Student Services Planning Council

Cañada College

Minutes

Date: October 14, 2026
Time: 2:10 pm - 4:00 pm
Location: Building 9, Room 154
Zoom: https://smccd.zoom.us/j/83383664513
Department reports: Update here

Item	Presenter	Time (minutes)
I. Call to Order	Co-Chair DeVon	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 DeVon	1

Quorum=14

✓	Adolfo Leiva	(SparkPoint Representative)
o	Kristopher Disharoon	(Classified Representative)
✓	Aricka Bueno	(Faculty Representative)
	Vacant	(COLTS-U Transfer Center Representative)
	Vacant	(Career Center Representative)
✓	Breanna Castro	(Financial Aid Representative)
o	DeVon Scott	(Disability Resource Center & Personal Counseling Representative)
✓	Jasmin Padilla Valencia	(Undocumented Community Center Representative)
✓	Juan Vera	(Veteran Resource & Opportunity Center Representative)
✓	Kathy Kohut	(International Student Representative)
o	Keith Wan	(Welcome Center Representative)
✓	Lizette Bricker	(Vice President of Student Services)
✓	Lorraine Barrales-Ramirez	(EOPS, CARE, NEXTUP, CalWORKs, FYSI Representative)
o	Max Hartman	(Dean of Counseling)
	Vacant	(Post-Secondary Success Representative)
✓	Maria Huning	(TRIO Program Representative)
o	Maria Lara	(Admission & Records Representative)
o	Priscilla Menjivar	(Promise Scholars Program Representative)
✓	Michiko Kealoha	(Office of Equity Representative)
✓	Olivia Cortez-Figueroa	(College Recruiter)
o	Paul Gaskins	(Classified Representative)
✓	Sergio Suarez	(Student Life & Leadership Development Representative)
✓	Juan Alvarado	(Student Representative)
✓	Wissem Bennani	(Dean of Enrollment Services)
	Vacant	(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 DeVon 1

Approval of agenda for October 14, 2026

Maria H. adopts the agenda revisions below for September 13, 2026
Kathy seconds the move
Approved unanimously by consensus of all those in attendance

Moves to approve the agenda as edited to include all changes to the agenda

Revisions to agendas:

- Including replacing the section of V. Reports from " Why We Do What We Do " with Program Highlights.
- Wissem to give a presentation to the Red Zone campaign, adding 10 minutes to the agenda.

IV. Approval of the Minutes Co-Chair DeVon 1

Approval of minutes for September 23, 2026.

Olivia adopts the agenda for September 23, 2026
Maria H seconds the move
Approved unanimously by consensus of all those in attendance

V. Reports

a.“Why” We Do What We Do – has been changed to Program Highlights

Lizette: Given the news of targeted efforts by ICE in our community, country, and state, we thought it would be a good time to update and support our students during these challenging times.

Jasmin: I am sure you are seeing what is happening in the Central Valley with ICE activity. If students come to you talking about ICE activity, send them to me; walk them to me. Make sure we acknowledge and validate their feelings. I know we haven't seen what's happening in the Central Valley in San Mateo County. Most are targeted scenarios with a court order. We have Know Your Rights 2.0 today. We're meeting with lawyers from the San Francisco Bay Area, and we'll be collaborating with them. If you want to collaborate with them, let me know, and I can connect you. This workshop will cover deportation and travel risks. When someone is detained, do we really know what we need to ask for? What forms do we need to fill out? What does the process look like? I know that is super scary to think about, but we are in this situation, and if someone we love, or even yourself, is in a situation, we want to make sure you have tools to advocate for yourself and your family in a timely manner to support them. In addition to all the newer updates, they keep changing constantly. If you are traveling, please consult a lawyer before you travel to ensure you understand your travel rights. We have found your ally right now. Maria is on leave; she will be back, but we have an alternative so students can connect with a lawyer. We have the work permit legal clinic. They are paying for 10 students. I know it sounds like a small amount, but every application is $560.00; some students don’t apply because they don’t have the funds. We need to use the slots to get more funding to support more students.

They need to use the 10 slots with our campus and Skyline. Next week is Undocumented Student Success Week, with events all week. If you can make it, come see us. Talk about your migration stories. You or your parents have a story; we're doing an activity in the UCC. It will be unanimous. Stop by our office to join the activity. Poetry as resistance and linoleum printmaking. If students feel more comfortable sharing their situation, bring them to our office so we can support them.

Lizette: Thank you for your work with our students. How can we work best to support you and the students?

