

Student Services Planning Council



Minutes

Date: 10/28/20

Time: 2:00-4:00pm

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

Attendees:

Maria Huning, Debbie Joy, Kathy Kohut, Michiko Kealoha, Mary Ho, Manuel Perez, Loretta Davis, Ariela Villalpando, Nadya Sigona, Jade Shonette, Lorraine Barrales-Ramirez, Margarita Baez, Bob Haick, Wissem Bennani, Saul Miranda, Candice Johnson, Debbie Joy, Alison Field, Nimsi Garcia, Adolfo Leiva

1) Welcome

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

Adolfo Leiva
Alison Field
Ariackna Soler
Bettina Lee
Bob Haick
Candice Johnson
Jade Shonette

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

Max Hartman
Mayra Arellano
Michiko Kealoha
Nadya Sigona
Olivia Cortez Figueroa
Ruth Miller
Soraya Sohrabi

2) Adoption of The Agenda

2 minutes

We will continue to have our standing item reports on each agenda.

- a) PBC Report: James Carranza lead the TaskForce to redefine and/or clarify what it means to be a council, committee, task force, etc. The work of James' group was extensive in understanding what it means to be a council.
- b) SSPC will want to update our bylaws, etc. to align with the work groups and will be discussing staffing needs from last year.
- c) VPSS Update: CARES is having a larger number of student reports coming through. CARES is having discussions on how they will support our students.
- d) Enrollment Services Committee Update: No updates today and the next meeting is Friday, Nov. 6th.
- e) Guided Pathways Update: We had a robust conversation about success teams. GP is trying to implement and build the success teams and we're grappling with how to implement and review our processes at the same time. FYE conversation on what's been collected from First Year Experience programs and best practices and sharing this information with the area leads.

3) Approval of the Minutes

2 minutes

a) October 24, 2020

Soraya Sohrabi moved to approve the minutes from October 24, 2020

Lorraine Barrales-Ramirez seconded the motion

No opposed or abstained

Motion approved

4) Reports

a) "Why" We Do What We Do Share

4 minutes

Michiko was able to share that she didn't have a lot of Asian LGBTQ around her and she also shared about Taiwan. After her sharing a student contacted her to let her know how much Michiko meant to her and reminded Michiko "why" she does what she does.

Jade will share next meeting on 11/10/20.

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

The Career Center is in the middle of our 5 day Virtual Job Fair. Response from employers is that most have setup multiple meetings with students. We ended up with 33 employers for the event which is much better than I thought we were going to have considering the situation. This is a little more than half of our in person event.

Next week Redwood City School District will be holding an information session for our students on November 4th. San Francisco Unified School District will be holding one the following week on November 11th.

EOPS: Deadline to submit an EOPS application for this semester is this Friday, Oct 30. <https://canadacollege.edu/eops/eops.php> will start taking spring 2021 applications starting Nov 1. We collaborated with Promise to create a student self-reporting progress report online form that EOPS, CaWORKs, Promise, ESO, STEM, Puente and International Students Shout out to Mahitha for creating Smartsheet form!

<https://app.smartsheet.com/b/form/56c1c0d700544c6ebd22d806fdb3a826>

International Center: International Education Week is coming up November 16-20. The International Center is working together with ASCC to coordinate events for the week. We're planning activities such as a student panel, international trivia game, and international cooking demo. We'll send around the flyer when the dates are confirmed.

Peer Mentors are continuing to hold their The More You Know sessions to support community among their Mentees (and each other). Our next session will be next Wednesday, Nov 4 at 10 am. This session will be a general check-in. They are also holding Face-to-FaceTime in the Virtual Learning Center Helpdesk! Information for these sessions can be found at <https://canadacollege.edu/mentor/>

Promise Scholars Program: PSP just wrapped up a districtwide virtual convening hosted by the CUNY ASAP team over in NY. We had great conversations about equity, student engagement, data, and best practices. The Promise Scholars Program is getting ready for our priority registration virtual event happening next week. Promise staff will be available on drop-in for the majority of the day to help students register for spring classes.

SparkPoint Updates:

- 1) SparkPoint continues to be 100% remote. We have found that our students challenges have not only increased but also widened. Students are experiencing many more financial challenges at multiple levels.
- 2). SparkPoint just completed distributed ten, \$1750 awards for SparkPoint students. And, we have now received word that we'll have a second round of awards (more info to come soon).
3. The Food Grant Program is growing and has become more efficient now that we have converted to being electronic cards.
4. The District has begun a new Basic Needs Taskforce to address housing, food and mental health issues for students.
- 5.) The Community Market at CSM has not distributed over \$1.6M in food that has offset individual's grocery expenditures.
- 6.) Julie Hong will be returning on November 1 from maternity leave. Please join me in welcoming her back when she returns. A big thanks to Yesenia Mercado for filling in for this detail position for the last 11 months

Transfer Center: The admission application deadline for UC is November 30th and from CSU application is December 4th. Transfer Center offers drop-in hours in the month of November and December is support of students. Please refer students to the Transfer Center Website, <https://canadacollege.edu/transfercenter/>, for the workshop schedule, <https://canadacollege.edu/transfercenter/docs/workshop%20schedule-fall%202020.pdf>. Students also have access to the CSU and UC admission application PowerPoints at the Transfer Center page Under "Workshop Resources".

TRIO Update - Both the Cañada TRIO SSS and UB programs have joined the Skyline TRIO SSS in going through our CRM dream meetings with the district. We are aligning all 3 programs and making sure to share forms and streamline processes as we support students.

University Center: Rescheduling SF State Visit – currently scheduled for Nov 6th. More information to come.

SafeZone Virtual Training, Friday, November 13. Register now!

Olivia and Mayra are at a meeting at Woodside High and will not be joining us today. They would like us to help promote the HS Counselor and Community Partner Virtual Forum on 11/6/2020 from 8:30-10:30am. If you would like to promote your program in the materials sent to the participants, please email Olivia and Mayra a pdf of a flyer for your program.

5) **Special Presentations**

a) **Foundations Report** **20 minutes**

b) **Student Application Contracts** **20 minutes**

The above items have been carried over on the agenda but there is no additional information on who requested them or when. We will remove these two from the agenda until further notice.

c) **Chair Duties and Overview** **20 minutes**

PBC is working on clarifying council duties and we will see if there is alignment for SSPC. Next Wednesday, PBC will vote on it and we can see if there is extensive work for SSPC to align or not.

PBC voted to still submit resource requests for this year, including position requests.

Chair Duties Work Group: This work group work will look at the SSPC's alignment to PBC's work. This will be done before our next meeting on 11/10/20.

The Work Group members are Maria Huning, Michiko Kealoha, Nimsi Garcia, and Mary Ho. They will meet on November 4th at 11:00.

6) **Business Items**

7) **Open Forum and Feedback**

An opportunity for anyone to discuss any additional items.

What would we like to cover in the next SSPC?

Loretta Davis Rascon announced a student can receive an EW by the last day of the class. It won't count toward their 3 times to take the class and there are some refunds possible. If they don't meet the deadline, they can submit an Extenuating Circumstances form.

Counseling Services and the Welcome Area are taking an intense training of the CRM.

If you have any ideas for the agenda, please email it to Michiko Kealoha, Debbie Joy and/or Manuel Perez.

There will be no new funded positions because of the Economic Outlook but we do want to document the intention, the need, and the gaps and we can document this by Program Review.

Possible future discussions on:
CARES Act Funding Updates
Program Review and Staffing Updates
Student Services Organization Chart
Jade Shonette shares her "why" story

8) **Adjournment**

Next meeting is Thursday, November 10, 2020 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.