

Student Services Planning Council



Minutes

Date: February 11, 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)
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I. Call to Order	Co-Chair Juan	1
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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
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Quorum=14

- Adolfo Leiva (SparkPoint Representative)
- Autumn McMahon (Classified Representative)
- Aricka Bueno (Faculty Representative)
- Ariela Villalpando (COLTS-U Transfer Center Representative)
- Bob Haick (Career Center Representative)
- Breanna Castro (Financial Aid Representative)
- 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)
- Keith Wan (Welcome Center Representative)
- Lizette Bricker (Vice President of Student Services)
- Lorraine Barrales-Ramirez (EOPS, CARE, NEXTUP, CalWORKs, FYSI Representative)
- Max Hartman (Dean of Counseling)
- Mary Ho (Post-Secondary Success Representative)
- Maria Huning (TRIO Program Representative)
- Maria Lara (Admission & Records Representative)
- Mayra Arellano (Promise Scholars Program Representative)
- Michiko Kealoha (Office of Equity Representative)
- Olivia Cortez-Figueroa (College Recruiter)
- Paul Gaskins (Classified Representative)
- Sergio Suarez (Student Life & Leadership Development Representative)
- Sierra Orduna (Student Representative)
- Wissem Bennani (Dean of Enrollment Services)
- Ziarra 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	1
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Approval of agenda for February 11, 2026.

IV. Approval of the Minutes	Co-Chair Juan	1
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No approval of minutes as this is the first meeting of the semester.

V. Reports

a. “Why” We Do What We Do – 2.0	2
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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.

Maggie: Outreach led a campus tour for about 50 students from Sequoia High School, and the students mailed some letters from a digital animation class they participated in. One student wrote: " Dear Animation Teacher, thank you for teaching us about the subject and what the class is about. I had fun and am interested in joining that course one day. I really enjoyed drawing, so it made me feel included." Maggie wanted to share that even when students come in and are a bit shy, they always take something away.

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

Outreach: Busy February! We have attended events in the community celebrating Black History Month including Belle Haven Community Campus and EPA. We have also attended application workshops in local high schools and a number of career and college fairs (too many to list). Campus tours are requesting specific program workshops, so we're partnering up with several campus programs to bring students into the classroom. Join us on February 28 in Downtown RWC for Lunar New Year Celebration!

EOPS/CARE/CalWorks/FYSI: EOPS Open House on Jan 21 was a success. Thank you all who joined us and encouraged students to attend. We are still accepting new student until the end of March. Our CRER 127 (1.0 unit) class starts Feb 17. This semester students will have the opportunity to attend a field trip to the Stanford Medical Center in Redwood City to learn about their operations and meet professionals in the health care field.

UCOLTS: Transfer Application Updates were due Jan. 31st. We continue in supporting students filling out their Common App and Out of State University applications. A field trip to Cal State East Bay is underway in March! More university visits and information sessions are to come.

VI. District & College Highlights
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a. Equity and Anti-Racist Planning Council (EAPC)	Michiko	3
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We are actively implementing our student equity and achievement plan. Many of you have been assigned tasks to prepare, and we discussed updates. Wissem and his team are making excellent progress in the community, which will be highlighted in their presentation. We also invited someone to host a workshop, and they discussed entitlement and provided resources. If you would like the resources, please reach out to Michiko Kealoha at kealoham@smccd.edu.

b. Enrollment Services Committee Update (ESC)

Wissem/Maria

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We meet on the first Friday of the month. We met last week, February 6, 2026, and discussed faculty access to data. The district counsel provided guidance on the district to specific data that can be shared with everyone. There will be a change, and the Deans of Enrollment Services and 3 Deans of PRIE will go over an SOP to share with everyone on what can be shared and the next steps. If you are teaching a class, you will see all types of information about the students, such as their citizenships, addresses, and where they live, as guided by the County Council. Student affirmation need to have educational purposes for constituents on campus. There will be changes as we meet together. There will be situations where faculty will need more information about students, and that will need to go through FERPA officers, myself, and Maria Lara. If you have a request for larger student data, the Dean's Enrollment will connect to provide affirmation data. It is also recommended that everyone take FERPA training; it is available through the Department of Education online. We are brainstorming on how to bring in the FERPA training; some departments, like Admissions & Records, and Financial Aid, have already completed this training.

