



**Student Services Planning Council Minutes**

Meeting Date: March 11, 2020

Meeting Time: 2:00-4:00

Location: ZOOM Meeting

Present: R. Miller, B. Haick, A. Soler, M. Hartman, K. Kohut, M. Arellano, M. Huning, A. Leiva, M. Baez, M. Alforja, M. Pérez, D. Joy, A. Villalpando, Y. Chan, L. Barrales-Ramirez, M. Alforja, A. Cuevas, N. Sigona, A. Field, C. Johnson, S. Sohrabi, M. Carrington, M. Ho

Topic	Discussion/Outcomes
<p>1) <b>Approval of Minutes (Action)</b> February 12, 2020 &amp; February 26, 2020</p>	<p>N. Sigona moved to approve the minutes as is from February 12 and February 26. B. Haick seconded the motion. Motion passes.</p>
<p>2) <b>Discussion Items</b></p> <p>I. Timekeeper Assignment Rotation (1 min.)</p> <p>VPSS Updates</p>	<p>M. Baez volunteered to be the timekeeper</p> <p>SSPC approved moving the VPSS Update to the beginning of the meeting.</p> <p>Suspension of classes effective March 12-13 Then all instruction classes will go online if it's possible – see email</p> <p>Should student workers come to campus as usual? Yes, the campus is open.</p> <p>Food Pantry Update – We will continue to stay open. The staff will meet the clients at the pantry, they will sign in for the clients and will bag groceries for the clients. No clients will enter the Food Pantry.</p>

**Mission Statement**

*Cañada College provides our community with a learning-centered environment, ensuring that all students have equitable opportunities to achieve their transfer, career education, and lifelong learning educational goals. The college cultivates in its students the ability to think critically and creatively, communicate effectively, reason quantitatively, and understand and appreciate different points of view within a diverse community.*

	<p>I'm concerned about students in my face-to-face classes who may not have a computer and/or internet access at home. Are there any specific recommendations for these students? If students don't have access at home, then libraries, computer labs and instructional spaces are open and available at this time. Please check with the instructional Deans for more information.</p> <p>EOPS has loaner laptops that the EOPS students can borrow during the school closure on a first come basis. Can the Library send a message to students to let them know they have Chrome Books to borrow? Can we be proactive and gather student's names who won't have access to computers or internet when classes close?</p> <p>The email was a bit unclear about PE classes, performing arts classes, etc. Will these be online? The VP of Instruction is working with those instructors now to work out a solution.</p> <p>Can we continue to offer Legal Clinics preferably as Zoom sessions? We did hold successful ones today but since we are still open, we did have some walk-ins today. As long as we have the option of being open, then we will need to use the social distancing alignment.</p> <p>Veterans will have access to request a laptop through their VA Counselor</p>
<p>II. SSPC Program Review Task Force Update (5 min.) (Standing Item)</p>	<p>Task Force Members: Lorraine, Adolfo, Andy and Max We had one meeting and one joint meeting with the instructional partners. One of the discussion points from SSPC was getting clarity about what is required of us through ACJC. Next task force meeting is scheduled for March 12. Next Joint meeting with instruction is scheduled for March 13.</p>
<p>III. Membership Roster Update (10 min.)</p>	<p>M. Hartman reported the outcome from PBC. Based on the action of our parent committee: PBC voted in the updated membership.</p> <p>M. Hartman made a motion to approve the change made as approved by PBC at their meeting and also to reflect the Advisory positions.</p>

**Mission Statement**

*Cañada College provides our community with a learning-centered environment, ensuring that all students have equitable opportunities to achieve their transfer, career education, and lifelong learning educational goals. The college cultivates in its students the ability to think critically and creatively, communicate effectively, reason quantitatively, and understand and appreciate different points of view within a diverse community.*

