



**STUDENT SERVICES PLANNING COUNCIL
MEETING MINUTES OF**

Wednesday, January 23, 2013
2:00 pm – 4:00 pm
Building 2 – Room 10

Members Present: Geovanna Moreno, Sandra Mendez, Lorraine Barrales-Ramirez, Margie Carrington, Bob Haick, Soraya Sohrabi, Kim Lopez, Debbie Joy, Robert Hood, Ariackna Alvarez, Ruth Miller, Regina Block, Robin Richards

Members Absent: Romeo Garcia, Victoria Worch

Guests: Frank Austin, Jai Kumar

1. Approval of Minutes – Approved minutes December 12, 2012

2. Business

We welcomed our new co-chair, Ruth Miller and our new student representative, Geovanna Moreno.

I. Materials Fee Integration for Online/Custom Materials

Jai Kumar, from the Cañada Bookstore, discussed the changes in Title 5 regarding materials fees, which now include non-tangible materials. Jai would like to try a new model in the Bookstore, which would add materials fees to the cost of tuition. Students could then pay both tuition and materials fees using a payment plan. The materials for this model cannot be reused, cannot be resold and cannot be found anywhere else.

Jai and Margie will discuss issues related to Financial Aid.

II. Positions to Move Forward

Below are the seven positions SSPC have approved and the six positions that will be forwarded for presentation on February 19.

Faculty:

Transfer Program Services Counselor/Coordinator (Kim Lopez – presenter)

Classified:

Student Activities Assistant – Student Life (PT) (Victoria Worch – presenter)

Career Resources Aid – Career (PT) (Bob Haick – presenter)
Financial Aid Technician (Margie Carrington – presenter)
Admissions & Records Assistant III (PT) (Ruth Miller – presenter)
Office Assistant II Transfer Program Services (move from .73 to 1.0) (Soraya Sohrabi – presenter)
Categorically Funded (no presentation needed):
CalWORKs Coordinator & CalWORKs/EOPS Counselor

Lorraine Barrales-Ramirez made a motion to approve the seven listed and Margie Carrington seconded the motion, all were in favor.

Please send updated hiring justifications to Debbie Joy.

III. Appointment to Planning and Budgeting Council

Ruth Miller volunteered to be SSPC's representative on the newly re-formed Planning and Budgeting Council.

IV. Policies & Procedures

Debbie Joy will make hard copies of *District Chapter 7 Policies and Procedures* to give to departments prior to the February 13 meeting. Our goal is to have each college, Cañada, Skyline and CSM, approve the policies and procedures!

At the February 13 meeting, we will review the procedures for each policy.

3. Other

Tracdat and SLOs – Program Review Teams will meet to go over their 2013-2014 Program Reviews. Debbie Joy will send the newest Program Review document to SSPC members. Be sure to update your Tracdat.

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

Standard IIB will be reviewed at our February 27 meeting.

2013-2014 Program Reviews are due March 31. Please send them to Debbie Joy by March 15.

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

Meetings:

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