The Student Services Planning Council meeting was called to order by Joseph L. Madrigal, Chair, at 9:30 a.m. on September 15, 2004, in SU-203.

I. Introductions

Self-introductions were conducted by the Student Services Planning Council members present.

II. Approval of Minutes – April 28, 2004 Meeting

MSC – Halttunen: The minutes of the April 28, 2004, meeting were approved with the following correction: Marsha Gable was present.

III. Review 2004-05 SSPC Meeting Schedule

The 2004-05 SSPC meeting schedule of the Student Services Planning Council was reviewed and accepted without objection.

IV. 2004-05 Instructional Equipment

Palomar College will receive approximately $900,000 as the annual grant from the State for Instructional Equipment. Mr. Madrigal needs to receive instructional equipment requests no later than September 30th. Cabinet will prioritize all requests.

V. Matriculation & Transfer Advisory Committee

This will become a regular item on the SSPC agenda and reports will be provided as needed by Lynda Halttunen, committee chair. Currently, the committee is working on providing minor cleanup language on the membership. The corrected copy will be forwarded to SPC.

VI. 2004-05 Annual Implementation Plan

Mr. Bishop is part of the writing team for the college’s 2004-05 Annual Implementation Plan. The plan needs to be completed before the Student Services Planning Council can begin its work. The probable deadline will be in November.
VII. Student Services Staff Appreciation Picnic

A Student Services staff appreciation picnic will be held on Friday, November 5th (off-campus). Paper goods, drinks and meat will be provided; those attending will be asked to bring a side dish. Buildings will be closed from 1– 4:00 p.m., however, phone coverage is required.

VIII. Fiscal Stability Task Force Update

The FSTF met throughout the summer resulting in good progress. The goal of the FSTF is to reduce the deficit this year. There are three (3) representatives from the Student Services Planning Council serving on the task force. Minutes and progress of the task force can be found on the web.

IX. Learning Outcomes Council Update

This is a council not a committee. The Learning Outcomes Steering Committee will be going to Pasadena on October 22nd-24th for a training workshop. Minutes are posted on the web.

X. Title V Task Force
(Held for future meeting)

XI. Sharing

- Robert Sedillo (August) and Julie Thurston-Donaghy (September) are the latest Student Services Employees of the Month.

- The Transfer Center is working on a number of transfer programs with students. The UC systems are now utilizing on-line applications.

- The college will have a Celebration of Diversity on October 6th. Ideas and suggestions for this activity may be directed to Mr. Bishop. The ASG will host a Comet Celebration on October 5th and 7th. The Student Activities Coordinator position has been filled; Paul Groom joined the Student Affairs team/office on August 1st.

- The annual Health & Safety Expo will take place on October 20th. A college nurse is available for classroom presentations. START will hold their first meeting today, September 15th. Health Services will be offering smoking cessation programs this year.

- UC eligible students claiming “Waiver of Enrollment Fees” at Palomar College should be referred to the Transfer Center. Admissions and the Transfer Center are working together on this program.

- DRC is working with Faculty on their web sites using closed captions.

- TRIO made their grant deadline. 1,400 applications were submitted and 780 will be approved. The announcement will be made in January or February, 2005.

- The results from the Athletic Study were received in August and seem to be very good. The 65% return rate was an improvement.

Being no further business, the meeting was adjourned at 10:40 a.m.