

Student Services Planning Council



Minutes

Date: September 9, 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)
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I. Call to Order	Co-Chair DeVon	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 DeVon
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Quorum=14

✓ Adolfo Leiva	(SparkPoint Representative)
✓ Kristopher Disharoon	(Classified Representative)
○ Aricka Bueno	(Faculty Representative)
Vacant	(COLTS-U Transfer Center Representative)
Vacant	(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)
Vacant	(Post-Secondary Success Representative)
✓ Maria Huning	(TRIO Program Representative)
✓ Maria Lara	(Admission & Records Representative)
✓ Priscilla Menjivar	(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)
Vacant	(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 September 9, 2026

Maria H adopts the agenda for September 9, 2026

Juan seconds the move

Approved unanimously by consensus of all those in attendance

IV. Approval of the Minutes

Co-Chair DeVon 1

Approval of the minutes from April 22, 2026

Lorraine adopts the agenda for April 22, 2026

Jasmin 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.

Juan Vera: An Army veteran started at Cañada College, transferred to Foothill College for his dental assisting program, and comes by every once in a while, to say hi. The student let me know that this VROC is different from others. You are friendly, give us a hug, and check in on us. The student reminded us that we provide a welcoming environment for students in the VROC.

b. Department Reports

All

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

Outreach: Representing Cañada College at College & Career Fairs at high schools and in the community is in full swing for the Outreach Team. Group Campus Tour Requests have increased so expect to see more people visiting our beautiful campus. Cañada is collaborating with the City of Redwood City's Welcome Week and we will be running a workshop on "What to Expect When You Go To College." OYE Conference Planning is ongoing and we cannot wait for March! Cañada College Connect Office Hours continue to prove successful at EPA, NFO & Belle Haven in making college accessible to our BIPOC, first gen students.

Office of Equity :What a beautiful time! We are doing weekly STAR hangouts for the learning community, partnered with the district MANA, KTP, and Kababayan to get priority registration with District Enrollment Services Committee for STAR students, and advocated for and opened our Pride Center along with 10 events already!

Financial Aid: 2027-2028 FAFSA and CADAA applications open October 1st! SMCCCD Scholarship Applications also open on October 1st. Financial Aid Office is hosting weekly application assistance workshops in 9-110 on Thursdays from 1pm to 4pm. We are also hosting a Financial Aid Event, "Blast Off into Your Future with Financial Aid," on Wednesday, October 13th which will include food, games, and application support.

Promise Scholars Program:-Fall 2026 Cohort: 673 total (576 FT & 97 PT) ; no longer accepting applicants for FA26- Spring 2027 application now live via District Promise Application (WebSmart) & PT Interest Form:

<https://app.smartsheet.com/b/form/81baa781b862455183137a1feccb55f2>

Promise Incentive Update: Shell Gas & Uber Cards have been discontinued, starting in October all Promise incentives will transition to Promise (PSP) Incentive Grant regardless if students selected transportation or meal - this is a one-time disbursement, will be modeling this approach moving forward for Spring 2027, more updates to come

Student Life: ASCC provided both lunch and breakfast to well over 400+ students during Welcome Week. ASCC also hosted an informative event titled: Club Connect; providing opportunity for students and advisor to get involved in the Club process. ASCC continues to meet regularly and is continuing to recruit student leaders to join. The Student Life Office continues to be a popular space for students, and has printed over 500 Student Body Cards. ICC is preparing for its upcoming Club Rush, and continues accepting club applications.

TRIO Programs: TRIO has had several successful events already this semester. This included 2 sessions of (Re)Connect w/ TRIO: New & Continuing Student Orientation on 8/25 and 8/26. Additionally, we have hosted our 1st Teatime with TRIO on 9/8 at our Social Justice Lounge, which was very well attended and we needed to pull in more chairs. Finally, TRIO hosted our 1st workshop on Navigational Wealth: Time Is Your Superpower on 9/9. All events are recorded so that TRIO student can join us virtually as well. We look forward to hosting more and supporting our TRIO students this semester.

