

Student Services Planning Council



Minutes

Date: April 22, 2026
 Time: 2:10 pm - 4:00 pm
 Location: Building 13, Room 233
 Zoom: <https://smccd.zoom.us/j/83383664513>
 Department reports: Update [here](#)

| Item | Presenter | Time (minutes) |
|------|-----------|----------------|
|------|-----------|----------------|

| | | |
|-------------------------|---------------|---|
| I. Call to Order | Co-Chair Juan | 1 |
|-------------------------|---------------|---|

Time Keeper –

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 | Co-Chair Juan | |
| 1 | | |

Quorum=14

- | | | |
|-------------------------------------|---------------------------|---|
| <input checked="" type="checkbox"/> | Adolfo Leiva | (SparkPoint Representative) |
| <input type="checkbox"/> | Autumn McMahon | (Classified Representative) |
| <input checked="" type="checkbox"/> | Aricka Bueno | (Faculty Representative) |
| <input checked="" type="checkbox"/> | Ariela Villalpando | (COLTS-U Transfer Center Representative) |
| <input checked="" type="checkbox"/> | Bob Haick | (Career Center Representative) |
| <input type="checkbox"/> | Breanna Castro | (Financial Aid Representative) |
| <input checked="" type="checkbox"/> | DeVon Scott | (Disability Resource Center & Personal Counseling Representative) |
| <input type="checkbox"/> | Jasmin Padilla Valencia | (Undocumented Community Center Representative) |
| <input checked="" type="checkbox"/> | Juan Vera | (Veteran Resource & Opportunity Center Representative) |
| <input checked="" type="checkbox"/> | Kathy Kohut | (International Student Representative) |
| <input type="checkbox"/> | Keith Wan | (Welcome Center Representative) |
| <input checked="" type="checkbox"/> | Lizette Bricker | (Vice President of Student Services) |
| <input checked="" type="checkbox"/> | Lorraine Barrales-Ramirez | (EOPS, CARE, NEXTUP, CalWORKs, FYSI Representative) |
| <input checked="" type="checkbox"/> | Max Hartman | (Dean of Counseling) |
| <input checked="" type="checkbox"/> | Mary Ho | (Post-Secondary Success Representative) |
| <input type="checkbox"/> | Maria Huning | (TRIO Program Representative) |
| <input checked="" type="checkbox"/> | Maria Lara | (Admission & Records Representative) |
| <input checked="" type="checkbox"/> | Priscilla Menjivar | (Promise Scholars Program Representative) |
| <input checked="" type="checkbox"/> | Michiko Kealoha | (Office of Equity Representative) |
| <input type="checkbox"/> | Olivia Cortez-Figueroa | (College Recruiter) |
| <input type="checkbox"/> | Paul Gaskins | (Classified Representative) |
| <input type="checkbox"/> | Sergio Suarez | (Student Life & Leadership Development Representative) |
| <input type="checkbox"/> | Sierra Orduna | (Student Representative) |
| <input checked="" type="checkbox"/> | Wisse Bennani | (Dean of Enrollment Services) |
| <input checked="" type="checkbox"/> | Ziara Matthews | (Student Representative) |
| | Vacant | (Instructional Faculty Representative) |

Advisory

- | | |
|-------------|--|
| Karen Engel | (Dean of Planning, Research and Institutional Effectiveness) |
| Jason Ramos | (Library and Learning Center) |
| Vacant | (IPC Representative) |
| Vacant | (Puente) |

III. Adoption of the Agenda

Co-Chair Juan

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Approval of agenda for April 22, 2026

Michiko adopts the agenda for April 22, 2026

Sierra seconds the move

Approved unanimously by consensus of all those in attendance

IV. Approval of the Minutes

Co-Chair Juan

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Approval of minutes for April 8, 2026

Mariela adopts the minutes for April 8, 2026

Mary Ho seconds the move

Approved unanimously by consensus of 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.

