The first meeting of the Student Services Planning Council was called to order by Joseph L. Madrigal, Chair, at 9:30 a.m. on September 25, 2002, in the Oak Room of the temporary dining facilities.

I. Introduction of Committee Members

The committee members in attendance introduced themselves to the other committee members.

II. Role / Purpose of SSPC Council

Mr. Madrigal offered a brief explanation as to the history and evolution of the committee; its roles and responsibilities; expected products; relationship to the various constituencies; and the reporting relationships. It was emphasized that the committee is not a “decision making” body but rather the function would be to offer “recommendations” to the Strategic Planning Council. Mr. Madrigal explained that at times he, acting as Vice President, might offer an opinion that differs from that of the committee. He reminded the committee that the SSPC is an “open meeting” and others (guests) in attendance would be given opportunities to address the council if they so desired.

III. Review Calendar for Future Meeting

A general discussion relating to future meeting dates and times resulted in the following schedule for the remainder of the Fall semester:

- Second and Fourth Wednesdays of the month at 9:30 a.m.
  - October 9th
  - October 23rd
  - November 13th
  - November 27th
  - December 11th

- The schedule for Spring 2003 meetings will be determined at a later meeting.
IV. Proposal for Reorganization of Counseling / Career Center / Transfer Center Services

Mr. Madrigal provided background information on this issue and informed the group that the idea for reorganization resulted from questions raised by staff. He said the idea had been shared with all affected staff and they had been given an opportunity to ask questions and give feedback. The SSPC discussed the reorganization plan as outlined in a handout provided by Interim Dean Lynda Halttunen. Mr. Madrigal suggested members take the plan and discuss it with members of their individual constituencies. The issue will be placed back on the agenda for the next meeting scheduled for October 9, 2002.

V. Other

Lynda Halttunen suggested that the Matriculation Committee be changed to the Matriculation and Transfer Center Committee. The committee meets four times a year and this would be a reasonable and logical change to have the committee consider items of interest and concern to both areas.

Being no further business, the meeting was adjourned at 10:05 a.m. Mr. Madrigal thanked all those in attendance.