



**STUDENT SERVICES PLANNING COUNCIL
MEETING MINUTES**

**Wednesday, November 11, 2015
2:00pm to 4:00pm
Building 9 – Room 154**

Members Present: Kim Lopez Co-Chair, Ruth Miller, Co-Chair, Melissa Alforja, Lizette Bricker, Sunny Choi, Gloria Darafshi, Bob Haick, Max Hartman, Maria Huning, Adolfo Leiva, Misha Maggi, Soraya Sohrabi, Supinda Sirihekaphong, Brian Tupper, Diva Ward

Members Absent: Sarah Aranyakul, Margie Carrington, Nicholas Jerrard, Deborah Joy, Trish Guevarra, Chailin Hsieh, Carlos Luna, Khoa Nguyen, Jeanne Stalker

Guests: Milena Angelova, Luanne Canestro, Edith Flores, Loretta Davis Rascon, Brian Tupper

1. Approval of Minutes – October 28, 2015

Minutes from October 28, 2015 were approved. Robert Haick moved that the October 28, 2015 minutes be approved; the motion was seconded by Supinda Sirihekaphong; and the motion was passed unanimously by the members present.

2. Business

a. Program Review data for Student Services - CCSSE

Milena Angelova, Planning and Research Analyst presented in place of Tracy Huang. She gave handouts of the results of the Community College Survey of Student Engagement and explained the data. She noted that the easiest way to access the information on the PRIE Website is to do a search for Datapackets

She asked that Student Services review the data and determine if it fits into each Program Review. The data gives the students' feelings on how engaged they feel on campus.

b. Strategic Plan Progress Report 2014-2015

Kim Lopez reviewed the Strategic Plan and reviewed results to date.

There was a discussion of the Strategic Plan and how its goals fit into the Education Master Plan.

FOLLOW UP ITEM: Please send feedback on the plans to Chailin Hsieh in the Office of Planning, Research, and Institutional Effectiveness

FOLLOW UP ITEM: There was a request to locate the proposal document started at a retreat with Robin Richards that proposed consolidating similar plans so that the total number of plans decreases.

c. Education Master Plan Progress Report 2014-2015

Kim Lopez reviewed the plan:

The majority of the plan items are at 100% completion and, this is our last year to meet the objectives. The areas where goals were not met are to be reviewed to determine if we want to include them on the next plan.

There will be an initiative to tie in Professional Development to the future plan, and in Spring 2016 a Professional Development Plan will be drafted by our new Director of Professional Development and Innovation, Erin Moore.

The Career Center is exploring potential internships and there may be an Internship Fair in Spring 2016. Students require instruction on the importance of internship in their future careers.

d. Holiday Schedule

Following is the December 21, 22, 23, 2015 Student Services Office Schedule

ADMISSION & RECORDS

One Person at A&R

FINANCIAL AID

One Person

WELCOME CENTER

One Person with Student Assistant

No Counseling

Monday, January 4, 2015 - Open

LEARNING CENTER - CLOSED

Closed to the public but staffed

TRANSFER CENTER CLOSED

CAREER CENTER OPEN December 21 and 22 CLOSED ON December 23

UPWARD BOUND WILL BE CLOSED

SPARKPOINT – OPEN

Closing the Pantry

EOPS – TBD

DRC – One staff person but no student appointments CLOSED

No psych services

No DRC

ASSC – STUDENT LIFE AND LEADERSHIP – CLOSED

INTERNATIONAL – OPEN

A2B CLOSED

TRIO CLOSED

BTO CLOSED

3. Other

Kim Lopez reported that Debbie Joy, President of Classified Senate and Co-chair of the Planning and Budget Council reported that PBC evaluated the current Hiring Process and there will be a change to have the Q&A immediately following a position presentation so that attendees will be able to address their questions and a listing of the Strengths and Weaknesses to ensure more feedback and continuity. The position presentations with Q&A and discussion of the overall need for the new position will require more time so that the total number of position presentations will be over two days (i.e. if 10 positions are proposed, 5 will be presented on one day and the other 5 on the next day).

Brian Tupper, new Chief of Security introduced himself to the group.

4. Adjournment

The meeting was adjourned at 3:45 p.m.