Maria: Andrew has left his role as PSC Auditor. Vivian Huynh is filling in as an interim PSC Auditor.

c. Instructional Planning Council (IPC) Updates

Jinmei

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IPC met on 2/20/2026 and the updates are:

1. Mayra Arellano and Priscilla Menjivar presented the Dual Enrollment Program and Promise Program Related Goals 1.2.1: Create, optimize, and scale dual enrollment opportunities for high school students, with a specific focus on programs and resources for BIPOC and low-income student enrollment. 1.2.2: Provide faculty support and professional development to ensure an effective dual-enrollment program. Here is the link to the [Dual Enrollment & Promise Scholars Program Summary](#).
2. Discussed: Strategic Enrollment Management Plan Update: Goal 2.1: [Create a Student-First Schedule](#) that offers various modalities and times to reduce scheduling conflicts. The [Course Schedule Development Framework](#) is attached.
3. Presented: [Strategic Enrollment Management Plan Update](#): Faculty Professional Development Related Goals. Priority #1 is the Accessibility MOCAA Program. Priority #2 is Student Access CVC-OEI Teaching College Student Voices. Priority #3 is the Training Upcoming QOTL Offerings.
4. Important Date: March 20 is the Instructional Program Review Presentations.

d. Planning and Budgeting Council

Olivia

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Olivia is out today; there are no updates.

e. Vice President of Student Services (VPSS) Updates

Lizette

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We are going through tough times. However, I want to share that those who watched the Bad Bunny Half show found some joy. Both happiness and these struggles as a country can coexist, with moments of joy. Try to focus on the light during these times. I have been thinking about how we can support Student Services, and working with others like Max, Michiko, and PD coordinator Anniqua, we are exploring ways to support our staff and students during this time. We brainstormed partnering with the Hanna Center in Sonoma, which works with schools to

provide a trauma-informed perspective. We met with them and will arrange a contract for them to come on flex day. There will be a keynote, and the morning will focus on faculty in trauma-informed de-escalation and care, while the afternoon will be dedicated to frontline student services, incorporating somatic exercises to ground us during this period. The hope is that this will continue as ongoing training, not just a one-time event. Wissem is also looking at training for Enrollment Services. If you see a need in your department, please let us know. On March 11th, during SSPC, we will hold the accreditation town hall during the first hour of that meeting. We can watch it together in this room as SSPC, or you can watch it in your office. In the second hour, we will move forward with business items. Last semester, we did an ice breaker with baby pictures. For the next SSPC, we would like you to provide a picture from the middle school or high school era. You can participate or not, but it will be an opportunity to come together.

VII. Old Business

VIII. Special Presentations

Program Review Presentations:

a. PUENTE

Sandra

- Major accomplishments: For the past 3 years, we have reinstated in-person and overnight trips. We went to USC, UCLA, day trip to Cal Poly SLO.
- We have received support from Michiko to hire 3 PUENTE/ Cultural Center Student Ambassadors
- Campus-wide events- Luis Valdez, over 100+ in attendance
Challenges: Timing for coordinating trips and forms, State-required surveys, and campus procedures, by using class time.
- Due to CalGETC requirements, students are limited to taking 3 units of career; the students are only taking English. We will see how that affects the program moving forward.
- Service Are Outcomes: Ensuring that students get an SEP for current and previous cohorts that completed the PUENTE program year and support service.

b. Admissions and Records

Maria Lara

- We have worked in processing student forms faster
- Streamline the process for admissions and registration for ESL students in conjunction with financial aid, Sparkpoint, and Dreamers.
- Major accomplishments: In Fall 2022, we started with 46 waivers approved with 6 units or less, and by the end of the summer 2025, we had processed a total of 1, 508.
- Transitioning from COVID to getting students to visit our office, we have had 171 in-person students in Fall 2022 and have increased to 2,740 for 2025.
- Enrollment trends: Increased from 9800 in 2023 to 10860 in 2025, reflecting a 10% growth.
- Challenges: Staffing constrains and capacity gaps. Ongoing staff vacancies combined with enrollment growth and expanded access initiatives have increased workloads, overtime demands, and operational strains.
- District-wide implementations, Banner 9, Websmart, and registration forms are released with accelerated timelines and limited testing.

