

Student Services Planning Council



SSPC Meeting Minutes

Date: August 23, 2023

Time: 2:00 - 4:00 pm

Location: Join Zoom Meeting

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

Item	Presenter	Time (minutes)
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I. Call to Order		1
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Time Keeper – Manuel Alejandro Pérez

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=13

Adolfo Leiva	(SparkPoint)	Goal 1.1
Aricka Bueno	(Faculty)	Goal 1.1 (Excused)
Bettina Lee	(Wellness Center)	Goal 3.3
Bob Haick	(Career Center)	Goal 3.3
Danielle Pelletier	(Faculty)	Goal 1.1 Chair
David Vera	(Financial Aid)	Goal 1.1
Gonzalo Arrizon	(Transfer)	Goal 2.1
Juan Vera	(Veterans Center)	
Kathy Kohut	(International Student)	Goal 2.11
Kai Gorman	(Counseling)	
Lorraine Barrales-Ramirez	(EOPS, CARE, CalWORKs, FYSI)	Goal 1.14 and Goal 3.2
Manuel A. Pérez	(VPSS)	Support all goals as SSPC Co-Chair
Maria Huning	(TRIO)	Goal 3.2 Chair
Maria Lara	(Admission & Records)	Goal 1.1
Mary Ho	(Post-Secondary Success)	Goal 2.12
Max Hartman	(Counseling Dean)	Goal 1.1 and Goal 1.14
Mayra Arellano	(Promise)	Goal 3.2 Chair
Michiko Kealoha	(Student Life)	Support all goals as SSPC Co-Chair
Nimsi Garcia	(Dream Center)	Goal 2.11 Chair and Goal 3.2
Vacant	(Student Senate Rep)	Goal 3.3
Olivia Cortez-Figueroa	(College Recruiter)	Goal 3.1 Chair and Goal a 3.2
Sarah Cortez	(Welcome Center)	Goal 1.1
Wissem Bennani	(SS Dean)	Goal 1.1
Vacant	(Classified Rep)	

Advisory

Dean of Planning, Research and Institutional Effectiveness – Karen Engel

Learning Center Representative – Adriana Lugo

IPC Representative – Jose Manzo

Guests:

Estela Garcia

Megan Rodriguez Antone

Jinmei Lun

III. Adoption of the Agenda

Michiko Kealoha 1

Mayra Arellano motions to approve the agenda for August 23, 2023

Sarah Cortez seconds the motion

Approved by all those in attendance with one abstention, Estella Garcia

IV. Approval of the Minutes

Michiko Kealoha 1

Olivia Cortez-Figueroa motions to approve the minutes from May 24, 2023

Gonzalo Arrizon seconds the motion

Approved unanimously by all those in attendance

V. Reports

a. "Why" We Do What We Do – 2.0

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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.

Olivia Cortez-Figueroa

"From the first week of classes I had an adult student who came to talk to us while we were tabling. She shared that she was at Cañada and her kids had grown up and graduated from UC Santa Cruz and her husband has a brain tumor and has 1 ½ years to live. She said I'm coming to school for me; something I need to do for myself. We both started crying and it was a very special moment because she was there for herself. I gave her so many kudos because to be here and going to school is for her. It was a very special moment. She was able to get a photo with our Interim Chancellor which made it even more special for her. This is why we're here."

b. Department Reports

All

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

Academic Probation: hosted a pilot academic probation boot camp for 10 students. Ran from 7/31-8/4. Presenters were a former pro baseball player who now coaches tech executives about being present, the community college lady podcast talked about time performance, a running coach talked about building community and visualization. We also worked out at the fitness rooftop for an hour as part of the academic probation boot camp. We also ended the program called "Colt UP!" by attending a SF giants game during the day! Tickets were donated from the team

Juan Vera

Access-Relevance-Community: peer mentors start first week in September in Colts-U Transfer Center and virtually Wednesday, September 6th: AANAPISI ARC Transfer Pathway Informational Session
Location: Cultural Center, Building 17, Room 17

Time: 11:30 am – 12:30 pm

Wednesday, September 27th: Map Your Pathway to San Francisco State University

Location: <https://smccd.zoom.us/j/83143148047>

Time: 3:30 pm – 4:45 pm

Wednesday, October 18th: AANAPISI Day San Francisco State University campus visit

Location: SF State University

Time: TBA

Monthly peer mentor community activities will be updated on Website. Additionally ARC events will be updated continuously on website.