<p>IV. Student Services &amp; Counseling Division Resource Request Rankings (15 min.)</p>	<p>L. Barrales-Ramirez seconded the motion.</p> <p>Motion passes.</p> <p>Some of the resource requests entered into TracDat weren't extracted correctly. The Leads were able to give the information so we could update the ranking.</p> <p>Questions: I don't see the Assessment, Orientation, and Registration group. Were they included in the ranking? They were considered but they weren't sent out because they were addressed outside of the ranking process.</p> <p>19-20 Student Services Resource Request Rankings attached</p> <p>19-20 Counseling Division Resource Request Rankings attached</p>
<p>V. Standardized Operations Plan – Student Services (15 min.)</p>	<p>SOPs are all of our processes and procedures to have in place for continuity and for emergency planning.</p>
<p>VI. Hours for Flex Day – March 27 and Spring Recess (3 min.)</p>	<p>The campus will be closed for the March 5 Flex Day. There will be an update for this Flex Day to clarify if the March 5 meeting is considered an essential flex day or not. Manuel will find out and let us all know.</p> <p>Spring Recess – March 29-April 4 – Will we be closing at 4:30 as has been done in the past? Monday-Thursday and closed at noon on Friday. Manuel will add this to the next Cabinet meeting.</p>
<p>VII. Graduation Update</p>	<p>Commencement is May 23<sup>rd</sup> and, at this time, is planned to be on campus.</p>

**Mission Statement**

*Cañada College provides our community with a learning-centered environment, ensuring that all students have equitable opportunities to achieve their transfer, career education, and lifelong learning educational goals. The college cultivates in its students the ability to think critically and creatively, communicate effectively, reason quantitatively, and understand and appreciate different points of view within a diverse community.*

<p><b>3) Business – Standing Items</b></p> <ul style="list-style-type: none"> <li>• VPSS Updates (15 min.)</li>   <li>• Enrollment Services Committee (ESC) (5 min.)</li> </ul>	<p>See above</p> <p>AB 703 Fee waivers for exonerated persons (FA Directors)</p> <ul style="list-style-type: none"> <li>• Must complete the FAFSA or CADAA</li> <li>• Meets financial need of \$7,242.</li> <li>• May have fees waived for no more than that the equivalent of six full-time years</li> <li>• Must be determined to be a California resident</li> </ul> <p><b>UPDATE from 3/6/20 meeting:</b> More guidance from the FA Directors after upcoming meeting on March 23-26.</p> <p>AB 1090 Waiver of mandatory campus fee for surviving spouses/dependents of active CA law enforcement officers or firefighters from line of duty (FA Directors)</p> <ul style="list-style-type: none"> <li>• Must complete the FAFSA or CADAA</li> <li>• Meets the <u>income and asset level</u> for an applicant for a Cal Grant B award</li> <li>• Must be determined to be a California resident</li> </ul> <p><b>UPDATE from 3/6/20 meeting:</b> More guidance from the FA Directors after upcoming meeting on March 23-26.</p> <p>AB 806 Homeless &amp; Former Homeless Youth for Priority Enrollment including McKinney-Vento Act (FA Directors/Registrars)</p> <ul style="list-style-type: none"> <li>• Colleges and districts must immediately change their priority enrollment eligibility criteria in consumer information, and on registration systems, to ensure that homeless and formerly homeless students, as defined, have access to priority enrollment for any upcoming registration periods.</li> </ul> <p><b>UPDATE from 3/6/20 meeting:</b> More guidance from the FA Directors after upcoming meeting on March 23-26.</p>
---	---

**Mission Statement**

*Cañada College provides our community with a learning-centered environment, ensuring that all students have equitable opportunities to achieve their transfer, career education, and lifelong learning educational goals. The college cultivates in its students the ability to think critically and creatively, communicate effectively, reason quantitatively, and understand and appreciate different points of view within a diverse community.*

