



**STUDENT SERVICES PLANNING
COUNCIL MEETING
MINUTES
December 8, 2004**

CHAIR: Joseph L. Madrigal

Members Present: Bishop, Conway, Doran, Egkan, J. Fernandez, H. Lee, M. Miller, J. Mills, Mobilia, Moss, O'Brien, Roth, Springer, Woodcock

RECORDER: Marilyn Lunde

Members Absent: Gable, Halttunen, Madrigal, J. Woods

Guests: Roth

The Student Services Planning Council meeting was called to order by Jayne Conway (representing Mr. Madrigal) at 9:32 a.m. on December 8, 2004, in SU-203.

I. Approval of Minutes

MSC – Bishop: The minutes of the November 10, 2004, meeting were approved as submitted.

II. Emergency Procedures – Jayne Conway

SSPC members received a copy of the revised Emergency Procedures document via e-mail. SSPC members were instructed to forward any changes and / or recommendations to Ms. Hudson-Maclsaac. It was recommended that the final copy be sent to all staff via e-mail.

III. Emergency /Advanced Aid – Jayne Conway

SSPC members received a copy of the monthly reports Health Services provides to the Safety and Security Committee. Discussion was held regarding the need for some of the information included within the report as well as privacy regulations. It was expressed that the cover sheet was sufficient. This suggestion will be taken into consideration before the second reading of this item which will be placed on the next meeting agenda.

IV. Food Services Advisory Committee Report – Bruce Bishop

Mr. Bishop, Food Services Advisory Committee chairperson, gave an overview of the committee's responsibilities and of the vendor's goals for next semester. The following changes will occur:

- The main cafeteria will close at 4:00 p.m.
- Java City will be expanded to carry more items
- Escondido's cafeteria will be closed on Saturdays
- Follett will have the facilities to sell Pepsi products in the near future
- Baja Grill will be changed into a rotating menu station
- Aramark will do a survey during the Spring semester; and they will introduce an e-mail order system for staff members

V. Bookstore Advisory Committee Report – Bruce Bishop

Mr. Bishop, Bookstore Advisory Committee chairperson, distributed copies of the yearly report from Follet. He emphasized some of the points within the report.

VI. Sharing / Announcements

- DRC is preparing for their yearly ski trip.
- EOPS will be hosting their Holiday Party on December 10th from 3-5:00 p.m. in the Student Union. All staff are invited to attend.
- The number of students using the Career Center increased by 130% over last year in November. Open spaces are still available for students to enroll in the Career Search Intersession Class.
- FSTF will be taking their mid-year report to the Governing Board on Tuesday, December 14th. Extra money discovered from the over-budgeting review will be evaluated by SPC and RAC.
- Some CSUs are still taking on-line registrations due to the 2% increase they received. The UCs are still open.
- Seventeen percent (17%) of Spring classes are already closed. Please encourage students to register now.
- An all campus Holiday Season Open House will be held on December 17th from 3– 5:00 p.m. in the Student Union. Refreshments will be provided along with entertainment and prizes. The \$5 charge should be paid in advance to Marilyn Lunde, Student Affairs Office.
- Health Services has seven (7) flu shots available.

Being no further business, the meeting was adjourned at 10:27 a.m.