Mary Ho: A month ago, we had our ANAPISI day campus visit to SFSU. One of our Learning Communities students is enrolled in all our classes (English, History, and Math) and is a DRC student. When it came time to order his food, the student became frazzled. The lady taking the order raised her voice a bit, telling him he did not know what he wanted. A faculty member and I saw the incident, and I stepped in to help order the food. The student thanked Mary for helping with the order. He had never ordered food on his own. This shows that students are being exposed to new experiences through participation in the Learning Communities. If he had not enrolled in our program and the sense of community on campus, he probably would have already dropped out. This goes to show that Learning Communities are important and help with student persistence.

b. Department Reports

All

Thank you all for sharing your department reports using this [link](#).

Career Center: We had our Spring job fair on April 8th and had another great turnout. 55 employers attended the event with 123 representatives. Our student count was approximately 200 with a couple of departments besides counseling bringing their classes to the event! Looking forward for the next one.

Outreach: Preparing Summer Programming with Boys & Girls Club of the Peninsula. Looking forward to welcoming Middle School and High School students!

Super PEP Registration for HS students happening on Tuesday, May 5th and Friday, May 8th from 9am-3pm :)

EOPS/CARE/CalWorks/FYSI: We will have drop-in counseling for fall priority registration on April 29 and 30. CRER 127 is having a field trip to the Stanford Hospital Redwood City campus

to meet with health care professionals on Thursday, April 30. Please join us for our EOPS/CARE/NEXTUP/FYSI End of the Year Celebration on Thursday, May 7, 4:30-6:30pm.

Financial Aid: Scholarship recipient notifications were sent this week to students inviting them to this year's Student Recognition and Achievement Ceremony on Friday, May 15th. There were 333 Canada students who received a scholarship award offer for the 2026-2027 academic year.

Promise Scholars Program: Hosted UCC x PSP Collaborative staff meeting on Wed., April 15th to support our undocumented student populations during acceptances, continued student support, and more - it was a hit! Look forward for more collaborative opportunities with departments in the future, let us know if you need PSP to stop-by your departments for updates! PSP began acceptances starting mid-April - students received communication regarding their application status / next round: Mid-May for application status updates

Any questions regarding student cases? Please forward to PSP team

Upcoming:

- Promise Priority Registration Event - Thurs, April 30th 8:30 - 5:00pm
- End of the Year Graduation Celebration - Wed, May 6th 5:00 - 7:00pm

SparkPoint: To date, SparkPoint has awarded 501 Campus Dining Cards to food insecure students. Additionally, SparkPoint is offering \$25 Emergency Campus Dining Cards to students who either don't qualify for the Campus Dining Card or who need additional food support. 100 of 375 Go Cards have also been extended to transportation insecure students and we will hand out the remaining cards at tomorrow's Earth Day and successive Food Distributions. These are a \$200 virtual mobility card for SamTrans, BART, CalTrain, Amtrak and other transportation options. Additionally, 400 students have received the Way2Go pass which provides students with unlimited SamTrans bus rides through August 31, 2026. SparkPoint has also launched the Social Worker Internship Program, where student workers will support students who are applying for CalFresh. Recently, all students who are pursuing a degree at Cañada College may be eligible for up to \$292 per week per eligible family that they can use at grocery stores and eligible restaurants.

UCOLTS Center: Transfer Advisory Committee just wrapped up last meeting of the semester. We have accomplished multiple strategies and look forward to continuing the work for Fall '26. We are looking forward to our Transfer Celebration which will be held May 12th-May 14th from 12-2:30pm at COLTS-U. Please review upcoming university rep. visits:

- o Palo Alto University, Wed., April 22nd @ The Grove, 11am-2pm
- o Saint Mary's College, Thurs., April 23rd @ Welcome Center, 11am-1pm
- o San Francisco State University, Tues, April 28th @ Welcome Center, 11am-1pm

Veterans Services: VROC will be hosting a limited theatrical movie release of American Solitaire on Monday, May 11, from 6-9pm. It will be held at the Flex Theater, building 3, room 129. here is the link to reserve a spot! <https://www.eventbrite.com/e/american-solitaire-movie-screening-tickets-1986082358799?aff=oddtcreator>

VI. District & College Highlights

a. Equity and Anti-Racist Planning Council (EAPC)

Michiko

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EAPC meeting is set to meet next week. Nothing to report at the moment.

b. Enrollment Services Committee Update (ESC)

Wissem/Maria

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Maria provided ESC updates at the last meeting.

