

Student Services Planning Council



SSPC Minutes

Date: April 9, 2025
 Time: 2:10 pm - 4:00 pm
 Location: Building 13, Room 233
 Zoom: <https://smccd.zoom.us/j/85493321520>
 Department reports: Update [here](#)

Item	Presenter	Time (minutes)
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I. Call to Order	Co-Chair Juan	1
Time Keeper –	Olivia Cortez-Figueroa	

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
1	

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)
✓ Maggie De Paz Fernandez	(Cultural Center Representative)
✓ Max Hartman	(Counseling Dean)
✓ Mary Ho	(Post-Secondary Success)
✓ Maria Huning	(TRIO)
✓ Maria Lara	(Admission & Records)
✓ Mayra Arellano	(Promise Scholars)
✓ Michiko Kealoha	(Cultural Center Representative)
✓ Olivia Cortez-Figueroa	(College Recruiter)
✓ DeVon Scott	(Disability Resource Center & Personal Counseling Center)
○ Sergio Suarez	(Student Life & Leadership)
○ Vijeet Upadhyay	(Student Representative)
✓ Wissem Bennani	(Enrollment Services Dean)
Vacant	(Student Representative)
✓ Kim Lopez	(College President)
✓ Jason Ramos	(STEM Center)
✓ Mariela De Paz Fernandez	(Cultural Center)

Advisory

Karen Engel	(Dean of PRIE)
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Ron Andrade
Vacant
Vacant

(Library and Learning Center)
(IPC Representative)
(Puente)

III. Adoption of the Agenda

Co-Chair Juan

1

Adoption of agenda for April 9, 2025

Michiko Kealoha moves to adopt the agenda

Wisse Bennani seconds the move

Approved unanimously by consensus of all those in attendance

IV. Approval of the Minutes

Co-Chair Juan

1

Approval of minutes for March 26, 2025

Upon adding a link to the presentation of Jose Zelaya, CWA & Evening students.

Wisse Benanni moves to adopt the agenda

Maria Hunning seconds the move

Approved unanimously by consensus of all those in attendance

V. Reports

a. “Why” We Do What We Do – 2.0

2

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.

Mary Ho: Some of you in SSPC might remember last year’s keynote speaker at the Latinx Ceremony. She originally planned to transfer to SFSU in Fall 2024 but decided to defer her admission. The student has been accepted to SFSU for Fall 2025. She constantly stops by the UCOLT Transfer Center and participates in the STAR Program, often expressing the tremendous support that has been instrumental to her transfer journey.

b. Department Reports

All

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

EOPS/ CARE/CalWorks/FYSI: Please join us for our EOPS End of the Year Celebration, Thurs, May 8, 4:30-6:30pm, BLDG 6 RM 101/102. We have two field trips this month for our CRER 127 students; they are visiting LinkedIn Fri, 4/11, and Google Fri 8/18. NextUp is collaborating with Project Change are planning a trip to UCB on 4/25/25, as well. We are offering CRER 127 in the fall for EOPS/CARE/NextUp/FYSI students only. CSM has it open to all students. EOPS is now accepting fall applications.

Faculty Representation: Our annual ESL Recognition Ceremony is taking place on Thursday, May 8 from 7pm-8:30pm in THE GROVE! Please come! It's a wonderful, festive event of recognition for our esteemed ESL students. Here is the flyer:

https://drive.google.com/file/d/1xUgRyy0CzTtL5UrhZ88df_cktAaIjsVM/view?usp=sharing

Financial Aid: The financial aid priority deadline may have passed but students still have plenty of time to apply for both the 2024-2025 and 2025-2026 FAFSA and CADAA

applications: FAFSA.gov or dream.csac.ca.gov/. If students need assistance applying we are scheduling one-on-one appointments with our Financial Aid Technicians:
<https://canadacollege.edu/financialaid/contact.php>. Save the date for our 24-25 Student Recognition and Achievement Ceremony on Friday, May 16th from 2pm-4:30pm at the Main Theater/Grove.

Office of Equity: Today we worked with ISC and STAR to put on Eid. We also are hosting an event every week with STAR for AANHPI heritage month. We are moving ahead with the Intercultural Development Inventory professional development and working with numerous departments to put together the new SEAP.

Post-Secondary Success: Kick-off for AANHPI Heritage Months events: Here the calendar of events! <https://canadacollege.edu/aanapisi/star.php>

Promise Scholars Program: During Spring Break, the Promise Scholars Program went on an overnight campus tour to UC Davis and Sacramento State. Students interested in both schools got the full VIP experience—touring each campus, exploring a research Biology lab, and getting a behind-the-scenes look at the Engineering Student Design Center at UC Davis. At Sacramento State, the Transfer Center graciously hosted our group, with local transfer students leading the way and sharing the amazing resources the campus has to offer. During the trip, students engaged in interactive discussions with current students, gaining valuable insight into campus life, academic programs, and the overall experience at both institutions. Our end of year/graduation celebration is on May 21st from 5:00-7:00 pm at 6-101/102.

