



**STUDENT SERVICES PLANNING
COUNCIL MEETING
MINUTES
October 8, 2008**

CHAIR: Joseph L. Madrigal

Members Present: S. Cathcart, J. Conway, K. Farrell-French, L. Halttunen, M. Large, H. Lee, M. Lopez, Tony Cruz (for Tom Plotts), P. Richardson, L. Romain, S. Titus, ASG Representative

RECORDER: Carol Moore

Members Absent: Frady, Hernandez, Huskey, Plotts, Tait-Brown

Guests: Mary SanAgustin

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 – September 24, 2008 meeting

MSC- Cathcart: The minutes of the September 24, 2008 meeting were approved.

II. Veterans Task Force - Mary SanAgustin

Mary SanAgustin informed the committee that due to the substantial growth of the new G.I. Bill, it has been determined that there is a need to establish a Veterans Services Advisory Group in partnership with the Foundation Office and the Veterans Office. A handout was distributed to the committee members identifying the Group Representation.

MSC-Halttunen/Lee: To approve the Veterans Services Advisory Group Representation membership as written. A vote was taken: 0 ayes, 12 nays

MSC-Halttunen/Conway: To amend and approve the membership list of the Veterans Services Advisory Group Representation to include 1 classified representative, 1 representative from the Campus Police Department, 1 faculty member and to remove the specific names of committee members from the Membership List. A vote was taken: 12 ayes, 0 nays

III. Faculty Hiring – J. Madrigal

A handout was distributed to the committee members listing the faculty positions approved by the Instructional Planning Council to be hired in fall 2009. Among the 10 positions listed, 3 of the positions are counselors and 2 of the positions are in the Health, Physical Education and Athletics Department. The two positions that will be hired for the Health, Physical Education and Athletics Department will be a Baseball Coach and a Softball Coach (in lieu of the Women's Head Coach) which was determined by the Department.

There was discussion regarding the handout/e-mail from VP Cuaron to HR that Mr. Madrigal distributed which listed the replacement of the three vacant Counselor positions as numbers "8, 9 and 10." The agreement with IPC and SSPC approved by SPC uses baselines for Instructional Faculty at 257 and Counselors at 23. Therefore, it is the consensus of the committee that the 3 counseling position replacements should be numbered 5, 6 and 7 on the list. If for any reason the district decides not to fill all 10 faculty positions, the committee does not want the Counseling positions to be listed as last and therefore most vulnerable. Mr. Madrigal will send forward the committee's recommendation.

IV. Apple on Campus Program – S. Titus

Sherry reported that she, along with the College's Basic Skills Initiative Group attended an Apple on Campus Program briefing in San Jose. The briefing was very informative and provided information on the Apple on Campus Program which is focused on the Student Services side of the Program as well as the Student Generated Content Program which is focused on the instructional side of the Program. Among other things, the Student Generated Content Program will offer an interactive program in the classroom setting. The Apple on Campus Program will provide a Kiosk on campus where faculty, staff and students can observe and handle various products then go online to purchase the products at a discount. A portion of the revenue generated by the sales will be given to Palomar and in turn will be used for scholarships for students.

V. 2008-09 Budget – J. Madrigal

A handout was distributed to the committee members on the 2008-09 Budget that was discussed at yesterday's SPC meeting. Mr. Madrigal reviewed the handout with the committee members and noted that most of the ending fund balance from last year's money went to the retroactive commitments to salaries for employees. In the past, approximately 84% of the budget went towards employees salaries. Currently, approximately 90% of the budget is committed to employees' salaries, a significant increase. At yesterday's SPC meeting the instructional areas raised concern about not having enough money in the 4000 & 5000 accounts. At this point, it doesn't seem feasible that money would be put back into any of the accounts.

Sharing /Announcements/Aclamations

- Lynda Halttunen reported that Carol Moore was selected by the Vice President's Student Services Cabinet as the Student Services Employee of the Month for October 2008. Carol was presented with a Plaque and a Gift Certificate. .

Lynda will not be able to attend the next 3 SSSPC meetings due to other commitments. She will be in attendance at the December 10, 2008 SSSPC meeting.

Palomar will be hosting an ESL High School Conference on October 24, 2008. Lynda and Jose Luis Ramirez will be presenting on the Early Acceptance Program.