Wissem: I would like to share some great news in the spirit of graduation. There are nice Zoom commencement backgrounds in case you are interested. These are preliminary numbers, and we have a total of 684 unique students; some of these graduates are candidates. The numbers might change. The total number of degrees, certificates awarded, or pending awards is 946; the breakdown includes 660 degrees and 286 certificates. Congratulations to Admissions and Records and everyone helping students apply for their good work. We are still looking for commencement volunteers. It will be super fun; we will get breakfast, and you will see the graduates, balloons, and fun stuff. For compensation, please reach out to Wissem or Lizette.

Link to sign up to support with

commencement:<https://www.signupgenius.com/go/10C0B4BABAC2CA6FAC16-62122424-caada#/>

c. Instructional Planning Council (IPC) Updates

Jinmei

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1. The IPC approved the Critical Question for Non-Personnel Resources Request Process presented by Dean Wissem Bennani.
2. Allison Hughes presented the updates on the Accessibility Capability Maturity Model (ACMM) and ADA Title II requirements.
3. For Strategic Enrollment Management plan updates:
 - Dean Kat Sullivan-Torrez presented the KAD-focused initiative. The PowerPoint is attached.
 - Dean Alex Kramer and Jasmine Jaciw presented [Career Education-Related Initiatives](#). The document is attached.
 - Ron Andrade presented Retention, Guided Pathways, and NOW (Nights, Online, and Weekends) related Initiatives. The PowerPoint is attached.
4. May 1st will be the last meeting for this semester, and it will start at 9 am.

d. Planning and Budgeting Council

Olivia

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No one present from PBC

e. Vice President of Student Services (VPSS) Updates

Lizette

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Commencement: We work year-round and host many wonderful events. Commencement is the moment when we celebrate with our students. We do not want to confuse students about which commencement to sign up for, such as PUENTE and EOPS, and we recognize that it is not just for cultural grads.

Megan from Marketing has agreed to include the message for the grads and has provided the following: End-of-year celebrations: Join us for our many cultural graduations and year-end events leading up to commencement. View the college event calendar and RSVP as soon as possible to celebrate your accomplishments.

The students will receive an itemized list explaining how to RSVP for the college events calendar. We felt this was a way to inform students.

I want to thank everyone involved with the FLEX committee, including Max, Wissem, and Michiko, for making the day possible. You all benefited from what was provided. I want to emphasize that if you can, please provide your feedback from the session. Use the link below to share your feedback: <https://canadacollege.edu/professional-dev/flexday.php>

I also want to circle back on Formstack. I was not able to secure district-wide access. We have the VAR reporting, and folks are using SSL campaigns. We have invited the SSL folks to present on setting up campaigns. We advised you to continue requesting a Formstack license, if needed, through your program. You will need to request your Formstack license. I will continue to advocate for district-wide access. You will also receive a presentation from Sandy on SSL and the VAR campaign in today's meeting.

I want to thank Juan Vera for co-chairing SSPC with me. Our next meeting on May 13, 2026, will be a celebration, with appetizers. We will also send a request to share a graduation photo.