ARC website will be up in week.

NDNU is starting their second cohort of Business Admin students and first cohort of Psychology next week. Business Admin classes offered online and Psychology hybrid (offering classes in Bldg 5 on Tuesday & Wednesday).

Mary Ho

Career Center: Welcoming students back, organizing the semester, and planning and recruiting for the upcoming job fairs, and recruitment weekdays this semester. I've had higher than usual student appointments for the first two weeks of the semester which is great! Also in the planning stages to host a couple of 4th year Stanford Medical Students to come and do a hands on workshop and Q&A Session as part of their Master's Program. Medical Assisting, STEM, and myself will be meeting with them in the next couple of weeks.

Bob Haick

Disability Resource Center: We are continuing to offer Learning Disability Testing in Spanish, as well as counseling sessions in Spanish this semester. Yay! But we are looking for student ambassadors and specialized tutors, so if you know any students who are interested, please direct them to our website to learn more about these positions. Thank you!

Bettina Lee

Dual Enrollment: We have 8 sections for Fall 2023 and still doing onboarding. We are expected to have a final enrollment number of 250+.

Mayra Arellano

EOPS/CARE/NextUp/FYSI:

- Had a successful Open House, Aug 22, 2023. Thank you all for helping to promote it! We are still accepting new students.

- We have a new NextUp/FYSI adjunct Counselor, Michelle Lomeli, started last week.

- Jilian Gomez is a new role, as an adjunct counselor for Promise Scholars Program. Congratulations! The replacement Retention Specialist position will be posted soon.

- In October we will be offering EOPS students the Career Launch curriculum, in 4 one hour sessions, on a how to network for first-gen students. <https://www.careerlaunch.academy/launch2>

Men of Color (MOC):

- The MOC committee continues to work on growing support for our MOC students. They will be meeting regularly to plan for events this year, one being in the spring to collaborate with CSM and Skyline. Please see attached flyer to refer students to fill out an interest form. If you would like to participate on the committee please contact Jose Manzo, manzoj@smccd.edu / (650) 306-3151.

Lorraine Barrales-Ramirez

International Student Center: We welcomed 32 new students from 18 different countries in August (and are still admitting last minute transfers) Our new student orientation on Aug 8-9 was a success - thank you to all of you who helped welcome these students. Several of our new students have already been hired in campus jobs and are eager to get involved in Clubs and ASCC. We will be continuing our CCIC (Canada College Intercultural Club) again this year with new and returning enthusiastic officers.

Kathy Kohut

Office of Equity: We opened our Cultural Center and had an open house and first event (maneki-neko). 160+ visitors to events thus far. We are finalizing our hiring for our PSC of Cultural Center and put on 6 flex sessions this fall!

Michiko Kealoha

Financial Aid Department: We've on boarded two PSCs in June and have been working very closely with outreach and other departments. We are working in getting our "brand" more out there in the community, especially with our students. We plan to do more in-reach events, especially, "Coffee with Financial Aid" that should start sometime in September. Additionally, we are trying to recruit more departments to utilize our Learning-Aligned Employment Program (LAEP) since it is a great opportunity for our students, especially Dreamers who are eligible to work. Lastly, we have been working very hard on revamping out website. We hope it will go live very, very soon.

