

Student Services Planning Council



Minutes

Date: Wednesday, November 10, 2021

Time: 2:00 - 4:00pm

<https://smccd.zoom.us/j/94809251078>

1) Welcome (5 minutes)

a) **Time Keeper** – Maria Huning

b) **Do we have our team?** (Quorum: 13; *purple* = pending appointment or vacant)

Adolfo Leiva (SparkPoint)

Vacant (Faculty)

Andrea Garcia (Fin Aid)

Aricka Bueno (Faculty)

Bettina Lee (Wellness Center)

Bob Haick (Career)

Camille Barbosa (ASCC Rep)

Dream Center Representative

Eshton Liu (ASCC Rep)

Kathy Kohut (International)

Lorraine Barrales-Ramirez

(EOPS, CARE, CalWORKS, FYSI)

Manuel A. Pérez (VPSS)

Margarita Baez (Classified Rep)

Maria Huning (TRIO)

Maria Lara (A&R)

Mary Ho (Post-Sec. Success)

Max Hartman (SS Dean)

Mayra Arellano (Promise)

Michiko Kealoha (Stu. Life)

Nimsi Garcia (Classified Rep)

Olivia Cortez-Figueroa (Coll. Recr.)

Sarah Cortez (Welcome Center)

Soraya Sohrabi (Transfer)

Veterans Services Representative

Wissem Bennani (SS Dean)

Guests: Chantal Sosa, Ariela Villalpando, Nicolette Navarrete

c) **Introduction of new SSPC representatives**

New Reps/ 5 mins

2) Adoption of The Agenda

2 mins

Lorraine Barrales-Ramirez moved to adopt today's agenda

Eshton Liu seconded the motion

Motion passed by all those in attendance

3) Approval of the Minutes

2 mins

a) October 27, 2021

Eshton Liu moved to approve the minutes from October 27, 2021

Maria Huning seconded the motion

Motion passed by all those in attendance

4) Reports (2 minutes)

a) "Why" We Do What We Do Share (Lorraine Barrales-Ramirez)

2 mins

i) *An instance that has happened recently that has reminded you why you do what you do to challenge equity and anti-racism in Student Services?*

“As I talk to my students who are in the midst of submitting their applications for 4-year Universities, a lot of them are overwhelmed in regards to just the process. I try to get them excited about how wonderful it is that they’ve gotten to this point and they should be very proud because I’m very proud of them and of what they’ve accomplished to get to this point and that they’re almost there to getting their Bachelor’s Degree! They’re almost there getting their Associate’s Degrees or Certificates before transferring. It takes them sometimes a minute before they realize, yes, I guess I have done a lot! It’s important to say, hey you’ve done all this work! Look at you and where you’re at! You should be very proud, we’re proud of you and continue the hard work you’re doing for yourselves, for your familia, for your community because you are making a big difference! Many students when I’m talking about the process in regards to next steps and what they need to do, they are thankful we are here to help them through those next steps because it can be confusing. Things are always changing and shifting as far as requirements and trying to figure it out based on different colleges and universities. It’s not uncommon for many of our EOPS transfer students to see us five or six times, even though three are only required. Every fall semester I look forward to this time and helping students through this process. This is why I do what I do!”

ii) *Upcoming SSPC line-up: Mary Ho, Aricka Bueno*

b) Thank you for sharing your department reports in the chat! *All/ “Unlimited” Time*

Career Center: We had a great turnout for the Fall Job Fair on October 6th. We had 74 employers in attendance with 129 students visiting various employers the day of the event. In addition, we had 38 employers in September and October doing Virtual hiring & info Tabling sessions with 53 students attending those sessions.

CWA will be holding an Experience Cal State East Bay Workshop on Thursday, November 18th from 6pm-7pm via zoom. CSUEB Admissions Counselor, Marc Strong, will discuss preparing to transfer, CSU application advice, and the transition from Cañada to a CSU.

Dream Center - the Dream Center PSC position has been posted and we look to hire a short term substitute Dream Center while we complete the hiring process.

EOPS is now accepting applications for the spring 2022. We will also be having an End of the Semester Celebration for our EOPS students - Hugs for Mugs: Relax, Recharge, Reconnect.

Promise Scholars Program- We had a successful priority registration day last Thursday! Students had the option to receive in person and online counseling support. Roughly 10 students visited us in person which was such a special moment to "meet" our students. We are still accepting students for our Spring Cohort. If you know of anyone who is interested, have them visit our website for more info:

<https://canadacollege.edu/promise/>

SparkPoint - SparkPoint continues to work with the District-wide Basic Needs Taskforce to address food insecurity, housing and mental health.

