

Student Services Planning Council



Minutes

Date: February 12, 2025
Time: 2:00 pm - 4:00 pm
Location: Building 13, Room 233
Zoom: <https://smccd.zoom.us/j/85493321520>

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

Time Keeper – Maria Hunning

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 Vera	1
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Quorum=14

- ✓ Adolfo Leiva (SparkPoint)
- Autumn McMahon (Classified Representative)
- ✓ Bob Haick (Career Center)
- ✓ Danielle Pelletier (Faculty)
- Breanna Castro (Financial Aid)
- ✓ Gonzalo Arrizon (COLTS-U Transfer Center)
- ✓ Jasmin Padilla Valencia (Undocumented Community Center)
- ✓ Jinmei Lun (Faculty)
- ✓ Lizette Bricker (VPSS)
- ✓ Juan Vera (Veteran Resource & Opportunity Center)
- Kathy Kohut (International Student)
- ✓ Keith Wan (Welcome Center)
- Krystal Martinez (Classified Representative)
- ✓ Lorraine Barrales-Ramirez (EOPS, CARE, CalWORKs, FYSI)
- ✓ Max Hartman (Counseling Dean)
- ✓ Mary Ho (Interim Post-Secondary Success)
- ✓ Maria Huning (TRIO)
- Maria Lara (Admission & Records)
- ✓ Mayra Arellano (Promise Scholars)
- ✓ Michiko Kealoha (Cultural Center Representative)
- ✓ Olivia Cortez-Figueroa (College Recruiter)
- ✓ Ruth Jimenez (Disability Resource Center & Personal Counseling Center)
- ✓ Sergio Suarez (Student Life & Leadership)
- Vijeet Upadhyay (Student Representative)
- ✓ Wissem Bennani (Enrollment Services Dean)
- Vacant (Student Representative)

✓ Present ○ Absent

Advisory

- ✓ Karen Engel (Dean of PRIE)
- Ron Andrade (Library and Learning Center)
- Vacant (IPC Representative)
- Vacant (Puente Representative)

Guests:

- Melissa Maldonado (Guests)
- Maggie De Paz Hernandez (Guests)

III. Adoption of the Agenda	Co-Chair Juan Vera	1
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Adoption of agenda for February 12, 2025

Lorraine Barrales moves to adopt the agenda for February 12, 2025
 Mayra Arellano seconds the move
 Approved unanimously by consensus of all those in attendance

IV. Approval of the Minutes	Co-Chair Juan Vera	1
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Approval of minutes from 1/22/2025 will be moved to February 26, 2025

V. Reports	
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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.

Mayra Arellano: Promise Scholars students stopped by the office very regularly. The student had not come to the Promise Scholars Office. Student stopped by the office with muffins for the whole staff. Student is always positive and reminds on why we do what we do during these times. The student is always so positive and having the interacting bring positivity. We might not know what students are going through but still show. Thanked student for showing up and being persistent with his education.

b. Department Reports	All
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Thank you all for sharing your department reports in the chat.

EOPS/CARE/CalWorks/FYSI: We'd like to welcome Sarah Cortez to our EOPS/CARE/NEXTUP/FYSI & CalWORKs department as our new OAI! EOPS will be accepting applications through March 2025. We currently have 100 combined EOPS and PSP students. Thank you to their partnership we are able to serve more students in both programs. We have collaborated with CSM to increase the CRER 127 from .5 unit to 1.0 unit and include the DE addendum, which was approved at Curriculum last week. This class counts for the AA/AS GE area E and selective units for the Pathways to Success Certificate. This semester the instructor has organized a field trip to LinkedIn. CRER 127 starts 2/19/25. NeXTUp/FYSI in partnership with Project Change will be having Wellness Wednesdays once a month, and planned university visits to UCB and Stanford. Care/CalWORKs collaborate on workshops.

CalWORKs is offering CRER 137 this semester at the San Mateo County Human Services Agency to CalWORKs participants. Kudos to CalWORKs for supporting 40 students this semester! A record high since 2013-14. San Mateo County Human Services Agency is on campus 1st & 3rd Thursday of the month to assist students. For students to sign up for an appointment, please have them contact Jose Romero.