<ul style="list-style-type: none"> <li>• Guided Pathways (5 min.)</li> <li>• Promise Scholars Program (5 min.)</li> </ul>	<p>Our interest areas have gone live and can be seen in Websmart and CCCApply. We have some limitations and resulted in a discussion at Guided Pathways regarding the titles of the interest areas. – ask Max Diva and Michael presented their equity – ask Mary</p> <p>The Promise team is preparing for the CUNY Trip to New York and though it’s still part of the plan, right now we have no travel allowed so we’re waiting for guidance from the Chancellor’s Office.</p>
<p><b>VIII. Other/Department Reports (30 min.)</b></p>	<p><b>University Center/Adelante</b> – The CAD event is being postponed for a later date. Nimsi Garcia will be joining The University Center and Adelante.</p> <p><b>SparkPoint</b> – Continuing to provide Financial Literacy and plan to keep the Food Pantry open as long as we receive food from the Second Harvest. We’re working on finding a way to continue having the Community Markets as well.</p> <p><b>Financial Aid</b> - One on one assistance for students but workshops have been cancelled.</p> <p><b>International Students</b> – Study Abroad, advisory meeting tomorrow. 21 students from our District were in Florence. They are all home or on their way home. All classes will be online. Call Kathy for more information.</p> <p><b>Veterans</b> – The VA will be looking into student enrollment after this semester and will be meeting in the next couple weeks to make adjustments if things go any further. Students that are forced to withdraw for whatever reason will be reviewed on a case to case bases. More info to come in the following week.</p> <p><b>Transfer Center</b> - Student Achievement Awards Reception is scheduled for Friday May 8th unless we advise differently due to COVID-19. The event is from 3:45 to 7:00p.m. We appreciate anyone who can participate in helping us on the day of event. We will email everyone next month.</p>

**Mission Statement**

*Cañada College provides our community with a learning-centered environment, ensuring that all students have equitable opportunities to achieve their transfer, career education, and lifelong learning educational goals. The college cultivates in its students the ability to think critically and creatively, communicate effectively, reason quantitatively, and understand and appreciate different points of view within a diverse community.*

	<p>The ORBIS Education presentation on the Nursing Program that was scheduled for March 18th was canceled for now. We looking for to reschedule or have it available online.  The Instant Admission event with Menlo College on March 25th and with NDNU on March 24th are cancelled for now. We may reschedule these events.  TRIO Upward Bound - TRIO Upward Bound. We have had to postpone the OYE Latinx Conference and we hope to reschedule in the summer semester.</p> <p><b>Outreach</b> - Our office is suspending tours for prospective students. Our campus ambassadors are following up with request information through Salesforce.  Connect to College - April 30<sup>th</sup>. Outreach is holding off on advertising but still planning on having the event if possible.</p> <p>PEP – Orientations for High Schools will be affected so at this time we’re rescheduling any PEPs happening during the closure.</p> <p><b>Counseling</b> – Temporarily suspending the no show policy because of classes being cancelled. We are reaching out to students that have missed to try to reschedule.</p> <p>Is Promise working on a similar policy?</p> <p><b>Scholarships</b> – The volunteer readers reviewing the Scholarship applications have a deadline of March 22. Please continue to get the reviews completed on time.</p> <p><b>Admissions &amp; Records</b> – Ruth is excited to announce Andrew Soler has been hired into the A&amp;R III positon pending Board approval.</p>
<p><b>IX. Information/Updates</b></p>	<p>Questions: I have been contacted by some high school counselors regarding the college's move to online courses. Is there a unified message that we should be sharing with them? Not at this time but please refer everyone to the link below:  <a href="https://emergency.smccd.info/">https://emergency.smccd.info/</a></p>
<p><b>X. Adjournment</b></p>	<p>Adjourned at 3:35 pm</p>
<p><b>Future Items:</b></p>	

**Mission Statement**

*Cañada College provides our community with a learning-centered environment, ensuring that all students have equitable opportunities to achieve their transfer, career education, and lifelong learning educational goals. The college cultivates in its students the ability to think critically and creatively, communicate effectively, reason quantitatively, and understand and appreciate different points of view within a diverse community.*

<i>Upcoming Meetings:</i>	
---------------------------	--

<b>SPRING 2020:</b> 3/25, 4/8, 4/22	
-------------------------------------	--

**Mission Statement**

*Cañada College provides our community with a learning-centered environment, ensuring that all students have equitable opportunities to achieve their transfer, career education, and lifelong learning educational goals. The college cultivates in its students the ability to think critically and creatively, communicate effectively, reason quantitatively, and understand and appreciate different points of view within a diverse community.*

