

Student Services Planning Council



Minutes

Date: April 24, 2024
Time: 2:00 - 4:00 pm
Location: Building 13, Room 233
Zoom: <https://smccd.zoom.us/j/88106114533>

Item	Presenter	Time (minutes)
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I. Call to Order		1
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Time Keeper – Maria Huning

Please call time (verbally, chat, or via Zoom time app) at the intervals of 5 mins, 1 min, 30 seconds and time [Check out this video link on how to do timekeeper easily on Zoom!](#)

II. Roll Call		1
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Quorum=14

- | | | |
|-------------------------------------|---------------------------|---|
| <input checked="" type="checkbox"/> | Adolfo Leiva | (SparkPoint) |
| <input type="checkbox"/> | Bettina Lee | (Disability Resource Center & Personal Counseling Center) |
| <input checked="" type="checkbox"/> | Bob Haick | (Career Center) |
| <input checked="" type="checkbox"/> | Danielle Pelletier | (Faculty) |
| <input checked="" type="checkbox"/> | David Vera | (Financial Aid) |
| <input checked="" type="checkbox"/> | Gonzalo Arrizon | (COLTS-U Transfer Center) |
| <input checked="" type="checkbox"/> | Jinmei Lun | (Faculty) |
| <input checked="" type="checkbox"/> | Juan Vera | (Veteran Resource & Opportunity Center) |
| <input checked="" type="checkbox"/> | Kathy Kohut | (International Student) |
| <input type="checkbox"/> | Krystal Martinez | (Classified Representative) |
| <input checked="" type="checkbox"/> | Lorraine Barrales-Ramirez | (EOPS, CARE, CalWORKs, FYSI) |
| <input type="checkbox"/> | Manuel A. Pérez | (VPSS) |
| <input checked="" type="checkbox"/> | Maria Huning | (TRIO) |
| <input checked="" type="checkbox"/> | Maria Lara | (Admission & Records) |
| <input checked="" type="checkbox"/> | Mary Ho | (Post-Secondary Success) |
| <input checked="" type="checkbox"/> | Max Hartman | (Counseling Dean) |
| <input type="checkbox"/> | Mayra Arellano | (Promise Scholars) |
| <input checked="" type="checkbox"/> | Michiko Kealoha | (Cultural Center Representative) |
| <input type="checkbox"/> | Nimsi Garcia | (Undocumented Community Center) |
| <input checked="" type="checkbox"/> | Olivia Cortez-Figueroa | (College Recruiter) |
| <input type="checkbox"/> | Sarah Cortez | (Welcome Center) |
| <input checked="" type="checkbox"/> | Sergio Suarez | (Interim Student Life & Leadership) |
| <input checked="" type="checkbox"/> | Vijeet Upadhyay | (Student Representative) |
| <input checked="" type="checkbox"/> | Wissem Bennani | (Enrollment Services Dean) |
| <input type="checkbox"/> | Vacant | (Classified Representative) |
| <input type="checkbox"/> | Vacant | (Student Representative) |

✓ Present o Absent

Advisory

- Karen Engel (Dean of PRIE)
- ✓ Dr. Ron Andrade (Library and Learning Center)
- Jose Manzo (IPC Representative)

Guest

- ✓ Katie Dominion (International Student Center)

III. Adoption of the Agenda Co-Chair Vera 1

Adoption of agenda for April 24, 2024

Kathy Kohut moves to adopt the agenda for April 24, 2024
David Vera seconds the move
Approved unanimously by consensus of all those in attendance

IV. Approval of the Minutes Co-Chair Vera 1

Approval of minutes for April 1, 2024

David Vera moves to approve the SSPC minutes from April 1, 2024
Bob Haick seconds the move
Approved unanimously by consensus of all those in attendance

V. Reports

a. “Why” We Do What We Do – 2.0 2

To ground our meeting and remind us why we do antiracism and justice-centered work, an SSPC member shares their “Why” – an uplifting (or challenging) experience (small or big) working with Student Services that reminds them why they do this work.

