

Student Services Planning Council



Minutes

Date: Wednesday, December 9, 2020

Time: 2:00-4:00pm

<https://smccd.zoom.us/j/94809251078>

Guests: Debbie Joy, Margarita Baez, Ariella Villalpando, Melissa Maldonado, Julie Hong, Loretta Davis Rascon, Nimsi Garcia, Diana Tedone-Goldstone, Jenna French

1) Welcome

a) **Time Keeper** – Maria Huning

b) **Do we have our team?** (Quorum: 13)

Adolfo Leiva	Kathy Kohut	Mayra Arellano
Alison Field	Karen Engel	Michiko Kealoha
Bettina Lee	Lorraine Barrales-Ramirez	Nadya Sigona
Bob Haick	Manuel Alejandro Pérez	Olivia Cortez-Figueroa
Candice Johnson	Margie Carrington	Ruth Miller
Jade Shonette	Maria Huning	Soraya Sohrabi
Jeanne Stalker	Mary Ho	Wisseem Bennani
	Max Hartman	

2) **Adoption of The Agenda** – Jade moved to approve the December 9, 2020 agenda, Nadya Sigona seconded the motion, motion carries.

2 minutes

3) **Approval of the Minutes**

2 minutes

a) October 28, 2020

b) November 11, 2020

Olivia Cortez-Figueroa moves to approve the minutes for October 28, 2020 and November 11, 2020, Bob Haick seconded, motion carries with one abstention from Margie Carrington.

4) Reports

a) "Why" We Do What We Do Share

Max/ 2 minute

b) Max shares his "why" story - I love working at Community Colleges because we are the most important system in the state of California. I'm the first in my household to go to college. I was one of the only students in my high school that was able to go to College. The opportunity to go to College has made a

difference in my life and the life of my family members. While working at Solano Community College I was able to see students have a chance and change the narratives they received while in high school. Opening up doors!

- c) Mary Ho and Maria Huning will volunteer their “Why” story at our next meeting.
- d) Thank you for sharing your department reports in the chat! *All/ “Unlimited” Time*

A&R updates from Ruth:

Covering for Edith as she will be out of the office through May

Andrew Soler will be covering for Edith and we will be training him on petitions
Maria is preparing for the mailing of the Spring 2020 degrees and certificates in January

Maria is detailing in the Registrar’s position

We are busy admitting and registering students for the Spring 2021 semester

We are busy processing the various petitions

Career Center Updates:

We have been busy with employer information sessions and resume appointments with students in our CRER and other classes. Sent out over 800 emails to our new students interested in career & job planning and have already held some appointments from that group. Also planning for the spring.

Dual Enrollment Updates:

Supporting onboarding process for students taking Spring 2021 classes. We are holding informational workshops in the evening to help students complete the application. We have also made changes to our High School Website to add onboarding resources.

EOPS Update:

We are accepting applications for spring. The CCCCO has allowed us to accept new students with at least 9 units. DRC students do not have a unit requirement.

ESO! Adelante Updates:

Jumpstarter (pre-orientation) today at 4:30 pm – 9 RSVPS

24 SFSU spring admits (pre-matriculation) compared to 10 spring admits (pre-matriculation) previous year.

Closing this semester – reviewing fall semester programs and planning spring semester calendar, reviewing student data, preparing APR year 4.

Financial Aid update:

Ariackna Soler has transferred to Skyline College, effective December 7, 2020. Margie Carrington has returned from retirement to serve as the Interim Director until a permanent replacement is hired early in the new year. Both the vacant Financial Aid Technical Support Specialist and Financial Aid Technician positions have conducted first round interviews with final interviews occurring over the next week or two with the goal of completing the selection process before the winter break. Another round of CARES and MSI payments are in process for fall and it is anticipated additional federal funds will be forthcoming should another stimulus package pass Congress.

