



**STUDENT SERVICES PLANNING  
COUNCIL MEETING  
MINUTES  
February 11, 2009**

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**CHAIR:** Joseph Madrigal

**MEMBERS PRESENT:** S. Cathcart, J. Conway, K. French, L. Halttunen, Russ McDonald (for T. Hernandez), K. Huskey, M. Large, M. Lopez, M. SanAgustin (for H. Lee), Lt. T. Cruz (for T. Plotts), L. Romain, S. Titus, C. Duran

**RECORDER:** Ellie Masiello

**MEMBERS ABSENT:** T. Frady, P. Richardson, and R. Tait-Brown

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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 – January 28, 2009**

MSC – Cathcart/Halttunen The Minutes of the January 28, 2009 meeting were approved.

**II. Designated Smoking Areas Update.**

Jayne Conway reported that thanks to Mike Ellis, Claudia Duran and Sherry Titus, the signs designating the smoking areas are now posted on campus. The ASG will be distributing flyers on campus and approaching smoking students to make them aware of the designated areas. Duran added that the Encuentros Club held a campus cleanup and filled an entire trash bag with cigarette butts. Mr. Madrigal encouraged all to spread the word and practice what we preach about providing a clean and green campus. Sherry Titus added that the District has 1 classified position to handle all of the recycling on campus and so she regularly assigns her discipline students to campus cleanup tasks.

**III. Dell Computer Update**

Sherry Titus has been busy making sure that the contracts with Dell and Apple are accurate. Titus will place an ad in the Telescope when the contracts are finalized to let students know of the new student discounts.

**IV. Updated SSPC Governance Structure Group Request**

Joseph Madrigal advised that there will be 2 readings at SPC before the updated form is approved. Lt. Cruz requested a correction to his title as noted on the form. All agreed to make the correction.

MSC – Conway/Titus The SSPC Governance Structure Group Request form was approved with revisions.

**V. Student Loan Programs**

Sherry Titus handed out basic information sheets on both the Gene Jackson Emergency Loan Program and the Textbook Loan Program. Titus provided an overview of the programs that allow students to borrow funds to purchase textbooks.

Madrigal suggested that both the flyers and online applications should be translated into Spanish so that ESL students are aware that they are also eligible for these loans. Titus agreed to provide the flyers and applications in Spanish language versions.

The Library was awarded funds by the Foundation to purchase textbooks that are held on reserve for student use. The program has been very popular and has generated lots of traffic in the library. EOPS also has a book

program for students. Madrigal suggested that students should have one place to apply for book grants/loans rather than be sent from department to department. Mary SanAgustin explained that because the programs are administered by different departments, informed students are able to double dip and receive up to \$600 in grants and loans leaving needy students without aid because funds are limited. SanAgustin cannot take over the Student Affairs programs without having the responsibility for all the programs to assure that students are being treated fairly. Melissa Lopez suggested that PeopleSoft could track a student's loan activity but since we are on a rolling enrollment, this is not possible. Lopez also suggested that a student applying for a loan be required to obtain a counseling recommendation. The issue will be discussed again in future meetings.

## **VI. Budget Committee Report.**

Claudia Duran reported that since the State has not agreed on a budget, the budget committee has been working on differing scenarios of a budget for 2019/10. Bonnie Dowd, V.P. Administrative Services believes that Palomar will be OK for the 2008-09 year but sees a possible shortfall in revenues by the Campus Police and Wellness Center. Funds may have to be transferred from fund 11 district funds to fund 12 to maintain staffing and services. The Police Dept revenue is permit sales and parking fines. In recent years, the first two weeks of the semester have not generated any revenue because of the policy of allowing students to park for free during this period. Mary SanAgustin stated that the first priority for parking permit sales is for lot maintenance. The permit fee is capped by the Education Code to \$40 and it is just not sufficient. Mr. Madrigal advised that there is a vacant staff position and he will sign the position authorization to replace the position. Mary SanAgustin stated that she is seeing a financial aid population that is more and more stressed and desperate because of the failing economy. Financial aid staff must comply with federal law and may have to deny aid to angry students. For this reason, Mary SanAgustin made a commitment to advocate for the police position replacement. Health Services is also seeing more and more stressed students and works closely with the Campus Police. Conway also made a commitment to advocate for the position replacement.