Danielle Pelletier: I love what I do because my students are awesome and I love them. Every year we have an ESL recognition ceremony, and it's next Wednesday evening, I'll put the flyer in the chat and hope you all can come. It's just a beautiful evening. Our students in each ESL class get an excellence award and going through my roster and going through the canvas grade book and looking at my students in class, diligently working in groups, and doing their best to stay in english, it just makes me so happy. It's beautiful and the event is so heartwarming and moving. It just reminds me every year that I do what I do because I love it, and not because I have to. All my students are so beautiful, and then when they come and they get an award, it's like a pageant, and they're so thrilled. And it's like a graduation and a pageant, all rolled up into one, it's a party. Anyway, I love what I do. This is a reminder that once a year we get to celebrate our wonderful students. The reason that we're here.

b. Department Reports

All

Thank you all for sharing your department reports in the chat.

Admissions & Records Update: We are participating in the Super Tuesday & Super Friday same-day registration on May 7, and May 10, for our PEP student, therefore, regular services may be limited. THANK YOU!

Career Center Update: We had our Spring job fair on April 10th and had another great turnout. 60 employers attended the event with 120 representatives. Our student count was 170. Looking forward to the next one. Also, we are holding two more Pre-Med Workshops on May 1st & May 8th in 3-117 from 1-3 pm. This is open to any students who are interested in going to medical school and is hosted by a Stanford Dermatologist and two 4th year medical students who came up through the community college system.

EOPS Update: Please join us for our EOPS End of the Year Celebration, on Thursday, May 16, 4:30-6:30 pm, 6-101/102.

- The biweekly EOPS Power Hours have become a hit — students genuinely enjoy mingling and supporting each other academically. Not only are they swapping study tips and building a supportive community, but the snacks and drinks we've provided have gone down a treat. This warmth and support are reflected in our high return rate of attendees, showing that we've created much more than just a study space. Many students have mentioned how valuable a permanent EOPS study room would be. We have two more for the semester, 4/30 & 5/7.
- We are collaborating with Financial Aid to make sure our students apply for FA by the priority deadline of May 2.
- Fall 2024 Priority Registration EOPS event will be May 2 & 3. Drop-in counseling and assistance will be available.
- EOPS/CARE/NextUp/FYSI Peer Mentor for 2024-25 application deadline is this Sunday, April 28 by 11:59 pm. Thank you to our partnership with the Learning Center/Guided Pathways!
- NextUp/FYSI hosted a flex day workshop attended by about 40 participants. Flex day workshop was Invisible Chains: Understanding Human Trafficking and the Dynamics in College Communities.

Financial Aid Update: Our scholarship season was a success! We received 280 applications and were able to offer at least 1 scholarship to 206 students! We will host our ceremony on May 17th at 2 pm at the main theatre, and a reception will be held at the Grove immediately following the ceremony. Additionally, the May 2nd deadline is nearing. This deadline pertains to students being considered for a Cal Grant. We've been holding multiple financial aid application workshops, and today was our biggest yet as we have served nearly 30 students and counting. We will continue to hold workshops after the deadline.

Intl Center Update: Last week the Intl Center, together with the Cultural Center and ARC hosted the campus' first Eid-al-Fitr celebration. Over 100 attended and enjoyed the food, personal experiences shared, and dances. A huge thank you to ASCC for contributing funding as well! Check out the pictures here: [EID-AL-FITR 2024 | Flickr](#) Join us for our last event of the year - the International Achievement Ceremony, Friday, May 17, from 12:00-1:30 PM in 6-101/102. This special event will recognize international graduates, transfers, scholarship recipients, and other leadership awards.

Outreach Update: Outreach has been busy hosting application workshops at high schools and partner organizations in preparation for the Summer and Fall semester registration and our upcoming Super PEP Reg events. We have also been busy attending college fairs and tabling events in the North Bay, South Bay, and West Coast. College Campus tour numbers have increased and the Outreach Ambassadors & College Recruiters have hosted multiple groups visiting from middle schools, high schools, and community partners such as Boys and Girls Club Peninsula (most recently Mid Pen from Menlo Park visited our campus, for example). WebSmart and BANNER will be down May 25 through the end of the day May 27. Therefore, no submission of SPRING 24 final grades or registration will be available during this time.