International Student Center Update:

We are in our end-of-semester crunch time; helping current international students with university transfers, program extensions, struggles with finals or course grades, as well as Spring 2021 registration. We are also beginning the orientation and registration process for incoming Global Online Learning (GOL) students and F-1 transfers in Spring 2021. We will hold our new student orientation on January 6th via Zoom, and invite various departments and service to virtually “meet” our new students. Thank you in advance for participating! Also, we received some good news from SEVP in that the current guidelines in place for online learning and F-1 student status will remain the same for the duration of the Spring semester. That means no “surprises” like we received last summer from SEVP, which would have been extremely disruptive to F-1 students.

Outreach update:

Ongoing application and concurrent enrollment workshops at local high schools and with community partners. Also, actively reaching out to students that registered for Fall 2020 but then dropped to see how we can assist with Spring 2021 registration. Gearing up for PEP and Connect to College event planning in Spring 2021. Working on updating our website to promote our drop in hours and links.

As first point of public contact - replying to lots of emails/calls.

Promise Scholars Program Updates:

As we wrap up the Fall semester, we are actively hosting drop-in hours for students who are submitting UC/CSU applications who are preparing to transfer as well as providing support to our non-enrolled continuing students. Also, the PSP application will go live on Jan. 1st, 2021 for our new Fall 2021 cohort.

SparkPoint updates:

SparkPoint will continue to serve as the Point of Contact for the Food Grant Program. Food insecure students will receive \$75 / month in the form of an electronic gift card that can be redeemed at Safeway, Target, Whole Foods and Walmart. If you know of a food insecure student, either refer the student to

SparkPoint or do a warm hand-off.

SparkPoint (district-wide) has also received funding for 45 additional Rental Assistance Awards (15 per campus) to be awarded in February 2021. All SparkPoint clients are eligible. Awards total \$1750 each.

SparkPoint successfully presented on a 0.48FTE Food Pantry OAll at the recent Hiring Justification Presentations.

SparkPoint is represented at the three District-wide Basic Needs strands (food insecurity [Adolfo Leiva], homelessness [Julie Hong] and mental health [Klaressa Ortiz])

Student Life updates:

We held our last event Friday and really appreciate all the SSPC team that came out to support the students' De-stress Day! Student Life completed their quarterly reports to the district and the Senate is also getting their big Board of Trustees report and presentation ready.

Transfer Center updates:

UC Merced, UC Riverside, and UC Santa Cruz application deadline extended to December 15th. CSU Application will also be open until December 15th. The Transfer Center continue with the Drop-in hours until the application deadline. UC Santa Cruz Pister Scholarship application is available now, and students may access it from the Transfer Center website under the "UC information" page. Students should submit the application and supporting documents to me via email no later than February 5th, 2021.

For the Transfer Center drop-in Schedule, and Pister Scholarship application and guideline, please visit the Transfer Center website is <https://canadacollege.edu/transfercenter/>.

TRIO UB & SSS Updates:

Students continue to be served and connected with resources virtually. Both programs are busy with helping students enroll in Spring courses, FAFSA applications, and CSU & UCs applications. We were able to submit the TRIO SSS annual performance report to the Department of Education. We are 1 week away from submitting the TRIO UB annual performance report.

VROC updates:

Veteran Services staff are currently attending the Fall 2020 Veterans Services Symposium (Dr. Bennani, Steven Soler, Nick Martin, and Adolfo Leiva)

We are in the hiring process for a new VROC PSC. We hope to have a new PSC for VROC starting as early as Feb 1, 2021.

We will also look at bringing back Vet Vouchers to support our student Veterans with books and supplies.

Steven Soler will be assisting with certifying student Veterans for Fall 2020

5) Standing Items

a) PBC

Max / 4 minutes

Agendas, minutes, presentation documents for PBC are posted on the website here: <https://canadacollege.edu/planningbudgetingcouncil/meetings.php>

Max Hartman did not attend the last PBC but the main items are prepping employees for the position proposals. More information from President Moore and Cabinet.

Graciano Mendoza gave an update on 2021 budget report

Karen Engel shared findings from the student engagement survey.

Max is part of the PBC taskforce on Program Review. No full Program Reviews were due this go around but we will continue this cycle next year. SSPC may want to discuss the communication/recommendation on updating timelines and cycle at a future meeting.