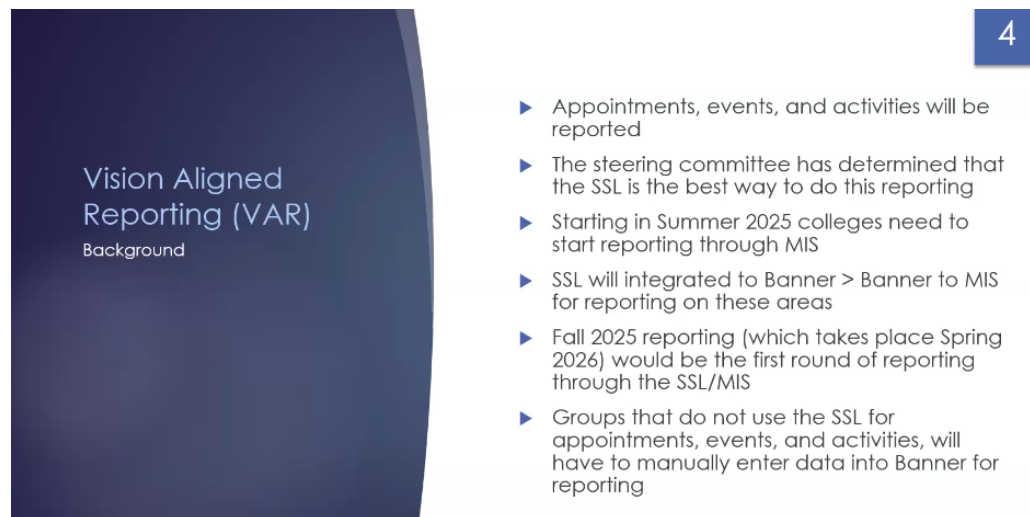
VII. Old Business

VIII. Special Presentations

a. VAR/SSL Campaign/Formstack Sandy, Michiko, Lizette 25

We have been hearing about VAR challenges related to student data collection, navigating SSL campaigns, and how those using Formstack and SSL can come together. We met and talked it through, including how some folks want to use Formstack and SSL and how that could support VAR reporting.

Sandy, I am going to provide a brief overview of VAR campaign training, demonstrate how to build a campaign in SSL, and demonstrate our batch upload of GIDs into a campaign in SSL. That would be your workaround for the campaign on the SSL. You would campaign, update, and load into the SSL. The benefit is that everything will be integrated into BANNER MIS as part of this process. Items reported outside of SSL will need to be reported manually as part of the VAR tracking.



Vision Aligned Reporting (VAR)
Background

- ▶ Appointments, events, and activities will be reported
- ▶ The steering committee has determined that the SSL is the best way to do this reporting
- ▶ Starting in Summer 2025 colleges need to start reporting through MIS
- ▶ SSL will be integrated to Banner > Banner to MIS for reporting on these areas
- ▶ Fall 2025 reporting (which takes place Spring 2026) would be the first round of reporting through the SSL/MIS
- ▶ Groups that do not use the SSL for appointments, events, and activities, will have to manually enter data into Banner for reporting

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Groups who are not using the SSL for appointments will need to do MIS data manually.

Is the a SSL a Good Fit for your Team?

| Question | Good Fit? |
|---|---|
| Do you work with active students? | Yes - Good fit for campaigns and appointments |
| Do you host events/workshops? | Yes - Good fit for campaigns |
| Are you already using the SSL for your program? | Yes - Good fit for campaigns No - Good fit for campaigns |

- Campaigns are events/workshops held on a specific date and time, where students can register themselves, or be registered by a staff member. These events can be cloned if similar events occur in the future.
- Attendance in campaigns can be tracked
- Students receive confirmation emails, reminders, messages, and can opt into texting reminders in SSL communication preferences available in their student portal.

Students - Events (can see the campaign under events) on SSL. If you build a campaign for Cañada, they can see it. However, a student who is not a Canadian student, based on their college program of study, would not be eligible for the event. This calendar can be dynamic, depending on how you build the events.

- Students can self-register by using their first name, last name, and email.
- Student can always go back to the events and cancel their registration.

How to build an event on SSL? (See attached SSL campaign (event) documentation)

Use link: <https://app.smartsheet.com/b/publish?EQBCT=f64216d6dca845e4a7a1c9cf35e16702> and refer to line 27 for instructions on how to build a campaign.

If you have any questions about campaigns and need help, you can stop by the SSL Office or open a ticket.

If your group is not in the SSL, we need to set it up, which will take some time. We can add you and then set it up.

Wissem: We use Formstack to collect data. Can we create a format to create any group we want through campaigns?

Sandy: You can create campaigns that are not part of VAR.

