Meeting called to order by Daniela Grecu at 1:45 PM.

I. **Finish Group Reports/Findings (Standard IIB Q’s)**
   a. Question #3 team was supposed to complete their section and report their findings to the large group, but due to the absence of a majority of that groups team members, the committee agreed to postpone final reports until the next meeting.
   b. Dr. Bush encouraged the sub-committee to finish answering the Student Services Standard IIB questions and post our finding on the discussion board for public access.
   c. Dr. Bush reminded committee members of the importance to read and re-read the self study report for our campus as that document will prove to be very important as we move forward with accreditation.

II. **Review of Justification Reports:**
   a. Data Analyst Hire-Dimitri was not at today’s meeting, but provided Daniela with the final justification memo for the committee to approve and submit to the Human Resources Sub-Committee for further review and approval.
      i. Overall, the committee agreed that the report was well written and accurate according to what was discussed at our previous meeting. Daniela will provide Joseph DeGuzman (Chair, HR Sub-Committee) with that justification memo.
   b. Soccer Team at Norco- Andy reported that he has not yet written the justification report to initiate the development of a soccer team at the Norco Campus, but will have it prepared by our next committee meeting. The purpose of writing this justification report is to start a soccer team for the Norco College. As it stands, our current Men’s and Women’s soccer teams (which play here at the Norco Campus) belong to the RCC District.
III. JFK Middle College Registration Planning:
   a. Dr. Bush informed the committee that per Dr. Lindsay’s request, the Student Services Sub-Committee has been tasked with the development of a process to enroll JFK Middle College students at RCC Norco. The middle college is expected to open in fall 2006; therefore, our committee must develop registration processes and policies for those students.
   b. Dr. Bush suggested that it would be most efficient if several committee members worked as a smaller group to come up with those steps then present their findings back to the larger sub-committee for review and approval.
   c. Maria Contreras, Matriculation Specialist along with Pam Kollar, Evaluation Specialist volunteered to join Dr. Bush on this small group project.
   d. Sub-Committee members who were absent from today’s meeting that are interested in participating on this project are encouraged to contact Dr. Bush.
   e. Dr. Bush will schedule a meeting in the near future for the small group to get together and begin strategizing the pro’s and con’s of various options.

IV. Educational Environment:
   a. Melissa Bader discussed the possibility of creating a sitting area near the Writing Center on the bottom floor of the library building. Melissa stated that many students gather in that area and tend to sit on the floor.
   b. Melissa agreed to collect data about hallway activity by surveying a few students and faculty members. At our next scheduled meeting, Melissa will provide the committee with a written justification report which after committee approval will be submitted to the physical planning committee for consideration.

V. Spring 06 Sub-Committee Meeting Dates:
   a. Committee members present at today’s meeting worked together in identifying all future meeting dates for the remainder of the spring 06 term. Those dates are as listed below. Daniela will speak to Dimitri to confirm the use of Lib 102 for those meetings.

   - Thursday, March 9, 2006  12:40-1:30 pm
   - Thursday, March 23, 2006  12:40-1:30 pm
   - Thursday, April 6, 2006   12:40-1:30 pm
   - Thursday, April 20, 2006  12:40-1:30 pm
   - Thursday, May 4, 2006    12:40-1:30 pm
   - Thursday, May 18, 2006   12:40-1:30 pm

Please mark your calendars.....

NEXT MEETING: Thursday, March 9, 2006  12:40-1:30 pm (Lib 102-Tentative)