



**STUDENT SERVICES PLANNING
COUNCIL MEETING
MINUTES
September 24, 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 – May 14, 2008 meeting
September 10, 2008 meeting**

MSC- Halttunen: The minutes of the May 14, 2008 meeting were approved.

MSC- Halttunen: The minutes of the September 10, 2008 meeting were approved.

II. Veterans Task Force - Mary SanAgustin

Mary SanAgustin informed the committee members of the need to establish a Veterans Task Force which will identify services needed for students who are Veterans. A handout was distributed to committee members listing the Task Force Group Representation. There has been an "Education for Heroes Fund" established by the Palomar College Foundation Office which will assist with services for students that are Veterans, active duty military and their dependants. The Task Force will make recommendations to SSPC of the types of services that are needed. Currently there are approximately 800 Veterans attending Palomar. It is estimated that another 400 more Veterans will enroll at the College in the next several years.

A handout was distributed to committee members identifying the key issues that will affect Palomar with the amendment to the Higher Education Opportunity Act. Mary SanAgustin informed the committee members that the Amendment to the (HEOA) will take effect next fall. Among the key issues are the concerns there will be an increased workload for the Financial Aid Department and the need for an additional counselor to assist with financial aid counseling due to the anticipated increase in students eligible for financial aid.

III. Budget Committee Report – J. Madrigal

Mr. Madrigal reported that the Budget was signed by the Governor. A handout was distributed to the committee members listing the overall highlights of the state budget. Some of the highlights include:

- Enrollment growth funded at 2% - Mr. Madrigal noted that although an Enrollment growth was approved for 2%, historically the amount received has been greatly discounted.
- Student fees remain level at \$20 per unit
- .68% COLA
- Categorical programs are flat-lined at 2007-08 levels

V.P. Dowd and Phyllis Laderman will attend a Workshop in Sacramento on Oct. 6 to discuss any deficits that the College might face.

IV. EAP Planning - L. Halttunen

Lynda Halttunen reported that the Early Assessment Program has been very successful. An Early Acceptance Program Tracking Study handout, prepared by the Office of Institutional Research and Planning was distributed to the committee members. This college-wide project has required a tremendous commitment from the entire Student Services staff. Herman Lee expressed 2 key issues/concerns for the Early Acceptance Program:

- Budget Support – the Early Acceptance Program costs approximately \$120,000.00
- Institutional/Instructional Support - addressing sufficient course offerings

The Governing Board has committed to supporting the Program. Lynda and Herman will carry the concerns to the Vice-President of Instruction's Cabinet Meeting. In addition they will have dialogue with Dean Steve McDonald and Dean Candi Francis.

V. Sharing /Announcements/Aclamations

- Sherry Titus reported that she will be going to San Jose tomorrow to meet with representatives to discuss the APPLE Campus Program.

The grand opening of the Student Diversity Center will be held today at 2pm in SU-204.

Acclamation: Sherry would like to recognize Ron Haines, Director, Disability Resource Center, for being so helpful and his willingness to work with the Office of Student Affairs and his ability to communicate student issues. Sherry appreciates Ron's outstanding work.

- Lisa Romain reported that there will be a workshop available for career opportunities available to English majors. The Workshop will be held today from 1:00 – 3:00pm in the Governing Board Room.

The Career Center will be offering a workshop on Resume Writing which will be held on Monday, September 29 at 11:00am – 12:00pm.

Lisa will be going to Sacramento tomorrow as an Advisory Committee meeting member to discuss Career Initiatives.

Acclamation: Lisa would like to recognize Eddie Tubbs and Nicole Moreau and the 2 student workers in the Career Center for their outstanding work and passion for Career Services. Lisa feels privileged to be able to work with all of them.

- Karan Huskey reported that there will be a College Faire held on campus on Oct. 20.

Karan distributed a copy of the Fall 2008 Transfer Center Survey to the committee members and encouraged everyone to complete the form and return it to her through campus mail or drop it off at the Transfer Center.

Acclamation: Karan would like to recognize Claudia Duran and her success as a student and scholarship recipient. Karan has been making presentations in classrooms and has used Claudia's success as an example.

- Tim Hernandez reported that the Counseling Department is developing a new counseling class that will address the needs of Veteran students. There is discussion as to how much of the class should be devoted to academic success and personal awareness.

Acclamation: Tim would like to recognize Jennie Vastola, Kim Word and Carrie Jack for their awesome support and assistance during the transition from Jose Fernandez to Tim as Department Chairperson. Jennie, Kim and Carrie helped to make the transition smooth.

- Peggy Richardson reported that she had the opportunity to work directly with the Early Assessment Program this summer. The 1st floor of the library which is normally closed was opened for EAP students to be able to use the computers to register for classes. Peggy feels that the Program is beneficial for high school students and parents.

Acclamation: Peggy would like to recognize Pat Wade, SR Librarian Media Tech and Linda Morrow, Library Faculty member/Public Services Information Officer, both recently hired and have provided terrific support for the students and staff.

- Claudia Duran reported that ASG will be hosting more events this year. Karaoke days will be held on every Wednesday. A Health Fair will be held. ASG will be promoting Health Services. ASG will be working with Habitat for Humanity on Saturdays. ASG is working with Carlos Vonson on a Dia De Los Muertos event. ASG is also working with MECHA to host a Latino commencement celebration.
- Lynda Halttunen reported that the Matriculation and Transfer Committee met last week. Once the minutes have completed she will share them with the committee.

Lynda met with Blanca Soto, ASG Senator, who has expressed an interest in working with Counseling.

Acclamation: Lynda would like to recognize Carol Moore for filling in for Dorothy Farrell while Dorothy is out taking care of her mother who is ill. Carol has been doing both her job and Dorothy's job and is the support person for SSPC.

- Herman Lee reported that Enrollment Services is very close to electronically transmitting transcripts. Palomar College is one of thirty six early adoptees of the Program. A more comprehensive report will be provided at the next meeting.

Acclamation: Herman would like to recognize Sherry Titus for her wonderful ability at handling her job and students. Sherry is motivational and has a wonderful ability to calm students.

- Michael Large had no report.

Acclamation: Michael would like to recognize Michelle Barton and Richard Borden from the Office of Research and Planning. He is impressed with both of his colleagues.

- Scott Cathcart reported that the Athletics Department has partnered with the Foundation to work on the scholarship campaign to solicit donations for scholarships and funds.

Scott provided an update on the various athletic events that will be held this weekend.

Palomar College students with an ID card can attend games for free.

Scott encouraged everyone to print out and post the "THIS WEEK IN PALOMAR ATHLETICS" memo that is sent out each Monday by email.

Acclamation: Scott would like to recognize Bonnie Plein for her 30+ years in the Athletic Department. She is the hub of all athletic operations and does a wonderful job coordinating events.

- Mr. Madrigal had not report.

Acclamation: Mr. Madrigal would like to recognize Jackie Wood in payroll for being very supportive, helpful and knowledgeable. Jackie always responds to his requests quickly and efficiently. She is a wonderful employee.

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