David Vera

Outreach Updates: Since May: hiring 2nd college recruiter (so excited to have Estela Garcia on the CC team!), a successful Super Saturday Registration Event for Fall semester (over 200 served!), we began But First Cafecito (1st Tuesday of the month, coffee/bagels in Outreach) to create space for employees community - thank you to all who came to our first one) and an energetic tabling Welcome Week (thank you to all who were out there with us with all those students)!

Olivia Cortez-Figueroa

Personal Counseling Center: New personal counselor's trainees have joined us this semester. We have 2 Spanish speaking personal counselors who can provide therapy session in Spanish.

Bettina Lee

Promise Scholars Program: We have admitted more than 250 students for our Fall 2023 incoming cohort. Which is the biggest admitted class by far. As of today, we have about 570 students in our PT and Full Time Program. We have welcome two counselors in Promise, Daryan Chan and Jilian Gomez to support the expansion of Promise. Our new application for Spring 2024 will open September 5th

Mayra Arellano

Some flyers from the **UNDOCUMENTED COMMUNITY CENTER**, no longer the Dream Center 😊 Our legal clinic is back and filling up! We are also launching a fellowship for undocumented students. The application closes this Friday!

Nimsi Garcia

VROC: We will be hiring two student assistants (both are veterans) to help with campus engagement as well helping create a student veterans club. be on the lookout for campus events for veterans week nov.6-11!!!

Juan Vera

VI. Standing Items

a. Planning and Budgeting Council

Maria Huning

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A lot of information for hiring and communications for plans came to PBC at the last meeting. Please be sure to see the PBC website for the meeting minutes and the slide presentations to see all the updates.

This semester Maria will be the co-chair at PBC for Classified Senate (Alex Claxton is detailing at another college so as Classified Senate Vice President, Maria will take his place at PBC) so she will be stepping down as SSPC representative at PBC. At our next SSPC meeting a new PBC representative will be selected.

The energy is palpable since we've started the semester! You can feel it! Congratulations on the beginning of the new year! It's exciting to have so many students back on campus!

We've been working for the last year on an extended and deeper Memorandum of Understanding with the Boys & Girls Club of the Peninsula specifically our East Palo Alto Club House location and their other sites, as well. We've always had a great relationship with them but this year we've worked to expand Dual Enrollment, expand and increase the number of high school and middle school students on our campus and also out in the community in relationship to Cañada College. The MOU has been expanded and fully executed and we'll be having a big celebratory moment to commemorate our expansion with them. Keep an eye out for that.

Our headcount is up in enrollment. Thank you all for your help working with Instruction to help with our enrollment.

We had a lot happening during the summer but we'll discuss more about that further in the agenda.

c. Enrollment Services Committee Update (ESC)

ESC continued to meet the 1st Friday of each month throughout the summer. Wissem missed the last meeting but retrieved the agenda items and will update us on SB893 level 2. Our students should have received automatic communications notifying them that they qualify for level 2 via their student email.

Level 1: Enrollment-Fee Waiver

- **What it covers:** \$46 per unit enrollment fee
- **Who qualifies:** Individuals who live in San Mateo County*, including those who are undocumented, intending to earn a certificate or degree.

Level 2: Other Fees & Assistance (in addition to Level 1 Enrollment-Fee Waiver)

- **What it covers:** Health fee, student body fee, student representation fee, student union fee, inclusive access fee(s), and materials fees. You may also qualify for additional transportation, technology, and textbook support!
- **Who qualifies:** Students receiving the California College Promise Grant (CCPG) or those with documented financial need through the Free Application for Federal Student Aid (FAFSA) or California Dream Act Application (CADAA).

**The Enrollment-Fee Waiver does not apply to international, non-resident, or out-of-state students. Please see the FAQ below for details.*

Please see the link to the Free College website which has been updated. If you see any changes needed to the updated Free College website, please send an email to Megan Rodriguez Antone.
<https://smccd.edu/freecollege/>

d. Program Review Workgroup Updates

The Program Review Workgroup hasn't met yet this semester.

