

Student Services Planning Council



Minutes

Date: Wednesday, April 28, 2021

Time: 2:00-4:00pm

<https://smccd.zoom.us/j/94950753901>

1) Welcome

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

Officially introduce Griselda Paredes, Interim Student Life & Leadership Director

Adolfo Leiva	Lorraine Barrales-Ramirez	Mayra Arellano
Alison Field	Manuel Alejandro Perez	Griselda Paredes
Bettina Lee	Maria Huning	Nadya Sigona
Bob Haick	Maria Lara	Olivia Cortez-Figueroa
Jade Shonette	Margie Carrington	Rosa Moncada
Jeanne Stalker	Mary Ho	Soraya Sohrabi
Kathy Kohut	Max Hartman	Wissem Bennani
Karen Engel		

Guests: Debbie Joy, Candice Johnson, Joshua Forman-Ortiz, Margarita Baez, Nimsi Garcia, Rebekah Taveau, Saul Miranda

2) Adoption of The Agenda

2 mins

Adolfo Leiva motions to adopt the agenda
Maria Huning seconds
Motion carries unanimously by those present

3) Approval of the Minutes

2 mins

- a) April 14, 2021
 - i) *Actions from April 14th meeting:*
 - *Voted on recording future SSPC meetings*
 - *Voted to approve SSPC Bylaws membership section; Bylaws fully updated*

Lorraine Barrales-Ramirez motions to approve the minutes from April 14
Rosa Moncada seconds
Jeanne Stalker abstains
Motion carries unanimously by the remainder of those present

4) Reports

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

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?*

Olivia Figueroa Cortez shares her story. “I have many stories but this is the most recent one that comes to mind; I was helping a mother answer questions about Cañada College programs to get information for her son. Her son had graduated from high school and is in the workforce. He didn’t want to continue his education because he has ADHD and he loves what he’s doing. I started to share information about the DRC program and she started to cry. She was very emotional and said she didn’t know about this program. I’ve now met with both parents and the student and I’m helping him onboard to Cañada College. I feel really touched because the mother is so happy that her son is happy and she sees he’s able to take the knowledge he learned at his job and put it to use to continue his education. That’s why we’re doing what we do!”

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

Counseling updates

Last week we welcomed Nalley Gonzalez (OA II Welcome Center) and Claudia Alvarado (Career Resource/Counseling Aid Career Center/Welcome Center) and Griselda Paredes (Acting Student Life and Leadership Manager) to our team! We are continuing CRM training for the remainder of the semester and planning for an end of the semester Counseling Division retreat during finals week!

Dream Center

-Migration Celebration – Please inform our students about Migration Celebration taking place May 29, 2021. Register for the celebration (tinyurl.com/mcinterest2021)

-Undocu Jeopardy Night – May 11th, 2021 at 5pm – 6pm. Register (tinyurl.com/firejeopardy)

-Immigration Update – event will take place 2nd week of May. Flyer with detail will be shared soon.

-Free Legal Clinic - Anyone interested in a free consultation, please have them register through (tinyurl.com/canlegalclinic) or connect them to me via email (mirandas@smccd.edu) or Google Voice (650) 241-9036

-Get the facts about public charge & immigration – District event that focused on public charge & immigration updates. To see recording, visit (https://zoom.us/rec/play/Q7X_y_zORHYjzS4802xaNkPflryqDzCS6faB4dsRqbWi562CvyjIvNqiQVC8nLfpYcfqNvM9KNESXaZR.Pst1vPx_tPE_Rfwe)

EOPS updates

- Next week is Priority Reg for fall on May 5.
- EOPS will have drop-in hours on 5/5 & 5/6.
- The full-time tenure track EOPS Counselor position closes this Friday.
- EOPS will cover graduates' Grad Bundle.
- SAVE THE DATE: EOPS End of the Year (Virtual) Celebration will be on Thursday, June 10, 2021. Invitation will be out soon!

ESO! Adelante

Jasmine Kamariotis – Project Manager at SF State last day is April 30th. She's moving onto a new position. We will have an interim replacement soon.

Year 4 Annual Performance Report submitted -

ESO! Adelante EOY Celebration - Tuesday, May 11th from 2pm-3:30pm

Jumpstarter (pre-orientation) – Wednesday, May 19th from 4:30 pm – 5:30 pm

Financial Aid updates

1- CCC System Office recently sent guidance that the use of HEERF II funds for undocumented student grants is permissible based on the previous lawsuit filed by the system office. We also have \$260,000 in state funds available to use for emergency funds for students who self-certify need and meet other specific requirements (CA resident including AB 540, enrolled half time, 2.0 GPA, have CCPG, etc.)

