

Student Services Planning Council



MINUTES

Date: Wednesday, March 24, 2021

Time: 2:00-4:00pm

<https://smccd.zoom.us/j/94950753901>

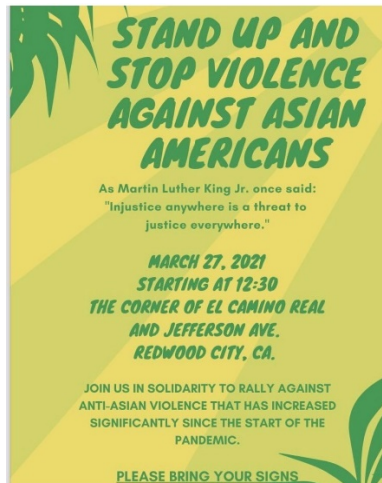
Before we start our meeting, I would like to acknowledge the devastating murders and loss that have happened this week. Every time I talk about it, my voice gets shaky because it's so scary and a lot to process. I would like to ask that if you would like to, you join me in taking a moment of silence for those loss, and share a breath before we begin this time together.

[A link to the How to Support the Asian and Asian American Community During COVID 19 Presentation Dr. Ho and Michiko presented in August of 2020](#)

<https://www.asianamericandayofaction.com/>

Stand Up and Stop Violence Against Asian Americans – [Asian American Day of Action](#) | March 26th is a National Day of Healing and Action

March on March on March 27 in Redwood City.



1) Welcome

- a) **Time Keeper** – Alison Field
- b) **Do we have our team?** (Quorum: 13)
 - i) Welcoming of New Staff

Adolfo Leiva

Alison Field

Bettina Lee

Bob Haick

Jade Shonette

Jeanne Stalker

Kathy Kohut (Manasi)

Karen Engel

Lorraine Barrales-Ramirez

Manuel Alejandro Perez

Maria Huning

Maria Lara

Margie Carrington

Mary Ho

Max Hartman

Mayra Arellano

Michiko Kealoha

Nadya Sigona

Olivia Cortez-Figueroa

Rosa Moncada

Soraya Sohrabi

Wissem Bennani

Guests: Debbie Joy, Ariela Villalpando, Manasi Devdhar Mane, Nimsi Garcia, Saul Miranda

2) **Adoption of The Agenda**

2 minutes

Jeanne Stalker moves to approve the SSPC agenda for March 24, 2021 with the changes of postponing item 8a.

Soraya Sohrabi seconded

Motion carries unanimously by the consensus of those present

3) **Approval of the Minutes**

2 minutes

a) March 10, 2021

i) *Actions from March 10th meeting:*

- *Unanimously votes to approve the Programming Review Timeline and the Program Review Extension Policy with the change of ensuring "lead" was updated to "Program Review Author"*

Jade Shonette moves to approve the SSPC minutes of March 20, 2021 with a few updates from SSPC chairs

Bob Haick seconds

Motion carries unanimously by the consensus of those present

Alison Field abstains

4) **Reports**

a) "Why" We Do What We Do Share

Rosa / 2 mins

- i) *An instance that has happened recently that has reminded you why you do what you do to challenge equity and anti-racism in Student Services?*

"It takes me back to be that lost college student I once was. The one without knowing what a mentor was. The one without the resources available. The one without knowing about individuals on campus that would go the extra mile for me. I know there are students who feel the same way as I did. More so now due to COVID so my driving force really comes from serving those underserved, under represented and marginalized students each and every day so I will serve as a mentor, leader, educator or simply a friend. That alone is my reward every day. I have multiple reasons to wake up and do the work that I do because I know it's impactful and that's why I love what I do."

- b) Thank you for sharing your department reports in the chat! *All/ "Unlimited" Time*

Quick reminders for your teams and students: Commencement Speaker Auditions for 2020 and 2021, Student Life Leadership Awards, and Student Senate applications ALL due this FRIDAY!!

Career Center: We are 3 weeks away from our Virtual Job Fair so please remind students you come in contact with about this event. April 14th, 10AM - 2PM. You can direct students to our Events Page <https://canadacollege.edu/careercenter/events.php> or here is the direct link to the employers we have so far.. <https://canadacollege.edu/careercenter/job-fair-accordion.php>

Financial Aid Update – 3/24/2021:

-In addition to ongoing processing of federal and state aid as we continue to receive FAFSA and Dream Act applications throughout the year, we are processing HEERF II student emergency grants. There are tiers of awarding prioritization:

- Homeless Youth, Former Foster Youth and Veterans
- Pell recipients
- Non-Pell FAFSA filers
- Students must be at least half-time

HEERF II award amounts vary: Pell FT = \$1,650, Pell PT = \$1,200, Non-Pell FT = \$975, Non-Pell PT = \$750

- Funds available to award for spring: \$1,348,200
- To date 951 students awarded \$1,027,575/802 paid a total of \$901,200
- Reviewing weekly and will be expanding to non-FAFSA filers with need priority based on CCPG eligibility this week

Staff doing outreach to students with uncashed checks and hold preventing them from disbursing HEERF II – calling, emailing, and setting up zoom appointments to help them.