Food Insecurity:

1. Current plans are underway to re-open the Food Pantry in the Spring 22 semester.
2. SparkPoint is also exploring the possibility of launching a Drive-Thru Food Distribution at Cañada College.
3. Please encourage all students to apply for the Food Grant Program (see link below).

Housing:

1. SparkPoint continues to provide rental assistance for students (up to 2 months' worth), as well as, emergency hotel stays (max 30 nights), for eligible students.
2. Emergency assistance is also available for students (one-time max of \$500).

Food Grant Program Link:

<https://app.smartsheet.com/b/form/aebcd04b6fe7468e9cbec5d40b6c22cd>

Student Life - we are doing our bi-annual report to the BOT today. Commissioners Brittney Samora Delgado and Diana Castro and I are presenting at the NASPA Western Regional Conference this Friday. Our department will also get to do an Anti-Asian Awareness Workshop at the National Student Leadership Conference next week.

TRIO SSS - we have 2 upcoming events next week: Tea Time with TRIO on Wednesday and Self Care Tools for College students on Thursday. Attached are the virtual flyers. Please share these!

TRIO Upward Bound - We are in the middle of our Annual Performance Reporting process and data collection. We have a new ST- Retention Specialist, Vanessa Hernandez. She will support our students coming back to campus and returning to concurrent enrollment courses in Spring.

VROC - Kristi Longoria (formerly with SparkPoint and San Mateo Credit Union) has accepted the shared VROC / Welcome Center PSC position. Her start date is 11/11/21 (pending Board Approval). We're excited to welcome Kristi to the team. She may be reached at longoriak@smccd.edu. Please join me in welcoming her! In her substitute VROC Coordinator role last month, she has been working with our sister Veterans Resource Centers to develop and launch the Veterans CRM and plan out Veterans Month events.

5) **Standing Items (27 minutes)**

a) PBC

Max / 4 mins

The last PBC meeting was November 3. Ludmila Prisecar, interim Vice President of Administrative Services discussed two items. The first was a breakdown of the actual

expenditures from the 2020-2021 fiscal year and breaking down those expenditures by fund.

She also provided an updated reminder about which resources were requested and funded last year during the Program Review and Annual Plan process and reminded programs they should augment their budgets to reflect the dollars for procurement of those items. If you had resources that were requested and were approved you should be seeing that reflected in your budgets and to go ahead and purchase those items.

Manuel and Ariela provided an update on the Promise Program. A lot of us are aware of the changes that are happening but it was nice to have that discussed at PBC for the greater campus to hear.

President Lopez has added time to the PBC agenda as a standing item to discuss the return to campus for Spring 2022.

The next meeting is scheduled for Wednesday, November 17.

b) VPSS Updates

Manuel / 4 mins

Friday is Veterans Day. The VROC space has had a big change. It has changed location and is now on the first floor of building 9.

Our College Recruiter, the Outreach Office and the Office of PRIE has produced a Community Perceptions questionnaire. It's a questionnaire that went out to our partners in the community asking them, how do you think we're doing and what can we do better? With an invitation to meet one-on-one or be part of a focus group. This questionnaire was presented in English and Spanish. It went out to 71 community organizations, 26 high schools, and 81 churches and religious organizations, all in our service area. We received 223 responses and 40% of them responded in Spanish, and 68 want to talk with us further so right now we're in the process of setting up one-on-one phone calls and small focus groups.

This is probably one of our most successful survey and questionnaire responses we've received in the last two or three years. This information will be shared with the Board of Trustees tonight and we're in the process of collecting the feedback so we can find trends and themes. More to come.

Our students are in the midst of priority registration and if students do not upload their vaccination information which includes either their doses of the Johnson & Johnson, Moderna or Pfizer or their approved exemption; medical or a request for religious exemption. They could be restricted from in-person courses and in-person services for Spring 2022.

Students who do not upload their information are dropped on a rolling basis. For example, if I enroll in an in-person course today and I have not uploaded any of my vaccination

information, I will be dropped in ten business days. Students are receiving this information via email multiple days before that drop date.

c) Enrollment Services Committee Update

Wissem & Maria L./ 15 mins

Forms and the CRM

We are prioritizing which forms we will begin with and working on getting them done slowly one form at a time. The hope is to get them all on the CRM. There are already forms that are used often in Admissions & Records and Financial Aid which are already completed. Veterans are almost all completed and students are already using the CRM and their Veteran forms. We're working on counseling forms now. This is one of the main projects happening now for Enrollment Services and Counseling.