Comprehensive Program Review is due October 13 for the following departments: Disability Resource Center, Financial Aid, Health Center, Personal Counseling Center, TRIO Student Services, Veterans, and the Welcome Center.

1. Submit your complete Comprehensive Program Review or Annual Update **before October 13, 2023**.
2. Deans and VPs complete feedback of all program review materials and send out **before October 27, 2023**.
3. Review your supervisor's feedback and incorporate it into your program review **before November 3, 2023**.

<https://canadacollege.edu/programreview/>
<https://canadacollege.edu/programreview/SSPR.php>

e. Instructional Planning Council (IPC) Updates

Jose Manzo

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Jose Manzo continues to serve as the Student Services representative for IPC. Jose will continue to send video updates with information from IPC.

VII. Special Presentations

a. Welcome Back!

Michiko Kealoha & Manuel Pérez 10

The Basic Allowance for Housing for Veterans at Cañada went up. In the past it was about \$3800 per month compared to CSM which was \$4800 per month. Because of this our Veterans enrollment numbers were low but the BAH has been raised to \$4300 and at Skyline and CSM the BAH has been lowered to \$4600. This difference should help get Cañada's Veterans numbers increase.

EOPS had their first Open House yesterday and we had a high number of students attend.

<https://events.canadacollege.edu/event/69720-eops-open-house>

The Promise Scholars Program has been busy and we have our biggest incoming class yet with 250+ students enrolled in the program. Our total of students in the program now has risen to 570 students. Fresno City College is coming to spend the day to find out more about our Promise Program.

The Drop-in Counseling has not needed to close the entire drop in time! In the past we had to close drop-ins before they would even start, limiting the number of students seen on a specific day. We did not have to close the list due to the increase of counselors that were available during drop-ins. This is exciting news for the college and for the huge number of students we were able to assist!

Students have been waiting under one hour to see a Counselor during drop-in counseling due to the efforts of our Welcome Center team and the resources for counselors, time and coordination to be able to serve our students.

We're seeing more students coming through the ColtsU Transfer Center. We have a great team; Mary Ho, Gonzalo Arrizon, Gloria Darafshi and James Aganon. Yesterday we had an ECE instructor bring her students to the Transfer Center. It's important to connect with faculty to be sure they know we are here for your students and we support you outside the classroom!

Cañada has a new expanded food market! It has two brand new refrigerators and two more are arriving soon. We've already been able to increase the number of students we're serving and to compliment that our outside Food Distribution Service broke an all-time record by serving 250 families yesterday! Also we have a grab-n-go refrigerator in the Learning Center and we routinely though out the day refill it. We're looking to launch additional food opportunities, especially in building 13 where we'll be adding food lockers to help our evening students who aren't able to come to the Food Pantry.

Pre-pandemic we used to have a whole section during our SSPC meeting for updates like those above. If everyone would like we can incorporate 10 minutes into the agenda for this again. It's nice to hear the wonderful things we're doing to help and serve our students.

b. Fresh EMPs 23-24

Michiko Kealoha & Manuel Pérez 10

The Educational Master Plan is the way in which the college strategizes and plans for achieving its goals in connection to the larger overarching mission, vision and values.

This year we're focusing on four goals. The first is a continuation of the work that was part of the development of the Cultural Center. This year we're expanding and all about building our campus culture in a way that is equity-minded, antiracist and inclusive. You'll see this come to fruition largely through professional development that is specifically in these flavors.

Proposed Top 4 EMP Priorities for 2023-24

- Create and sustain an inclusive, antiracist, and equity-minded campus culture
- Expand programs and opportunities to new community members in N. Fair Oaks, Belle Haven, and East Palo Alto, especially BIPOC communities
- Strengthen transfer support services to increase transfers
- Reimagine how we support students' accessing career opportunities

The second bullet point is a continuation of the work we've already begun. This year we'll look at how we can grow. This year we hired a second College Recruiter and we executed an MOU with the Boys & Girls Club of the Peninsula strategically in East Palo Alto. This year we'll talk about what else we need to do and we'll start tiptoeing into the instructional side in terms of faculty certificates, other programs, expanding dual enrollment in these areas.

