



**STUDENT SERVICES PLANNING COUNCIL
MEETING MINUTES**

**Wednesday, November 8, 2017
2:00pm to 4:00pm
Building 9-Room 154**

Members Present: Melissa Alforja, Sarah Aranyakul (Lorraine Barrales-Ramirez), Soraya Sohrabi, Ruth Miller, Phillip King, Cecilia Costelow (Kathy Kohut), Max Hartman, David Reed, Nick Martin, Maria Huning, Tracy Huang, Adolfo Leiva, Jeanne Stalker, Maggie Baez, Debbie Joy

Members Absent: Nenaji Jackson, Bob Haick, Carlos Luna, Gloria Darafshi, Michiko Kealoha, Mayra Arellano

Guests: Dayo Diggs, Michelle Marquez

1. Approval of Minutes – September 27, 2017 – Debbie will send out via email for feedback and approval.

2. Business

I. Program Review Resource Allocation Process

Michelle Marques and Tracy Huang presented the new Program Review Resource Allocation Process. They are in the process of vetting this information to all councils and will take the suggested changes back to PBC for approval.

An additional document is being worked on which explains in detail how specific requests will be paid; i.e. Lottery funds, Instructional Equipment funds and IT funds.

This will be the first year to use this process so we will evaluate at the end of the semester.

APC, SSPC, IPC, and PBC will work on the rubric as a group.

Send any feedback to Michelle by the end of November.

Phillip will invite Erin Moore to discuss SAO/SLO and the new process.

The DRAFT document is attached.

II. Enrollment Management

III. Enrollment Decreases

IV. Delivery of Services

Ruth Miller discussed items II III and IV together showing SSPC how the College's low enrollment is broken down in the Productivity and Efficiency Report.

The District is asking why we're continuing to hire when our enrollment is going down?

We have an 11% increase in online classes and but do we have the help, services or resources for these students?

V. College Integrated Plan

David Reed brought the College Integrated Plan (formerly SSSP, Basic Skills Initiative and Student Equity) to SSPC asking for feedback before he takes it to SSPC and then the Board of Trustees. Please use the online [Feedback form](#) by Wednesday, November 15.

The plan will be presented to the Board of Trustees on November 29 and then to the State Chancellor's Office by January 31.

The 5 Goals are:

1. Access
2. Basic Skills Math
3. Basic Skills English
4. Persistence
5. Completion Rate

3. Other

The Food Panty is open Thursdays from 5:00-6:30 pm.

International Week is November 13-17. If you would like to possibly have one of your travel photos in the Gail Kamei Scholarship Calendar, send it to Kathy Kohut in the International Student Center.

ASCC's International Day is November 16 from 9:00-1:00 in The Grove.

Liliana Garcia-Arteaga is our newest employee hired to Admissions & Records.

A replacement for the Staff Assistant in Middle College is in the process.

4. Adjournment

Upcoming Meetings

August 23	January 24
September 13 (meeting room change – 2-10)	February 14 & 28
September 27	March 14 & 28
October 11 (Cancelled for Flex Day)	April 11 & 25
October 25 (meeting room change – 2-10)	May 9 & 23
November 8	June 13 & 27
December 13	

[Student Services Planning Council Website](#)