Parchment

We are looking for the end of February for the implementation of Parchment services. We will be providing diplomas and certificates online using Parchment. Our students will be able to get their degrees and certificates electronically and be able to share them on social media or with anyone they choose.

Fraud Prevention

This is a statewide problem. CCC Apply's snap filter was updated to include domains from the California State Chancellor's Office plus the Cañada PRIE office provided other domains to be included in the snap filter. The reporting of fraud activities is happening every month which is now a state requirement. Beginning this month the Deans of Enrollment Services will need to submit fraud reports to the State. We submitted our yesterday.

There is a recommendation to ITS to move forward with email changes. Emails will use a different formula now; last name first initial and a random number. Hopefully this change will support the student who wants to use their preferred name instead of their legal name. We hope this process will be more inclusive in supporting our students. This process will not be retroactive. It will begin at the time it's implemented for future students.

Academic Calendar – Juneteenth will be to the Academic Calendar in the future.

Student Vaccination portal opened on Nov. 3. SWASSUM will show the reason for student being dropped.

- 1- Approval to be on Campus can be found on SWASSUM;
- 2- Reason for being dropped can be found on SFASTCA;
- 3- Counselors (and others with SSL access) will be on Case Record.

Please see below a printed screen for SWASSUM

Application Navigator | Personal Information SWASSLUM 9.0A (PROD)

Student ID: G00801701 | Magante, Mariella

Address: 2443 Wight Ct, S San Fran, CA 94080 | Phone: 6504528124 | Send Email: mmagant2@my.smcocd.edu

PERSONAL INFORMATION

GENERAL INFORMATION

Hold	No	Ethnicity	Filipino	Transfer units	0.00
First Term	Summer 2008	Int Student	No	Cum GPA	3.18
Last Term	Spring 2021	Diagnos/Car	No	Cum Earned Units	42.60
Need to ReAdm?	No	Testing	Yes	Cum % Complete	82.26
Gender	Female	Comments	Yes	Personal Pronoun	
DOB	01-APR-1989	Transfer Info	No	Approved for in-person	<input checked="" type="checkbox"/> Y

ACADEMIC STANDING

Academic Standing: Good Standing | Spring 2021

REGISTRATION INFORMATION

Term: 202203 | Spring 2022 | Canada College

Reg Appt: Student may register for term 202203 on or after Friday, November 05, 2021

Units: 4.00 | Major: Biology AS-T Degree | ORI: Exmp

Wk Hrs: | Advisor: | CNSL: Cmpl

Type: Continuing Student | SEP: 17-DEC-2022 | EOPS: No

Residency: California Resident | PLA: Exmp | FAID: No

For SFASTCA, there is no action yet. It will be happening to the first group of students who registered classes on Nov. 3, 2021.

Application Navigator | OneLogin | Mariella Magante | Salesforce

smccd.lightning.force.com/lightning/r/Contact/0031Q00002HistGQAT7/view

Advisor Link | Home | Mariella Magante

Contact: **Mariella Magante** | Personal Pronoun: + Follow

Personal Pronoun: Active Application Record | App ID: 93580 | Email: mcmagante@gmail.com | Mobile: (650) 452-8124

Related List Quick Links

- Applications (Applicants) (2)
- Cases (1)
- Program Enrollments (5)
- Course Connections (10)
- Attributes (5)
- Matriculations (5)
- Success Plans (0)
- Relationships (0)
- Campaign History (0)
- Contact History (10+)
- Notes & Attachments (0)
- Appointments (2)

We found no potential duplicates of this contact.

Details | Related | Activity

Contact Details

Preferred Full Name	Mariella Magante	Stu AD User Name	mmagant2
Personal Pronoun		Stu AD Process Indicator	Processed
Gender	Female	Active Attribute Student Type	5
Active Attribute Record	G00801701202203	Citizenship Status	US Citizen
College Formula from App	Skyline College		
Admissions Status	Admitted		
Primary Academic Program (Formula)	Undecided 2		
Active Program Enrollment	PE-241354		
International Indicator			
Stu AD User Name	mmagant2		
Stu AD Process Indicator	Processed		
Active Attribute Student Type	5		
Citizenship Status	US Citizen		

Appointment Manager

Vaccination status begins in the spring.