SparkPoint Update:

- SparkPoint is hosting Financial Literacy Month, a series of workshops during the last 2 weeks of April and the first week of May. Community partners have presented on: Investments 101, Path to Excellent Credit, Learn about Public Benefits, It's Time to Buy a Home and Deep Dive into Financial Institutions.
- The Food Distribution is now serving an average of 305 clients per week.
- SparkPoint is now serving 455 students with \$100 monthly food cards. SAM Cards can be used on campus or off campus (e-cards).
- SparkPoint financial coaching and literacy has been increasing and a record number of students are receiving Cañada Cash awards for completing personal financial coaching behaviors that include budgeting, savings, credit and even budgeting to transfer to 4-year colleges and job seeking.

Student Life Office Update: ASCC hosted a beautiful Drive-In featuring the hit movie "Moonlight." Students were greeted with warm food, music and a beautiful evening. ASCC is also in the midst of hosting its 2024-2025 student elections. The Office of Student Life has been currently hosting weekly AANHPI arts & crafts workshops and is currently developing a leadership workshop series highlighting traditional and non-traditional practices. The Office of Student Life is also preparing for the 2024 commencement ceremony.

TRIO Update: TRIO recently held a workshop last week on Budgeting for Transfer as well as a collaboration with ARC for Teatime with TRIO in the Cultural Center just yesterday. TRIO has 2 upcoming events in May! May 1st is our final workshop of the semester on Mental Health and Finals in collaboration with PCC and ARC. May 8th is our End-of-Year Celebration and Recognition Ceremony. Please see the attached flyers for details. We hope to see you all there!

VROC Update: During Flex Day, VROC presented on Military Culture and student Veteran transition. Dr. Tim Avery presented on military culture. Johnathon Will and Erick Fernandes were two student Veteran panelists who shared their first-semester experience. VROC also hosted a districtwide photoshoot for student Veterans. The pictures were for professional headshots and graduation.

VI. District & College Highlights

a. Planning and Budgeting Council Mayra Arellano 3
Please see the [PBC website](#) for the meeting minutes for a detailed update.

No updates. The PBC meeting is on May 1.

b. Vice President of Student Services (VPSS) Updates VPSS 3

Wissem Bennani as acting VPSS –
NCORE Participants: Please email Michiko if you are attending. If you haven't already, submit your conference approval packet to the business office.

c. Enrollment Services Committee Update (ESC) Wissem/Maria 3

ESC met, on Friday, April 5. During the meeting, there was an update on WebSmart, there will be two online training workshops via Zoom on April 30 and May 2. Updates on dual enrollment and priority registration rules have been completed and updated. The assessment for middle college students taking up to 15 credits is free, for students taking more than 15 credits there will be a fee. CC Apply ID verification update, a small number of students are opting out of applying. For the last update, the district office is working on acquiring a contract with BMTX or bank mobile to detect fraud using industry technology. WebSMART will be down for routine maintenance from 9 pm on Friday, May 24 through 7 am Monday, May 27.

d. Instructional Planning Council (IPC) Updates Jose Manzo 3
Please see the [IPC website](#) for the meeting minutes for a detailed update.

No updates. The IPC meeting is on May 3.

e. Equity and Anti-Racist Planning Council (EAPC) Dr. Michiko Kealoha 3
Please see the [EAPC website](#) for the meeting minutes for a detailed update.

EAPC is working on land and labor acknowledgment statement, as well as a recommendation made to the President regarding a new equity and anti-racism onboarding process for new faculty and staff. We are excited about this initiative and discussed the efforts with subcommittee on campus. The update concluded with gratitude for participation.

VII. Old Business

a. Refresher Training Part II

Dr. Michiko Kealoha 30

i. SAOs & Transformational Antiracist Leadership Framework

Wissem Bennani moves to move up Drop for Non-Payment presentation ahead of Refresher Training Part II.

