



**STUDENT SERVICES PLANNING  
COUNCIL MEETING  
MINUTES  
April 22, 2009**

**CHAIR:** Joseph Madrigal

**MEMBERS PRESENT:** S. Cathcart,  
C. Duran, K. French, L. Halttunen, K. Huskey,  
Russ McDonald (for T. Hernandez), H. Lee,  
Lt. T. Cruz, R. Tait-Brown

**RECORDER:** Ellie Masiello

**MEMBERS ABSENT:** J. Conway, T. Frady,  
M. Large, M. Lopez, L. Romain, P. Richardson, S. Titus

**GUESTS:** Mary SanAgustin, Theresa Egkan

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 – April 8, 2009**

MSC – Cathcart/Halttunen The Minutes of the April 8, 2009 meeting were approved with no changes.

**II. Budget Report from SPC Meeting.** Claudia Duran discussed the different budget allocation models that were presented at SPC and distributed handouts depicting the Palomar budget projections as they currently stand. Madrigal stated that we will receive a finalized version including flowchart, tying planning to resource allocation.

**III. Proposed Hours, Enrollment Services.**

MSC – Duran/Tait-Brown. Motion to accept the proposed change in hours was approved.

Herman Lee reported that he had discussions with Tim Hernandez regarding the proposed change in hours in response to direction received by this Council on April 8th. The Counseling Office will maintain its counter hours until 7 p.m. because of the lab use and classes that are scheduled until 8:30 p.m. Currently, Admissions secures the building at 7 p.m. and students engaged in counseling activities that extend past that time leave the building by the side entrance. It was agreed that this practice will continue when Admissions and Financial Aid close their counter at 6 p.m. The counseling counter staff will direct students to the lobby computers or suggest that they return during open counter hours. The Admissions and Financial Aid Specialists will be able to process the anticipated increase in back office work without interruption. The Admissions and Enrollment Coordinator will be available to handle emergency situations as is the current practice. Madrigal suggested that Lee discuss the change in Saturday hours with CCE, just to insure a smooth transition.

**IV. Federal Direct Student Loan Program – Unsubsidized.**

MSC – Halttunen/Duran. Motion to discontinue Unsubsidized Loans at Palomar College was approved.

Mary San Agustin provided statistics demonstrating the increase in the student loan default rate since 2003 when it was 10.2% to 2006 when it was 15.5%. Qualifying full-time students with a full-time job are able to qualify for a federal unsubsidized loan of \$3500 in the first year and \$4500 in the 2<sup>nd</sup> year. San Agustin explained that the HEOA law signed in August 2008 will change the default rate calculations that will, at a minimum, double the default rate. Title IV regulations state that if an institution has a default rate of 25%, the District could lose authority to administer all Title IV Federal Assistance Programs (Pell Grant, FSEOG, and FWS), in addition to the student loan programs. Due to the state of the nation's economy, more and more students are applying for unsubsidized loans to satisfy basic living expenses and it is expected that defaults will increase also. SanAgustin suggested that Palomar risks losing its funding authority for the sake of a very small population of students. Madrigal asked Duran to comment on

this topic and she concurred that the greater good of the largest group of students should always be the determining factor.

#### V. First Year Experience/Title V Grant.

Theresa Hogan Egkan presented handouts outlining her work on the HSI/Title V grant. A learning community that includes math, English, reading and counseling has been developed to address the needs of this new generation of first year students that require instruction in a new way. The curriculum was developed to motivate and prepare students. Early Acceptance Program students will be likely participants but classes will be open to all students. Students will enroll in all four components. In addition, tutors will be embedded in the classes so that students requesting tutoring are assured of getting a tutor that will understand the assignments and expectations of the class. Egkan also distributed brochures in English and Spanish that are being printed that will highlight the differences between high school and community college. Egkan distributed a flyer that she and Katy French developed to help students understand plagiarism, a misunderstood pitfall that could delay or derail students who fall victim. Egkan also reported that counseling will host a "Welcome to Palomar" barbecue on September 3<sup>rd</sup>. Egkan will be sure to publish the documents on the Web. Herman Lee suggested that a common terminology be adopted to avoid confusion.

#### VI. Staffing Update/Sharing/Announcements/Acclamations

- Lynda Halttunen reported that Ann Stadler, Director of EOPS will be on a medical leave for three months. Tim Hernandez will assist with counseling issues and Mary SanAgustin will assist to insure that the department maintains compliance with regulations and, that department funds are being well spent. Carol Moore will return in July from her leave.
- Claudia Duran reported that nine students attended a conference in Washington D.C. and lobbied Diane Feinstein, Darrel Issa and Brian Bilbray on the issue of student age in determining independence of financial aid students. Feinstein was impressed with the Clean and Green program at Palomar. Honor Society students attended a conference in Texas and won several awards. New ASG elections will be held May 9-10. Duran will be running for the President seat.
- Lynda Halttunen reported that Palomar was awarded a PUENTE grant. The grant may have to be postponed because time was not sufficient to attract English faculty who would participate. Herman Lee suggested that ESL faculty may be approached and Halttunen agreed that she would explore that avenue to avoid postponing the implementation.
- Karen Huskey reported on the Transfer Recognition Day that is scheduled on May 13<sup>th</sup> and distributed a flyer. Huskey reported that the Bus Tours to SDSU were very successful. Duran suggested that the Escondido Center should be included in advertising of future tours. Halttunen added that SDCCA is trying to erase the county boundary that excludes Palomar as an SDSU feeder district. Scott Cathcart added that the SDSU Athletic department will be making a presentation at the Palomar Athletic department meeting next month.
- Katy French reported that a professional development workshop focusing on veteran and active duty military students will be offered on April 30<sup>th</sup> from 9 am to 12:30 pm in the library. French would like to acknowledge Katherine Gannett and Linda Morrow for developing the workshop.
- Herman Lee reported a boost in summer 2009 enrollment, which is up 10% over last summer. Last week we were behind 3%. The growth is in the 6 and 8-week classes. There are fewer 4-week intersession classes offered this summer. Evaluations is busy finishing up activities for commencement. Lee added that \$400,000 in scholarships will be awarded on May 20<sup>th</sup> at the Scholarship/Honors Night . More students should be encouraged to apply. EOPS/TRIO students will participate in a combined graduation on May 15<sup>th</sup> at the San Marcos Civic Center.
- Scott Cathcart acknowledged the athletes and coaches and gave a rundown of upcoming contests.

Joseph Madrigal advised that President Deegan has decided to open an interim, one-year, vice president student services position on Madrigal's upcoming retirement. The announcement will go out very soon.

The meeting was adjourned at 10:55 a.m.

**The next and last scheduled meeting of the year will be held on May 13, 2009.**