Student Vaccination Verification Process

<https://smccd.edu/return-to-campus/docs/Student%20Vaccination%20Verification%20FAQ%2011.3.2021.pdf>

Adolfo Leiva motions to add 5 minutes for this agenda item
Soraya Soraya seconded the motion
Approved by all those in attendance

Rolling drops for a student if they have enrolled for in person courses and have not submitted their vaccination status, starts this semester. It impacts their spring semester but the drop starts now.

d) Guided Pathways

Mary / 4 mins

The position of Director of Student Support for the college is in active hire. This position is nested within the Division of ASLT and has shared responsibilities and oversight for our Guided Pathways initiatives.

Arts Design and Performance Retention Specialist – in Active review
In the process.

We are also in the process of further spreading clarifying on the early alert expansion.

6) **Business Items (70 mins)**

a) SSPC Transition and Meeting Schedule

Co-chairs / 10 mins

- i) Proposed action: Cancel November 24 SSPC meeting, special meeting November 29 from 1-2pm, cancel December 29

The special meeting on November 29 is to present our Program Review presentations.

Maria Huning motions to cancel both the November 24 and December 22 meetings in order to gift ourselves back time to complete projects. Also to have a special meeting on November 29 in order to prepare for our PBC presentations.

Eshton Liu seconded

Motion passes by all those in attendance

SSPC 2021 - 2022 Focus Areas

Wednesday, November 10, 2021

Fall 2021 - Transformational Antiracist Leadership for Student Services

Review and locally-define the leadership framework

Spring 2022 - Student Services Communities of Practice (in SSPC)

What can we learn from one another?

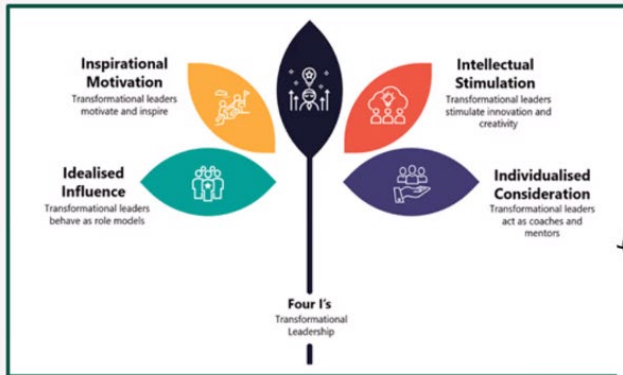
Spring 2022 - TA Leadership Focus Areas (in SSPC workgroups → SSPC)

What specific goals would Student Services like to accomplish for 21-22 relative to our operations, our prof dev, and our relationships?

Transformational & Anti-racist Leadership

In Student Services

October 27, 2021



The Four I's of Transformational Leadership (Bass, 1985, 1990, 1995, 2008)



Program Feedback

Disaggregate Data and Impact

- Disaggregate data to reflect real impact on different communities (within our departments)
- Each group looks at our outcomes (ie. at Counseling, who's getting SEPs)
- Critically review and challenge our outcomes

Tailor services to students from minoritized backgrounds

- Target fin aid campaigns to support underserved communities. Use multiple strategies for information dissemination
- Tailoring our services and the information shared to individual students; not just in large groups/workshops.

Fostering empathy and kindness with each other as colleagues

- Owning that we're all learning about anti-racism - and we're all at different places on this gradient

Using an anti-racist lens to hire, recruit and foster my team

- How should we incorporate anti-racism into our hiring process, meetings, outreach and evaluation?
- Selection and training of both staff and student employees to ensure that the whole team is aware and committed to anti-racism
- Reimagine and dream as a team, in ways we approach transformational leadership and antiracist work
- Reviewing materials, content, etc. we create and language we use to make sure that it is student friendly and in alignment with our anti-racist initiatives

Creating an open environment for challenging racism

- Learning from our history and moving in the direction of change.
- Being able to call out microaggressions, racist comments, etc. Not to fall into inaction.
- Role model and foster a open space to have these conversations/experiences

Influencing larger transfer efforts



Communities of Practice

What does Transformational Antiracism look like in my own leadership practice?
What should or could Transformative Antiracism look like in our program or office?

Share your best practice at an upcoming SSPC.