The TRIO Program/SSS/EOC/Upward Bound will have a site visit on October 27, 2008.

- Lt. Tony Cruz reported that among the many services offered by the Palomar College Police Department, A Crime Prevention/Awareness workshop is available. Tony would like to be able to present this service to the SSSPC and any other interested department.
- Claudia Duran reported that the ASG now has a full board, 14 Senators and 3 Delegates. The Health Fair was a success thanks to Health Services. The Air Force Jazz Band will be performing on Oct. 14, 2008 in front of the Student Union. 65 students and 5 Faculty members from San Marcos Middle School will be attending the Air Force Jazz Band performance on Oct. 14. A Women's Conference will be held in October. Phi Theta Kappa will be attending a Conference in Las Vegas this weekend. Claudia will be representing Palomar at the California Community College Student Affairs Association Conference (CCCSAA) on Oct. 17-19, 2008. The Facilities Review Committee will be designating 12 of the 30 faculty parking spots in lot 12 to student parking spots.

Acclamation: Claudia would like to recognize Lt. Tony Cruz from the Palomar College Police Department for his tremendous support to students.

- Melissa Lopez reported that Instruction has been busy working on the summer 2009 classes and then will move forward and work on the fall 2009 classes.

- Lisa Romain reported that the Career Center will be hosting workshops during the next 2 Tuesdays. Lisa is co-facilitating a Work Place Skills workshop on Friday.

Acclamation: Lisa would like to recognize Ralph Baker, Admissions Supervisor, for the wonderful work he does with students. Ralph is a wonderful person and can be counted on responding to requests, emails and phone calls immediately.

- Katy Farrell-French reported that the Librarian is working with the Campus Explorations Program leading discussions on various topics of interest.
- Scott Cathcart reported that there will be 4 home events today: Women's Polo, Men's Polo, Soccer and Women's Volleyball. Palomar College's football team will be playing at home this Saturday. Bonnie Plein, Academic Department Assistant, Athletics will be retiring on Dec. 30, 2008.
- Jayne Conway reported that Health Services has been offering flu shots. Nursing students and Phi Theta Kappa have been helping with this service. October is Breast Cancer Awareness Month. Health Services has been working with the Library on the Tree of Remembrance which recognizes the name of individuals who have experienced breast cancer. Phi Theta Kappa assisted with the recent blood drive which was very successful. Health Services has many resources available to assist persons experiencing issues with the one-year anniversary of the local fires. A series of lectures on Post Traumatic Stress Syndrome, PTSS, is being conducted by Phil Baum and Barbara Kelber. Health Services has been busy with full clinics on a daily basis.

Acclamation: Have a healthy day!

- Herman Lee reported Community Colleges statewide are up in enrollment. There are a few Community colleges that have reported stability in their enrollment however no Community College has reported that enrollment is down. Due to the effect the economy has had on CA, we need to look at what type of re-training we can provide to our students.

Acclamation: Herman would like to recognize Sue Doran and Jeri Richards for their work done on the CCC Tran. The October 1 deadline was met and the first transmission was successful.

- Sherry reported that the Air Force Jazz and Rhythm Band will be performing on campus on October 14 from 11am – 1pm in front of the Student Union. The Band very seldom comes onto school campuses therefore Palomar is fortunate to have this opportunity. Sherry is encouraging everyone to attend this event. Palomar is one of very few Colleges that has been selected to host a Women's Conference where there will be live feeds and various speakers. Maria Shriver is scheduled to speak at the Conference. A tentative schedule has been released. The Conference will be held on October 22, 2008 from 8am – 7pm in front of the Student Union.

Acclamation: Sherry would like to recognize Marilyn Lunde, Staff Assistant, Office of Student Affairs for all of her hard work. The Office of Student Affairs has been short-handed. Marilyn has been completing last minute requests and helping wherever needed in the Office. The Office of Student Affairs would not be able to function without Marilyn.

Acclamation: Mr. Madrigal would like to recognize Janeice Pettit, Senior Administrative Secretary, Student Services, who is doing a terrific job filling in for Donna Greene who retired. Mr. Madrigal has received lots of positive feedback from individuals who have indicated that Janeice is friendly, cooperative and knowledgeable. Thank you to Janeice for her commitment to the Office.

Being no further business, the meeting was adjourned at 10:55am.