The third and fourth bullet point are really diving into the areas of transfer support and career services. We're really looking into career exploration opportunities. On the transfer side whether you're looking at it from the Chancellor's Office or the UC and CSU lens the gaze is on completion and what are we doing to accelerate transfer? We know we need to grow career opportunities. How can we make this clearer and stronger for our students?

In the next two weeks you'll begin to see more clarity come out from the President's Office and Planning and Budgeting Council. The timeline will be immediate and a lot of work will come through between now and December and then a bigger push for the end of the year but the goal will be to see immediate results and what are our next steps by the first half of the academic year.

c. SAO

Michiko Kealoha & Manuel Pérez 10

We did a deep dive into SAOs last year so each of you should feel confident you have your SAOs completed and they're uploaded into Nuventive. If you do not feel confident you have your SAOs completed and uploaded, please contact your team leader. At this point you should have a recent bank of data uploaded or about to have that data based on your SAOs.

Our membership is largely position based but not exclusively. So if you are on this council by position you are not timed out unless you have multiple people representing that position or program. Those of you that are in seats that are open or constituencies, specifically, students, faculty and classified each of you are on two year rotations. It's time to refresh our positions so if you happen to know of any classified that would like to join SSPC, please let us know. We have two seats for classified that are open. Our faculty joined three semesters ago so we'll open it up to Academic Senate and let them know we love the faculty we have now but it's up to them how to move forward.

We also have the position of co-chairing SSPC open at this time. It's fun and manageable so if you are interested let Michiko and/or Manuel know. The co-chair position is also an opportunity to have more of a role of leadership on campus. We will put a one week call on this for now and ideally we'll have a new voice to approve at our next council meeting.

b. SSPC Subcommittees

We're going to need to update our bylaws to potentially allow for committees that we're proposing become part of our structure. One of them, Megan will speak to, will be telling the story of Student Services or student by students but informed by each of that are experts in our respected support areas. The second one, Wissem will talk about, three words we all know well "make registration easier" but we're looking to incorporate and fold into our council formally with a faculty co-chair.

i. Marketing and Social Media – Task Force (Aug-Sept)

The Marketing Team is linked to a number of EMP initiatives and one, specifically, is *(3.3) Utilizing relevant social media and other marketing platforms to reach community members in the formats and virtual environments in which they exist*. This means sharing stories on social media, demonstrating video on our website, update our website with language and messaging that is comfortable, intriguing and easy to understand for our campus community and our external community, as well. We have people that can help with this but we're not on the forefront like Student Services dealing with students every day. You know the story because you're hearing from students and also you know what they find helpful. Jasmine Padilla is available to post student testimonials so if you have any students you think would make a great testimonial, let us know. Quotes are also helpful to add to marketing materials and let's take a look at your websites to make sure they are up-to-date and make sense. If you get student quotes with our without student photos, send them to Megan Rodriguez Antone.

The goal for Student Services is to have a bank of updated resources that we could load to online communities in time for Spring registration. We'd like timely updates, for example: priority registration is coming up, it's open registration or we're down to no waiting in counseling come on by. SSPC would like to have updates available at every SSPC meeting and the departments can use them if they need it. We'd also like to have a team of students including our student representatives to bring updates that are primarily informed by students.

ii. Make Registration Easier**1.1 EMP**

(Danielle Pelletier, David Vera, Adolfo Leiva, Maria Lara, Max Hartman, Wissem Bennani, Aricka Bueno, Sarah Cortez)

(1.1) Assess and streamline outreach, application, matriculation, and registration processes to ensure more applicants, particularly low-income, first generation, and Black, Indigenous, and People of Color (BIPOC) applicants, enroll in at least one course the same year they apply. Ensure that the programs that support students through these processes have enough resources to manage the workload.