c. Undocumented Community Center

Adolfo/Jasmine

- We are an HSCI institution that serves mainly Hispanic and Latino students, but still serves other ethnic groups.
- The majority of students we serve are female.
- Major accomplishments: Sustained the Unlocking Futures Fellowship, led district-wide initiatives, expanded services, strengthened our community, and high school outreach.
- Opportunities to improve: We recognize that immigration policies have changed rapidly, and we strive to provide equitable, informed, and culturally responsive support.
- We want to increase the number of CA Dream Act financial aid applications.

d. International Student Center

Kathy Kohut

- We have a full-time tenure-track counselor, Jin Mei, who has helped increase our success rate to the next level. We also have international student ambassadors who have supported our office.
- We have developed a branding for our department, a family, and many ways to get involved on campus.
- We have increased our college-wide opportunities for intercultural exchange and growth with support from the Cultural Center, STAR Program, and ASCC.’
- To access our success rate: Orientation student satisfaction and success rate went down during COVID, but went up, with a rate of 80% to 89%.
- Transfer rate to 4-year universities is very high to UC Berkeley and UCLA, which is why a lot of the students attend Cañada College
- Ways to improve: Increase international students, identify additional ways to promote study abroad programs, and continue to organize and grow campus-wide events.
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e. Outreach

Olivia

- Major accomplishments: Increased our community presence and formalize MOU’s with non-profit organizations serving BIPOC communities: PAL Center, Boys and Girls Club of Peninsula, StreetCode Academy, Fair Oaks Community Center, Belle Haven Community Campus
- Enrollment is doing great in collaboration with everyone’s efforts
- Accessibility in EPA, North Fair Oaks, and Belle Haven, we have identified a huge gap and an increase in accessibility from year to year in these communities.
- Challenges: Increased outreach demands, shifting recruitment landscape, political climate effects, and budget instability.

f. CalWORKS

Sara Arayankul

- Our program has served more single students, living in poverty, with young children under the age of 18. Students need to qualify for county CalWorks and automatically qualify for college CalWorks.
- Students get priority registration, transportation, school supplies, food assistance, graduation regalia, application fees to university, jobs on campus for student workers, invite mental health experts, nutrition, and financial aid education
- Collaboration with programs on campus, such as SparkPoint, provides emergency hotel stays, electronic bills, and unexpected car repairs, and priority for the monthly food grant.
- Work with the FA Office to have student workers on campus to pay 75% CALworks, 25% Federal Work Study.

- Offering the CRER 137 class for the past 3 years and adding 2 more classes paid by the county and offered at their location. We now have 6 classes and have expanded.

g. Counseling

Alexander

- Support all students on campus with academic counseling, transfer counseling, career counseling, probation, dismissal online, and in person through hybrid modalities.
- The focus is to provide access, retention, completion, and transfer.
- The goal in Spring is to make sure that program mappers are up to date for students.
- For the upcoming years, identify students' clear and achievable educational goals, to continue to support them in understanding academic policies and requirements.
- Request: additional counseling faculty and staff, resources for equity centered and antiracist professional development, improved technology and scheduling system across to increase access.
- Goal to lower student to counselor ratio.

h. EOPS/CARE/NEXTUP/FYSI

Lorraine

- In the last 3 years, the number of students grew from 198 students in 2022 to 321 in EOPS in 2025.
- Student of color are 80%
- Major accomplishments: Implementation of Career launch, teaching students how to reach out to professionals to look for jobs.
- Peer mentors' implementations to support students have a sense of belonging and have a supportive environment
- Foster Youth Programming- in 2024 has expanded
- Fieldtrips collaboration with Promise, Career Launch, and company visits
- Certificates: 18% EOPS students versus 8% non EOPS students
- Degrees: 21% EOPS students versus non EOPS students 17%
- Students utilize food and transportation services monthly as long as they meet program requirements
- Challenges: No dedicated space, summer services not funded in 2025, growing enrolment without proportional staffing for Next Up/FYSI, and expired foster youth grant funding

IX. New Business

X. Discussion

XI. Open Forum and Feedback

XII. Adjournment

**For Next Meeting:
Future Item:**