STUDENT SERVICES PLANNING COUNCIL
MEETING MINUTES OF

Wednesday, May 27, 2015
2:00 pm – 3:00 pm
Building 9 – Room 154

Members Present: Robin Richards, Ruth Miller, Debbie Joy, Lizette Bricker, Melissa Alforja, Carlos Luna, Jeffrey Rhoades, Kim Lopez, Margie Carrington, Gloria Darafshi, Sarah Aranyakul, Bob Haick, Chialin Hsieh, Max Hartman, Jeanne Stalker, Misha Maggi, Soraya Sohrabi

Members Absent: Supinda Sirihekaphong, Adolfo Leiva, Moody Metry, Trish Guevarra, Diva Ward, Lina Mira, Noel Chavez

1. Approval of Minutes – Minutes from May 13, 2015 approved.

2. Business

I. Review Resource Allocations
(From Annual Plan/Program Reviews)

Change “Funding” name to “Grant Funding Opportunities”

See list of resource requests at the end of the minutes.

II. Discussion of Next Year’s Activities

Expand SparkPoint so it’s integrated with Instruction

Additional:
Transfer Initiative
Career Internships
Puente Initiative
Multiple Measures and Common Assessment Initiative

III. Other

2014-2015 Meetings

October 8 – cancelled
October 22
November 12
November 26 – cancelled
December 10
January 14 – cancelled
January 28 – cancelled
February 11
February 25 – cancelled
March 11 – cancelled
March 25 – cancelled
April 8 & 22
May 13 & 27
2015-2016 Student Services Resource Requests

1. Personnel:
   A. List new or replacement positions you anticipate requesting. Identify the term (fall or spring) and year in which you anticipate submitting the staffing request.
   B. Include links to new position request documents:

   International Student Center
   ISC is requesting a part-time Office Assistant (20 hours per week) to start in the 2015-2016 academic year. As the international student population is projected to steadily increase by 25% per year, additional staff is needed to assist the current International Program Manager with the following tasks:
   - Admissions (10 hours per week): Evaluating admissions applications and following up with applicants regarding missing application documents
   - Student services (10 hours per week): Assisting students with enrollment-related issues such as registration, updating immigration document requests, accessing other student services, and help with adjustment issues.

   Funding for this position will come from District allocation of funds to College International Student Programs.

   Counseling
   We anticipate submitting a request for a FT Tenure-track Counselor for Fall 2016. We will be losing 50% time of one of our FT Counselors who will be staffing the new Puente Program. In addition, we have lost several of our adjunct counselors to full-time positions outside of the District. For consistency of staff, we feel it is important to focus our resources on a FT position rather than hiring and training adjunct Counselors who often leave for full-time positions.

   Transfer Center
   Program Coordinator
   The Transfer Center as part of Counseling Department is requesting a full-time Program Services Coordinator position in support of the Transfer Center. It is essential to expand the Transfer center staffing to enhance services and reach students in a timely manner. There are several factors for this effort: to align with the Educational master Plan, and to comply with two new initiatives of SB 1456 and SB 1440.

   SparkPoint, Financial Aid and Financial Literacy
   Dedicated financial aid counseling year-round – Fall 2015

   Program Services Coordinator for Financial Aid, SparkPoint and Outreach – Spring 2016

   Office Assistant – Spring 2016

   Disability Resource Center, Health Center and Psychological Services
   The Disability Resource Center, Health Center and Psychological Services department will be requesting a full time Psychological Services position. Currently we have two part time licensed practitioners and 2 graduate student and/or post graduate counseling interns. However, our
growing need as well as our successful implementation of services like CARES necessitates a full time Psychological Services presence on our campus.

2. Non-Instructional Equipment:
   Provide a list of all equipment needed. To be funded, requests must include all the required purchasing information.