Intl Center (Kathy Kohut): The International Student Center welcomed 29 new F-1 students this spring semester! Since hosting the new student orientation, we had the opportunity to hold a Meet & Greet event to encourage new and current students to gather together. We're still accepting overseas applications for the fall 2025 semester, and the summer 2025 semester application opened this month.

Office of Equity Updates (Michiko Kealoha): The Office of Equity hosted and planned a state wide Cultural Center conference, held an equity excursion for Black History Month, and have been hosting LGBTQ+ publication writing sessions. We wrote a campus wide message and two videos of resources to address support for our TGNC Community.

Outreach Updates (Olivia Figueroa): Outreach has been busy with a variety of events: Tabling and presenting at Community College Nights at our local high schools (at Menlo-Atherton and Sequoia this past week) Hosting Application Workshops in preparation for Summer and Fall 2025 semesters. More recently at Carlmont HS, Sequoia HS and upcoming Woodside HS & Redwood HS. Attending community events – this past weekend we attended The Annual Black College Expo in Oakland, our wonderful UMOJA team were on site with us. Presenting at various locations in the community as well as in our local high schools. On Saturday we presented to Spanish speaking parents at Woodside HS. We shared what Cañada College has to offer in the forms of academic and student support programs as well as financial aid and transfer options. Parents and students had lots of questions. Hosting campus visits – recently we hosted 50 students from Palo Alto and Gunn High Schools. We continue to be a part of the planning committees for OYE Conference, which will happen here at Cañada in late March. If anyone is interested in helping out on the day of, please let me know. It is a wonderful event. We continue to help plan for the Belle Haven Listening Session, which will happen next week in the Belle Haven Community Campus.

Veterans: We have partnered with the baseball team to honor Veterans at the upcoming baseball game vs. Shasta College this weekend. We will have the US Marine Corps do a color guard presentation before the game. We are also working towards getting an interest from administrators, faculty and staff to attend a districtwide Vet Net Ally program that will help gain a better understanding in supporting student Veterans academically and socially in a campus setting.

VI. District & College Highlights

a. Equity and Anti-Racist Planning Council (EAPC) Michiko Kealoha 3
Please see the [EAPC website](#) for the meeting minutes for a detailed update.

EPAC will meet on 2/25/2025. Last meeting EPAC voted anonymously to have Public Safety learn more about a program on how if you are working on the street as a police officer to working on a school. Culturally responsive mental health training will be offered by San Mateo

Health Department. After the training you will receive a certification. This training will be offered for FLEX on 4/17/2025.

b. Enrollment Services Committee Updates (ESC) Wissem Benanni 3

Enrollment Committee discussed a few items. One of the items is FERPA policy. Last board meeting there was an interim board policy that was approved. This policy is concerning students record. Why is it important? The interim board policy is going through the process of approval to make this policy permanent. There is also administrative procedure that needs your feedback. This administrative procedure will lay the foundation about student's records, immigration status, how should we move forward if we get a request about immigration status, name changes on transcripts, legal name change. It is going through approval to be approved permanently. If you see anything that you would like to be included in the draft, please send it directly to Wissem. Please see link below to provide feedback: [AP 5040 Student Records, Directory Information, and Privacy Rev. 5-9-22.docx](#)

c. Instructional Planning Council (IPC) Updates Vacant 3

Juan Vera: IPC- Still trying to see who is going to take Diana's place while she is on maternity leave.

d. PBC Updates: Mayra Arellano 3

Mayra Arellano: Karen Engel and Alex went over the institution standards 2025-2030. They went over the standards on how we are doing as a college. For instance, enrollment meeting the goal of 11,000 we are at 10,000. It was good to find out where we are, where we need more support. We are working on offering more evening support to support part-time and evening students. If we want to do that, we need to offer more classes in the afternoon. If you want to see how we are doing I would encourage you to visit the PBC website, we get rated. When looking at the website the yellow color means we are getting there, green we are passing with flying color, red means our area to focus on. In addition, heard from some members of EMP, about the Menlo Park Site and Palo Alto site on the work they are doing. Heard from Megan Alumni trying to increase our alumni buy in to get alumni to talk about what Canada has to offer. The Child Care Center there is a small update but getting prolonged because only one person who said yes to go into contract but asking for too much. So, we can get the Child Care Center it is now getting pushed to Fall 2026. This can affect our students. More updates to come in regards to the child care center.

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

Lizette Bricker: Grateful to be in this space. Feels like homecoming to come back. For those of you that I have not worked with you. I look forward to meeting you. I want to thank Juan for getting SSPC moving forward and your work. I want to share I am the Region 4 rep for CSSO. Chief Student Service Officer for the State, I want to use this time to refer to discuss great things that are being discussed or happening, feedback. Or any feedback that can be pushed up to State level. I want to also acknowledge the times that we are in right now. It's going to impact our students. We need to have a stronger communication. Reach out to my office your colleagues, reach out on how we can support our student population. Find ways to ground yourself as well. The more grounded we are the more effective we are as educators. I am going to find ways to bring us together. I am open to any suggestions on how we can come together.

VII. Old Business

VIII. New Business

IX. Special Presentations

SSPC Presentations

Departments presented their Program Review. Each department has 10 minutes for presentation and 5 minutes for comments.

a. Career Center: Bob Haick 15

Presentation link: <https://acrobat.adobe.com/id/urn:aaid:sc:US:0d121c63-336a-4ef5-85b8-36c4982ff0b6>

Presentation highlights:

- Fall 2023: Pre Covid-Attendance levels at first in-person job fair since fall 2019, (60 employers & 170 students).
- Recruitment Weekdays: The daily hiring & info sessions averaged 40 employers & 69+ students attending per semester since returning to campus.
- Pre-Med Workshops: Held 5 workshops with Stanford Dr. & two 4th year med students. 40 STEM & Med Assisting students attended.

b. Office of Equity/ Cultural Center: Michiko Kealoha, Maggie De Paz Hernandez 15

Presentation link:

https://docs.google.com/presentation/d/1MfO6Ut374bY2E17PgggvusW3pe71W_KztypfPB_ZHW0/edit?usp=sharing

Presentation highlights:

- 79% of participants agreed they felt celebrated/validated in their identities through Cultural Center programming
- 87% of participants reported learning something new about cultural identities/practices from our programming
- 81% of participants felt their identities are represented in the art and visual elements of the space.
- Many responses speak to the importance of the center, noting, “The Cultural Center has made me feel like I belong!!”

c. Promise Scholars Program: Mayra Arellano 15

Presentation link: [SSPC Presentation-PSP 2025.pptx](#)

Presentation highlights:

- Fall 2024, we welcomed our largest cohort of 243 full-time students; a 16% increase from our initial cohort size from 3 years ago in Fall 2021
- Part-time program, we have expanded to 88 part-time students in Fall 2024 a 50% increase since its inception
- PSP has reached a milestone in graduation numbers. In Spring 2024, 22% of our Spring ‘22 cohort students graduated with a 2 yr. degree, and 17% of our Fall ‘22 cohort graduated. We would also like to recognize the 22% of our students who received a certificate in 3 years.

d. Resilience Education Program: Maria Hunning 15

Presentation link :

https://docs.google.com/presentation/d/1KCoQ_tniCPx8itvsViCvdcbBYX0cpey6CyHvExuqlQE/edit?usp=drivesdk

Presentation highlights-The program has more than doubled in size since Summer 2024. Students regularly see their Project Change counselor, check-in weekly with the coordinator, and are consistently provided incentives that help retain and maintain them in school.

e. SparkPoint:

Adolfo Leiva

15

Presentation link:

<https://docs.google.com/presentation/d/1uj1TDeNg90BhC4nYspu4rByJPSB7CzaM/edit?usp=sharing&ouid=103189478561322464154&rtpof=true&sd=true>

Presentation highlights:

- Food: 590,000 lbs. of food = \$1.5M in grocery offset
- Launched our Food Lockers to support evening students
- New expanded Food Market (6x) and Growing Food Distribution (40%)
- Two Sparkpoint Coordinators (cross trained in financial education / basic needs)
- Food Grant Program serving nearly 900 students
- Increased financial coaching (93%)
- Rapid Response Hotel Stay program designed to give students an opportunity to “catch the breath” and connect with community resources (14 students housed)
- 10 diverse Sparkpoint Food Ambassadors

X. Discussion

XI. Open Forum and Feedback

XII. Adjournment

For Next Meeting: February 26, 2025

COLTS-U Transfer will be presenting at the next meeting.
ISER drafts with Karen Engel to review (Standards 2.7, 2.8)