The Student Services Planning Council meeting was called to order by Joseph L. Madrigal, Chair, at 9:30 a.m. on April 27, 2005, in SU-203.

I. Approval of Minutes – March 30, 2005 Meeting

MSC-Halttunen: The minutes of the March 30, 2005 meeting were approved as submitted.

II. Institutional Review

This item was postponed until the May 11, 2005 meeting.

III. Clarification of Budget

Mr. Madrigal reported that the Facilities Review Committee (FRC) has requested to be allowed to go in competition next year for block grant monies from the state. Instructional Services was given block grant monies this year. The items requested from FRC total $4,000,087,500.00. Instructional Services submitted a budget request of 2.1 million over last year. Student Services’ submitted budget was $110,000 over last year. Discussion took place regarding the differences in the total budget amounts being requested. Mr. Madrigal encouraged Student Services Planning Council members to attend the special RAC meeting on May 19th at 2:00 p.m. There will also be a special SPC meeting after the scheduled RAC meeting (date and time have not yet been determined).

IV. Ways to Disseminate Information

Mr. O’Brien expressed concerns that Student Services information is not being communicated to the instructional faculty. The following suggestions were made:

- Student Services newsletter
- Section on the Student Services Web site for posting information
- Utilize Student Services representatives on the various committees to provide information
- Create hard copies with information for faculty - would need to be continually updated
- Ask faculty what are they looking for from Student Services
- Student Services month-to-month calendar
- Three (3) line explanation to be placed in each syllabus

It was agreed that the faculty should automatically refer students with needs / problems to the counselors. Mr. O’Brien volunteered to create a three (3) line explanation to be approved by the Student Services Planning Council which could be placed within each syllabus. He is also going to explore the possibility of creating a Student Services calendar with a few staff members assigned / designated for posting but all staff could read.
V. Report – Matriculation & Transfer Advisory Committee

Dean Halttunen reported that Palomar College’s cut scores are the highest in the nation. The English Department is currently exploring different testing programs / methods. Student Services Planning Council members expressed that English 100 was not the basic problem; the large number of students who cannot get into an English class is.

VI. Sharing/Announcements

- The “P” was painted on Friday, April 22nd and hopefully this will become a yearly project.
- Cheerleader tryouts are currently underway.
- Vendors are being contacted regarding the purchase of a marquee in the Student Union.
- Vendors for the purchase of a sound system in the Student Union are also being contacted.
- Mr. Woods was featured in an article as the “Athletic Director of the Year.”
- Mr. Bishop was name “Advisor of the Year” by ASACC.
- Transfer Recognition Day will be held on May 11th. A Transfer Workshop was held on Thursday, April 21st. The Transfer Center is currently working on a research survey.
- The Career Center held a workshop on Wednesday, April 20th which received good evaluations. Mr. Dise will be taking over as the Career Center Director effective June 1st. The Career Center is exploring ways for advertising on-campus student employment opportunities for our students.
- DRC announced April is poetry month. Outreach is being conducted at the high local schools.
- Walk-in counseling begins the week of May 2nd. The Counseling department will be completely staffed this summer and a new employee will be at the front desk in the near future.
- The Chancellor’s Office has asked for an update from Matriculation. This will be completed before the end of the semester, although it is not due until June 30th.
- TRIO will host a special day on Wednesday, May 4th.
- Parent Orientation starts on the May 17th.
- There is a review of our Strategic Plan for the State on May 12th. SSPC needs a voice at the table.
- EOPS Recognition Day will be on May 4th. The Diaper Drive was very successful – approximately $1,100 was raised. The EOPS Outreach Club is currently working on obtaining gift certificates for Mother’s Day.
- Five (5) of the eight (8) spring athletics teams have won their conference title:  
  - Men’s volleyball placed in the final four  
  - The baseball team is in a region tournament on May 7th and 8th  
  - The softball team has finished first in the State  
  - Women’s tennis and Men’s swimming will have championship play-offs this weekend.
Athletics has been assured that Human Resources will have faculty e-mails up and running for the Fall semester. This will assist with the assessment process.

Recruiting of Latino students is a high priority and is being addressed by a task force. The Migrant Education Conference held on Saturday, April 23rd went very well. Mr. Madrigal expressed appreciation for President Deegan speaking at the conference and Ms. Stadler for all of her hard work in preparation and assistance involved with the conference. Between 300-500 were in attendance.

MEChA and ICC will host Cinco de Mayo in the quad area of the Student Union on May 5th. MEChA will be collecting canned food for the migrant workers on that day as well.

Mr. Madrigal has reserved the Boehm Gallery for March 2006 for a special Cesar Chavez photography exhibition.

Special achievements of staff members should be forwarded to Mr. Madrigal so he can announce them in his Student Services VP report at the Governing Board meetings.

SSPC members thanked Mr. Bishop for the improvement in the quality of the food in Food Services. It was expressed that the manager is very willing to work with staff on special events.

Being no further business, the meeting was adjourned at 10:59 a.m.