Jasmin: A lot of the time, the questions I can only answer for students. I have students who need support with different things. When you send me a student, tell me the scenario before sending them to the UCC. It takes a lot of time to figure out what type of support the student needs. A warm handoff would be great so I can best support the student. If a student is talking to you about the situation, validate their feelings and try to walk through a solution. For example, a student has come to the office of their parent who is self-deporting. Come to our events and show support that there are people who support them on campus. Add artwork to your office to make sure they feel safe. Also be mindful, as staff are being affected, and better support each other. The international office is also being affected with a similar scope. Kathy K has connected on how this is affecting students in the international department. It is a very complex time, being there to support the student and knowing your rights.

Lizette: This matters to a student who was connected to UCC and used what they know to advocate for themselves. If the student did not know their rights, they would be in a different situation.

Jasmin: It is very important that we stay knowledgeable about what to do in the scenarios, who to call, and the process. That valuable time is very important.

Olivia: Do you have a council of undocumented people to ensure representation in each department that would help the undocumented department?

Jasmin: We used to have a task force, but now we have a coalition of efforts happening district-wide that need to happen now. I have had this conversation with Adolfo and other coordinators across the whole campus, and they have shown interest in how to help. We have some folks, for example, in Admissions and Records: Edith Flores; in Financial Aid: Ruby Zapien.

Adolfo: How simple is the warm handoff?

Jasmin: Identifying the space for the student, showing them around, and normalizing. There are counselors available if students ask for more help. You can also send me an email so I can see where I left off when working with a student. I work with so many students, and I need to remember where I left off with each one. When I see the emails, I remember what I worked on with the student.

Nadia: Sometimes I introduce Jasmin by saying, "This is Jasmin, my colleague, and I trust her." To ensure the student feels comfortable, I ask for permission to share the story. In Jasmin's office, there is a wall full of brochures. I show them, then introduce her.

Adolfo: Don’t make false promises and tell students that everything is going to be okay.

Jasmin: I know it's scary what is going on, but if you are not familiar with Faith in Action, it provides alerts in San Mateo County about any sightings. AI-generated content has been circulating that is not real and is increasing fear. There was a sighting last week in Half Moon Bay. ICE is around, but not to the extent seen in the Central Valley. We are going to have more red cards and family preparedness plans. In the next series, those are online if you do not have one. If you have a family member who is undocumented, prepare them. Wissem is working with the district. If you work with a student and look up their record in Banner, it might not show undocumented status, or you may not be sure they updated their emergency contact through WebSMART. You can check in Banner under SPAIDEN under emergency contact to see if the student has one on file.

b. Department Reports **All**

Thank you all for sharing your department reports using this link.

Outreach: We took students to an Indigenous Peoples Day sunrise gathering on Monday; Tuesday, we held a star gathering for the learning community with Skyline Prof; Wednesday, we held National Coming Out Day; and tomorrow is split at the root—we've got three field trips this month!

EOPS/CARE/CalWORKS/FYSI: In partnership with MESA & ASCC, 4 EOPS students attended our annual CCCEOPSA Conference last week in Long Beach. The students presented a workshop titled Empowering & Mentoring Students towards Agency & Leadership in pursuit of Economic Mobility. They did a great job! Our CRER 127 Job Search Strategies started yesterday. We have our Dia de Los Muertos altar through Nov 3 in the waiting area by EOPS and the Veterans Center. Feel free to bring pictures of loved ones you would like to honor. We have our group counseling sessions this month: 10/14/26 Time Management and 10/22/26 Everyone's an Artist! (sugar skulls painting). NextUp/FYSI collaboration with Project Change Tab on Tuesdays, 10/13/26 & 10/27/26.

Financial Aid: We had a successful "Blast Off into Your Future with Financial Aid" event today and assisted students with financial aid and scholarship application completion. 2027-2028 FAFSA , CADAA, and SMCCCD Scholarship applications are now open! Financial Aid Office is hosting weekly application assistance workshops in 9-110 on Thursdays from 1 pm to 4 pm.

TRIO: On 10/13/26, TRIO held a workshop called "Social Wealth: Prepared to Take Off," based on our SAO's guidance on tools to combat inequity through Community Cultural Wealth. It was well attended, and the workshop recording and materials will be available online next week for students who couldn't attend. Also, next week is our Teatime with TRIO on Tuesday 10/20/26, in which we will review 5-Star TRIO points and our upcoming field trip in December. We are excited that so many students are engaged and continue to connect with TRIO staff and our counselor.

VI. District & College Highlights

a. Equity and Anti-Racist Planning Council (EAPC) Michiko 3

We did not have a meeting. We have a film screening of immigrant rights, women, and their children.

