

# Student Services Planning Council



## AGENDA

Date: Wednesday, April 14, 2021

Time: 2:00-4:00pm

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

### 1) Welcome

- a) **Time Keeper -**
- b) **Do we have our team? (Quorum: 13)**

Adolfo Leiva  
Alison Field  
Bettina Lee  
Bob Haick  
Jade Shonette

Jeanne Stalker  
Kathy Kohut  
Karen Engel  
Lorraine Barrales-Ramirez  
Manuel Alejandro Pérez  
Maria Huning  
Maria Lara  
Margie Carrington  
Mary Ho

Max Hartman  
Mayra Arellano  
Michiko Kealoha  
Nadya Sigona  
Olivia Cortez Figueroa  
Rosa Moncada  
Soraya Sohrabi  
Wisseem Bennani

### 2) Adoption of The Agenda

*2 minutes*

### 3) Approval of the Minutes

*2 minutes*

#### a) March 24, 2021

#### i) *Actions from March 10th meeting:*

- *Voted on part of final portion of SSPC bylaws*

### 4) Reports

#### a) "Why" We Do What We Do Share

*Bettina / 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?*

#### b) Thank you for sharing your department reports in the chat!

*All/ "Unlimited" Time*

5) **Standing Items**

- a) PBC *Max / 4 mins*
- b) VPSS Updates *Manuel / 4 mins*
- c) Enrollment Services Committee Update *Wissem & Maria L. / 15 mins*
- d) Guided Pathways *Mary / 4 mins*

6) **Anti-Racism Highlights**

- a) Reminder: PBC Antiracism Task Force Proposal *Manuel / 5 mins*

7) **Special Presentations**

- a) Emerging Project Change Program Presentation *Max/ 20 mins*

8) **Business Items**

- a) None

9) **Recording Future SSPCs** *(cont'd discussion; notes included below)* *All / 20 mins*

- a) *It's different to watch the videos (and easier) than reading minutes*
- b) *Would audio recording be ok?*
- c) *Would this replace minutes?*
- d) *If we did video+notes, perhaps doing notes that are far more abbreviated.*
- e) *People address that video feels uncomfortable*
- f) *Could we use Otter.ai to create notes?*

*If we do our reports in chat, that will get lost.*

*Zoom recordings made to the cloud also automatically generate transcripts (if your settings are set up that way) and you can set up sharing so that you can restrict access to only SMCCD/my.smccd.edu accounts*

*Maria H. moves to postpone this item to the next SSPC meeting.*

*Seconded by Maria L.*

10) **SSPC Bylaw Updates**

*Maria H., Mary, Michiko, Nimsi, Manuel / 30 mins*

**SSPC Membership**

**Committee chairs and co-chairs of the SSPC participate in the “Planning and Budget Council’s Orientation.” New committee members are strongly encouraged to attend, all committee members are welcome to attend.**

People appreciate the orientation.

- **Committee Members**
  1. Admissions & Records Representative
  2. *Bridge to Opportunities*
  3. Career Center Representative
  4. College Recruiter
  5. Dean of Counseling
  6. Dream Center Representative
  7. EOPS/CARE/CalWORKs Representative
  8. Financial Aid Representative
  9. International Students Representative
  10. Post-Secondary Success Representative
  11. Promise Scholars Program Representative
  12. SparkPoint
  13. Student Representative (up to 2 voting members)
  14. Student Life & Leadership Development Representative
  15. TRIO Programs Representative
  16. Transfer Center Representative
  17. Veterans Services Representative
  18. Vice President of Student Services
  19. Welcome Center Representative
  20. Wellness Center Representative
  21. *Classified Members (2):*
    - 
    - 22. Faculty Members (1): Counseling Faculty
    - 23. Faculty Members (1): Instructional Faculty
- **Advisory**
  - *Dean of Planning, Research and Institutional Effectiveness*
  - Learning Center Representative
  - Library Representative
  - Puente Representative

International shares that although they are under Instruction at the moment, this is a crucial Student Service, and ask that in voting they be put back in as a voting member.

The group speaks about centers that have 1 or 2 people and Jeanne shares that as Classified people, we have made this work and can continue to make this work so that people are represented.

Classified members be non managers in another section of the proposed bylaws.

## **Expectations of Service**

**Committee members will:**

- commit to attend and prepare for meetings
- notify co-chairs if unable to attend scheduled meetings
- solicit feedback from and report out to constituent groups
- vote on business items during SSPC business meetings

**Advisory members will:**

- be defined as a non-voting role, not counting towards quorum
- provide advice related to agenda items and discussions

#### Removal

Members may be removed or asked to resign by consensus of the SSPC after three (3) council absences in one semester.

Jade moves to approve the changes in red shown above to the SSPC Bylaws

Seconded by Maria H.

Motion carries unanimously by the consent of those present.

#### 11) Open Forum and Feedback

*An opportunity for anyone to discuss any additional items.*

*What would we like to cover in the next SSPC?*

a) *Next meeting as virtual celebration.*

#### Adjournment

Next meeting is Wednesday, 2-4pm, April 28, 2021 via Zoom.

#### 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.