## **VII. Staffing Update/Sharing/Announcements/Aclamations**

**Melissa Lopez** reported that she is working on the Fall 2009 schedule with the present budget. Her department will cut 25% (40 sections) of classes.

**Karan Huskey** will host a bus tour for students to visit SDSU on April 10<sup>th</sup>.

**Sherry Titus** advised that ASG will be handing out roses on February 12<sup>th</sup> at Club Rush to all students with an ID card.

**Claudia Duran** reported the following ASG activities

- gathering data on the proposed snack shack expansion
- working with IS to add an Icon to the Web that lists classes that are cancelled each day to help student avoid a long drive in to find that their class has been cancelled.
- Letter-writing campaign to Sacramento regarding the budget
- Providing the product and manning the concession stand at the Women's Basketball game on Saturday to benefit the WBCA Cancer Fund.
- Club Rush on 2/12/09

**Mary SanAgustin** reported on the hiring of Mark Minkler as Financial Aid Specialist in the Veterans Services Office. Mark comes to us from the CSUSM Veterans Office and is a retired Army officer.

**Lt. Tony Cruz** offered an acclamation for Police Officer Monika Forest who was recently named Student Services Employee of the Month. Officer Forest teaches the RAD (Rape Aggression Defense) classes that are very popular. Officer Forest is also responsible for the evidence locker and has made much needed organizational improvements since her stewardship.

**Jayne Conway** reported on the collaboration between Health Services and the Athletics/PE Departments on the Biggest Loser Program. Staff can form teams of 4 to compete and be proactive in dealing with stress. Conway handed out flyers on Healthy Heart Month that offers cholesterol screening to students and staff and the Spring Semester Blood Drive. Health Services will continue student outreach at Club Rush on 2/12/09. Conway advised that an open meditation class will be offered on Fridays at noon in Room O-12. All interested staff members are invited to attend.

**Lisa Romain** reported student trips are scheduled on April 10<sup>th</sup> to SDSU, on March 13<sup>th</sup> to UCLA and USC. A Region X trip to Harrah's to explore career opportunities in the hospitality field is planned on March 6<sup>th</sup>. Romain encouraged all to apply for funding through the VATEA/Perkins Grant. Her department received funding for 3 adjunct counselors with this funding. Mary SanAgustin reminded members that VATEA/Perkins funding is dependent on the number of financial aid students that the College serves. Romain also described a proposal to develop an externship for students in the medical, engineering, finance, business, and hospitality and recreation fields. Four faculty in the English, mathematics and science departments are sought to work with 4 counselors in developing the externship. A stipend will be paid to participants and will require 35 to 40 hours of work. Lastly, Romain reported that a career fair is planned for May 13, 2009 and will offer participants, in addition to resume services, mock interviews and career assessments.

**Scott Cathcart** reiterated that there will be a Women's Basketball game taking place on Saturday to benefit women's breast cancer awareness.

**Lynda Halttunen** learned of an email from Assemblyman Wyland advocating the flexibility and freedom of eliminating categorical programs in the State budget. The intent is to fold this funding into the general fund budget. However, since the Ed Code requires that 50% of the general fund must go to Instruction, this will result in funding for Financial Aid, DRC, EOPS and other like programs being watered down. Halttunen would like to see a letter writing campaign to thwart this proposal.

**Joe Madrigal** announced that the Accreditation Team lead in our area, Standard IIB is Dr. Victor Jaime, V.P. Student Services at Imperial Valley College. Madrigal further noted that Mecha and Encuentros are working together to organize a Latino Graduation Celebration on May 16, 2009. The celebration will take place at 5 p.m. in the Student Union.

**Russ McDonald** reported that Counseling will offer Saturday appointments in April and May for EAP students.

The meeting was adjourned at 11 a.m. The next meeting is scheduled for February 25, 2009.