



**STUDENT SERVICES PLANNING COUNCIL  
MEETING MINUTES**

**Wednesday, February 22, 2017  
2:00pm to 4:00pm  
Building 9 – Room 154**

**Members Present:** Kim Lopez, Margie Carrington, Maria Huning, Chialin Hsieh, Kathy Kohut, Joanna Dai, Bob Haick, Jeanne Stalker, Sunny Choi, Max Hartman, Debbie Joy, Soraya Sohrabi, Gloria Darafshi

**Members Absent:** Ruth Miller, Diva Ward, Misha Maggi, Adolfo Leiva, Lizette Bricker, Sarah Aranyakul, Mayra Arellano, Carlos Luna, Trish Guevarra, Nicholas Jerrard

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**1. Approval of Minutes** – February 8, 2017 minutes approved unanimously as amended.  
Move Sunny Choi from *Members Absent* to *Members Present*.

**2. Business**

**I. Budget Development Process**

[Developing Department or Division Budgets](#)

[Budget Development Tasks for Overall college budget development process](#)

SSPC went over the timeline and Managers were asked to go over their budgets with their staff, especially the Fixed Expenditures.

SSPC also discussed the IEPI's findings and how they thought it would be good for PBC to have more involvement with the budgeting aspect of their name. Having departments share their budgets with their departments comes transparency and with that comes knowledge.

**II. Review SSPC By-Laws  
(Membership)**

SSPC discussed the need for the high number of members. The University Center Representative was removed from the list. The BTO, Veterans & Financial Literacy Representative was removed and a VROC Representative was added in its place and the Wellness Center Representative replaced the Disability Resource Center Representative.

There will be more discussion regarding the membership before it's voted on.

Gloria will check with Puente to see if they would like a representative on the council and Debbie will check with Outreach with the same question.

**III. Review SSPC 2016-2017 Program Teams**

SSPC reviewed the 2016-2017 Program Teams. Change were made in almost all the teams due to position changes. Debbie will send an email to the two teams that were not represented (EOPS, CARE, CalWORKs & FFYSI, Dreamers and TRiO, Bridge to Opportunities and Veterans) at SSPC

to see if they need any revisions on their teams before the document is distributed.

#### IV. Spring 2017 Program Review Schedule

Building 9-Room 154 has been reserved for each of the Study Sessions. Please remember to submit resource requests or personnel requests in SPOL even if it is not your year for Program Review.

| Program                                  | Study Session         | Feedback Forms Due | Q&A and Reflection |
|--|-----------------------|--------------------|--------------------|
| Counseling/Puente                        | March 10 – 12:00-1:00 | March 17           | March 22           |
| International Students                   | March 31 – 12:00-1:00 | April 7            | April 12           |
| Assessment, Orientation and Registration | March 31 – 12:00-1:00 | April 7            | April 12           |
| Financial Aid and Financial Literacy     | April 21 – 12:00-1:00 | April 21           | April 26           |
| Student Life and Leadership Development  | April 21 – 12:00-1:00 | April 21           | April 26           |

[Student Services Feedback Form](#) (send to Chialin Hsieh when complete)

[Program Review Feedback Reflection Grid](#) (send to Debbie Joy before the Q&A)

#### 3. Other

The Space Allocation Task Force is working on creating a process or processes and will be vetting their plans soon.

#### 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 – cancelled due to Flex Day

March 22

April 12 & 26

May 10 & 24

[Student Services Planning Council Website](#)