We have new Student Success Link messages that go out to students as well as having them translated (just Spanish for now).

We would like to institutionalize this “make registration easier” subcommittee through SSPC because making registration easier is always going to be changing and needs to be looked at continuously. We should also try to always have an instructional partner as part of this subcommittee.

Manuel will bring a proposed change to the bylaws to our next meeting to include “Make Registration Easier” subcommittee as a change to our SSPC structure.

c. Student Services Updates

Student Services Managers

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i. New Members and Hires

- James Aganon has been hired as the new Program Services Coordinator for Project ARC and our ColtsU Transfer Center
- Estela Garcia has been hired as our second College Recruiter focusing more on North Fair Oaks, Belle Haven, and East Palo Alto
- Mid-September we will hear about our new Program Services Coordinator for the Cultural Center
- Michelle Lomeli is our new adjunct Counselor for NextUp and Foster Youth
- The Promise Scholars Program is expanding and we’ve hired Jilian Gomez as our part-time Counselor as well as working with EOPS students.
- Daryan Chan will also be supporting the Promise Scholars Program
- Nohemy Colin is substituting for Alyssa (Nohemy was previously in SparkPoint)
- Financial Aid has two new Program Services Coordinators, Chris Wardell and Jackie Flores

- Admissions & Records assisted 418 students between August 1 and August 23 at noon (not counting Super Saturday)
- The Fresno City College partnership will include us visiting them and learning how they do a stadium sized registration event.

ii. Organizational & Facilities Updates

The new Cultural Center is located in Building 17-107 and will have night hours available.
The Office of Equity is located in Building 18-116

The EMP work group did a lot of inquiry about space and wants feedback regarding location and expansion of space. At the next CIP meeting, they will discuss growth and expansion.

The Office of the Vice President of Student Services (VPSS)

- The Office of Equity which includes the Cultural Center reports directly to the VPSS Office

The Division of Enrollment Services and Support Program (ESSP)

- The ESSP Division includes the Health Center, Admissions & Records, Financial Aid, SparkPoint, VROC and the Undocumented Community Center.
- As of July 1 the International Student Center and Outreach has joined the ESSP Division

The Counseling Division

- TRIO is now part of the Counseling Division

iii. Food Resources on Campus

We will have food resources as part of our evening services.

d. Non-Peak Time Evening Coverage

Manuel Pérez

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EMP 3.13 -- Address food insecurities of our students and their families by collaborating with community partners (for example, Food Pantry, Drive thru Food Distribution, and Community Markets).

Cañada de Noche / Cañada at Night Pilot Program – developing a working plan to better support students who are taking night classes with services and opportunities that include:

- Counseling drop in during evening hours in Building 13
- Extended hours in Building 9 until 8:00 pm for Monday through Thursday on all three floors of the building
- Food access support in building 13

Cañada de Noche - Cañada at Night Fall 2023 Pilot

September – October – November

Cabinet High-Level Talking Points
August 23, 2023

Cañada de Noche - Cañada at Night
Fall 2023 Pilot

The Data

All Evening Students - Primary Lang.

Chinese (Mandarin, Cantonese)	7	1%
Decline to state	6	1%
English	566	68%
Other (not listed above)	36	4%
Spanish	124	15%
Tagalog (incl. Filipino)	3	0%
Unknown	86	10%

B13 Evening Students – FT/PT

Full Time	56	25%
Part Time	102	46%
Under Part Time	62	28%

Cañada de Noche - Cañada at Night Fall 2023 Pilot


September – October – November


1. Building 9 (first, second, third floor)
Monday – Thursday, 5pm – 8pm
2. Additional B9 services: DRC, PCC, Promise Scholars Program
3. Mix of full service, drop-in, and quick-question counters (all with immediate support or 24 hour response time)
4. Building 13 (2nd floor food locker, 3rd floor drop-in counseling)