<table>
<thead>
<tr>
<th>EOPS/CARE/CalWORKs</th>
<th>Item Name</th>
<th>New/Repair/Replacement</th>
<th>Vendor</th>
<th>Catalog #</th>
<th>Unit Price</th>
<th># Needed</th>
<th>Justification</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rubbermaid Xtra Utility Cart, 37 4/5&quot;H x 40 3/5&quot;W x 20&quot;D, gray</td>
<td>Office Depot</td>
<td>#536031</td>
<td>$357.99</td>
<td>1</td>
<td>To use in various events especially in orientations and CalWORKs workshops when we have to carry materials, water and food.</td>
<td>Sarah Aranyakul &amp; Lorraine Barrales-Ramirez</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Sparco Convertible Hand Truck With Deck, 800 Lb. Capacity, Gray</td>
<td>Office Depot</td>
<td>#721470</td>
<td>$124.99</td>
<td>1</td>
<td>To use in various events when transporting big and heavy items.</td>
<td>Sarah Aranyakul &amp; Lorraine Barrales-Ramirez</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EOPS/CARE/CALWORKs Table Cover</td>
<td>4imprint</td>
<td>#2213</td>
<td>$293.01</td>
<td>1</td>
<td>To promote our programs in various events, especially student graduation event and club day</td>
<td>Sarah Aranyakul &amp; Lorraine Barrales-Ramirez</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Student Life and Leadership Development</th>
<th>Item name</th>
<th>New/Upgrade</th>
<th>Vendor</th>
<th>Catalog number</th>
<th>Unit Price</th>
<th># Needed</th>
<th>Justification</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Line Wireless Bar Code Scanner – bluetooth wireless technology enabling unrestricted</td>
<td>New</td>
<td>CI Solutions</td>
<td>Part # Omni</td>
<td>$425.00</td>
<td>1</td>
<td>To accurately gather information on students utilizing all 16 of our services. This wireless scanner can</td>
<td>Sue Lyon Systems Consultant (925) 938-5934 <a href="mailto:sue@cisolutions.biz">sue@cisolutions.biz</a></td>
<td></td>
</tr>
</tbody>
</table>
movement up to 33 feet from base. Includes 3 year factory warranty.

be brought anywhere in the center to scan student IDs and will hook up to our already existing BANNER hookup/CI Verify software.

<table>
<thead>
<tr>
<th>SparkPoint, Financial Aid and Financial Literacy</th>
<th></th>
<th></th>
<th></th>
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</tr>
</thead>
<tbody>
<tr>
<td>Item name</td>
<td>New/ Upgrade</td>
<td>Vendor</td>
<td>Catalog number</td>
<td>Unit Price</td>
<td># Needed</td>
</tr>
<tr>
<td>Card Swipe System</td>
<td>New</td>
<td>TBD (Card Integrators)</td>
<td>TBD</td>
<td>TBD</td>
<td>3 each SparkPoint “desk” Financial Lit Lab FA Office front desk College-wide implementation recommended to track student utilization of resources, programs and services across campus.</td>
</tr>
<tr>
<td>Adjustable Ergonomic Workstation – will be specific to employee needs</td>
<td>New</td>
<td>Human Scale or Arranged4Comfort</td>
<td>TBD</td>
<td>$2,000-$2,500</td>
<td>6 Total 2 – SparkPoint 4 – FA Department Recommend college-wide initiative to offer all staff option. Proactively address long term neck, back, shoulder issues as a result of</td>
</tr>
</tbody>
</table>
3. Information Technology:

Provide a list of all software and hardware needed. Include the required purchasing information and/or desired capabilities.

### Counseling

<table>
<thead>
<tr>
<th>Item name</th>
<th>New/Upgrade</th>
<th>Vendor</th>
<th>Catalog number</th>
<th>Unit Price</th>
<th># Needed</th>
<th>Justification</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dell Latitude Laptop 7450</td>
<td>New</td>
<td>Dell</td>
<td>210-ADBD</td>
<td>$1,352</td>
<td>4</td>
<td>Current laptops are old and heavy and not conducive for outreach activities and portability.</td>
<td>Leslie Gambino, Dell</td>
</tr>
</tbody>
</table>

### DRC

<table>
<thead>
<tr>
<th>Item name</th>
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<th>Justification</th>
<th>Contact</th>
</tr>
</thead>
<tbody>
<tr>
<td>Administrative Software</td>
<td>New</td>
<td>Student Accommodation Manager (SAM)</td>
<td>$4,200 per year</td>
<td>1</td>
<td>Paperless DRC File Management System</td>
<td>Max Hartman</td>
<td></td>
</tr>
</tbody>
</table>

### DRC

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<tr>
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</tr>
</thead>
<tbody>
<tr>
<td>LD Testing Kit Basic Kit</td>
<td>New</td>
<td>WAIS IV</td>
<td>0158980808</td>
<td>$1,74.00</td>
<td>1</td>
<td>Onetime (some record forms are included in this kit)</td>
<td>Max Hartman</td>
</tr>
<tr>
<td>LD Testing Kit Scoring Assistant</td>
<td>New</td>
<td>WAIS IV</td>
<td>0158980948</td>
<td>$311.00</td>
<td>1</td>
<td>Onetime</td>
<td>Max Hartman</td>
</tr>
</tbody>
</table>

