

Student Services Planning Council



Minutes

Date: Wednesday, April 14, 2021

Time: 2:00-4:00pm

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

1) Welcome

- a) **Time Keeper** – Olivia Cortez-Figueroa/Mary Ho
- 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 Perez

Maria Huning

Maria Lara

Margie Carrington

Mary Ho

Max Hartman

Mayra Arellano

Michiko Kealoha

Nadya Sigona

Olivia Cortez-Figueroa

Rosa Moncada

Soraya Sohrabi

Wissem Bennani

Candice Johnson, Ariela Villalpando, Debbie Joy, Saul Miranda, Manasi Devdhar-Mane, Jose Zelaya, Terrence Cole, Nimsi Garcia

2) Adoption of The Agenda

2 minutes

Maria Huning moves to approve the SSPC agenda for April 14, 2021

Seconded by Lorraine Barrales-Ramirez

Motion carries unanimously by all those present

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*

Remove Bridge to Opportunities in the SSPC bylaws under membership

Maria Huning moves to approve the SSPC minutes of March 24, 2021 with the exception of the Bylaws section. SSPC will reconfirm edits from the March 24 meeting at April 14 meeting.

Seconded by Mary Ho

Motion carries unanimously by all those present

4) Reports

a) "Why" We Do What We Do Share

Bettina Lee / 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?*

"My story is no different than anyone else's. I do what I do because I love working with students, but most of all I love sharing my knowledge with as many people as possible and I get to support faculty and staff. One of my jobs is to look out for all of you and be here as a support for you. It is a privilege and there's not a lot of positions out there that provide this opportunity. I honestly do it for selfless reasons too because it makes me feel good and I think we all do our jobs because it makes us feel good and gives us a sense of purpose."

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

Dream Center Update: Free Legal Clinic has 6 weeks' worth of appointments. Please share the flyer with our students and community members.

Free Legal Clinic is planning to host an event called "Immigration Updates" on May 5th from 5pm – 6:30pm. Flyer will be sent out soon.

EOPS: Yesterday and today, we have drop-in for summer priority registration. We will have drop-in on 5/5-6 for fall priority registration. We are now accepting application for fall 2021. Working on our End of the Year Celebration.....More to come!

ESO! Adelante newsletter – see attachment

Successful CAD/GCOE last Monday, thanks to those who helped market to students.

Drop in peer mentoring office hour this Friday –April 16th 1pm – 2pm

Alumni Student panel, hosted by ESO! Adelante, Promise and the STEM Center – April 23rd

International Student Center: We are processing applications for F-1 and Global Online Students for Fall 2021. New F-1 students coming to the USA will need to enroll in at least one class that meets on campus, so we are working with each applicant to choose at least one on-campus class. Also, we are planning our virtual achievement ceremony for international graduates, transfers and scholarship recipients which will take place via Zoom in the evening on Thursday, May 13.

Outreach Update: Working on planning PEP Events, tonight is our first PEP event! Currently also planning for Connect To College in May. Participating in Colts Con planning as well. Workshops and presentation continue at local high schools, parent meetings, local partner org meetings collaborations. Meeting with individual students/parents to help with on board process (concurrent enrollment, high school seniors and project change students).

SparkPoint Updates:

1. SparkPoint has completed two rounds of Rental Assistance. 25 students have been awarded \$1750 each = total = \$43,750
2. UWBA has just informed us that we will be launching round 3 of Rental Assistance that will fund 25 additional awards to be distributed during the 2021 calendar year.
3. The Food Grant Program is currently serving 359 Cañada students. SparkPoint is still accepting applications.
4. The Food Insecurity Basic Needs Taskforce is planning to launch a CalFresh enrollment campaign at the Community Food Markets. Individuals could receive up to \$204 / month per eligible participant.
5. The Homelessness Basic Needs Taskforce is on the verge of launching a 3-night Hotel Voucher Program for students who are housing insecure.
6. The combined Community Markets have offset our community's grocery expenditures by over \$5.2 million.

Transfer Center in collaboration with Skyline College is offering Spring College Fair on April 15th, from 1 to 3 p.m. For more information go to Transfer Center web page at <https://canadacollege.edu/transfercenter/>

The Students Achievement and Awards Reception is scheduled for Friday May 14th at 4p.m. This year we will host this event virtually, and similar to prior years, at this event we are celebrate the achievements of students in the Transfer Program, STEM, Honors Transfer Program, Tutorial program and those who will be awarded scholarships.

5) Standing Items

a) PBC

Max / 4 mins

- The last PBC meeting was on April 7th.
- Resource prioritization was moved to the next PBC meeting on 4/21/21
- Technology plans were presented, reviewed, and adopted
- Updates with Student Services positions
- PBC meeting agenda and minutes

<https://canadacollege.edu/planningbudgetingcouncil/meetings.php>

b) VPSS Updates

Manuel / 4 mins

- General overview of current pandemic recovery plans and process
- Update on Student Services staffing (including Financial Aid Director hire update, College Recruiter hire update, Registrar hire update, and Interim Dean extension into 2021-2022 academic year)

c) Enrollment Services Committee Update

Wissem & Maria L. / 15 mins

- Veterans Portal in the works for our students (Districtwide). This will be ready before June 30th.
- COVID grading will extend for Spring and Summer 2021; the decision for Fall 2021 is forthcoming. The COVID grading website will be reactivated and can be used for information.
- Update on current review of District measures to eliminate/reduce risk of Financial Aid fraud. The fraud has not impacted us as a District but we're trying to be proactive to prevent this from happening.
- ESC recommendation to limit access to SPAAPIN Banner screen. If you have lost access to this screen and need it, contact Wissem Bennani.
- Students will be receiving an email this week for Class of 2021 virtual commencement. Class of 2020 students should've received an email last week.

Semester	Last Date students can request W in WebSmart for full term courses (EW with refund)	Last Date Non Res/International students can request a Tuition Refund related to COVID-EW	Last Date students can request an Enrollment Fees refund related to COVID-EW	Last Date students can request a grade change to an EW
Spring 2020	5/15/2020	6/22/2020	5/21/2021	5/21/2021
Summer 2020 (6 W)	7/25/2020	8/25/2020	8/7/2021	8/7/2021
Summer 2020 (7 W)	8/1/2020	9/1/2020	8/7/2021	8/7/2021
Summer 2020 (8 W)	8/8/2020	9/8/2020	8/7/2021	8/7/2021
Fall 2020	12/12/2020	1/19/2021	12/11/2021	12/11/2021
Spring 2021	5/21/2021	6/28/2021	5/20/2022	5/20/2022
Summer 2021 (6 W)	7/24/2021	8/23/2021	8/6/2022	8/6/2022
Summer 2021 (7 W)	7/31/2021	8/30/2021	8/6/2022	8/6/2022
Summer 2021 (8 W)	8/7/2021	9/7/2021	8/6/2022	8/6/2022

d) Guided Pathways

Mary / 4 mins

- Retention Specialist continue to meet in Communities of Practice and sharing their information with the PRIE office
- David Reed is looking for funding for mentors and tutors
- CRM Phase III has launched for counseling appointments
- Early Alert presentation by Counselor Nadya Sigona
- Looking at different options beyond a 2 year program map (single year and/or 3-4 year program map). Guided Pathways is looking for more feedback with those that work directly with students.
- Colts-Con, first year experience program but open to all students, (August 3 & 4) is underway for Summer 2021; programming and marketing is well underway.
- Discussion regarding marketing the ESL department's interest area webpage

6) **Anti-Racism Highlights**

a) Reminder: PBC Antiracism Task Force Proposal

Manuel / 5 mins

Quick reminder that folks are encouraged to pre-read the proposal in advance of our next SSPC meeting on 4/28.

Next PBC meeting; the presentation of the fullest draft proposal from the Anti-Racism Task Force. Action item to PBC by May 5 and to SSPC once before then for a formal review.

7) Special Presentations

a) Emerging Project Change Program Presentation

Max/ 20 mins

Project Change – Dr. Terrence Cole



PRINCIPLES & VALUES

Principles

- Cañada College provides a learning-centered environment
- All students have equitable opportunities to achieve their transfer
- Career education, and lifelong learning educational goals

Values

- Cañada College cultivates students critically and creatively
- Communicate effectively and reason quantitatively
- Appreciate different points of view within a diverse community

VISION STATEMENT

- Project Change Program is committed to preeminent institution of learning
- Renowned for its quality of academic life
- Diverse culture and practice of personal support and development
- Extraordinary student success, dynamic and innovative programs
- Prepare students for the university, the modern workplace, and the global community

Bard College Prison Initiative 15th Commencement -
<https://www.youtube.com/watch?v=Du-PXkqUg8I>

Lorraine Barrales-Ramirez moves to extend item 5 minutes
Olivia Cortez-Figueroa seconded
Motion carries unanimously by all those present

For more information contact Dr. Cole at colet@smccd.edu

If you have someone in your department who would like to help, have them reach out to Dr. Cole. It would help to have a lot of people so each student in Project Change can have some to reach out to with questions.

8) Business Items

a) None

9) Recording Future SSPCs (*cont'd discussion; notes included below*)

All / 20 mins

Olivia Figueroa-Cortez motions to not record future SSPC meetings unless there is a substantial request

Maria Huning seconds

Discussion:

- a) Request to explain "substantial request"
- b) It's different to watch the videos (and easier) than reading minutes
- c) Would audio recording be ok?
- d) Would this replace minutes?
- e) If we did video+notes, perhaps doing notes that are far more abbreviated.
- f) People address that video feels uncomfortable
- g) Could we use Otter.ai to create notes?
- h) Since we do our reports in chat, they will get lost
- i) 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

Olivia moves to amend her motion. Due to only one person requested the recording and due to the amount of time it takes to accomplish the recordings.

Olivia rescinds her amendment.

Olivia moves to amend her motion to reflect to not record future SSPC meetings unless there is a substantial request due to a single request and the amount of effort and work required to accomplish the sharing and distribution of these recordings.

Maria Huning seconds the motion

Motion carries unanimously by all those in attendance

Olivia motions to approve

Mary Ho seconds the original motion with the amendment

Motion carries unanimously by all those in attendance

Olivia and Mayra need to step away for PEP so Mary Ho will continue with timekeeping

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.

- *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):

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- 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

Last meeting we approved the committee members but Bridge to Opportunities needed to be removed. We are reconfirming.

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

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

Appointed members may be asked to resign or co-chairs may find an alternative representative, unless they serve as a function of their position, by consensus of the committee after three (3) uncommunicated absences in one semester.

Maria Huning moves to accept changes highlighted in red above to the SSPC Bylaws and to accept the changes highlighted in yellow/purple.

Seconded by Lorraine Barrales-Ramirez

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 will discuss the possible virtual celebration of Student Services success on May 12.*

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.