**2019-2020 Student Services PBC Resource Prioritization - DRAFT**

<b>Program</b>	<b>Resource Request Status</b>	<b>Resource Type</b>	<b>Resource Request</b>	<b>One-Time or Recurring Cost?</b>	<b>Amount Requested</b>	<b>Local Program or Dept. Rank</b>	<b>Divisional Ranking (Dean/VP)</b>
Financial Aid	Continued Request - Active	Budget Aumentation	Hourly Staff Compensation Budget Augment (PSC Level work)	Recurring Cost	\$33,817.00	1	1
Assessment, Orientation, & Registration	Entered - Not Updated Since Last Cycle	Other - Hourly Compensation	Hourly Staff Compensation Budget Augment	Recurring Cost	\$12,000.00	1	2
Dream Center	New Request - Active	Budget Augmentation	Secure on-going funding for the Dream Center	Recurring Cost	\$5,000.00	1	3
TRiO, Bridge to Opportunities & Veterans	New Request - Active	Professional Development	Training Materials	One-Time Cost	\$6,000.00	1	4
TRiO, Bridge to Opportunities & Veterans	New Request - Active	Supplies	VROC PSC laptop	One-Time Cost	\$1,427.97	2	5
Financial Aid	Continued Request - Active	Professional Development	Ongoing training	Recurring Cost	\$15,000.00	2	6
Assessment, Orientation, & Registration	Continued Request - Active	Supplies	Lap top for out of office usage.	One-Time Cost	\$3,000.00	2	7
SparkPoint	New Request	Facilities	Additional Office Space No new construction. Only an available room needed.	One-Time Cost	0	2	8
TRiO, Bridge to Opportunities & Veterans	New Request - Active	Printing	Peer Mentorship Program Best Practices Manual	One-Time Cost	\$500.00	3	9



Financial Aid	Continued Request - Active	Budget Augmentation	Staff overtime funds (late reg, workshops, etc.)	Recurring Cost	\$6,000.00	3	10
Assessment, Orientation, & Registration	Entered - Not Updated Since Last Cycle	Supplies (Items less than \$5000)	New color printer.	One-Time Cost	\$3,296.00	3	11
SparkPoint	Continued Request - Active	Supplies	Signage	One-Time Cost	\$1,786.02	3	12
TRiO, Bridge to Opportunities & Veterans	New Request - Active	Information Technology	4 student use laptops for VROC	One-Time Cost	\$4,801.01	4	13
SparkPoint	Continued Request - Active	Professional Development	Financial Coach Certification Software	One-Time Cost	\$1,300	4	14
Financial Aid	Continued Request - Active	Budget Augmentation	Hourly Staff Compensation Budget Augment (Front counter professional staffing)	Recurring Cost	\$30,159.00	4	15
Financial Aid	New Request - Active	Budget Augmentation	Student Assistant Funds	Recurring Cost	\$6,000.00	5	16
TRiO, Bridge to Opportunities & Veterans	New Request - Active	Facilities	Furniture for VROC study room/office	One-Time Cost	\$1,250.00	5	17
Financial Aid	New Request - Active	Facilities	Create two "private" offices in front office - Pending installation estimates.	One-Time Cost	\$12,000.00	6	18
				<b>Total Funds</b>	<b>\$143,337.00</b>		

2019-2020 Counseling Division Resource Request Rankings

1	Replacement Computers for the Transfer Center \$7,176.17 (Transfer Center #2)
2	Laptop Replacement for Career Center \$1,500 (Career Center #1)
3	Books for English 105 and English 110 \$1,804.39 (Puente #1)
4	Transfer Center Signage \$2,051.67 (Transfer Center #1)
5	Food Vouchers \$15,000 (EOPS #2)
6	EOPS Transportation Support \$25,000 (EOPS #1)
7	Laptops for Student Loan \$12,430.69 (Puente #2)
8	Office Supplies for Students \$657.2 (Puente #4)
9	Graphing Calculators for Loan \$1,270.69 (Puente #3)
10	Counseling 2020 Summer Funds \$8,000 (EOPS #3)
11	4th of July Parade Support \$3,000 (Student Life and Leadership #1)
12	<u>Varidesk</u> for Adjuncts \$705 (Counseling Dept. #1)
13	Professional Development \$5,000 (EOPS #4)
14	Overnight University Trip \$5,000 (Puente #5)