VI. District & College Highlights

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

Michiko

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At the first EAPC meeting, we shared two updates on student equity and achievement programs: one on anti-racist marketing campaigns and another on our data-informed curriculum. We are investigating first-year courses and success data. We also held a summer retreat, which was really interesting because we unpacked questions like who the Equity and Anti-Racism Planning Council wants to be and what kind of work we want to do. We developed 3 subgroups and want to invite all of you if you are interested. One focuses on anti-racist policy inquiry. If you are interested in policy, I would work with you as the tri-chair. Chris Wardell is leading the subgroup on student voice; that is the big thing we heard from our disproportionately impacted students. How are we hearing them all in a data-centered way that makes sense qualitatively? Next is Tri-Chair Kiran, who focuses on equity and professional development. If you are interested in any of these topics, please let me know, and I can get you connected

b. Enrollment Services Committee Update (ESC)

Wissem/Maria

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ESC meets every month, including summer, on the first Friday of each month. The last meeting was September 4, 2026. I selected a few items related to Student Services. Michiko, the students, and colleagues from Skyline College and CSM presented to the Enrollment Services Committee to add START students to the priority registration list. ESC had many questions and discussions, and they approved it. The next step is for Dr. Karrie Mitchel to take it to the VP Council for final approval.

CRM prioritization: every year, we bring a list of projects to prioritize that ITS is working on SSL. This year, because so many big projects are still in the works, ESC postponed project prioritization to 2627.

The third item is that Registrars and Deans of Enrollment Services are working to complete the Gainful Employment. That is the Gainful Employment reported requirement, and Maria and I represent that on campus. We're holding a meeting every Friday. Our reports have about 25 days to be submitted. There is a lot of troubleshooting and all that stuff. We will update you once completed, hoping to be in the first week of October.

Standardized accounting and new enrollment rules. The compliance project academic calendar will undergo some changes. Authorization codes will remain active until the day of the census date, rather than August 28, 2026, as listed in the academic calendar. The academic calendar will change in the future. Dr. Karrie Mitchell will present the changes to the academic calendar committee. The late ad petitions will begin on Wednesday, September 9, 2026. The course audit resource also begins today, the day after census.

c. Instructional Planning Council (IPC) Updates Nick Martin 3

Will provide updates on the next IPC meeting.

d. Planning and Budgeting Council Vacant 3

Just want to let you know that we need an SSPC member to represent us at PBC.

Maria H- We need the following:

- An SSPC rep for PBC;
- A person for the program review subcommittee from PBC. (In the past, we had Dr. Scott; we can choose new people. These are not two-year terms; however, this is how long SSPC would like a term to be.

Lizette, do we have anyone who would like to serve as the SSPC rep for PBC? Your role would be to share SSPC information with PBC and report back to SSPC during your allotted time.

Juan Vera- Will check in with Maria about the possibility of being a PBC rep.

We also need one more ASCC representative student.

Maria H: The program review is not at the same time as PBC.

Wissem: If no one is interested in the program review subcommittee, I can do it.

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

I want to highlight 3 individuals who have retired through our incentive retirement program. Edith Flores in Admission and Records served as an A&R for 38 years. Jose Romero from EOPS served for 37 years as a Program Services Coordinator. Robert Haick in the Career Center served the district for 23 years. Bob is still around; he has a counseling role and is supporting the Career Fair and Transfer Day. They will be invited to our end-of-year celebration, so bring your followers to celebrate them. The VPSS is also committed to bringing coffee and treats this year. We handed out sweets and oranges on the first day of classes. We will continue engaging and

host a salsa competition. We will make salsa, and people will vote. We will bring nachos and chips around lunchtime.