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

The banner update and downtime will occur over the weekend of October 30, 2026, through November 1, 2026. They will take it down to update financial aid; it will not affect students' registration or the nonpayment waitlist. They will pause to avoid impacting them. Effective October 1, 2026, a new state-level application process through CC Apply will serve as the ID. me. Prior to this date, students could submit without an ID. The application would process, and the district would apply a filter to place an ID hold. This will no longer apply. If they do not complete an ID me, the application will not go through. It will be in a queue, and it will be that they finish through ID me in the application. Once the application goes through our office, we clear it in Admission through the CC Apply website. This will take 24 hours to clear the application. The registrars are monitoring this process right now. We also want to make sure it works and prevents fraudulent students; maybe our district doesn't need to add the additional hold. This will be an issue for super registration. Request an AIP action item requiring students to have an emergency contact person. That used to be done before. I can probably guarantee that 99% of our students do not have an emergency contact.

c. Instructional Planning Council (IPC) Updates Nick 3

- Accessibility: The college is exploring ways to improve digital accessibility across Canvas, websites, documents, and instructional materials. The college needs additional training and college-wide coordination.
- AB 1705 Student Success Initiatives: Expanded embedded tutoring, classroom outreach, and collaboration between faculty, counselors, and retention specialists have strengthened English and math support.
- Sustaining Grant-Funded Programs: IPC discussed how to maintain successful AB 1705 initiatives after funding ends, including reviewing coordinator responsibilities, reassigned time, and staffing needs.
- Cañada NOW Program: The former CWA program has transitioned to a broader support model serving all evening and online students, with expanded technology assistance, tutoring, and retention services.
- Division Success Teams: The college has replaced the Guided Pathways interest-area model with success teams organized by instructional division and major, providing more targeted academic support and counseling.
- Faculty Handbook: IPC discussed improving the handbook's accessibility, searchability, and usefulness for new faculty orientation, with plans for regular annual updates.
- Institutional Learning Outcomes (ILO): The graduating student survey found that at least 80% of respondents reported improvement across all five learning outcomes. Quantitative reasoning and civic responsibility remain areas for improvement.
- Student Feedback: Graduating students praised faculty mentorship and campus belonging but identified inconsistent communication and difficulty accessing support services as ongoing challenges.
- Curriculum Updates: Course revisions and curriculum submissions are progressing for the Fall 2027 catalog and schedule.
- Reassigned Time: Faculty were reminded to submit new, revised, or renewal applications by November 13. IPC will review applications in December.

d. Planning and Budgeting Council Juan 3

Juan will start providing PBC updates. There was no PBC because of flex day.

e. Vice President of Student Services (VPSS) Updates Lizette 3

I would love for everyone to come and join our first-ever Salsa competition. You can participate by bringing your salsa, or you can come and enjoy some salsa on October 21, 2026, from 12:00 pm to 2:00 pm. Come in and out to have lunch. We will have carne asada, pollo, and nachos, and

you are welcome to bring your own salsa. You can vote for your salsa for 1st, 2nd, and 3rd place. This will build engagement, support each other, and have fun in the Financial Literacy Lab. Bring someone from your department.

Our commencement date is changing! Presidents have been talking about which days they will hold commencement. CSM changed from Thursday to Friday last year. CSM moved to Thursday, and Skyline did too. Our President requested that we change from Saturday to Friday. We were approved for Friday. It will be beneficial during the workweek and will allow folks to engage and participate, increasing faculty participation. It will be on Friday, May 28, 2027, from 10 a.m. to 12 p.m. This does not mean it will be our date forever. In 2028, we will go back to Saturday because the final dates are set. We will share this information with our constituents.

Wissem: May 26, 2027, is the last day of exams. On May 26, 2027, we will do the setup; on May 27, 2027, we will do the rehearsal.

Maria H: Do we have permission to bring this up at Classified Senate?

Lizette: Yes, you can share.

Maria L: Marketing will also update the website with the commencement date.

VII. Old Business

VIII. Special Presentations

a. CARES: Update, Website, Maxient, Hazing — CARES Team — 24

Link to presentation: (see attachment)
Presentation by: Nadya and Marcos Chacon presented on CARES.

CARES stands for: Cañada Assessment, Response, and Evaluation of Students.

Mission & Scope: CARES provides centralized screening and multidisciplinary intervention for students exhibiting non-academic distress, behavioral concerns, or basic needs crises, distinguishing it from academic Early Alerts.

Reporting & Triage Protocols: Faculty and staff were urged to adopt a "report and release" approach while maintaining strict confidentiality. Emergency or immediate safety threats must be directed immediately to Public Safety or 911 rather than submitted via a CARES report.

Website Enhancements: To address staff feedback regarding case tracking limitations due to privacy laws, the CARES website now features direct submit buttons and lists designated team representatives whom submitters can contact for general status acknowledgments.

Who can make a CARES report? Staff, faculty, administrators, and students are all encouraged to submit referrals.

Who is on the CARES team? Wissem Bennani. Marcos Chacon, Nadya Sigona, DeVon, Max, Zorrie, Jason, Jackie, and Lizette.