2- Student Achievement and Awards reception is planned for a one-hour zoom webinar on Friday, May 14 at 4:00 pm. We are also planning for a Transfer after party. Info on both events forthcoming so Marketing can send out college-wide.

Outreach Updates

PEP event tonight and last one on Saturday, May 8th. Thank you to Max and Counseling and to Admissions & Records/Jeanne Stalker, for all of your support in these events!

Connect To College is next week, on Thursday, May 6th. We hope to see you there!

Doing a lot of outreach via email, calls and texts to Promise students to complete their financial aid apps. Lots of phone calls and Emails keeping the Campus Ambassadors and myself busy. Application and Concurrent Enrollment Info. Workshops are ongoing at Cañada and at local high schools.

Promise Scholars Program Updates

Application for our Promise is live and we are working on getting students conditionally accepted for our 2021 Fall Semester.

-Priority Registration is May 6th- will be holding office hours from 8:00-6:00pm

-Promise is having our 2021 Promise Scholars Graduation Virtual Ceremony. We have over 70 students graduating!

SparkPoint Updates

- Rental Assistance - SparkPoint has completed two rounds (total of 25 awards) of Rental Assistance - \$1750 awards. We are currently planning on receiving funding for 28-30 more awards to be awarded during FA21.

- Food Grant Program - Cañada has over 370 students enrolled in the Food Grant

Program. If you know of a student who are food insecure, please share this link.

- Basic Needs Taskforce - The three colleges and District are launching the Rapid Response Hotel Stay. This program will provide 3-6 nights of emergency housing for students who may be housing insecure. The program launched this Monday so if you'd like more information, please reach out to Julie Hong or Adolfo Leiva
- Additionally, the three colleges will be launching a CalFresh Enrollment campaign that will be launched at the Community Markets
- Finally, the Community Markets have been extended thru August.

TRIO SSS - We're hosting 2 more events this semester: our Karaoke event and recognition ceremonies for graduates. Karaoke is open to all; register with the link in our flyer (coming next)!

TRIO UB - Decision Day is May 1 and UB seniors are finally committing to the college they'll attend in Fall.

5) Standing Items

a) PBC

Max / 4 mins

- PBC approved the recommendation to higher for Professor Follansbee math position due to his retirement.
- PBC officially recommended to the President the recommendation to institutionalize the EMOJA program
- PBC officially confirmed, as part of our new resource request process through program review, Divisions will prioritize and rank their division resource requests
- There was a presentation by myself and Allison Hughes about the work done for the new Program Review process and PBC officially approved the updated timelines, as well as, the process for extensions and deferrals of those same proposals. These will go into effect for next year's cycle.
- A draft was presented from the College Anti-Racism Task Force for the Cañada Anti-Racism Plan.
- The draft Transfer Plan was removed from the agenda and will go back to PBC next week. This will likely come back to SSPC for additional feedback.
- The Technology Plan wand bylaws was approved

[Planning & Budgeting Council Meetings | Planning & Budgeting Council | Cañada College \(canadacollege.edu\)](#)

b) VPSS Updates

Manuel / 4 mins

The conversations regarding recovery and return to campus continue. Health and safety is first and foremost. We are currently talking about vaccinations, testing, discussing all things related to expansion and looking at all the different research associated with returning to campus.

We have a process for looking at everything. This process goes through daily operations and filters up to the Emergency Operations Center. This body reviews and approves all the recommendations that then go to the Board. This group consists of the Presidents and the Chancellor who make decisions and forward recommendations to the Board.

Please help pass the word about this process and clarify it if there are any questions.

On June 15th no matter if the Governor removes all tiers from California, we will still need to go through this process, make the recommendations to the Board and they will make the decisions on how our District will move forward with recovery. The Board will begin these conversations on May 12th.

Be on the lookout for an email regarding sending a quick video blurb of congratulations for our graduates. This is a video and no audio. These will be spliced together to make one big video for the virtual Commencement.

Be a Part of Virtual Commencement!

Faculty and staff are invited to participate in virtual commencement by submitting a five-second clip of themselves holding “Congratulations, Cañada Grads!” signs, waving, dancing, giving thumbs up, etc. The original sound in these clips will not be used, so be sure to show your excitement through your body language, attire, or signage. NOTE: it’s also recommended to avoid calling out specific class years in the clips so the clips can be used for both virtual ceremonies. Submitted clips will be edited into an opening montage that sets the mood for each ceremony. To get a feel for what we are creating, an example of a virtual commencement opening can be found [here](#).

[Submit Your Five-Second Commencement Video Clip to this Dropbox Folder](#)

Please submit your five-second clip to [this page](#) by 8 a.m. on Monday, May 3. For questions, please contact the [Cañada College Marketing Department](#). Thank you for helping us celebrate our students at virtual commencement!

This is Black Student Success Week (4/26-4/30).

For anyone interested in the recordings from Black Student Success Week, they're found here: https://www.youtube.com/channel/UCqC4ar-19Zgr_MD84pPRUNQ

Dedication to our black student success is not just to be thought about during 1 week. We want to talk about talk about and do more with the intention and additional strategies to help our students.

Question: How are the recovery conversations receiving feedback and who is sitting in on this process? Who is part of this conversation?

Mary Ho motions to add 2 minutes to this item

Maria Huning seconds

Motion carries unanimously by all those in attendance

Those included in the recovery conversation are the Vice Chancellor of Educational Planning, Aaron McVean, the Vice Chancellor of Auxiliary and Community Services, Tom Bauer, the Vice Chancellor of Facilities, Jose Nunez, the Director of Maintenance and Operations, Michele Rudovsky, Emergency Preparedness Manager, Ben Zara Minkin. Also the Operation Center meet every Tuesday morning and they include all the College Presidents, the Chancellor, the Vice Chancellors, one faculty representative, Jeremy Wallace and two classified representatives, Annette Perot and Sarah Cortez. Also because the conversation is so broad in its scope each department is having conversations with their managers and/or deans in their divisions and what recovery would or could look like. This information is filtered back through to the Vice Presidents who meet every Wednesday morning just to discuss operations.

If SSPC would like additional information on this topic, we can schedule a meeting or add it to a future meeting.

c) Enrollment Services Committee Update

Wissem & Maria L. / 15 mins

There has been no ESC meeting since our last SSPC meeting. Our next ESC meeting will be next Friday, May 7.

The COVID-19 grade options will continue the same for Spring and Summer 2021.

Please see the link for more information.

[Grading Options for Spring and Summer 2021 - Coronavirus \(COVID-19\) Information \(smccd.edu\)](https://smccd.edu/grading-options-for-spring-and-summer-2021-covid-19-information)

There has been no decision for Fall 2021 as of today. We will share the update as soon as it's available.

Admissions & Records is in the process of updating their website and hope to be finished within the next few months.

d) Guided Pathways

Mary / 4 mins

- The Retention Specialists have been working on the Guided Pathways evaluations, focusing on Outreach, as well as, helping students register for summer and fall courses. They are also reaching out to students with a hold on their record and helping them look at their SEP.
- Four more Peer Mentors have been hired and they are in the process of training and the goal for next year is to hire a total of eight Peer Mentors.
- The STEM Center still have their Peer Mentors but they plan to slowly integrate them more fully next year with the Guided Pathways Peer Mentors.
- The Pilot Evaluation is out to evaluate the Success Teams.
- Continued discussion on ESL and Interest Areas. The conversations are making sure the ESL website is more accessible for students and discussion regarding accessibility.
- Program maps will be reviewed by Gloria Darafshi who will also be the faculty liaison

6) **Anti-Racism Highlights**

a) PBC Antiracism Task Force Proposal

Max / 10 mins

The Antiracism Task Force has provided their draft recommendations to PBC. This plan is about 14 pages and has very concrete recommendations for our campus that will impact our work and student services. The Task Force is a shared governance group that has representatives from across our different constituency groups, including students, staff, faculty, and administrators.

SSPC is asked to review the proposal and bring back any feedback to Max Hartman. He will then bring it to PBC for review and possibly incorporated into the final document. The action item for approval of the proposal will be at the next PBC meeting on Wednesday, May 5.

[https://canadacollege.edu/planningbudgetingcouncil/2021/FULL_PBC_PROPOSAL - Canada College Antiracism Taskforce 4-21-2021.pdf](https://canadacollege.edu/planningbudgetingcouncil/2021/FULL_PBC_PROPOSAL_-_Canada_College_Antiracism_Taskforce_4-21-2021.pdf)

[Final Recommendations from the Cañada College Antiracism Task Force: Feedback Form \(google.com\)](#)

Please email Max your feedback or use the anonymous Feedback Form by May 4. His email is hartmanmax@smccd.edu

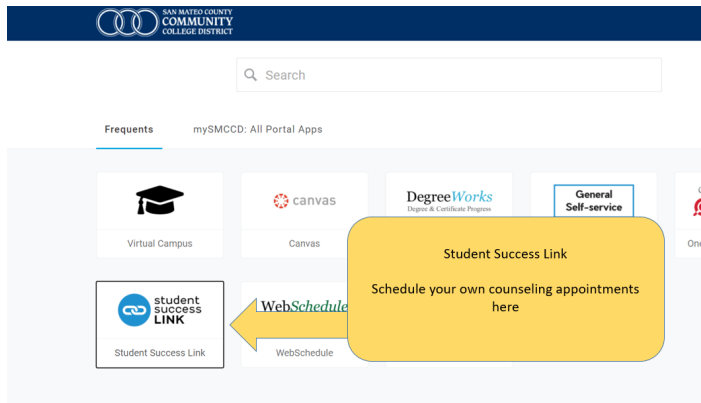
Question: Can this proposal be shared with our community partners who are also doing this type of work for feedback. Yes, please share.

7) **Special Presentations**

a) CRM Counseling Appointment Process Demo

Joshua & Max / 15 mins

Joshua Forman-Ortiz reviewed the CRM on how to schedule a Counseling appointment, for students and for Counselors. The PowerPoint is attached.



Additional time needed to answer questions.

Adolfo Leiva motions to add 5 minutes to this topic

Maria Lara seconds

Motion carries unanimously by all those present

Question: Is this tied into SARS? Where will the notes go and how are they accessed? All new notes will be placed directly into the CRM. All historic notes will be uploaded in the CRM during spring break. In the past only Counselors or third-party schedulers had access to the counseling notes in SARS. Now anyone who has access to the CRM is able to see the notes. Keep this in mind when entering notes into the new CRM.

CRM Task Force Student Success Link Training Resource (View Only):

<https://app.smartsheet.com/b/publish?EQBCT=f64216d6dca845e4a7a1c9cf35e16702>

b) CORA Learning Professional Development

Rebekah / 10 mins

[Course Design for Racial Equity](#)

CORA Course Opportunity

ACES is sponsoring 10 faculty to take the CORA [Course Design for Racial Equity](#) this summer. The course is 15 hours on line. Faculty time is not paid for this, but ACES will cover the cost of the course and manage the group reservation. Faculty taking the course will meet twice over the summer and

twice over the fall to process the content together and to plan a flex session for sharing the learning. If you are interested in doing the Course Design for Racial Equity, please complete this [short questionnaire](#).

CORA (Center for Organizational Responsibility and Advancement)

The program “aims to provide educators with the tools to engage in anti-racist course design, for online and in-person modalities. Participants will learn how racism impacts students’ learning, growth and development as well as tangible strategies to intentionally counter-act the challenges in their curricula. This will include tangible recommendations for course titles, learning objectives, syllabi, lesson planning and more.”

5 more spaces as of April 28

Rebekah shares that this is right in line with the Center for Urban Education (CUE) Report of the California State Equity Plans calling for more faculty involvement in racial equity work.

SSPC supports this program and wishes to have it forwarded and shared throughout campus.

8) **Business Items**

a) SSPC Co-Chair – Start of Fall 2021

Manuel / 10 mins

At a previous SSPC meeting we voted on leaving the co-chair seat vacant for the last two business meetings and there will be just a few meetings in the Fall before Michiko returns from leave.

Our SSPC bylaws will be going to PBC for approval on May 19. Once approved Manuel will meet with the one interested party for the interim co-chair position. Also, in the meantime before the bylaws go to PBC, Manuel will, also, contact Classified/CSEA and Academic Senate to request a list of potential members who may be interested in sitting on SSPC to fill any vacant positions.

b) Final SSPC Meeting – May 12, 2021

Manuel / 10 mins

We’ll plan the final SSPC agenda to save time for planning and recovery discussion and/or business items that come up but save time for a celebratory interactive time with each other.

Ideas:

- Open agenda
- Virtual Escape Room

- Skribbl.io
- Kahoot
- Show and Tell

9) Open Forum and Feedback

An opportunity for anyone to discuss any additional items.

What would we like to cover in the next SSPC?

Quick update on Connect 2 College event is next Thursday, May 6, 6-8 pm

Rapid Response Hotel Stay Program/Basic Needs Housing Update

(3-6 night hotel stay for students who find themselves with insecure housing)

Adjournment

Final 2020-2021 meeting is Wednesday, 2-4pm, May 12, 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.