Expanded Food Resources

Fall 2023 Pilot Program:
Cañada College at Night
Cañada de Noche


Enhanced peak time in-person coverage
Centralized & expanded evening coverage
Expanded drop-in opportunities (B13)
Food Lockers (B13)


Grab & Go Fridges


**Expanded & Enhanced Store Front
Food Pantry – Building 5**


Refrigerated Main Unit
8 Doors 13 Doors

80" H = 6'-8"
83" W = approx 7 Linear Feet
26" D = 2'-2"



Food lockers will be available for students to pick up refrigerated and non-refrigerated items from the pantry. Pantry is not open late so the food lockers will allow them to pick up food in the evening. Sign-up, receive code and locker number. Enter code and pick up food.

These lockers will be similar to Amazon lockers and will be located in Building 13 on the second floor (facing the mountains)

There are also Grab & Go refrigerators throughout campus. These refrigerators have triangle sandwiches, salads, pastas, and Go-Gurts. The Grab & Go refrigerators in the Welcome Center will be restocked throughout the day and at scheduled times.

Nimsi Garcia motions for additional 10 minutes for this item

Sarah Cortez seconds the motion

Motion carries unanimously by all those in attendance

The new Cañada College Market (previously SparkPoint) is 4-5 times bigger than Sparkpoint. We are in the process of hiring 10 student assistants who will in charge of restocking. Our goal is to provide one-on-one customer service, remove stigma and encourage folks to pick up food, and allow us to expand CalFresh outreach. Some families are unaware of their eligibility with CalFresh including mixed status families.

The SAM Card which is addressing food insecurity is in the amount of \$100 per card and can be used September through December. This card can be used to purchase food at the cafeteria or can receive \$100 value that can be redeemed at different grocery stores.

Next Steps

- SSPC 8/23/2023 Meeting
- Marketing (signage, artwork/branding, lighting)
- All Deans discussion item (Evening Coverage)
- Facilities details (room set ups, lit-up “things”, safety, etc.)

Next Steps:

- Marketing will work on visibility and connecting to the program. Making the program visible and easy to identify.
- We'll attend the All Dean's meeting to ensure administrative support and follow-up.
- We'll be working on getting the room ready to go. Getting A frames set up, and lighting between building 9 and building 13

How often are the food baskets replenished?

Henry Guevara has kindly been helping. If he sees the baskets need replenished, he sends an email. Refrigerators will be on a different refill schedule. We want to see them empty because that means there is a demand so the refill schedule will be strategic

Why is Counseling drop-in in building 13?

The Instructional partners tried to consolidate evening classes to one location/building.

This is the initiative for the night/evening hub

We want to build off that momentum to provide student services support in the same location

Lorraine Barrales-Ramirez motions to add an additional 2 minutes to this item

Juan Vera seconds the motion

Motion carries unanimously by all those in attendance

Has the Library or Learning Center thought about expanding beyond 8:00 pm?

Not at this time. Interim Dean Rana is joining the conversation. Possible staffing related.

Evening students will receive a letter soon informing them of the new evening services

IX. Discussion

X. Open Forum and Feedback

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Students were dropped due to nonpayment over the summer and were not notified. This falls under “make registration easier” so Wissem will take it to ESC. Wissem will look into it to see what is happening with this group of students rather than wait for the next ESC meeting.

Questions about transportation and the Lyft program. Would like this to be added to the next meeting. We need to address students who live in Redwood City but don’t qualify for the program.

XI. Adjournment

For Next Meeting

Bylaws Review on Membership

Bylaws change including “make registration easier” subcommittee

EMP Collaborates Groups

New SSPC representative for PBC

Presentation on SB893 Level 2 Procedure

Transportation and Lyft Program