Maria Huning moves to approve an additional 5 minutes to this item, 5b, Lorraine Barrales-Ramirez seconded, motion carries.

In the first two months of the Fall 2019 semester PBC had a deep dive on bylaws and the way in which we branch out on campus. So Manuel asks, "What would we want to see for an ideal timeline that meets our (SSPC) needs in a more efficient way?"

Max needs this information to bring to the table. Come back in January with more thoughts on this.

b) VPSS Updates

Manuel / 4 minutes

Antiracism Task Groups at the District and the College are meeting. The District has met three times already and are beginning to meet on a weekly basis. The District is focusing on Curriculum, EEOC, and Policies and Procedures. The College has also begun meeting and have met three times. This group includes students, faculty, staff, and administrators and are working on framework, resource/training, and communication. In the Spring semester they will begin weekly meetings. More updates to come.

TimelyMD is a service we are hopefully welcoming to our campus in the Spring semester. 24 hours of support for Mental Health and additional support.

EW in Spring – are these going to be extended to the Spring semester? All signs point to an extension but nothing specific yet. As of now, they are set to expire at the end of this month.

Karen Engel moved to add additional 3 minutes to this item; 5b, Margie Carrington seconded, motion carries

TRIO SSS – You all know that Maria Huning stepped into the role as Interim Director for TRIO SSS while doing her own Director work for TRIO Upward Bound.

We've been working with the Department of Ed for TRIO to have a shared Director to oversee both TRIO SSS and TRIO Upward Bound. Both the Department of Ed and HR have approved so we'd like to congratulate Maria Huning as TRIO Director for both programs!

Dean Bennani - Welcome Margie Carrington back to the team as Interim Director of Financial Aid. The second half of January we will begin to interview candidates for the Director of Financial Aid.

Also December 30, 2020 will be Ruth Miller's last day as Registrar. She will retire after 45 years in the District! Congratulations Ruth! Maria Lara will begin as Interim Registrar on December 14.

c) Enrollment Services Committee Update *Ruth, Ariackna, Wissem / 4 minutes*

1- Catalog Addendums

- a. The San Mateo County Community College Board of Trustees has temporarily suspended Board Policy 8.74, section 2c, for Spring term 2021 through May 2021. Students enrolled in online classes during the Spring 2021 semester will be charged Health Services Fee.
- b. "Students who register for the Spring 2021 term will not be charged the Student Body Fee."

2- Some international students apply through CCCApply whereas they should have applied through the International portal. Other international students are guest students taking a couple of classes at SMCCCD colleges, but have a home campus elsewhere. Request to create a process, similar to the SARA process in which students with a Visa type are automatically moved to SWACCAD and sent a message to either a) Provide additional information, i.e. a letter from Parent Institution; or b) Apply through the International Portal.

3- [Non-Resident Student Fee Waiver Process](#)

- a- The Deans of Enrollment services are working on creating a process for the waiver.
- b- Deans of ES to modify BP 8.74 Section 6 to reflect current process and send to Aaron.

c- The form will be moved to a Smartsheet form

4- [California Virtual Campus Course exchange](#): Deans of ES propose VP Council to discuss and provide direction in moving forward.

d) **Guided Pathways** *Mary / 4 minutes*
Mary Ho reported Alex Claxton demonstrated the new Program Mapper and are hoping to complete this by the next meeting. Counselors will be able to use the Program Mapper soon!
<https://canada.programmapper.ws/academics>

Colts Con discussion to be continued.

6) Special Presentations

a) **UndocuLiaison Network Regional Meetings** *Adolfo, Saúl / 10 mins*
Please find the PowerPoint attached to the minutes.

b) **Student Engagement Survey** *Karen / 15 mins*
About 28% of students did “drop” or withdraw from a class or classes.
[Student Engagement Survey – preliminary results from PRiE](#)

c) **[District Strategic Plan](#) (draft) Feedback** *Max / 15 mins*
Max compiled feedback from SSPC from our previous meeting and forwarded the feedback to Chancellor McVean. Thank you to everyone who provided feedback on the District Strategic Plan.

d) **Cares Act Funding Updates** *Margie, Wissem / 5 mins*
The third round of disbursement awards is happening this week and this is the largest group of students to receive awards yet. Cañada awarded 81 students! Congress may be coming closer together on a stimulus package – more COVID money for students hopefully on its way. The College is working on formulas for disbursement.
More information to come on this in the Spring semester.

e) **Cultural Center Focus Groups - Career Ladders Project** *Manuel / 10 mins*
Our College is getting a Cultural Center! There is a lot of interest and suggestions.
There was significant work with Guided Pathways Teams during 2018-2019 in capturing student voices in Guided Pathways framework. We are still in a partnership with Career Ladders at the District and we’d like to propose the Career Ladders Project to capture feedback (qualitative data) from the community with six focus groups (virtually). 10-15 people per group. If there is

interest, we'd like to get going on it quickly. The focus groups would be in late February or early March. The qualitative data feedback would be provided by Career Ladders in late March or early April.

The Cultural Center's launch is guided by the pandemic and physical space.

The Focus Groups are specifically to gather information on what people are asking and what people want to see. Documenting the thoughts of the community.

Mary Ho asks Karen Engel about the Campus Climate Surveys to students. We do the CCSSE, however this year we are hoping to disperse the USC National Assessment of Collegiate Campus Climates survey.

Jenna French asks if we are finding ways to bring in Dual/Concurrent/Undecided students into these focus groups. Manuel affirms students definitely need to be a part of these focus groups.

Mayra Arellano agrees with Jenna on Dual and are we also bringing in community partners, non-enrolled. Community partners that work with us; non-profits, high schools, etc.

Olivia Cortez-Figueroa moves to add 2 minutes to item 6e. Maria Huning and Mayra Arellano second the motion. Motion carries.

Mayra talks about the importance of including non-personnel and students; community partners that are working with us) non-profits, community centers, adult schools).

Mary asks what the makeup of the focus groups will be. Manuel shares the idea is to cast a net as wide as possible; no decision has been made about exclusively focus groups by "type" of Cañadian or how these groups will be mixed.

Is Career Ladders' role in the Focus Groups to help recommend, analyze, or simply share data? We ran out of time to have further discussion on this item but if you have any additional thoughts or questions, please send them via email to Karen Engel or Manuel Perez.

This discussion will come back to SSPC but not before advertising the Focus Groups.

f) **End of the Year Virtual Celebration** *Max / 10 mins*

Do we want to do anything to recognize and celebrate each other on Friday, 12/18/20 at 4:00 p.m. People shared on chat that they like the idea of getting together!

It's important to take this time to recognize and celebrate each other!

If you are interested in planning for this celebration, email Max Hartman by end of the day tomorrow, Thursday, 12/10/20.

Max nominates Margie Carrington to head up a White Elephant. Margie agrees.

Nimsi is interested in organizing games!

7) **Business Items**

a) **[SSPC Bylaw Updates](#)** *Maria, Mary, Michiko, Nimsi / 30 mins*

Margie Carrington moves to adopt the SSPC Bylaw changes, as hyper-linked above for items # 1 - 6 as proposed. Maria Huning seconded, motion carries.

8) **Open Forum and Feedback**

An opportunity for anyone to discuss any additional items.

What would we like to cover in the next SSPC?

Homework: "What would we like to see as far as a timeline, for Program Review, in a more efficient way?"

Next Meeting:

Additional Bylaws Work

Margie and Wissem CARES Act Funding Updates

Cultural Center Focus Groups Update

High School Transition & Dual Enrollment Update

9) **Adjournment** – Next meeting is Wednesday, 2-4pm, January 27, 2020 via Zoom.

Student Services Planning Council Mission Statement:

The SSPC oversees the implementation of a comprehensive process for planning and assessing student services based on program review, the effective integration of student learning outcomes into program activities and services, and alignment with the college's mission and strategic goals.