VII. Old Business

VIII. Special Presentations

a. Fall Welcome	DeVon/Lizette	15
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SSPC started with a welcome icebreaker and also provided suggested topics for future SSPC meetings.

b. Inclusive Meeting Practices	DeVon/Lizette	30
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Refer to the attachment for the document on Inclusive meeting practices.

When I co-lead SSPC, I get nervous and revert to my first language, ASL, and I lose some of the hearing norms I learned. Isn't eye contact important? Eye contact affects the level of fellowship you have with others. But when some of these are removed, people can look at me, but I can't see them on your side. That affects my ability to give you eye contact. One accommodation is captions, but they can be inconsistent. Different spellings, letters, and sometimes when the person's voice trails off. That affects my interaction. You think my captions are on, and you think we are good. But I can only get facts, not your tone or expression. I look up when I see you all laughing, so there can be a disconnect. I am just trying to get meetings to the end. Now students are trying to get a degree to get a job. I want to provide a short presentation on inclusive meetings and practices that I ask of SSPC for my time as a Co-Chair to make it inclusive. I cannot get an interpreter, as it's a challenge to get on campus.

Lizette: My connection to this presentation: I grew up with a brother who is deaf. When he went to college and came back home, he held us accountable for not learning ASL and for not creating access for him. His partner is also deaf now, and I feel honored to be part of their lives and to understand Deaf culture and deafness. When I was at Ohlone, it had a large deaf student population, full-time faculty, and its own interpreters. When we started talking about putting this presentation together, we wanted to show them how to support each other, why accessibility matters, and how to use these inclusive practices in other spaces. We want folks to have access. I have seen interpreters stand in front of interpreters at Ohlone College, which would not happen. But with this presentation, we're trying to create access. The presentation includes bullet points with strategies you can take from here on out, and it's important to remember that, in your spaces, you should remove the assumption that everyone you encounter can hear. There are levels of hearing, ranging like a spectrum of autism and diabetes, and they affect people differently.

If someone is reading captions, it would be very helpful if you say: Name, then present your point. This is helpful when captions are being read. For example, say, "This is Lizette (state your fact)" every time you talk. That helps the person reading the captions.

The interpreter gives me tone and context clues as they speak. For instance, when the college president speaks, the interpreter sits up and tells me this person is an authority and must be the president. That is the art of the interpreting profession.

Max: If we can, make this a reminder for SSPC and also for division meetings to help us build the culture. I want to ask that we share the guidelines in the meetings we are leading, if we can

make these guidelines a practice. Captioning on Zoom in a non-recording meeting does that record what is being captioned?

Maria: For any flyers, the Student Life website has the accessibility language for the accessibility logo, available through the VPSS Office logos, along with an email and phone number and a description in English and Spanish to include on flyers.

Jasmin: All flyers must include the accessibility services and logos. Student Life approves posters. They should ensure that all flyers are approved, accurate, and unaltered, and that they use a specific color and font. If Student Life does not stamp posters, they cannot be posted on campus.

Max: When we caption on Zoom in a non-recording meeting, or when folks use captioning devices, does that record what is being captioned, or does it stream somewhere and disappear?

DeVon: Zoom is constantly updated. Embedded captions in Zoom are not recorded as part of your presentation. They're a separate download. There is a video and a transcript, with a toggle to turn them off.

Jackie: When someone calls the VPSS about an accessibility request, I intake the request and coordinate with DeVon to ensure we are compliant and can fulfill it.

DeVon: Our mandate in DRC is to provide access to instruction and events. I work with VPSS to ensure compliance with the mandate.