Qualifications - This product is a "level C":

http://www.pearsonclinical.com/psychology/qualifications.html

### DRC

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<tbody>
<tr>
<td>Reading Test Form G</td>
<td>New</td>
<td>Nelson-Denny</td>
<td>Y211402356</td>
<td>$77.00</td>
<td>1</td>
<td>Ongoing (record forms)</td>
<td>Max Hartman</td>
</tr>
<tr>
<td>Item name</td>
<td>New/ Upgrade</td>
<td>Vendor</td>
<td>Catalog number</td>
<td>Unit Price</td>
<td># Needed</td>
<td>Justification</td>
<td>Contact</td>
</tr>
<tr>
<td>---------------------------------------------------------------------------</td>
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</tr>
<tr>
<td>Reading Test Directions for Administration</td>
<td>Same</td>
<td>Same</td>
<td>Y211402358</td>
<td>$11.00</td>
<td>1</td>
<td>Onetime</td>
<td>Same</td>
</tr>
<tr>
<td>Reading Test-Self-Scorable Answer Sheets Kit</td>
<td>Same</td>
<td>Same</td>
<td>Y211402362</td>
<td>$124.0</td>
<td>1</td>
<td>Ongoing (record forms)</td>
<td>Same</td>
</tr>
<tr>
<td>Reading Test Manual for Scoring and Interpretation</td>
<td>Same</td>
<td>Same</td>
<td>Y211402359</td>
<td>$28.00</td>
<td>1</td>
<td>Onetime</td>
<td>Same</td>
</tr>
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</thead>
<tbody>
<tr>
<td>WJ IV Complete Battery Plus (Achievement A, Cognitive, Oral Language)</td>
<td>New</td>
<td>WJIV</td>
<td>Y211588353</td>
<td>$2,012.30</td>
<td>1</td>
<td>Onetime</td>
<td>Max Hartman</td>
</tr>
<tr>
<td>WJ IV Achievement Standard and Extended Form A Test Records and Response Book with individual Score Reports Pkg 25</td>
<td>Same</td>
<td>Same</td>
<td>Y211588320</td>
<td>$158.85</td>
<td>1</td>
<td>Ongoing (record forms)</td>
<td>Same</td>
</tr>
<tr>
<td>WJ IV Cognitive Test Records with Individual Score Reports Pkg 25</td>
<td>Same</td>
<td>Same</td>
<td>Y211588316</td>
<td>$158.85</td>
<td>1</td>
<td>Ongoing (record forms)</td>
<td>same</td>
</tr>
</tbody>
</table>


Qualifications - [http://www.riversidepublishing.com/products/restrictionlevels.html#high](http://www.riversidepublishing.com/products/restrictionlevels.html#high)
### EOPS/CARE/CalWORKs

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<tbody>
<tr>
<td>Kensington Snap2 K55779WW Privacy Screen Filter for Widescreen</td>
<td>Upgrade</td>
<td>Office Depot</td>
<td>#117924</td>
<td>$225.99</td>
<td>2</td>
<td>For Jessica Boyle, retention specialist, she collects and analysis data for EOPS/CARE/CalWORKs &amp; SparkPoint. The screen filters will greatly help protect her eyes.</td>
<td>Sarah Aranyakul &amp; Lorraine Barrales-Ramirez</td>
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<td>New</td>
<td>Dell</td>
<td>210-ADBD</td>
<td>$1,352</td>
<td>4</td>
<td>Laptops for financial coaches and director to use when attending meetings, away at conferences, or conducting financial coaching</td>
<td>Leslie Gambino, Dell</td>
</tr>
<tr>
<td>HP LaserJet Pro 400 M451dn</td>
<td>New</td>
<td>HP</td>
<td>CE957AB GJ</td>
<td>$499.20</td>
<td>1</td>
<td>Color duplex printer for Retention Specialist to print resource materials incolor for financial coaching</td>
<td>Kevel Krishan</td>
</tr>
</tbody>
</table>

For Jessica Boyle, retention specialist, she collects and analysis data for EOPS/CARE/CalWORKs & SparkPoint. The screen filters will greatly help protect her eyes.
4. Facilities:
   C. List new or replacement positions you anticipate requesting. Identify the term (fall or spring) and year in which you anticipate submitting the staffing request.
   D. Include links to new position request documents:

   International Student Center
   With the passing of Measure H and funding allocated towards renovations of building 3, it would be great to get a quote on the cost of expanding the office to create a separate office for the International Program Manager. If a part-time staff will be hired, it is ideal that that staff would be located at ISC. An alternative space would be in or around Admissions & Records. This expansion would ensure student privacy.

5. Professional Development:
   What professional development is needed to strengthen your program? Why? How will the professional development benefit the college?

   International Student Center
   The ISC Program Manager has not attended any annual national conferences of the NAFSA: Association of International Educators due to timing. However, the Program Manager has been able to attend the local Northern California conference which was held at Skyline College last year and will be held at Skyline College this year.