Cal Grant March 2nd deadline postponement requested due to decrease in application volume from 2020-21 to 2021-22. Expecting statewide approval that will allow students who apply for the 2021-22 FAFSA or CADAA to have met the March 2nd priority deadline if their application are submitted by April 2nd. An email request was sent to various programs to outreach to their students and to reach out to Financial Aid if they need data on who has submitted an application with us.

The scholarship review deadline has passed. Thank you to all who participated. We expect to begin preliminary awarding next week once we have fund balances confirmed by the Foundation. Our virtual Student Recognition event will be held on May 14 from 4-6 (tentative). Soraya is leading the planning team that includes financial aid/scholarships, STEM, Honors Transfer Program, Transfer Students and Tutors.

SparkPoint Updates

1. SparkPoint successfully awarded the second round of Rental Assistance Awards to 15 Cañada College students (\$1750 each)

2. Over 300 students are enrolled in the District Food Grant Program. Students receive \$75 in a monthly electronic gift card.

3. District-wide Basic Needs Task Force

a. Housing Subcommittee is finalizing the Hotel Voucher Program for emergency hotel stays for students - expected launch date is next month

b. Food Subcommittee is launching a CalFresh Screening and Enrollment campaign to

be incorporated into the CSM and SKY community markets

4. Community Markets Summary

- a. 70 combined community markets (CSM & SKY)
- b. Nearly 58,000 individuals served
- c. Nearly 2.8 million lbs. of food distributed
- d. Nearly \$5 million in grocery offsets for our community

Transfer Center: The Students Achievement Reception Committee has met and planned the event for Friday May 14th from 4p.m. to 6.m. with students' input. This virtual event is to celebrate the achievements of students who are participating in the HTP, Transfer Program, STEM, and tutorial Services as well as those students who are scholarship recipients.

Transfer Center also partners with the Transfer Center at Skyline College to host a virtual college fair on April 15th from 1 p.m. to 3 p.m., which includes workshops and one on one conversation with the university representatives. Students may sign up at bit.ly/Transfer21. Students will get access to the virtual fair when they register.

Transfer Center with Financial Aid collaboration also offers two workshops on reviewing the Financial Aid Award letters for those students who are transferring in fall 2021. The dates are on April 12th from 2:00 to 3:00p.m., and April 26th from 1:00p.m. To 2:00p.m.

University Center April 5 – San Francisco State Child Development and Education Workshop

Welcome Center/Ori/Placement services are working with Outreach - Olivia on upcoming PEP sessions, will lead a training for Campus Ambassadors; preparing for ESL placement testing set for July, awaiting our new OAIL replacement position in mid April and are attending trainings for CRM among other things.

Wellness Center: Wellness Fair will take place from April 12th thru the 15th. Please let us know if any of your faculty are willing to give students extra credit to attend. We will be taking roll :)

5) Standing Items

a) PBC

Max / 4 mins

PBC's last meeting was on March 17, 2021. [PBC Agenda March 17 2021Rev.pdf \(canadacollege.edu\)](#)

- Black Students Matter Group Presented about UMOJA
- Anti-Racist Task Force also presented their mid-year report

- Administrative Planning Council gave an update regarding the ongoing discussion about the operation of that body and the recommendation regarding changing the operations
- Report from Dean of PRIE to postpone campus climate survey until Spring 2022
- Remember to get in your participatory governance survey!
- Time for Resource requests and prioritizing the resource requests (non-personnel related requests)
- Counseling requests are in evaluation/ranking right now and will go to the President; and results coming soon
- The Counseling Division had two questions regarding our resource requests:
 - How do we move towards closing equity gaps
 - How does it serve, specifically, our Latinx, Asian American, Native American and Pacific Islander student populations?

b) VPSS Updates

Manuel / 4 mins

We have processed funding for students to support with COVID-19 relief in the form of:

- Emergency Relief CARES Act's first round in 2020
- CARES Act Minority Serving Institution funding also in 2020
- The second wave of HERF Funding (Higher Education Emergency Relief Funding) at the end of Fall 2020 and the beginning of Spring 2021
- We found out we received an additional amount of MSI funding during the second wave of HERF funding
- We now have also added the third wave of Higher Ed Emergency funding

We're in the process of moving through operations and processes to get this help to students.

