



**STUDENT SERVICES PLANNING
COUNCIL MEETING
MINUTES
March 12, 2008**

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

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

- I. Approval of Minutes – February 13, 2008 meeting**
MSC-Halttunen: The minutes of the February 13, 2008, meeting were approved.

- II. 2008/09 Budget Update – Joe Madrigal**
Higher education has been earmarked for budget cuts. Our P1, first period apportionment report, will be revised to reflect the over-reporting by some counties of property tax revenue for 07/08. This could mean a significant reduction of revenue for the college this year. The 1300, 1400, 2000, 4000, 5000 and 6000 accounts will be scrutinized for cuts for 08/09. The 08/09 Budget Development Reports will be coming out soon, showing departmental budgets to reflect the lesser of the highest actual levels of three past years or the 2007-2008 budget.

- III. IRP Report Update**
Mr. Madrigal will prepare the executive summary for the Institutional Review Reports from Student Services. He will send a draft copy to all for review and input. Palomar needs to have a process in place to monitor classified positions that are lost during budget cuts so that, when there is sufficient revenue, they can be prioritized for restoration.

- VIII. Student Conduct Code – Sherry Titus**
The Faculty Grade Dispute Policy is an academic policy under the auspices of Instruction and the faculty of the college. It was presented for Governing Board as an informational item at last night's meeting. Because of information from the Ed Code and Title V which Sherry Titus has received, our Student Conduct Code is in need of revision to offer timely due process to the student. If you have any questions about this matter, contact Sherry Titus.

- IV. Parking Update – Joe Madrigal**
This summer, sixteen re-locatable units and one bathroom unit will be moved into Parking Lot 2 to absorb the displacement caused by the demolition of the S Building. 117 parking spaces will be taken and 175 new parking spaces will be developed in parking lot 12. Jane Conway will request the Facilities Review Committee to check to see if Prop M money can be used for appropriate signage.

The DRC students have a problem with the Sprinter in regard to the cross walk. Our transportation carts cannot deliver/pickup the students at the Sprinter station. This is a problem that the City of San Marcos is aware of. The crosswalks by the new NS building for the DRC students are also a problem. Jane Conway will also take these concerns to the Facilities Review Committee.

- V. Office Computers – Joe Madrigal**
Mr. Madrigal passed out a sheet from Information Services dealing with the replacement of all office computers. This is a two-year plan.

- VI. Categorical Block Grant – Lynda Halttunen**

Lynda reported that the State is considering a Block Grant approach for categorical programs. She asked everyone to go to the Faculty web site to send in a request to the State not to consider block grants.

VII. Accreditation Update – Lynda Halttunen

The Steering Committee meeting scheduled for the 13th has been cancelled. Standard II will meet on the 19th to get the results of the survey which will be inserted into the response. When Lynda submits the second draft she will send it to the members of SSSPC. This will occur before it goes to SPC. The writing team was commended for doing a good job of writing the report and meeting deadlines.

IX. Student In Crisis Workgroup – Jane Conway

There is a meeting on Thursday of this week to go over current procedures. This group will be trained to recognize students, who may be having emotional problems. Currently Health Services refers the students to community agencies for mental health treatment. The workgroup will look into the system used at other colleges.

X. Sharing/Announcements

Mr. Madrigal announced the resignation of the Student Activities Coordinator, Paul Groom, effective March 14, 2008. Mr. Madrigal will be working with Sherry Titus to review the job description to clarify the duties and responsibilities. In the meantime Sherry may be hiring temporary help to get us through the rest of the year. Donna Green has been out since October and will be back at the end of March. Janeice has been working out of class and helping us greatly.

Lisa Romaine reported The Career Center will hold Workshops this month in San Marcos and Escondido. The Career Fair will be held on the 30th of April. There will be a conference in San Diego on Career Planning and a Career Services Round Table.

Jose Fernandez reported he has been working on the course scheduling for Fall and the IRP. Tim Hernandez will be taking over as Department Chairs for 08-09 and Lisa Romain will do the same in 09-10.

ASG Representative (Jesse) stated they had just returned from Washington DC where they saw Congressmen Bilbray, Issa and Senator Feinstein. The St. Patty's Day Event will happen next week plus two Coffee Nites, one in San Marcos and one in Escondido. Jesse thanked Financial Aid for their support with the Coffee Nite events.

DRC is in the process of hiring a position (75% for DRC and 25% for Counseling) The interviews will be April 1st and 3rd.

Lynda announced the EAP program received \$60,000 from the Foundation and President's Associates. This money will partially be used to pay staff/faculty for their time during the event. Lynda also indicated they may be creating a parent orientation session. The Dates for the EAP are June 7, 14, and 21. She is also working to reach out to the Foster Youth Program.

The Transfer Center is working to notify students of the immediate change in requirements for SDSU (from a 2.4 to a 2.8 GPA). Next year, Cal State San Marcos may not have mid-year transfers. As it looks now, some of our students may have to sit out a year before transferring.

Jayne announced that today nurses will be available to speak about the viruses we are seeing. There will be two new AED's placed on campus, one in the Library and one in Herman Lee's area. The Designated Smoking Area Policy is being presented by the ASG as it moves through the college's governance process.

Herman Lee announced we have reached a high for enrollment - 32,184 students. The Scholarship Committee received 300 applications and will be making their selections. There is a Bill forming to increase the enrollment fee to \$26.00.

This meeting adjourned at 1105 a.m.