

Student Services Planning Council



Minutes

Date: September 27, 2023
Time: 2:00 - 4:00 pm
Location: 3-104
Zoom: <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 – Michiko Kealoha

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

Adolfo Leiva	(SparkPoint)
Bettina Lee	(Wellness Center)
Bob Haick	(Career Center)
Danielle Pelletier	(Faculty)
David Vera	(Financial Aid)
Gonzalo Arrizon	(COLTS-U Transfer Center)
Jinmei Lum	(Faculty)
Joshua Forman-Ortiz	(Classified Representative)
Jose Manzo	(IPC Representative)
Juan Vera	(Veterans Center)
Kathy Kohut	(International Student)
Katie Hasse	(Student Representative)
Krystal Martinez	(Classified Representative)
Lorraine Barrales-Ramirez	(EOPS, CARE, CalWORKs, FYSI)
Manuel A. Pérez	(VPSS)
Maria Huning	(TRIO)
Maria Lara	(Admission & Records)
Mary Ho	(Post-Secondary Success)
Max Hartman	(Counseling Dean)
Mayra Arellano	(Promise Scholars)
Nimsi Garcia	(Undocumented Community Center)
Olivia Cortez-Figueroa	(College Recruiter)
Sarah Cortez	(Welcome Center)
Sergio Suarez	(Interim Student Life & Leadership)
Vijet Upadhyay	(Student Representative)
Wisse Bennani	(Enrollment Services Dean)

Advisory

Karen Engel	(Dean of PRIE)
Vacant	(Library and Learning Center)

Welcome to Sergio Suarez as our Interim Student Life and Leadership Director, Katie Hasse as our ASCC representative, Senator at large for STEM, and Krystal Martinez representing as our Classified Senate representative.

Guests:
Jai Kumar

III. Adoption of the Agenda VPSS 1

Maria Huning motions to approve the agenda for September 27, 2023 with the move of the Special Presentations at the top of the agenda before the Standing Items
Olivia Cortez-Figueroa and Sergio Suarez both move to second the motion
Approved unanimously by all those in attendance

IV Approval of the Minutes VPSS 1

Max Hartman motions to approve the minutes from September 13, 2023
Krystal Martinez and Katie Hasse both second the motion
Approved by all those in attendance

V. Reports

a. “Why” We Do What We Do – 2.0 2

Why do we do what we do at the intersection of being Latinx Heritage month intersecting with AANAPISI week exactly this week?

Mary Ho, “I have my connections to AANAPISI week and I’m also involved in Latinx Heritage month as a planning committee member during the last two years now. Definitely for myself I’m making sure that I’m always addressing, working on or supporting equity in some way and for me it’s really important to be part of the planning committee and learning and working in coalition with the folks on the planning committee to create some events. We have so many folks that are involved this year with Latinx Heritage Month and AANAPISI week. I’m really excited that were acknowledging our Asian American and Native Hawaiian and American Pacific Islander serving institution. With that you know we received the ARC (Access, Relevance, Community) Grant last year but what’s so exciting is that we received additional funding and we’re launching our S.T.A.R. (Success, Transfer, Access and Relevance) Program which is our Asian American and Native Hawaiian and American Pacific Islander program and it’s tomorrow so come out and join us during the Autumn Moon Festival in the Cultural Center.”

b. Department Reports All

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

Career Center: We are in full prep for the upcoming job fair on October 18th. So far we have 55 employers registered and have set aside 5 tables for campus departments/faculty to promote their interest areas. Also, we had a great meeting with the Stanford medical students and their Master Advisor about coming to campus and holding some workshops for students interested in the medical field. We are finalizing the logistics and paperwork for this to move forward. Finally, our part-time career aide Alyssa Lucchini has been busy creating a Instagram account for the Career Center along with material to post, and will go live next week.

Bob Haick

Disability Resource Center: We're excited to have a new instructional aid who will be joining us by the end of October and they will be offering specialized tutoring for Statistics in our lab.
Yay!