Sign Up to Share Out:

- **February 9** - Example of data disaggregation and impact
 - Presenter =
- **February 24** - Example of service tailored to students from minoritized backgrounds
 - Presenter =
- **March 9** - Fostering empathy and kindness with each other as colleagues
 - Presenter =
- **March 23** - Using an anti-racist lens to hire, recruit, and foster my team
 - Presenter =
- **April 6** - Creating an open environment for challenging racism
 - Presenter =

Upcoming Spring Dates

February 9th – Max Hartman

February 24th – Wissem Bennani

March 9 – Nimsi Garcia / ¡ESO! Adelante

March 23 – available

April 6 – available

Please contact Manuel Pérez, Nimsi Garcia or Michiko if you are interested in March 23 or April 6!

Spring 2022 - TA Leadership Focus Areas (in SSPC workgroups → SSPC)

What specific goals would Student Services like to accomplish for 21-22 relative to our operations, our prof dev, and our relationships?

- **Operational:** what can this TA leadership lens look like with a targeted focus on specific technical, functional, and day-to-day
- **Developmental:** what can TA leadership look like in our professional development for Student Services?
- **Relational:** what does TA leadership look like for Student Services in our relationships with each other, with others, and with the greater community?

Question: What areas should we focus on as SSPC related to our operations, our Professional Development and our relationships? As a council we'll work on this in the Spring semester.

Suggestion - IDEA: Review and update our SS program review process with a TA lens

Suggestion – IDEA: Reviewing applications from CC Apply, where are students getting 'stuck'? Review the data at each level- apply, orientation, counseling, registering, financial aid, other connections to campus programs. Dive deep into the students that are not following our steps to registration, what can we do to really meet them where they are?

Suggestion – add language barriers to the above idea.

Suggestion - IDEA: Do research on CCC's that are doing exemplary Transformational Anti-Racist work in one or more student services areas and either or both ask practitioners from those institutions to come to our campus and teach us how they got to where they are, or we could send teams on site visits and ask them to come back and report to student services.

Suggestion – IDEA: More communication on campus. For example; I would like to see everyone talking about Financial Aid. Even if you are not an expert just pointing student to the department.

Suggestion - IDEA: Focusing on the work “Community”: Using the survey results from the community survey to see how our community sees our college. Rather than just have us see how we see ourselves, having an additional dimension of how we are seen by our community. This could actually span over all three areas: operational, developmental, and relational.

Suggestion – IDEA: Developmentally, this may include ensuring equal opportunity for all people regardless of sex, religion, race, sexual orientation, and disability. View all people with respect, and to treat others as we would want to be treated. When we treat others as we wish to be treated, then we could minimize racism. And yes, we should also figure out what each student needs without prejudice, but with objectivity.

Suggestion – IDEA: Developmental: Select a reading about the importance of the anti-racism framework in the work we’re doing at our institution. Advocate for Student Service departments to discuss the reading in teams.

We need volunteers for each area. You will come back to our December SSPC meeting with a list of the priorities for each area.

Operational –
Developmental -
Relational -

SSPC Feedback

Program Review, refine questions to engage intentional self-reflection

Create space and processes to empower intentional transformational antiracist collaborations

- Having SSPC support efforts to empower (enable) and challenge
- A platform for intentional collaborations across student service programs working on transformation antiracist activities.

Hold and create more spaces for reflection and professional development, in SSPC and beyond.

- Provide professional development activities to support SS leaders
- Continuing to do leadership and reflective exercises like this!
- Model this in other areas like Flex (main session) for entire campus

Standardize the anti-racism work for the whole campus

Support and uplift efforts to create equity driven and anti-racist student services.

- Supporting and identifying anti-racist initiatives to bring on to campus, such as Umoja.
- Continuing to champion initiatives to support student equity such as Zero Textbook Costs, Food Pantry, Housing Insecurity and more
- Resource allocation

Creating an open environment for challenging racism

- Talk about our past experiences
- Being able to call out microaggressions, racist comments, etc. Not to fall into inaction.



SSPC Workgroups

What should or could Transformative Antiracism leadership look like for us as a Council?

Create an action plan for SSPC.

