



**STUDENT SERVICES PLANNING COUNCIL
MEETING MINUTES OF**

Wednesday, January 22, 2014
2:00 pm – 4:00 pm
Building 9 – Room 154

Members Present: Robin Richards, Lizette Bricker, Supinda Sirihekaphong, Misha Maggi, Kim Lopez, Debbie Joy, Bob Haick, Soraya Sohrabi, Carlos Luna, Lorraine Barrales-Ramirez, Margie Carrington, Melissa Alforja, Trish Guevarra, Sandra Mendez

Members Absent: Jeanne Stalker, Noel Chavez, Regina Blok, Ruth Miller, Chialin Hsieh, Jeffrey Rhoades

1. Approval of Minutes – Minutes from November 13, 2013 were approved

2. Business

I. Annual Plan/Program Review – review of proposed online form

SSPC members liked the idea of having an online form for the Annual Plan and Program Review. Robin will continue to work with IT at the District to work toward a seamless form. This form will possibly be in a “survey” database.

II. Other

President Buckley reported we should hear from the ACJC in about two weeks.

The Santa Barbara conference went well and because of the conference, stronger relationships were formed with the High School Counselors that attended. High School Relations Plan/Project

- Hire someone to track all students who come to Orientation, March through September and any students who do not register, follow up to find out why.
- Robin will be meeting with the researcher and the High School principals
- Financial Aid will be more involved with the High Schools, Cash for College at Menlo Atherton and Woodside High Schools
- The High School Counselors lunch will be Friday, April 25 12:30-2:30

Student Services will be piloting a new electronic absence affidavit project with the District.

SSPC members will all use the StrengthsQuest online program/survey; deadline Feb. 7th. At the next SSPC meeting we will review our team’s strengths.

Upcoming Meetings: Feb. 12 & 26, March 12 & 26, April 9 & 23, and May 14 & 28