Bettina Lee

We had our first **Equity and Antiracism Planning Council** meeting yesterday. Our LatinX History Month events are continuing throughout this month and next. We also had information on our next upcoming four events: Selena Sing A Long, Drumming, Indigenous Peoples Day,

and our speaker Angel. Our student interns have all been interviewed and we are working on paperwork and onboarding.

Michiko Kealoha

Financial Aid Update: Starting next week, we will begin with our FA outreach with our feeder schools. We hope to prepare all HS students for the 2024-25 FAFSA that will open sometime in December, 2023. Also, we just submitted our agreement to continue to participate in the federal campus based program (work-study) for 2024-25.

David Vera

Personal Counseling Center Update: We'll posting a full time Personal Counselor position soon. Please spread the word!

Bettina Lee

Transfer Center: You may have seen the Campus Announcement...October is Transfer Month! We are also bringing back "Transfer Tuesdays". We encourage y'all to wear university gear every Tuesday in October. Our BIG event is "Transfer Day" on October 17th 11am-1:30pm in The Grove. This event is open to ALL students! Please email Gonzalo Arrizon (arrizong@smccd.edu) if you would like to support the event and participate
Gonzalo Arrizon

TRIO is deep in the process of Comprehensive Program Review. We are still doing Walk & Talk Wednesdays, Teatime with TRIO on Tuesdays, and an upcoming Transfer Readiness workshop on 10/3. Flyers attached.

Maria Huning

VI. Standing Items

a. Planning and Budgeting Council

Mayra Arellano 3

The last PBC meeting was September 20.

The 2023-2024 budget which the Board of Trustees adopted Sept. 13 was presented to PBC.

Highlights:

- Property taxes are projected to increase 6.87% over 2022-23.
- Funding is set aside to support community priorities
- There is a 15% reserve set aside for unforeseen events.
- Colleges set aside funds for capital projects not funded by bonds. Since the SMCCCD is a basic aid district, it does not get a lot of money for the unrestricted general fund but receives some funds for categorical programs. The state revenue is projecting some declines as compared to the prior year.

Michiko Kealoha presented the proposed College Student Bias Reporting Process

<https://canadacollege.edu/planningbudgetingcouncil/2023-24/best-presentation-to-pbc-sept-20-2023.pdf>

Max Hartman presented on the Counseling Division vacancies and Manuel Alejandro Pérez presented on the replacement for the Executive Assistant to the VPSS position.

Ludmila Prisecar presented an update on the Child Development Laboratory Center; costs, timeline, funding, staffing and proposed construction schedule.

<https://canadacollege.edu/planningbudgetingcouncil/2023-24/cdc-taskforce-update-9-20-2023.pdf>

Additional PBC Reminder please join us on Friday at 1pm for the Participatory Governance Orientation. Please join us in 3-104 or on zoom: <https://smccd.zoom.us/j/81537184039>

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

This is the first time California has recognized ANNAPISI week to honor our students that identify Asian Americans, Native Hawaiian American and Pacific Islanders. This is September 25-October 1.

This week intersects Latinx Heritage month and there are a lot of activities to celebrate both. Two events are happening this afternoon; Puente Noche de Familia from 4-6 pm and artist Jose Castro will be speaking at the Speaker Series from 5-6 pm.

Puente could use some support in setting up today for their event so if anyone is able to help, please email Debbie.

c. Enrollment Services Committee Update (ESC) Next Meeting – 10/6/23

d. Instructional Planning Council (IPC) Updates Jose Manzo 3

Here are the updates for IPC attached.

 [IPC Agenda 9.15.23.docx](#)

 [IPC Updates 09.15.23.mp4](#)

If you see Jose Manzo, please give him a big thank you!

e. SSPC Subcommittees

i. Marketing & Social Media Task Force Megan Rodriguez-Antone 15

Thanks again for volunteering yourselves and/or your students to join our one-meeting task force to brainstorm ideas around promoting spring registration to students via social media.