   The ISC Program Manager has been able to keep up with immigration and industry changes by serving as the Secretary for BA-PIER Professional International Educators Roundtable.

   As the ISC Program Manager is called to provide more study abroad services, additional professional development will be required in this area through NAFSA and other study abroad conferences.

   Orientation, Assessment & Registration
   Describe professional development requests for next year.
   - Project Management team training to better handle the projects at the Welcome Center
   - Participation in California Community College Chancellor’s Office Assessment Task Force
   - Training in various software programs to better present Orientation, Assessment data for various college department requests—Math Jam, Word Jam, ESL/CBET, pilot program results
   - Attendance at Compass/ACT Conferences to provide the best and most current Assessment Practices
   - CACCRAO Conference
   - Provided a broad overview and specific details regarding the administration of the California Community College Registrar and Admissions Office
   - WAVES Conference
   - CCCAA – California Community College Assessment Director’s Group
Counseling
Continuing education and professional development are a necessity for all counselors to be able to provide the best academic, career, transfer and personal counseling services to students at Canada. Counselors attend the UC/CSU conferences every year. They also attend discipline specific (i.e. athletics, honors, veterans, transfer, basic skills, career, instruction, etc.) training and workshops.

For the following academic year we anticipate attendance at the following conferences:

- Basic Skills Regional Conferences
- Veterans Regional Conferences
- Ensuring Transfer Success (ETS) Conference
- CSU Community College Counselor Conference
- UC Counselor Conference
- UCLA Transfer Alliance Program (TAP) Conference
- CCCAA Annual Convention
- Career Assessment Training
- Athletic Counselor Training
- RP Group Student Success Conference
- On Course Conference

Student Life & Leadership Development
a. The professional development we accomplished this year:
   i. Manager is on the Board of Directors for the California Community College Student Affairs Association.
      1. Chaired Northern California Conference
      2. Co-Chaired Professional Conference
      3. On the Planning Committee for the Statewide Student Leadership Conference
      4. In May, 2015 was voted by the state to become the President of the association and serve a three year term.
   ii. Manager serves as teh chair for social media communication for the National Student Affairs Association (NASPA)

b. Anticipated additional professional development needed:
   i. Safe Zone Training
      1. Additional training to understand what steps need to be taken so that students in the LGBTQIA Community feel included and safe zone on campus
      2. This training can align with Title IX regulations
      3. Training the trainer could open up opportunities to have workshops open to all campus community to learn from
   ii. True Colors Certification
      1. This additional training would allow for a more fully developed understanding of a well-used leadership and team building assessment that could be used across campus for student leaders: ASCC, BTO, Outreach, Colts, Athletics, etc.
SparkPoint, Financial Aid and Financial Literacy
The Financial Aid Department staff require multiple trainings throughout the year on program, administration, technology and system changes, reporting updates, compliance, best practices and other topics important to maintaining an administratively compliant program while also being responsive to local needs of current and future students and college initiatives. For the most part, there are sufficient financial aid program funds to support the various training needs of staff. It is noted that ongoing administrative support for staff development participation be supported and encouraged.

SparkPoint plans on providing deeper financial coaching training and possible certification for the financial coaches. In addition, SparkPoint would like to conduct site-visits to successful financial coaching centers located both in-state and out of state. For the most part, SparkPoint funds cover most of the various training needs but SparkPoint may request support for financial coaching training and certification.

6. Research:

Orientation, Assessment & Registration
Assistance from our Research Office to collect most important data to show the effectiveness of our programs.

Student Life and Leadership Development
Currently, we do all of our assessments, surveys, student presentations/interviews in-house. We collect data using novi survey and google forms. No additional research needed at this time.

SparkPoint, Financial Aid and Financial Literacy
SparkPoint: Work collaboratively with SparkPoint at Skyline College to determine if there are new opportunities for ETO to communicate effectively with BANNER.

7. Funding:

Orientation, Assessment & Registration
We would like to hold Cañada SSSP Online Resources Workshops to instruct students on how to use:

- Cañada College Website A-Z Index, Employee/Staff Directory
- DegreeWorks to track their progress
- WebSMART to update their Education Goals
- WebACCESS to be more successful in their classes,
- WebSCHEDULE to take appropriate classes to reach their education goals
- Cañada College my.smccd.edu email
Student Life and Leadership Development
We would like to look at creating an Alternative Spring Break program for students, however this will be fully funded by ASCC.

SparkPoint, Financial Aid and Financial Literacy
At this time, we are unable to identify any unfunded projects or other needs but would request that funding considerations be granted should future projects or initiatives be identified.

Revised 5/28/15