Max: If there is a reason you should not use the campaign, I would suggest contacting your supervisor. Create a campaign in advance so you can use it to have students sign up for an event. There is a meeting that VAR folks have been invited to, and part of a validation to ensure that the

information being entered in the campaign event matches your student. For VAR, if it is a Veterans event, then it is counted as a veteran contact.

b.Excursion and Field Trips,

Ludmilla

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Please refer to the website for information on the process. It is outlined, including all the student forms. <https://canadacollege.edu/policies/fieldtrip.php>

Ludmilla: We do not have an administrative procedure so far but we have a draft. Instead in put a process in place as there are many requests from Student Services. The website has now been updated. We cannot wait for the district to have the administrative procedure.

At the end of the question, you have an FAQ on chaperones.

- How do we treat chaperones? Do they do a pre-approval, or do they come as a packet? How do they get compensated?
- When you are chaperoning, it is not included in the PD part of your 5k limit for the fiscal year. That is separate, as you are taking students as part of your role, and it is not part of your job. You are taking students to a field trip, conference, campus, depending on ur position, classified, short-term, there might be compensation based on different schedule requirements. Keep in you when you approve.

The administrative procedure was submitted to the district governance board, which is the final group that makes the final decision. It is listed as a draft, but it is not clear how long it will take to go through the process. Jackie will send you a link and needs your help with the draft to make sure it makes sense. The administrative procedure is developed by the chancellor and circulated to different communities until it is approved by the chancellor. In the group, we have Amir Thompson, Rosie Morrison, and Diane Tedone to represent. I forwarded the drafts to these people and to constituent groups to get feedback. We came up with this draft AP. VPs worked with CBO and the District. Roxanne Brewer worked from a legal perspective to make sure we are following policy and procedure. A field trip is associated with a class and is mandatory. Excursions are more for conferences and are not mandatory; they are not part of the curriculum.

Lizette: It is beneficial to read through the AP. The process can be tailored to the event and who you are taking; usually, those conversations are with Jackie, but the Business Office is here to support. Since this is new and the AP is not approved, we are all learning. Please be patient with our office. We are trying to ensure that, if anything happens, our VPSS Office is held responsible and that we adhere to the policy. Be patient with us, the process. We need to balance liability and programming needs.

What is the policy on lodging? One bed per student; if students don't want to be in the same room, we can't make them. If the student does not want to, please do not require them to be in the same room. Look for the FAQ. Rather be safe than spend more funds.

Lizette: I have had requests that lack sufficient funding to cover expenses. Keep in mind that you need a program budget, excursion budgets, and to meet liability requirements.

Lorraine: Thank you for covering the process. We appreciate the streamlining. I appreciate the meal advance for students to get cash ahead of time, so we do not have to worry about a Procard. Can we make the 30-day paperwork deadline for the excursion two weeks before for the students? It does impact how many students can attend. Many of our students are EOPS and low-income; they do not know due to work, family, or class schedules. I know on your end; you have

to do a lot if any forms are missing. Ideally, one week would be ideal. It has been a challenge, and we have had few participants due to the 30-day deadline.

Ludmilla: In those 30 days, you are informing us of how many students you think will attend. Then you have 1-2 weeks to inform us who is attending.

Lorraine: I am trying to see if we can make a change for those one-time excursions, local, if we cannot do the overnight.

Ludmilla, we can accept acceptations, but we need to see who would override the 30 days. You can explain what happened.

Lizette: I will be honest and transparent, and I will be in our office to do 1 day before, the day off, or at night. When things are rushed, you might overlook information. If the SOP outlines approvals, that would help us out, as my office is challenging. I want us to be mindful, and sometimes we have to say no. We do want to prioritize students.

Jackie: We aligned everything for 30 days. For instance, I have received an incomplete. This allows me to go back and forth so we can complete all the forms. Otherwise, if a student is missing a form, they cannot attend. Sometimes I get the forms, and there are forms or missing information. I can have 3-5 groups going on fieldtrips. Having that 1 month allows us to operate before we leave for the trip. There are peak times, and balancing my VPSS duties.

Max: This is helpful information. I want to address a bottleneck and offer an opportunity for my DA, Dean, or program to share the load before it goes to the VPSS. I am open to that support. In the process, feel free to make the role the 1st level of review with the DA and Dean, and once it's fully completed, it should go to your office. If they cannot get it within a reasonable time, they cannot attend. I like the idea of 30 days, how many students, budget, and now 2 weeks to get student paperwork in. I heard that a trip is planned, and then students drop out, or there is a waitlist, and students come in with the other students to attend. So, we are not renting a bus for two students.