Below are a few proposed meeting day/times. The 1-hour meeting will be held both in-person and virtually....as promised, I will have snacks for the folks who join in-person.

Please advise by end of day Wednesday, Sept. 27 on the days you and/or your students are available to join:

1. Monday, October 2 from 1-2 p.m.
2. Wednesday, October 4 from 12-1 p.m.
3. Wednesday, October 4 from 1-2 p.m.
4. Thursday, October 5 from 10-11 a.m.
5. Thursday, October 5 from 11 a.m. – 12 p.m.
6. Friday, October 6 from 9-10 a.m.

Megan has received interest from two individuals and has sent out the call for availability by the end of today. This is a very important opportunity for us in Student Services to have more students represented in our marketing efforts specifically around what do students want other students to know about why you should come to Cañada College.

Please contact Megan Rodriguez-Antone if you are interested and available.

We're continuing to talk about Drop for Non-payment and we had a quick meeting on the subject. We'll discuss this further in the agenda.

At our next meeting we'll have a special presentation to discuss the Make Registration Easier workgroup's membership. This presentation could also discuss high level goals for the workgroup. The next SSPC meeting will be on October 25.

VII. Special Presentations

a. Program Review & Resource Request Refresher Karen Engel 15
This presentation has been recorded.

Please check that you have access to Nuventive and all the parts of Nuventive that you need, especially the SAO or SLO area.

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

Program Review Schedule

Comprehensive Program Review Due Fall 2023 (CURRENT CYCLE)	Comprehensive Program Review Due Fall 2024	Comprehensive Program Review Due Fall 2025
Disability Resource Center	Career Services	Admissions & Records
Financial Aid	Promise	CalWORKS
Health Center	Resilience Education Program (Project Change)	Counseling
Personal Counseling Center	SparkPoint	Dream Center
TRiO Student Support Services	Student Life & Leadership	Dual and Concurrent Enrollment
Veterans	Colts-U Transfer Center	EOPS, CARE & FYSI
Welcome Center		International Students
		Outreach
		Puente

Welcome to 2023-2024 Program Review Cycle!

Here are the steps needed to complete program review this year:

1. Check the Administrative, Instructional, and Student Services Program Review schedules to see if your program is up for comprehensive program review this year.
2. If your program is up for comprehensive program review this year, enter your [Comprehensive Program Review](#). If you're not up for comprehensive program this year and you have resources you want to request this year, enter an [Annual Update](#).
3. If you are requesting resources, be sure to complete STEP 2 in Nuventive.

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

<https://www.canadacollege.edu/programreview/index.php>

Comprehensive Program Review Questions

<https://canadacollege.edu/programreview/2324/student-services-cpr-questions-2023.docx>

Consider reframing the way you think about requesting resources. This is our opportunity to say to the college this is how we're doing and this is what we need. If you're in a Comprehensive Review, you're doing a deep dive into cycles and data and understanding how that ebbs and flows throughout the year as a program or as an office but if you are not and you need resource, and a resource could be funding in your office budget, I need to hire an employee, I need to expand my program so if it requires money from the college, that's a resource request. This should come through as an Annual Update. If you need to do an Annual Update to request resources, have an ongoing dialogue with your administrator so no one is surprised but also so you're supported.

Each department or program need to have SAOs in Nuventive.

VIII. New Business

a. SSPC Co-Chair Appointment & Membership Update

15

i. Co-Chair Nominee: Juan Vera

At our last meeting we received a nomination for Juan Vera to serve as our co-chair for SSPC. At that meeting he was undecided if he would like to co-chair but since then he's decided he's 100% ready to be a nominee for this position.

There have been no additional nominations for the role as co-chair for SSPC.

Michiko Kealoha made the motions to appoint Juan Vera as the SSPC Co-Chair for the 2023-2025 year

Danielle Pelletier also makes the motion

Mayra Arellano seconds the motion

Approved by all those in attendance

ii. Membership Update: Cultural Center, Wellness Center

The Cultural Center is now a formal part of our structure at Cañada College. The question has been raised as to whether we should add the Cultural Center as a voting member of the SSPC?