Jinmei Lun seconds the motion

Approved unanimously by consensus of all those in attendance

SSPC had a refresher training on transformational anti-racist leadership. Participants discuss various approaches, including deep dives into resources, restructuring plans, and documenting progress. There was an emphasis on the importance of integrating this work into existing structures and ensuring continuity across transitions. Suggestions were made to continue the conversation over the summer and to use the next meeting to establish a framework for ongoing implementation. The discussion also touches on the idea of reading and reflecting together on relevant materials to deepen understanding. SSPC got into groups to review the resources, the groups are as follows;

- [Givens \(2008\) \(21 pages\)](#)
Gonzalo, Wissem, Ron, Sergio
- [Landing Page & YouTube:](#)
Lorraine, Juan, David, Danielle, Bob
- [The Atlantic Institute Webinar:](#)
Adolfo, Kathy, Michiko, Mary
- [Anti-Racist Leadership YouTube \(Betsy Hodges 14m31s\):](#)
Max, Jinmei, Katie, Maria H.

Groups are reading and reviewing the materials on their own and bringing them back to SSPC on May 8 to discuss in groups and together.

b. Drop for Non-payment

Dr. Bennani, Dean Hartman, Maria, Danielle 30

Dr. Bennani presents data related to the proposal for drop for non-payment. The proposal aims to prevent students from being dropped due to outstanding balances below \$199. The proposal was presented and reviewed by the College of San Mateo, Skyline College, and the District Office under discussion by VPs and Presidents. If approved, implementation could happen by Fall 2024 or Spring 2025. There's a focus on improving communication regarding the proposal's impact on students and the district's finances. Further discussions and approvals are needed from VPs and Presidents before full implementation can proceed.

VIII. New Business

a. Draft Land and Labor Acknowledgement

EAPC Tri-Chairs 15

SSPC heard the land and labor acknowledgment draft, which was proposed to be included in the commencement ceremony. We received positive feedback from EAPC and the intention to present it to the President after review by the SSPC. There was

involvement of various campus groups in the drafting process and noted the inspiration from a previous presentation during our January Flex Day by UMOJA. SSPC reviewed the draft acknowledgment statement, emphasizing its importance in recognizing the historical impact of colonization, genocide, and oppression on indigenous peoples and the contributions of African ancestry and immigrant labor to the country. They acknowledged the need for continuous education and action to address these historical injustices. The discussion also touched on whether to include veterans in the acknowledgment, considering their diverse backgrounds and contributions. Danielle Pelletier suggested articulating the purpose of the acknowledgment on the website. There was an emphasis that the acknowledgment is just the beginning of a broader conversation and institutional responsibility to address historical injustices and create meaningful change.

Mary Ho moves to add 10 more minutes to this item

Kathy Kohut seconds the move

Approved unanimously by consensus of all those in attendance

There was consideration about whether to follow a national trend of including both land and labor in acknowledgments and how it might affect the acknowledgment's authenticity. SSPC also explored different delivery methods for acknowledgments, such as audio or visual presentations, to make them more dynamic and impactful. The discussion touched on concerns about acknowledgment statements becoming performative and the need for genuine transformation. Plans were made to continue discussing and refining the acknowledgment statement, considering anti-racist principles and aiming for inclusivity without leaving anyone out.

An updated draft will be shared during the May 8, SSPC meeting.

IX. Special Presentations

a. The Learning Center

Dr. Ron Andrade 10

Ron provided a detailed overview of the services the learning center provides, including tutoring, group study spaces, technology support, and test proctoring. There was a focus on expanding tutoring and increasing awareness of available resources. The discussion also touched on online tutoring options and the process for accessing support through Canvas. Additionally, there was a mention of recruiting student tutors for various subjects and promoting awareness of available services through flyers and campus events.

X. Discussion

XI. Open Forum and Feedback

XII. Adjournment

For Next Meeting: May 8, 2024

Future Item: CARES Report Presentation;