Today at 4:00 will be our College's COVID Town Hall discussion.

We have a few positions that are actively being sought or in the process of hiring at the moment and are all full-time and permanent positions.

- Personal Counseling Center Counselor
- Director of Financial Aid
- Program Services Coordinator for the Dream Center

c) Enrollment Services Committee Update

Wissem & Maria L. / 15 mins

The next ESC meeting will be April 2.

Currently the three colleges, Enrollment Services Deans, the Registrars and the Vice Presidents are working on finalizing the grading and refund policies. The finalizing of the updated policies will be on the next ESC agenda so hopefully we will have the final version at our next SSPC meeting.

The Counselors would like to get something in writing so the new policy is clear.

d) Guided Pathways

Mary/ 4 mins

Career exploration work is happening.

Bob came in and shared some of the events that have an Interest Area Focus and he shared how he's worked through the Speaker Series for career exploration. He also shared his template and the template was approved for ColtsCon.

Max discussed the launch of CRM and how Counseling is supporting all interest areas.

David spoke about training the first set of peer mentors – he adopted a BTO and ESO Adelante model for training.

WeWorking through guided pathways components.

6) **Anti-Racism Highlights**

a) Anti-Racist Framework Presentation and Discussion

Manuel, Michiko, Karen 12 mins

You can find the Emerging Antiracism Framework & Resource presentation by clicking on Canada College Antiracism Task Force Mid-Term Progress Report to PBC on March 17, 2021 at www.canadacollege.edu/antiracism

Please provide feedback (it can be anonymous) by April 7, 2021 at 5:00 pm

<https://docs.google.com/forms/d/e/1FAIpQLSevRpUL7mYRxxwk8qrYM4n3PCr2sCI7UmuWZ3vKNAtGRghfcjA/viewform>

Lorraine Barrales-Ramirez proposes to add 7 minutes to item 6a

Soraya Sohrabi seconds

Motion carries unanimously by those present

Manasi shares that the College Mission, Vision and Values be first in the list.

<https://www.youtube.com/watch?v=8zf3il34WFM&feature=youtu.be>

b) [Racelighting Part 2](#)

Manuel / 30 mins

What would you want infused in our community regarding Anti-racism? What questions are you left with? What question would you post to Student Services? What do we want infused in our practice as a community of servant leaders related to anti-racism?

Student Services wants to put something forward whether that's a question, whether that's action or whether that is, at the very least, words to inspire further critical thought.

Jeanne has weekly check-ins with President Claire and he's mentioned that he's learning how to deal with his awareness and role in having a real conversation about race.

She has also been reaching out to Classified letting them know she is available 24 hours a day if they need support in any way.

Jeanne mentioned in the past she's heard people make the statement "silence equals consent" and that's really a bothersome statement. Sometimes people are just in thought or processing the information.

Nimsi and Mary discussed in a meeting between our SF State and Cañada Adelante mentors how they talked about the importance of taking time for themselves so they can show up and do their work to support students genuinely. Their students, their student leaders, and even their colleagues are and consistently have been facing acts of racism (whether explicit or not) and that wears everyone down. When we can't show up as our full selves because of the weight we carry, we can't do our job with as much care as the students we serve require. As such, they're doing their best to make sure that the peer mentors on their team are not feeling the need to be hyper-productive and that they take the time and space they need for their well-being.

Michiko feels lucky to work with Mary and present at Flex Day and to Student Senate about the history and how these crimes are not isolated incidents. They also invited faculty and staff and some were in attendance and spoke about how they've never heard the history and the vulnerability and appreciated hearing about it.

Student Senate will meet at their next Business meeting and prepare a statement to put out which will include personal commitments and put them out on social media. They will be discussing toxic positivity which is something new to discuss. This is a new theory about how there is a more meaningful way when we are really grieving and suffering and in fear to check in with each other.

Alison feels these conversations are so important and always appreciated. Are we doing enough to support each other?

Max is thankful for the constant reframing and intentional ask for self-evaluation and consideration of what's within our individual sphere of influence in order to make a change and promote antiracism.

Max is excited to be co-facilitating our next campus community conversation with Student Senate President, Adrian Afif, on April 23 from 1:00-3:00.

7) **Special Presentations**

- a) Student Services Recovery Planning: Presentation Part 2 *Manuel / 15 mins*

Imagine and envision how you can create a frame in which you considered a world without barriers for Student Services. What processes do you want to continue for Fall 2021?

Group 1: (Max, Jeanne, Mary)
ESL Placement Testing
Probation Dismissal Workshops,

Counseling
Food Pantry

Group 3:

A&R return staggered to assist our students?