The Director of the Cultural Center is also the Director of Equity for the campus. It seems this new center and the Director of Equity is an integral part of Student Services and should have a seat at the table.

If the SSPC votes to add the Cultural Center to the membership, the membership doesn't have to be tied to a position. It could be a representative either Maggie de Paz Fernandez (Program Services Coordinator for the Cultural Center) or Michiko Kealoha (Director).

At this time our membership is at 27 with a quorum at 14 so if we add a 28th member, the quorum will be 15.

Max Hartman motions to add a Cultural Center representative to the SSPC membership roster Sergio Suarez and Mary Ho both second the motion
Approved by all those in attendance

Our PBC representative will let PBC know we've included the Cultural Center representative as a member of SSPC.

Years ago SSPC had individual representatives from each of the Centers; the Disability Resource Center, the Personal Counseling Center and the Health Center. Once these centers came under the umbrella of the Wellness Center, SSPC changed the representation to one representative. When the new building 1 opened and was named the Kinesiology and Wellness Center, we dropped the umbrella name for the three centers so we wouldn't confuse students.

At this time the Health Center is under the Enrollment Services and Support Programs Division while the DRC and PCC are under the Counseling Division. We would like SSPC to consider adding representation so all three centers feel they have adequate representation on this council.

One suggested motion would be to no longer have a Wellness Representative on SSPC but instead have one representative from the DRC/PCC and one representative from the Health Center.

Bettina Lee is the representative for the Wellness Center at this time. What is the position on this subject from the Health Center? We want to make sure the Health Center feels good about what is decided here today, especially if we decide to include them as a voting member. At this time Bettina won't be able to answer this question. Bettina believes Dr. Bennani has had these conversations with the Health Center team.

We'll put this item back on the agenda and wait to hear from Dr. Bennani. At the next meeting we'll entertain any type of motion to reflect the decisions made by the three centers.

IX. Old Business

a. Revisiting – Student Drop for Non-Payment (continued)

Max Hartman 10

At the last meeting we shared some preliminary data that we received from the PRIE office in response to some questions that we all developed and the Make Registration Easier workgroup developed around the drop for non-payment. Some of the questions were what are the dollar amounts, how many students were dropped, if those students are dropped, do they come back and re-enroll? The take-away for many of us didn't see a clear pattern in the data. We need to move forward with a clear proposal for ESC that can support our students.

After our last SSPC meeting we (Max, Wissem, Danielle, Lorraine, Maria H.) had a conversation and went more in-depth over the data, talked through it and asked what additional questions we have? One of the conflicting variables that emerged from the data is that we've had a number of applications or persons who go through the matriculation process and

even register who are not, in fact, actual students. So one of the potential checks for our limited resources on campus has been our drop for non-payment process. What are the impacts on our campus from this? What policies can we propose to ensure we are supporting our students and not dropping anyone who is actually a student and protecting our college?

One of the ideas we had was excluding continuing students from drop for non-payment process because we already know they are students. We still have more questions that we're waiting for PRIE to respond to.

Our next Making Registration Easier meeting will be Thursday, October 12 at 2:00-3:30.

From just the timeline perspective the proposals we make now will impact Summer 2024 and Fall 2024.

X. Discussion

XI. Open Forum and Feedback

3

Katie Hasse with Student Senate updates: the Commissioner of Finance is ready to have the new interim Director of Student Life & Leadership sign off on the Senate budget. We recently had Club Rush which went very well and with good attendance. And all our Senate members are officially on Participatory Governance Councils. Regular Student Senate meetings are on Thursdays 3:30-5:00 pm. in building 3 – room 104. These meetings are open to everyone.

XI. Adjournment

For Next Meeting

Special Presentation for Make Registration Easier for membership

Action item to confirm the Health Center membership especially for voting