TRIO Programs: Update from our Community Partners prior to spring break, many of us in SSPC were able to support our community through the OYE Latinx Youth Conference. Here's their completed video of this year's event: <https://www.youtube.com/watch?v=Csf3ANaMLLA>

VI. District & College Highlights

a. Equity and Anti-Racist Planning Council (EAPC)	Michiko/Krystal	3
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No meeting update as EAPC meets monthly.

b. Enrollment Services Committee Update (ESC)	Wissem/Maria	3
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Wissem: As of April 1st, SSL is used for registration forms. It's designed to minimize the workflow of forms. These efforts include collaboration district-wide with Dean Will Minnich (Skyline College) and Maria Lara. On 4/11/2025, there will be a webinar from 11:00 am to 12:00 pm; this will be a good opportunity to join if you want to see this update. Also, WEBSMART 9 went live on March 8, 2025.

If you have any SSL questions, on how to approve leave reports, or how to support students there are scheduled office hours on Friday, April 18, Wednesday, April 30, and Friday, May 16.

Link for SSL support:

<https://smccd.zoom.us/j/92219656051?pwd=eDNRWmZjYUhBNk9VZ0xmMGRDVXlaQT09>.

Yesterday was the first day of summer registration with the new system. In a meeting with Carrie Mitchel, it was mentioned that students seemed to be registering without issues.

Lorraine: This is just a suggestion, to please consider presenting at Flex as updates are coming in. As some folks cannot attend on the scheduled dates, maybe we can suggest an onboarding presentation on August and October flex dates.

c. Instructional Planning Council (IPC) Updates	Vacant	3
We are still waiting for someone to represent. Will keep you posted on an update		

d. Planning and Budgeting Council	Mayra Arellano	3
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No updates as Mayra attended the CSSO conference.

e. Vice President of Student Services (VPSS) Updates	VPSS	3
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Lizette: Thank you, Kim Lopez, for joining us at this SSPC meeting. Welcome, Dr. DeVon Scott, to Cañada College as the Director of DRC and PCC. We have dedicated time to introduce ourselves and our roles on campus. This week, we learned that the IRS will release information regarding tax forms concerning undocumented students and our community. I encourage you all to support one another. We must lean on each other now more than ever. Please get in touch with me or others, as we are not alone during these times. We experienced a couple of protests and other events that impacted our campus community. This prompted me to examine the time, place, manner, and conduct policies. In response, I prepared a presentation for the Cabinet to keep everyone informed. These trainings assist in explaining the process and why we took these steps. I received positive feedback during the presentation and was asked by the Cabinet to share it. I thought I would bring this to SSPC to see if you are all interested in this presentation, highlighting key areas such as when we have public members on campus and the differences between public and nonpublic spaces related to conduct. I can bring the training to SSPC or your department.

Maggie: I suggest bringing the training to Sergio and the Associated Student Body as they onboard new members.

Jackie: Template resources for students on rules and regulations.

Lizette: Part of this training's purpose is to share how to respond to several situations. It allows us to discuss why we respond a certain way and the best practices for positively defusing situations. If you feel your area can benefit from these resources, please reach out for a training. I am taking this opportunity to hear folks in different spaces regarding challenges.

Wissem: It was great to receive the training. Thank you for your willingness to come to my division meeting to present. Last year, Maria and I discussed the protocol for handling some of these situations.

Lizette: If SSPC would like, I can present this training at the next SSPC Meeting.

VII. Old Business

a.

VIII. Special Presentations

a. Sparkpoint Food and Transportation	Adolfo	10
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Link to presentation:

<https://docs.google.com/presentation/d/1zzfDChne0BunPPxQ4Jc254OquANZc14M/edit?usp=sharing&ouid=109821690820560369763&rtpof=true&sd=true>

SparkPoint Food Supports

- Food Market average = **701** monthly visits
- Food Distribution average = ~1500 families served
 - (high of 460 families served one week – 350-400 served weekly)
- FY24 = **590,000 lbs.** of food distributed
- Nearly **\$2.5 million** in grocery offset expected for FY25
- 10 SparkPoint Food Ambassadors **hired!**
- \$113K spent on **free** snacks and sandwiches (FY24)
- 397 **Food Locker** orders filled to date
 - supporting evening students



- The goal of the presentation is to provide a summary of food and transportation supports offered through the SparkPoint Program
- SparkPoints' goal is to provide food for food-insecure students, as food costs rise, including living costs in the Bay Area.
- We support students and community members
- Strive to reduce stigma around those picking up food

Mary Ho: During the SFSU campus visits, there were discussions about basic needs food programs. I wonder how we can work together to provide the critical transfer experience. A few students have mentioned concerns about basic needs that might not be met at the universities they are transferring to. Some students decided to continue at Cañada College and not transfer because of the available basic needs.

Adolfo: SFSU's Basic Needs Center representatives were here for a site visit. Since they now have a SparkPoint Center on their campus, there is a bridge of opportunity for us to support students as they transition.

