourly Salaries-2300 and 2400 accounts-a vacancy savings of \$250,000 is projected. A cut of 25 % is recommended.

Approximately \$2.8 million has been realized so far from reductions in Designated Projects for 08/09. (Student Services has identified \$172,799.00 from its budget). After all of the above cuts, there is still a projected \$1.5 million deficit in the revenues to fund the budgeted expenditures. The projected ending fund balance for the end of 08/09 fiscal year is approximately \$3.35 million. Our Governing Board requires a 5% reserve. For 07/08, a hiring freeze has been implemented and a careful review of expenditures in the 4000-5000 accounts has been requested by President Deegan. This review requires each VP to approve any expenditure for the remainder of the 07/08 budget year. For 08/09, a careful review is recommended for the 4000-5000 account spending (food, travel, printing, publications, supplies, water delivery, etc.).

The Student Services Planning Council committee members discussed the above recommendations and cuts and are concerned with the severity of the cuts to the Student Services Division and feel that they are not proportionate across the board.

**IV. Course Repetition – Herman Lee**

Mr. Lee reported that the CCC System Office and the Board of Governors have been busy this year reviewing and revising Title V. Palomar's Course Repetition policy is subject to change. A handout was distributed to the committee members reflecting the possible changes to the policy. Mr. Lee has requested that SSPC Committee members review the handout with the changes and that the item be brought back to the next SSPC meeting for a 2<sup>nd</sup> reading.

**V. Sharing Announcements**

Although a special SSPC meeting was held today, Mr. Madrigal has requested that committee members are available to meet on April 23 which is the next regularly scheduled SSPC meeting. Committee members will be notified if the meeting will be canceled.

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