Lizette: I will do the flex presentation and move the conduct advisory policy for the next SSPC and accreditation visit into the presentation.

c. Flex Presentation-Share from Opening Day

Lizette Bricker

10

I know that during Flex Day I know folks are in their offices supporting students. We have an annual leadership retreat every summer; we have ASCC, leaders, president- everyone is welcome. Faculty leaders. At the summer planning retreat, we discussed our Educational Master Plan and the remaining strategic calendar; we are in year five. This year is to plan for the plan and figure out what to prioritize for the strategic plan. We accomplished the following:

Highlights of Our Accomplishments

- Increased enrollment by 23% since 2021-22
- Increased enrollment from East Palo Alto by 24% and from North Fair Oaks and Belle Haven by 59%
- Established MOUs with Boys and Girls Club, Street Code and Pal Center and increased access to campus during the summer for middle and high school students
- Reduced “drop for non-payment” registration hurdle
- Created a student-first course schedule with 88% of programs complete-able in 2 years
- Strengthened student affinity programs and learning communities (Umoja, Puente, EOPS, TRIO, STAR)
- Strengthened new “Division Success Teams” and sense of belonging for all students
- Built new “Colts-U” Transfer Center

For the upcoming year, the topics below are the proposed inquiries if we want to move forward with incorporating them into the potential plan. If you are interested in any of the topics below and want to get involved, reach out to Karen Engel at engelk@smccd.edu or to the folks leading it. PBC will approve the inquiry process on September 16, 2026. The inquiry team will post meeting details on the website.

Proposed Inquiry Topics for 2026-27

Accessibility

Examine accessibility practices and needs across instruction, technology, communications, and student services.

Artificial Intelligence

- Instructional
- Student Services
- Operational

Intentionally Strengthening Enrollment

Examine evolving community demographics to better align educational services with emerging needs, while actively identifying and developing new community partnerships to expand organizational reach and impact.

Mental Health

Explore the mental health needs of Cañada College students.

Regional Workforce Alignment

Examine how our career education programs align with regional economic realities and needs.

Reimagining the Performing Arts Center

If the SMCCCD proposed capital improvement bond passes this November, this group would launch in spring 2027 to re-imagine the Performing Arts Center with the community in mind.

Student Educational Journey & Opportunity

Examine how we know whether students are satisfied with their experience at Cañada.

Work-based Learning

Examine how best to integrate meaningful career exploration into Cañada's academic pathways.

Cañada College held a PAL event, and we heard from students who participated over the summer. Through the video, you can see the impact these on-campus events have on Middle College students and our community. I also want to acknowledge our super registration to all those supporting the students.

Please refer to the presentation link for an update on the Child Development building and district student housing at CSM.

d. Pride Center/Support for LGBTQ+

Pride Center Team 10

Link to presentation: See the attachment in the documents on the SSPC website.

Students in our LGBTQ+ community have expressed that home and family are not safe and that they also feel attacked by our political climate. So having space on campus means a lot to them. We recently held our Pride Center ribbon-cutting and open house.

Cañada College

OFFICE OF EQUITY

How can we support you?

- ✔ Promote safety and wellness
- ✔ Provide confidential resources
- ✔ Host school-wide LGBTQ+ training
- ✔ Connect you to gender affirming care
- ✔ Host vibrant LGBTQ+ campus events
- ✔ Curate free LGBTQ+ history field trips
- ✔ Hold LGBTQ+ community gatherings
- ✔ Celebrate YOU at Lavender Grad!

We love you!
This isn't an experience you have to do alone.

Our Services

- Host about 10 LGBTQ+ event trainings and excursions throughout the whole year.
- Cañada College advocated for Lavender graduation
- There are new stickers on campus that provide QR codes to identify where all gender restrooms are on campus.

Looking for an all-gender restroom?

Scan the QR code or use the link for a map to all-gender restrooms.

You are loved and welcome on campus.
Need LGBTQ+ support?
Come to the Pride Center
Building 17, Rooms 107 and 109

<https://canadacollege.edu/about/campusmap.php>

Where's the nearest all gender restrooms to this meeting space?!