- Max is part of my conduct team. Wissem is now the assigned Title IX coordinator.

Who is CARES

- **Marcos Chacon** Counselor, Personal Counseling Center
- **Nadya Sigona** Counselor, Academic/Early Alert
- **Dr. Devon Scott** Director, DRC and PCC
- **Max Hartman** Dean of Counseling and TIX Coordinator
- **Zorie Gomez and Jason Wendt** Public Safety Representatives
- **Dr. Jackie Flores** VPSS Executive Assistant
- **Lizette Bricker** VPSS

How to Report

- **Submit the online CARES form:** https://smccd-advocate.symplicity.com/care_report/index.php/pid238479?
- **What Happens Next:** The team reviews the referral to strategize a follow-up. Urgent concerns may involve immediate checks; less urgent cases are discussed in weekly meetings.
- **Confidentiality:** Reports are private. Reporters can request anonymity, though safety concerns may require disclosure to intervene effectively.

Marcos: At PCC, we work on the mental health side. We assess whether it is an urgent, crisis-oriented situation and activate a time-critical response. If not, we bring the referral to our weekly meetings. As a team, we decide who will follow up, based on the referral timing. We also check whether we have a relationship with the student to facilitate outreach, or whether an academic counselor can support the student. The student may already be seen at PCC, which increases our chances of connecting with them. At PCC, we make multiple outreach attempts by phone and email. The student has the option not to receive services. If housing is an issue, we collaborate with the student to support them on the mental health side, and we provide housing resources. To maintain confidentiality, if I need to collaborate with other departments, we ask the student whether they are okay with proceeding.

System Migration to Maxient: The college is transitioning from Advocate to Maxient, which will eliminate form timeout issues and offer advanced reporting capabilities for tracking campus distress trends (e.g., housing instability, mental health crises).

b. Advocacy vs. Imposition	CARES Team	15
This presentation was canceled because the presenter was absent.		
c. Pre-Health Pathfinder Web Finder	Danny	15
This presentation was canceled because the presenter was absent.		
d. Supporting Student with Academic Renewal	Juan	30

Link to presentation: (See attachment)

Juan Vera reviewed academic standing policies and support mechanisms for students on academic notice or subject to dismissal:

Academic Standing & Notice Standards: Students fall into academic notice status when their cumulative GPA drops below 2.0 or their completion rate falls below 50% across attempted units. Continued academic deficiency leads to "Subject to Dismissal" status, resulting in registration holds, loss of priority registration, financial aid disqualification, and potential visa status termination for F-1 international students.

Clearance Requirements: To clear registration holds, impacted students must meet with a program counselor, complete a comprehensive Student Educational Plan (SEP), submit a fillable Registration Clearance Form with a written statement, and attend a mandatory Academic Info Session.

Statewide Academic Renewal Policy Reform: Maria Lara announced significant statewide Title 5 changes to Academic Renewal regulations. Community colleges have until March 15 to update local board policies. Under the revised standard, the mandatory one-year waiting period is eliminated, and the unit benchmark is reduced to completing just 6 units with a minimum 2.0 GPA. The policy applies strictly to coursework completed within the district.

e. Event Sign-In Michiko 6

I know some of us still use paper sign-in, and we lose about 25% of data when documenting on paper. Dr. Engel and I came to SSPC to discuss this topic. I know we are working through this, and we can send information to IT to get it on Formstack. We're also receiving state responsibilities for reporting the students we serve. If you open an IT request, Sebrianne can help with a QR code to access student data when they sign in. This also helps when you do the procurement packets.

Lizette: Michiko, would you be open to others reaching out if they need support, or to connecting with you?

Michiko: Yes, I will be able to connect folks who want this support.

Maria: I use Formstack for state reporting, not for vision-aligned reporting; I use it for federal reports. I just pull the G number and add it to the data file rather than look through paper sign-ins. For federal reporting, they need a digital signature, and it works so well and is so easy. It has been working great in my area.

Lorraine: We tried a QR code sign-in, but the reception wasn't the best, and we had issues. So we do both a paper sign-in and a QR code sign-in. If IT has any tips for reception, it would be helpful.

Maria H: For that, we have an iPad on the screen to sign in using incognito mode, so whoever does it again signs in the same way.

Lorraine: Sometimes we have students who do not have their G number.

Michiko: I am a backup person to help look it up using an email address to enter their G number. The more consistent we are, the easier it will be for students.

Lorraine: Has the district considered using the student body card for check-ins?

Lizette: With housing, it is going to need to move into student body card check-ins.

IX. New Business

X. Discussion

XI. Open Forum and Feedback

XII. Adjournment

For Next Meeting:
Future Item: