



**STUDENT SERVICES PLANNING COUNCIL  
MEETING MINUTES**

**Wednesday, September 28, 2016  
2:00pm to 4:00pm  
Building 9 – Room 154**

**Members Present:** Sunny Choi, Carlos Luna, Candice Johnson (for Melissa Alforja), Kim Lopez, Lorraine Barrales Ramirez (for Sarah Aranyakul), Ben Yeh, Gloria Darafshi (for Soraya Sohrabi), Kathy Kohut (for Supinda Sirihekaphong), Diva Ward, Bob Haick, Khoa Nguyen, Ruth Miller, Debbie Joy, Adolfo Leiva, Misha Maggi, Margie Carrington, Jazmeen Raja, Alondra Reyes and Madeline Reyes (for Mayra Arellano)

**Members Absent:** Maria Huning, Max Hartman, Soraya Sohrabi, Lizette Bricker, Chialin Hsieh, Trish Guevarra, Nicholas Jerrard

---

**1. Approval of Minutes – September 14, 2016**

Unanimously approved

**2. Business**

**I. Q&A on Fall Hiring Positions**

SSPC discussed the positions they plan to bring forward during the 2016-2017 Fall Hiring Process.

[Classified](#) and [Faculty](#) Hiring Justifications are due to VPSS on October 24.

[2016-2017 Hiring Timeline](#)

Proposed Positions:

- EOPS/CARE Counselor – FT Tenure Track
- Basic Skills Counselor – FT Tenure Track
- CWA Counselor – FT Tenure Track
- Retention Specialist – FT STEP
- Program Services Coordinator – FT VROC
- Office Assistant II – FT DRC
- Financial Aid Assistant – FT
- Director of Dual Enrollment – FT

**II. Outreach Update**

The Outreach Update will be moved to our next SSPC meeting on October 26.

**3. Other**

Student Services Division meeting will be Friday, October 21. Lunch will be provided.

## 4. Adjournment

2016-2017 Upcoming Meetings

~~August 24~~

September 14 & 28

October 12 – cancelled due to Flex Day

October 26

November 9 & 23

December 14

January 11 & 25

February 8 & 22

March 8 & 22

April 12 & 26

May 10 & 24