



**STUDENT SERVICES PLANNING COUNCIL
MEETING MINUTES OF**

Wednesday, December 12, 2012
2:00 pm – 4:00 pm
Building 5 – Room 112

Members Present: Lorraine Barrales-Ramirez, Ariackna Alvarez, Ruth Miller, Romeo Garcia, Rita Sabbadini, Robin Richards, Romeo Garcia, Debbie Joy, Rita Sabbadini, Sandra Mendez, Victoria Worch, Lexie Munevar, Regina Blok, Bob Haick, Margie Carrington, Soraya Sohrabi, Kim Lopez, Robin Richards

Members Absent: Gregory Stoup

Guests: Supinda Sirihekaphong, Edith Flores, Jeanne Stalker, Kay O’Neill, Frank Austin, Jai Kumar

1. Approval of Minutes – Approved minutes from October 24 and November 28

2. Business

I. Grant Decision Making Model

The Grant Decision Making Model was presented by Kay O’Neil. This model, if approved by the Planning and Budgeting Council, will be used to provide information about whether the College should apply for specific grants.

SSPC agreed, by consensus, to approve the overall model so it can be forwarded to PBC for approval. Will the model return to SSPC for further discussion and input so it will be more relevant for Student Services?

II. Review Hiring Justifications – Second Discussion

At the last SSPC meeting, there were nine (9) positions put forward. At today’s meeting, we discussed each of these positions, and some adjustments were made based on the “type” of request. The new Participatory Governance Manual describes different processes to be used for the different categories of requests (“NEW” position vs. changed/replacement/categorical position).

Since there were numerous changes in the position list put forward, below is a summary where we are and the next steps. The **yellow highlighted** positions are the ones that are considered new and will go through the campus “new position” process. The other “processes” to be used are noted.

- Office Assistant – Welcome Center: Is not considered a new position (managed hire). Will go through the “replacement” process.
- EOPS/CalWORKs – Is 100% categorically funded; goes through the categorically-funded process (tenure track position)
- General Counselor – New Position
- Dean of Counseling – is a reassignment/changed position; review completed
- IAII - Career - New Position
- IAII - Student Life – New Position
- Financial Aid Technician – New Position
- Transfer Center Counselor/Director – Wait until next year
- Transfer Program OAI – Wait until next year
- A&R Assistant II – Replacement; paperwork on replacement to be completed
- Academic Supervisor Realignment: Not a new position; will go through “changed position” process

III. Review of Admin Re-assignment

Discussion occurred during the review of hiring positions.

IV. New SSPC Co-chair

Ruth Miller was chosen as the new co-chair for SSPC, replacing Rita Sabbadini.

3. Other

Program Review – fill out 2012-2013 SLO and then discussion of assessment will be at a future SSPC meeting.

Kim Lopez will email a soft copy of the Program Review forms.

2013-2014 Program Reviews are due March 31. Please send them to Debbie Joy.

2012-2013 SLOs will be presented at the April 10 SSPC meeting.

Upcoming meetings:

- December 26 - cancelled
- January 9 - cancelled
- January 23
- February 13 & 27
- March 13 & 27
- April 10 & 24
- May 8 & 22