4 Workgroups

At least 3 members per group

Generate ideas and create an action plan for SSPC

Share out your workgroup progress at every SSPC agenda from February - April

Share the SSPC action plan at PBC in late April

- **Team 1 - Foster Anti-racist Collaborations**
 - How can we reach this goal as SSPC through day-to-day practices?
 - How can we reach this goal as SSPC through professional development?
 - How can we reach this goal as SSPC through community building?
- **Team 2 - Create Reflection Opportunities**
 - How can we reach this goal as SSPC through day-to-day practices?
 - How can we reach this goal as SSPC through professional development?
 - How can we reach this goal as SSPC through community building?
- **Team 3 - Champion Campus Equity Initiatives**
 - How can we reach this goal as SSPC through day-to-day practices?
 - How can we reach this goal as SSPC through professional development?
 - How can we reach this goal as SSPC through community building?
- **Team 4 - Build a System to Challenge Racism**
 - How can we reach this goal as SSPC through day-to-day practices?
 - How can we reach this goal as SSPC through professional development?
 - How can we reach this goal as SSPC through community building?
- **Team 1 Sign Up**
 - Member 1 → Organizer (Gets group together, creates zoom) =
 - Member 2 → Recorder (Writes notes) =
 - Member 3 → Main Reporter (Reports out to SSPC) =
- **Team 2 Sign Up**
 - Member 1 → Organizer (Gets group together, creates zoom) =
 - Member 2 → Recorder (Writes notes) =
 - Member 3 → Main Reporter (Reports out to SSPC) =
- **Team 3 - Sign Up**
 - Member 1 → Organizer (Gets group together, creates zoom) =
 - Member 2 → Recorder (Writes notes) =
 - Member 3 → Main Reporter (Reports out to SSPC) =
- **Team 4 - Sign Up**
 - Member 1 → Organizer (Gets group together, creates zoom) =
 - Member 2 → Recorder (Writes notes) =
 - Member 3 → Main Reporter (Reports out to SSPC) =

Team 1:

Team 2:

Team 3: Eshton Liu

Team 4:

December SSPC meeting: Could we use a break out room to meet with our new teams?

December SSPC meeting: Possibly use this meeting for a celebratory time / winter games to celebrate the end of the semester.

Email Michiko, Nimsi and/or Manuel if you have any additional ideas for the December SSPC meeting.

7) Special Presentations

8) Business Items

9) Open Forum and Feedback

Adjournment

Next Special mtg. 11/29/21 and next SSPC mtg. 12/8/21

Student Services Planning Council Mission Statement:
The SSPC oversees the implementation of a comprehensive process for planning and assessing student services based on program review, the effective integration of student learning outcomes into program activities and services, and alignment with the college's mission and strategic goals.



TeaTime W/ TRIO is back!!



Join us for a **bi-monthly** themed conversation about **life** and **college**.

TeaTime w/ TRIO is a **casual, hour-long, drop-in** opportunity to get your questions answered.

Now one attendance of TeaTime w/ TRIO counts towards the '**TRIO-led Event**' assignment. Stop by every **1st Monday** and **3rd Wednesday** of every month from **1-2 pm**.

Join any event with the link below!

<https://smccd.zoom.us/j/9705473187>

FOR DISABILITY-RELATED
ACCOMMODATIONS, PLEASE EMAIL:
CANVPSS@SMCCD.EDU OR CALL
(650) 306-3234.





TRIO WORKSHOPS ARE BACK!

We'd love for you to join us for any or all of our three upcoming workshops centered around self-help.

A GUIDE TO TIME MANAGEMENT WORKSHOP

Join us for tips on how to take charge of your time. Get all your homework done, study for tests, carve out time for your hobbies and enjoy socializing. We will go over how to fit it all into your busy schedule.

THURSDAY, OCTOBER 7TH, 2021
1PM- 1:45PM

<https://tinyurl.com/TRIOSSStime>

SELF CARE, TOOLS FOR COLLEGE STUDENTS WORKSHOP

Don't sacrifice your well being for success. Taking care of your self is success. Get tools on how to check in on your self, feel less stressed and boost your mood.

THURSDAY, NOVEMBER 18TH, 2021
1PM- 1:45PM

<https://tinyurl.com/TRIOSSScare>

STUDY SKILLS, HOW TO IMPROVE YOUR GRADES WORKSHOP

Ready to improve and feel less stressed about your grades? We are going to go over tips and tools on how to improve your grades and set you up for success at school.

THURSDAY, OCTOBER 28TH, 2021
1PM- 1:45PM

<https://tinyurl.com/TRIOSSSstudy>

EACH WORKSHOP COMES WITH ITS OWN SELF HELP GIFTS

TEXT: FOR DISABILITY-RELATED ACCOMMODATIONS, PLEASE
EMAIL: CANVPSS@SMCCD.EDU OR CALL (650) 306-3234.

