



**STUDENT SERVICES PLANNING COUNCIL
MEETING MINUTES**

**Wednesday, September 27, 2017
2:00pm to 4:00pm
Building 2 – Room 10**

Members Present: Nenaji Jackson, Loretta Davis Rascon (Jeanne Stalker), Bob Haick, Margarita Lozano (Maria Huning), Tessa Noriega (Carlos Luna), David Reed, Max Hartman, Gloria Darafshi, Ruth Miller, Pat Sehl (Melissa Alforja), Lorraine Barrales Ramirez, Michiko Kealoha, Raghad AbdAlJawad, Debbie Joy, Phillip King, Adolfo Leiva

Members Absent: Kathy Kohut, Nick Martin, Mayra Arellano, Tracy Huang, Soraya Sohrabi

Guests: Allison Hughes

1. Approval of Minutes – September 13, 2017 minutes approved unanimously

2. Business

I. SPOL Reminder

Please go to the link above to few additional tutorials (Print Tutorials) or call Allison Hughes if you need help with SPOL (x3213).

Video Tutorials

[Logging in and changing your password](#) - (2 minutes)

[Adding Narrative: the basics of program review](#) - (6 minutes)

[Adding Evidence: linking URLs and documents](#) - (6 minutes)

[Adding plans and requesting resources](#) - (9 minutes) - updated version of this tutorial coming soon. Please see the print tutorials below for current instructions.

- Please remember to use a WORD document to write your Program Review and copy and paste it into SPOL.
- SSPC made the decision to attach the WORD document to SPOL rather than waiting to approve SPOL before all edits are made.
- [Student Services SPOL Template](#)
- Update TracDat Annually

II. Assessment of Meeting Cycle

SSPC discussed the idea of changing their meetings to once a month but came to the conclusion they would still need to have two meetings per month. Cancelling one week prior if the meeting has no actionable agenda items.

III. Review Requests for Resources & Hiring Process

There are still questions about where we are asked to put requests for personnel and resources during the Program Review process. The questions below will be brought to the Vice President of Administrative Services.

1. Do we put all of our planning objectives including proposed new positions, request for resources, as well as our future program goals into the planning module in SPOL, or do some of those items belong in other places?
2. Where do we put the resource categories such as, personnel, replacement technology, new technology, and supply items if they are over a particular amount, Professional Development and Conferences?
3. Where do we see the denials for resource requests?
4. Can a document be made that easily spells out where we put appropriate requests/FAQs?

Possible positions to forward:

- Health Center Staff Assistant
- SparkPoint Coordinator
- Financial Aid Assistant (for front counter)
- Multicultural Center Coordinator
- Middle College Staff Assistant – Full time
- Retention Specialist – Transfer
- Technology Tech Desk
- Full time Counselor – EOPS
- Part-time Library Support Specialist – TLC (Textbook, Laptop, Calculator)

3. Other

Fall Job Fair – October 3, 2017 11:00-1:30 in The Grove (Volunteers still needed)

Fall Internship Fair – November 8, 2017 11:00-1:00 in The Grove

Transfer Day – October 17, 2017 10:00-1:00 in The Grove

October is Transfer Tuesday Month – Wear your College Gear

Tag Deadline is September 30!

Guided Pathways Workshop

1. Workshop, September 26, 2017 in Rancho Cordova
 - a. Attendees: Phillip King, David Reed, Nenaji Jackson, Gloria Darafshi, Denise Ericson, Ruth Miller, and Alex Kramer.
 - b. Adolfo Leiva and David Johnson will be added to the group working on Guided Pathways.
2. Self-Assessment for College Employees
3. Pipeline to receive Planning Grant

Next SSPC Agenda – Guided Pathways – discussion regarding working collaboratively so there are no silos.

Student Life and Leadership – Campus Movie Fest October 9-18, 2017 Students can rent equipment and get tech support in learning how to create a video celebrating the College's 50th anniversary.

Students will be filming all week.
Wednesday, October 25th is the Film Fest 6:00-8:00

Halloween, Tuesday, October 31, 2017 9:00-1:00 Upper Lawn - Theme is *Winter is Coming: G.O.T.*

University trips planned.

- **University Trip: UC Santa Cruz**
Friday, Oct. 13 - 8:30 a.m. – 6 p.m. Sign up: www.tinyurl.com/fall2017uv
- **University Trip: CSU East Bay (Preview Day)**
Saturday, Oct. 14 – 7 a.m. – 2 p.m. Sign up: www.tinyurl.com/fall2017uv
- **University Trip: UC Berkeley Engineering Day**
Friday, Oct. 20 – 8 a.m. – 4 p.m. Sign up: www.tinyurl.com/fall2017uv
- **University Trip: UC Merced (Preview Day)**
Saturday, Oct. 21 – 6:30 a.m. - 6:30 p.m. Sign up: www.tinyurl.com/fall2017uv
- **University Trip: UC Davis (STEM Day plus a general tour option)**
Friday, Nov. 3 – 6:45 a.m. - 6:30 p.m. Sign up: www.tinyurl.com/fall2017uv

AB 134 money is allocated to students with unmet need. They will receipt \$500 per student. Please let your student know. Money from the State Chancellor's Office.

[AB 540 Dream Application](#)

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](#)