



**STUDENT SERVICES PLANNING COUNCIL
MEETING MINUTES OF**

Wednesday, January 25, 2012
1:00 pm – 3:00 pm
Building 5, Room 112

Members Present: Jose Mayen, Victoria Worch, Regina Blok, Ruth Miller, Eliazer Ayala-Austin, Rita Sabbadini, bob Haick, Soraya Sohrabi, Sandra Mendez, Debbie Joy, Kim Lopez, Margie Carrington, Romeo Garcia, Kathy Sammut

Members Absent: Sheila Lau, Ari Alvarez, Gregory Stoup, Ivan Evans

Guests: Lorraine Barrales-Ramirez

1. Approval of Minutes – October 12 and October 26 minutes approved, November 30 tabled
November 30 minutes will be emailed to committee members for approval

2. Business

I. Emergency Hire – Counselor

Kathy Sammut and Kim Lopez presented the emergency Counselor faculty hiring justification to SSPC. Margie Carrington recommended the position go forward in the process and the SSPC supported the recommendation completely.

There was a questions asking how many positions should be forwarded. It was decided that there would be no limit and that the council would vote anonymously with a paper ballot.

II. Review Annual Plan/Program Review/SLO Forms & Program Review Schedule

(Task Force: Sandra Mendez, Romeo Garcia, Victoria Worch, Rita Sabbadini)

SSPC reviewed the Annual Program Review forms and a few changes were suggested. Rita will send Debbie the revised forms and they will be put on the SSPC SharePoint site.

Victoria Worch recommended support of the forms (Annual Program Plan Process form, Annual Program Plan Peer Feedback form, and the Annual Program Plan) with the revisions and SSPC supported this recommendation.

2012 Program Plans are due at the end of March.

III. Hiring Justification Priorities

Hiring justification presentations were given in order of the paper ballot.

- a. Program Services Coordinator – Student Success (Kathy Sammut and Kim Lopez presented)
- b. Program Services Coordinator – EOPS/CalWORKs (Eliazer Ayala-Austin presented)
- c. Counselor – EOPS/CalWORKs (Lorraine Barrales-Ramirez presented)
- d. Counselor – General (Kathy Sammut, Sandra Mendez and Kim Lopez presented)
- e. Program Supervisor – Career Services (Kim Lopez presented)
- f. Instructional Aid II – Career Services & Student Life & Leadership Development (Bob Haick and Victoria Worch presented)

SSPC voted on which position(s) to forward through the hiring process and all were approved.

3. Other

If you have any instructional equipment and/or equipment needs, send them to the Vice President's office.

4. Adjournment

The meeting adjourned 3:10 pm.

Next meeting February 8

Upcoming meetings:

- February 22
- March 14
- March 28
- April 11
- April 25
- May 9
- May 23