Lizette: I like the idea of checks and balances, with the Dean and DA serving as the first level of review.

Max: There needs to be a thumbs-up that all paperwork is completed. We can do a soft approval to make sure that it's all good to go.

Lizette: We never got feedback or last okay. We appreciate your presenting the pilot program until the AP is approved. I like the idea of checks and balances.

Ludmilla: I want to add that this pilot program was introduced following a change to the travel policy that prohibits the use of procards for meals during field trips or excursions. We created this form so students can receive meal funds. I have been working with the district and am looking to change the policy. I know this process creates extra work. We are piloting this process as a temporary solution. We sometimes need to cut a check, which can take 2 weeks. There is a lot of work. I appreciate you all taking the students on field trips. I don't feel comfortable asking chaperons or students to pay out of pocket. To support the process, we need the paperwork for field trips or excursions in a timely manner.

Lizette: If you are unsure about the pilot process, consult with our office, the Business Office, or Jackie.

Please refer to the website for information on the process. It is outlined, including all the student forms. <https://canadacollege.edu/policies/fieldtrip.php>

AP link draft: https://smccd.edu/dpgc/documents_for_view_only/AP_4300.pdf

IX. New Business

a. Program Review Cycle for 2026-2027 Lizette and Juan 20

At the last SSPC, we mentioned that the STAR folks requested a move from 2027 to 2028. We are separating the STAR program and propose moving it to 2029 because it was with UCOLTS and underwent a review. In Fall 2026, we have 7 programs; in 2027, we have 7 programs. If we move STAR to 2028, we would have 8 programs. To keep the program more balanced, we would avoid adding a 9th program. The STAR program underwent a comprehensive review.

In 2027, the Office of Equity and the Cultural Center also have a program review. It is a lot to handle in the same time frame, so adding it to 2029 would make sense. That way, we can get the data for the comprehensive review. Mary and Michiko are working with an external evaluator.

Mary: We received 10k to consult on data, which gives us time to work with the consultant for the following year.

Max: Dr. Scott brought it to my attention that he has PCC and DRC in Fall 2026. Would it be possible to move PCC to Fall 2027? If that can be considered as well.

Wissem: As long as we stay within the 8-program limit, I have no problem with the change.

ACTION ITEM: Motion to approve move START to 2029 cycle and move PCC from Fall 2026 to Fall 2027 to balance and stay under 8 programs.

Max approves the move

Wissem Seconds the move

Approved unanimously by consensus of all those in attendance

Motion has passed

b. Update on Labor and Land Acknowledgement Michiko 10

We are on our mural and our land and labor acknowledge me, Ramaytush and Muwekma Ohlone. We are the only college in the district with our land and labor acknowledgment. After further research, we presented at a county event at Skyline to recheck the native land. The native land included the Muwekma Ohlone people, who have been here forever but lack federal recognition. Several universities, such as Stanford and Santa Clara, do not rely on the government for recognition. We want to recognize that we know, we see them, and we want to add Muwekma Ohlone people to our land acknowledgment.

ACTION ITEM: We are seeking a motion to approve, as outlined by Michiko.

Wissem approves the move

Maria seconds the move

Approved unanimously by consensus of all those in attendance

Motion has passed.

Link: <https://canadacollege.edu/about/landacknowledgement.php>

Max: Now that we are adding this community, we should include their name and gather additional feedback in the table. If we are adding a new community, we should keep that conversation open.

c.SSPC Co-Chair 2026-2028

Lizette and Juan

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2-year term for the SSPC co-chair position. We received one application for the SSPC co-chair role, from Devon Scott. Our bylaws do not outline this process, but I suggest using IPC's process and adding to the bylaws. I am looking for a motion to approve Devon Scott for fall 2026.

Juan approves the move

Maria Lara Seconds the move

Approved unanimously by consensus of all those in attendance

Motion has passed.

X. Discussion

XI. Open Forum and Feedback

XII. Adjournment

For Next Meeting:

Future Item: