

Student Services Planning Council



SSPC Meeting Minutes

Date: September 28, 2022

Time: 2:00-3:30

Location: Join Zoom Meeting <https://smccd.zoom.us/j/94950753901> Meeting ID: 948 0925 1078 or 3-104

Item	Presenter	Time (minutes)
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I. Call to Order

Time Keeper – Max Hartman

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

Quorum=14

Adolfo Leiva	(SparkPoint)	Goal 1.1
Aricka Bueno	(Faculty)	Goal 1.1
Bettina Lee	(Wellness Center)	Goal 3.3
Bob Haick	(Career Center)	Goal 3.3
Danielle Pelletier	(Faculty)	Goal 1.1 Chair
David Vera	(Financial Aid)	Goal 1.1
Eshton Liu	(Student Senate Rep)	Goal 3.3
Kathy Kohut	(International Student)	Goal 2.11
Lorraine Barrales-Ramirez	(EOPS, CARE, CAIWORKs, FYSI)	Goal 1.14 and Goal 3.2
Manuel A. Pérez	(VPSS)	Support all goals as SSPC Co-Chair
Maria Huning	(TRIO)	Goal 3.2 Chair
Maria Lara	(Admission & Records)	Goal 1.1
Mary Ho	(Post-Secondary Success)	Goal 2.12
Max Hartman	(Counseling Dean)	Goal 1.1 and Goal 1.14
Mayra Arellano	(Promise)	Goal 3.2 Chair
Michiko Kealoha	(Student Life)	Support all goals as SSPC Co-Chair
Nimsi Garcia	(Dream Center)	Goal 2.11 Chair and Goal 3.2
Olivia Cortez-Figueroa	(College Recruiter)	Goal 3.1 Chair and Goal a3.2
Sarah Cortez	(Welcome Center)	Goal 1.1
Soraya Sohrabi	(Transfer)	Goal 2.1
Wissem Bennani	(SS Dean)	Goal 1.1
Yesenia Mercado	(Classified Rep)	

III. Adoption of the Agenda

Michiko Kealoha 2

Kathy Kohut motions to adopt the agenda for 9/28/22

Max Hartman seconds the motion

Motion Approved by all those in attendance

Max Hartman motions to approve the minutes of 9/14/22

Mary Ho seconds the motion

Motion approved by all those in attendance

V. Reports**a. “Why” We Do What We Do – 2.0**

Kathy Kohut

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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.

The category this year was easy for me to talk about. I’ve been advising international students my whole career; for over 20 years. In my career I’ve advised students from all over the world; from 60 countries or more. On an individual basis students I’ve advised have been dealing with racial or religious persecution in their home countries, political situations like coos, personal struggles, mental illness or family deaths. A lot of really heavy situations but earlier this year, in particular, with the invasion of Ukraine, it shook the world. It was the first time I was ever advising students who were fleeing a war. I knew that what we were seeing every day on the TV these students were living. At the time Cañada had two Ukrainian students and one was here in Redwood City but her family was trapped in Ukraine and then one was an online student who was in the Ukraine and fleeing getting out of the country. This was a new experience for me and very emotional. I did my best to be on zoom frequently or email so I could stay in contact with both students and helping them as much as possible. It was a lot but I’m happy to say that here we are in the fall semester 7 months later, with the help of some other departments, both of these students are doing well. One student already graduated and she really made a success out of her struggles. She started a business raising funds for Ukraine. The other student actually made it here and is back at Cañada as a student under the humanitarian parole. Now we are beginning to get Ukrainian refugees in the Woodside/Redwood City area who are finding Cañada and coming to our office thinking about classes. It’s been quite a year but I’m really appreciative of all that our college does to help our students. Special thanks to the Admissions Office, Student Life, SparkPoint and Counseling.

b. Department Reports

All

Thank you for sharing your department reports in the chat.

Admissions & Records updates

- From October 7th to November 4th Spring 2023 Priority Registration
- October 28th is the cutoff date to enter SEPs for the Spring 2023 term
- November 2nd is the first day of Spring 2023 Priority Registration

Wissem Bennani

Dream Center Update

We are planning for Undocumented Student Action Week, happening October 17-21, 2022

To sign up for the Chancellor’s webinars, you can go here:

https://zoom.us/webinar/register/WN_gVFJeHJ4Q1GB39NdeP538g

The entire campus community and our community partners are invited to celebrate with us

SB 1141 was signed by governor Newsom, further expanding community college classes undocumented students can count to meet AB 540 eligibility.

An exciting update regarding our 6 or Fewer units Non-Resident Tuition Fee Waiver is that at Cañada, around 40 students benefited from the waiver this semester, meaning all those students who would have had to pay \$200+ per unit are now only paying \$46 per unity. For those who live in San Mateo County, we hope that SB 893 will cover their full tuition fees starting spring 2023, but for those who do not, they will still get to reduce their academic costs via the 6 or Fewer units Non-Resident Tuition Fee Waiver Form.

We have legal clinic appointments available on October 5 and October 26. If students want to schedule an appointment, they can go to <https://tinyurl.com/canlegalclinic>

Or to schedule an appointment with an attorney outside of that time they can visit <https://findyourally.com/>

For other resources, students can connect with me or schedule an appointment:

<https://calendly.com/garcian/30min>

Nimsi Garcia

Financial Aid Update:

Outreach season is upon us! We are scheduled to attend 20 outreach events in October (virtual and in-person) AB 469 is in full effect, in where all CA high schools are required to have their seniors complete a financial aid application, or having them opt out. We will help out our feeder schools (Woodside, Sequoia, etc.). If you wish to volunteer to help us, please feel free to reach out to me. I'll be more than happy to provide you with some training in completing a FAFSA and CADAA Reports.

David Vera

The **TRIO Programs** are in the thick of Annual Program Plans, District Auditing, and still meeting/serving/supporting students. Please join us for our workshops! I will drop it into the chat now.

Maria Huning

Welcome Center:

We are scheduling appointments for Degree Petitions and transfer appointments. Students are encouraged to schedule their appointments to update their SEP. Getting ready for November registration.

Sarah Cortez

VI. Standing Items

a. Planning and Budgeting Council

Max Hartman

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PBC meet last met on September 21, 2022

The Executive Vice Chancellor of Administrative Services, Richard Storti, presented the overall adopted budget for the District and an update on the Facilities Master Plan.

Diana Tedone Goldstone presented about the vacant Adjunct Faculty replacement Librarian position request that was approved unanimously by PBC and has been approved by President Lopez to move forward.

Manuel Alejandro Pérez, Mary Ho and Alison Field provided an update about the Equity Report recommendations from Asé.

Dean Karen Engel brought a minor change connected to the Administrative Program Reviews that report directly to the President.

Program Reviews need to be submitted to your Dean's by October 14. Also Annual Program Review updates have the same due date if you are submitting resource requests.

Dean Engel also provided some updates on the ACCJC Midterm report which is moving forward.

Manuel Pérez and Chialin Hsieh provided an update on Guided Pathways.

The Enrollment Update has been rescheduled to give more time for discussion at the next meeting on Oct. 25 in 3-104.

b. Vice President of Student Services Updates Manuel Pérez 3

We completed our four Student Services Listening Sessions. Thank you to everyone who participated. You all should have received an Outlook invitation for the Student Services Huddle which is Friday, October 14 at noon for a community building moment. We'll also share about a collaboration with our Deans and the trends and data from the Listening Sessions.

This meeting will be a hybrid meeting but please come in person if you feel comfortable. Dessert and coffee will be provided.

Program Review is due October 14. Every single office should be submitting something whether it's Program Review or a resource request.

c. Enrollment Services Committee Updates Wissem Bennani 3

The Enrollment Services Committee did not meet since our last SSPC meeting.

We are collecting questions regarding SB 893 so if you have any questions you would like us to address, please send them to Wissem Bennani at bennaniw@smccd.edu.

d. Guided Pathways Updates Mary Ho 3

- Presentation from Manuel and VPI Hsieh on Shared proposal on moving steering committee into an advisory committee
- Proposed change – change to quarterly meetings (1/2 day meetings)
- Goal: retention, persistence, completion overview of GP metrics (Success Team & data coach presentations, quarterly review and forecast)
- Meetings will have the following -
 - Data coach presentations
 - Success team presentations
 - Communities of practice lessons
 - Program map update presentations
 - Quarterly forecast
- Membership: PBC reps (Academic, ASCC, Classified Senates), GP Faculty Leads, Retention Specialist/PSC, Data Coaches, GP Director, Deans, VPSS, VPI, Co-facilitation
- Success teams/ monthly
- 3C's with all students by Interest Area (coordinate w/ Special Program Success Team via Communities of Practice)

- First-time students
- Continuing students
- Alignment across all success teams
- Update on the 19 Asé recommendations and how SSPC can fit into the recommendations. I walked through the PowerPoint presentation.

<https://canadacollege.edu/prie/dashboards/guided-pathways.php>

VII. Special Presentations

a. Undocumented Student Week of Action

Nimsi Garcia

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This is a state-wide system-wide week to recognize and advocate for our undocumented students in our Community College District system.

Undocumented Student Action Week (USAW)

Monday, October 17	Tuesday, October 18	Wednesday, October 19	Thursday, October 20	Friday, October 21
9-10am - Webinar Kick off	9-10am - Webinar Skyline's Day (virtual events open to all campuses)	9-10am - Webinar CSM's Day (virtual events open to all campuses)	Cañada's Day * Community of Practice Platica * Open House (day & evening) * Film Screening	9-10am - Webinar District Coalition Forum

Register for Chancellor's Office webinars:
https://zoom.us/webinar/register/WN_gVFJeHJ4QIGB39NdeP538g

Students can access all the Chancellor's Office webinars virtually.

We also have a variety of events planned for our students and our broader community. The Dream Center is located in Building 9 – Room 118.

DREAMers Task Force

First Meeting: Thursday, September 15

- Reviewed Task Force accomplishments
- Brainstormed areas of focus
- Discussed updates on USAW

Outlook group needs updating!

- Email Nimsi Garcia, Adolfo Leiva, Alison Field, or Julie Carey

Next meeting?

Seeking feedback for scheduling.

<https://forms.gle/9qnDcDmU3zh5aVR6>



https://www.canva.com/design/DAFNb-NSok4/kPG07VFbSA1QwtIjubhgrw/view?utm_content=DAFNb-NSok4&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton

b. Re-Review APC recommendations and Q&A

Mary Ho

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[Asé Power Consults Recommendations](#)

Spring 2022, Margarita Baez, Ana Escalante and Mary Ho reviewed the 19 Asé recommendations and worked through the following two questions.

1. How does SSPC fit into these short and long-term recommendations?
2. Which recommendation should SSPC take the lead or collaborate?

Short Term Recommendations:

Recommendation #1: Restorative Practice

Student Services collaborate

Action: have regular check-in meetings

Questions to reflect on:

- Establish trust
- Create a system that addresses concerns
- Create an ombudsman – employee can go to that person

Recommendation #2: Affinity Spaces

Student Services lead

Action: develop & shape this recommendation

Recommendation #3: Virtual and Covid-19 safe in-person community building

Student Services lead

Recommendation #4: White Accountability

Student Services collaborate

Questions to reflect on:

- How do we tie this to Student Services?
- How do we make training mandatory?

Recommendation #5: Racial/Cultural Bias Incident Accountability

Student Services Lead

Action: develop peer advocates and staff advocates

Questions to reflect on:

- How do we tie this to Student Services?
- How do we make training mandatory?

Recommendation #6: Equitable Scheduling

Student Services collaborate

Recommendation #7: Champion Equitable Work Commitments

Student Services collaborate

Recommendation #8: Communication

Student Services Lead

Action: Integrate COVID-19 updates to on-boarding process

Questions to reflect on:

- Is it accessible?
- Is it clear?

Recommendation #9: Financial Aid and Student Services

Student Services lead

Recommendation #10: Centralize Anti-Racism and Cultural Equity Task Forces

Student Services collaborate

Recommendation #11: Early Access Opportunities

Student Services lead

Actions:

- Develop meaningful connections
- Develop cultural competency and awareness

Questions to reflect on:

- How do we market the program for early access?
- Are we reproducing racial privilege?
- How are we ensuring that low-income students have access?

Long Term Recommendations:

Recommendation #1: Hire a Diversity, Equity, and Inclusion Director

Student Services collaborate

Recommendation #2: Re-imagine Participatory Governance

Student Services collaborate

Recommendation #3: Cultural Competency-Anti-Racism Training

Student Services collaborate

Recommendation #4: Champion DEI Funding Campaigns
Student Services collaborate

Recommendation #5: Power Redressing
Student Services collaborate

Recommendation #6: Bias Reporting
Student Services lead

Recommendation #7: Employee Equity
Student Services collaborate
Action:

- Create release time for classified staff and students?
Compensate for work.
Questions to reflect on:
- Should this be from Classified Senate?

Recommendation #8: Review, Revisit and Re-implement
Student Services collaborate
Action:

- Develop continuous practice on what worked and what needs improvement

VIII. Discussion

a. Program Review Check-ins

Manuel Pérez & Michiko Kealoha 10

i. Addressing any questions that come up before Program Review is due

- Program Review is due in two weeks
- Are you comfortable with not submitting a resource request or personnel request? No
Annual update needed.
 - You are tracking your departments effectiveness
 - You are tracking your departments goals
 - You are tracking how successful y our department is
- Departments going though Comprehensive Program Review
 - Admissions & Records
 - CalWORKS
 - Counseling
 - Dream Center
 - Dual and Concurrent Enrollment
 - EOPS, CARE & FYSI
 - International Students
 - Outreach
 - Puente
 - University Center

Manuel Pérez motions to add 10 minutes to this item

Daniel Pelletier seconds

Motion carries by all those in attendance

- Have open dialogue about your needs within your department/program/office with your lead, your supervisor and depending where you are in the organization, your director, dean or vice president.
- Be sure your needs are vetted with your supervisor before your Program Review is reviewed at PBC.
- Program Review should not come as a surprise to us as a community because we know what we need.
- We should constantly be talking about our needs; not just once a year.
- How do our needs relate back to our goals and our institutional set standards, as well as, the EMP and plans that are connected with us?

We can hold a special working SSPC meeting to work on Program Review. We will discuss it later in the agenda.

Every year we've made changes to Program Review and this year is the same. We've changed the timeline, we've updated the questions and the newest change this year is using the Nuventive platform.

b. EMP Team Updates

Manuel Pérez & Michiko Kealoha 10

ii. Inputting SMARTIE Goals

https://docs.google.com/document/d/1wlkYPsoZdpt0X2ZcT9d5FZrbw49nd_BEedSH94SLRq5Q/edit

<https://docs.google.com/document/d/1WKRhjm9k6RPfY8bV6dwibcxSG0YnFzDuCUqBCpI4Xqw/edit>

Enter your information in the google doc SMARTIE form. Please respond to the three bullet points below:

- Team:
- Goal:
- Progress Thus Far

Goal 1.1 - Make Registration Easier

- Chair: Danielle Pelletier Team Members: Sarah, Adolfo, Aricka, Maria Lara, Wissem, David, Max
- Goal:
- Progress Thus Far:

Goal 1.14 Strengthen and Scale Student Affinity Pro

- Team: Lorraine and Max
- Goal:
- Progress Thus Far:

Goal 2.11 - Develop Cultural Center

- Chair: Nimsi Team: Mary, Kathy, Soraya, Michiko
- Goal: The workgroup will collaborate with ACES and Student Senate to have, by the end of Spring 2023, a peer-reviewed and approved mission and vision for the center--centering equity, antiracism, and the voices of our most marginalized students, have a hired Cultural Center PSC, request a Director of DEI through program review, and have had a ribbon cutting event for the center.
- Progress Thus Far:

Goal 2.12: Identify and Address Equity Gaps in Program Review

- Team: Mary Ho
- Goal:
- Progress Thus Far:

Goal 3.1: Update Marketing and Outreach to Be Culturally Informed

- Chair & Team: Olivia and Megan
- Goal:
- Progress Thus Far:

Goal 3.2: Reach New Community Members in N. Fair Oaks, Belle Haven, and East Palo Alto, Especially BIPOC Communities

- Chairs: Mayra and Maria H. and Team: Olivia Cortez-Figueroa, Nickie Dulmage-Bekker, Stephen Redmonde, Nadya Sigona, Jeanne Stalker, Nimsi Garcia, Samantha Vargas, Melissa Maldonado, Nikolas Stelmashenko
- Goal:
- Progress Thus Far:

Goal 3.3: Utilize Relevant Social Media and Websites to Ensure We Reach a Diverse, Inclusive Audience

- Team: Bob, Eshton, Bettina
- Goal:
- Progress Thus Far:

Goal 3.6: Triple the Number of High School Students on Campus During the Summer and on Saturdays During the Academic Year

- Team: None
- Goal:
- Progress Thus Far:

Goal 4.3: Create a Hub for Evening and Weekend Students

We will be sharing this information at the October 12 Flex Day. The three largest items that were brought up at the retreat will be the focus at the Flex Day. As soon as we have more clarity, this information will be shared with SSPC.

If you have questions, contact Manuel or Michiko.

IX. New Business

- a. Cancellation of SSPC Meeting – October 12 (Flex Day) Michiko Kealoha 2

Unless there are any strong feelings about cancelling this meeting, we will cancel so everyone has the opportunity to attend Flex Day.

We will look for an additional hour prior to October 12 to work on Program Review.

- b. Appointments Manuel Pérez 8

- i. PBC Representation Appointment
 - Mary Ho moves to appoint Maria Huning to PBC
 - Max Hartman seconds the motion
 - Motion carries by all those in attendance

ii. Technology Appointment

(3 more meetings once a month; Oct. 19, Nov. 9, Dec. 4)

Danielle Pelletier moves to appoint Sarah Cortez to the Technology Committee

Mary Ho seconds the motion

Motion carries by all those in attendance

iii. Program Review Representative for Program Review Workgroup

(Meet every other week on Tuesday 10:00-11:00)

Max Hartman motions to appoint Wissem Bennani to the Program Review workgroup

Maria Huning seconds the motion

Motion carries by all those in attendance

IX. Open Forum and Feedback

All

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X. Adjournment

Next meeting is October 28, 2022 from 2:00-4:00 via Zoom and in Room 3-Room 104

Future Meetings

Ending Credits: A Forecast for Next/Future SSPC(s)

Appointment of Fall Semester Tri-Chair for SSPC

COLTS-U Transfer Station - presentation and Q&A

Cañada Collaborates

Manuel & Michiko 5

Mary & Soraya 12