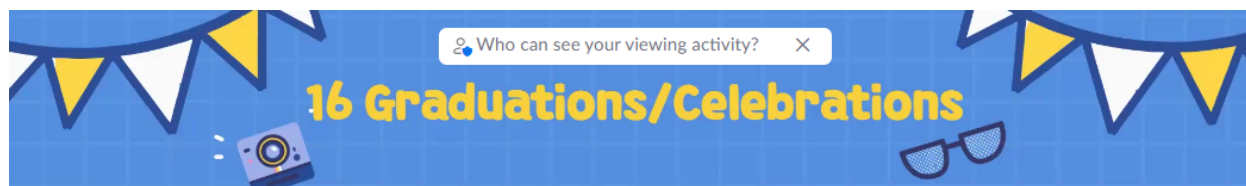
b. End of Year Cultural Celebrations

Michiko/Maggie

10

Link to presentation:

https://www.canva.com/design/DAGjnfJQE0E/QvQLfAVRsPCzjeW49an16Q/edit?utm_content=DAGjnfJQE0E&utm_campaign=designshare&utm_medium=link2&utm_source=sharebutton



4 Cultural Graduations

- Asian American Native Hawaiian & Pacific Islander
- Latinx Graduation Recognition Celebration (volunteers needed)
- Umoja District Wide Celebration
- SMCCCD Lavender Graduation
- Learn more at canadacollege.edu/culturalcenter/eoycc.php

3 Student Program Graduations/Celebrations

- ESL Recognition
- Student Life Leadership Awards
- Student Achievement Recognition Ceremony

8 Learning Communities Graduations/Celebrations

- Extended Opportunity Programs and Services (EOPS)
- International Achievement Ceremony
- SMCCCD Migration Celebration
- MESA Celebration
- PUENTE Celebration
- PROMISE
- TRIO
- Middle College



- The goal of this presentation is to plan for graduations, identifying dates and times not to overlap, or ways to support each other.
- There are 16 graduations, including commencement
- Please support each other at events by showing up during these celebrations
- If you're interested in volunteering to support these celebrations, please contact the program lead. If you're unsure who the lead is for a particular celebration, Maggie can help direct you to the right person.
- For Cultural Center End of the year celebrations, please visit: <https://canadacollege.edu/culturalcenter/eoycc.php>

Kim: We have about 26 celebrations. Ludmilla, Chialin, and Lizette will alternate as administrators and attend these events.

Lizette- I want to be at all these celebrations. Please add them to my calendar.

Breanna- Is it possible to have a volunteer sheet to support each other?

Lizette- Let's discuss and explore this further.

Maria Lara: In addition to the events listed, there are other programs such as RadTech and Interior Design, Middle College, ECE, PTK, ESL, and CSEA breakfast.

Lizette: May 14th is a busy day with several events taking place. Those coordinating end-of-year celebrations are part of SSPC, and we'll continue exploring how to approach this during our next SSPC meeting.

IX. New Business

X. Discussion

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| a. Elevator pitch to New Directors, Breanna and DeVon | SSPC | 45 |
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Each member of SSPC gave a brief introduction to welcome Breanna and Dr. Scott, sharing their name, title, and the program they represent, as well as a little about their background as educators.

XI. Open Forum and Feedback

Mary Ho: We are starting Heritage Month this week. Our next event is the Asian Art Museum on Friday, April 18, 2025. Dr. Anthony Ocampo is coming. On May 1st, we have an ANAPHI graduation celebration.

Michiko: If you want to support any of our Asian American, Native Hawaiian, or Pacific Islander-identified students or our local high school students who will be joining us for graduation, we have a lei-making workshop. You can put your intention for the grads in that lei, and we'll help by saying, "This person made this for you." It's pretty simple, and once you learn how to do it, it's really fun! Join us on April 23 at 11:00 am in the Cultural Center Building 17, Room 107.

EAPC/Office of Equity: We are preparing for Flex Day, a disability justice theme. Some of our students will talk about their experiences. We are also incorporating classifieds and team members, as we would like to hear the perspectives of our Cañada community with disabilities to demystify and raise awareness of our Disability Justice theme flex opener. Please feel free to add using the link below.

Link: https://docs.google.com/forms/d/e/1FAIpQLSevQR_RGFN-u1MugbWhay_-6zVOBuni4uXgqpwVCtbnfK0YtQ/viewform?usp=header.

Lorraine: I'm thankful to Michelle and Jose for their work teaching CRER 127. They organized a field trip as part of the Career Launch Curriculum, coordinating visits to LinkedIn and Google to help students make critical connections. CSM has incorporated the same curriculum and uses the CRER 127 class, which is open to all students. If you know anyone interested, they can take the asynchronous online course through CSM, but we offer it in person.

Michiko: On Friday, May 16th, Lavender Graduation, 6:00 pm -8:00 pm at Skyline nationally, will mark the 30th anniversary of Lavender Grad. What's special about this lavender graduation is that it's the 30th anniversary of lavender graduations nationally, and we have invited the founder of lavender graduations from the Midwest. We've got drag performances that will also be part of the Lavender graduation.

XII. Adjournment

For Next Meeting: April 23, 2025: SEAP plan, transfer plan Colts-U, New Co-chair FA25

Future Item: May 14: celebration, May 28 canceled