- What are two gender-affirming connections for care we have on campus? The Health Center is a good place to get advice and connect with low-cost, gender-affirming care options on campus. For instance, Dr. Wong can connect you with a surgeon for top surgery or with help for testosterone injections if you are scared of needles.
- We also offer a closet for our students. If you want to give donations to the closet, we are open from 9 am -4 pm.
- Template for name change, gender marker change, or discrimination:
 - Link: See attachments on the SSPC website for the document.
 - If someone is refusing to use your affirmed name or pronouns, that is a Title IX violation.

Michiko- I am your SB1491; what does that mean? On our campus, it means the state allows me to switch my hat. If an LGBTQ plus student or employee comes to me for a resource, I'm not a mandated reporter in that situation, so they can safely and confidently come talk to me about issues without getting outed. So, just a reminder. And I just... I want to quickly connect that our

LGBTQ plus students are not just, like, a fad. Yes, this is important because our data shows that our LGBTQ plus students are disproportionately impacted in half of our student equity.

Date	Event	Location
08/26	Pride Center Open House and Queer Social	Cultural Center, 17-107
09/23	LatinX Heritage Month: Intersection of LatinX Identity and Queer Identity 11:30-1:00PM - Cultural Center	Cultural Center, 17-107
10/07	San Mateo County Pride Center Training: Student Leaders on Becoming Aware of Assumptions/Implicit Bias - For	Cultural Center, 17-107
10/07	National Coming Out Day	Cultural Center, 17-107
11/04	Native American History Month: Two Spirit	Cultural Center, 17-107
11/18	Trans Week of Awareness and Day of Remembrance	Cultural Center, 17-107

IX. New Business

a. Conduct Advisory Policy Update	Lizette	10
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This item will be moved to a future SSPC meeting.

b. Reps Needed: PBC, Classified Reps, ASCC	DeVon/Lizette	10
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This item was addressed during PBC council allotted time.

c. Accreditation Visit September 28, 2026 Open Forum	Lizette	5
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The accreditation visit is on September 28, 2026, and will be an in-person open forum in Building 6, Room 101/102. This is an opportunity for the accreditation team to hear your feedback and comments. Please attend if possible and see the schedule for the accreditation visit.

Accreditation Visit – Sept. 28

8:30 – 9:15 a.m.	Visit Menlo Park Site		
9:15 – 10:00 a.m.	Drive to Cañada College Main Campus	4200 Farm Hill Blvd, Redwood City, CA 94061 Park in Lot 4 (parking spots will be sign-posted)	Peer Review Team
10:00 – 10:30 a.m.	Arrive Team Room	Room 6-103 Cañada College	Peer Review Team
10:30 – 11:00 a.m.	Meet and Greet with Campus ISER Team and Leadership	Cañada College's Faculty Teaching and Learning Center & Lounge (Room 9-154)	- Peer Review Team - Cañada ISER Team
11:00 – 11:45 a.m.	Walking Tour of Campus	Tour starts at 9-154 and ends at the Team Room (6-103)	- Peer Review Team - Student Ambassadors - Outreach Team - Director of Communications
12:00 – 1:00 p.m.	Open Forum	Room 6-101/102	- Peer Review Team - Campus Community
1:00 – 2:00 p.m.	Return to the Team Room, Lunch, Team Writing Time	Room 6-103	Peer Review Team
1:30 – 2:00 p.m.	Student Records Check	Vice President Bricker will meet Team Members in 6-103 and escort them to her office in Building 8	Member of Peer Review Team Assigned
1:45 – 2:00 p.m.	President Hands & President Lopez Meet	TBD (near 6-101/102)	Presidents Hands & Lopez
2:00 – 2:30 p.m.	Exit Report	Room 6-101/102	- Peer Review Team - Campus Community - College Leadership
2:30 p.m.	Departure	Parking Lot 4	Peer Review Team

X. Discussion

XI. Open Forum and Feedback

XII. Adjournment

For Next Meeting:

Future Item: Conduct Advisory Policy Update