Plus having courses on campus so international students are granted F1 Visas

Group 4: (Bettina,)

We do not have to use our own money to purchase items for our departments and remember to ask to be reimbursed later

Be able to safely test students for learning disabilities in person

Group 6: (Wisseem, Soraya)

Hold in person information session to help students complete the matriculation process faster

A&R, FA, Counseling representative available during peak time.

Provide in person session for certain student population (ESL, Transfer)

Continue having orientation and counseling online

Offer online degrees

Group 7: (Adolfo,)

1) Maintaining zoom/phone "virtual" appointment options

2) Evening Zoom events

3) Digitizing forms

4) Increasing district-wide collaborations

Group 10 (Bob, Manasi):

Bring back Community Market back at Cañada, open DRC/Health clinic once a week, Intl office open for 1 day a week

(Nimsi, Debbie)

Give people options to continue WFH (safety purposes, related to work equipment) [we ran out of time so we only have 1]

(Alison Field,)

Limited in person tutoring, writing center support, Pony Espresso meals.

(Kathy,)

Intl Center: Sorry this is not a process, but the #1 thing that we need is for at least a couple of General Ed classes to be held on campus. We are blocked from accepting any new overseas F-1 students until they can be enrolled in at least 1 on campus class.

(Maria H., Jade)

Food pantry

Consistent Wi-Fi other than a parking lot/car

A welcome/info center person.

(Lorraine,)

Allow to still have both virtual and in person options.

8) **Business Items**

a) Emerging Project Change Program Presentation

Max/ 20 mins

Move to our next SSPC meeting

b) **Recording Future SSPCs**

All / 7 mins

- It's different to watch the videos (and easier) than reading the minutes.
- Would audio recording be ok?
- Would this replace minutes?
- If we did video + notes, perhaps doing notes that are far more abbreviated.
- People address that video feels uncomfortable.
- Could we use Otter, Panopto or Canvas Sandbox to create notes?
- If we have a recording, how will we put our announcements in chat?

Zoom recordings made to the cloud also automatically generate transcripts (if your setting are set up that way) and you can set up sharing so that you can restrict access to only SMCCD/my.smccd.edu accounts

Maria Huning, moves to explore this item at the next SSPC meeting so we have more time for discussion.

Maria Lara seconds the motion

Motion carries unanimously by the consent of those present

c) **SSPC Bylaw Updates**

Maria H., Mary, Michiko, Nimsi, Manuel / 30

mins

The Team has worked really hard on the Bylaws. We are now at the membership part of the Bylaws.

SSPC Membership

Committee chairs and co-chairs of the SSPC participate in the "Planning and Budget Council's Orientation." New committee members are strongly encouraged to attend, all committee members are welcome to attend.

- **Committee Members**
 1. *Admissions & Records Representative*

2. *Bridge to Opportunities (no longer on campus)*
3. *Career Center Representative*
4. *College Recruiter*
5. *Dean of Counseling*
6. *Dream Center Representative*
7. *EOPS/CARE/CalWORKs Representative*
8. *Financial Aid Representative*
9. *International Students Representative*
10. *Post-Secondary Success Representative*
11. *Promise Scholars Program Representative*
12. *SparkPoint*
13. *Student Representative (up to 2 voting members)*
14. *Student Life & Leadership Development Representative*
15. *TRIO Programs Representative*
16. *Transfer Center Representative*
17. *Veterans Services Representative*
18. *Vice President of Student Services*
19. *Welcome Center Representative*
20. *Wellness Center Representative*
21. **Classified Members (2):**
 -
 - 22. *Faculty Members (1): Counseling Faculty*
 - 23. *Faculty Members (1): Instructional Faculty*
- **Advisory**
 - *Dean of Planning, Research and Institutional Effectiveness*
 - *Learning Center Representative*
 - *Library Representative*
 - *Puente Representative*

Expectations of Service

Committee members will:

- **commit to attend and prepare for meetings**
- **notify co-chairs if unable to attend scheduled meetings**
- **solicit feedback from and report out to constituent groups**
- **vote on business items during SSPC business meetings**

Advisory members will:

- **be defined as a non-voting role, not counting towards quorum**
- **provide advice related to agenda items and discussions**

Removal

Members may be removed or asked to resign by consensus of the SSPC after three (3) council absences in one semester.

Lorraine likes the idea of having an orientation at the first meeting of the year. Others agree.

The group speaks about centers that have 1 or 2 people in the offices and Jeanne shares that as Classified people, we have made this work and can continue to make this work so more people are represented.

Manasi is asking why the International Students Program is moving to the Advisory section. International Students Program is under Instruction which is why it is under Advisory. This is just a suggestion.

Kathy and Manasi - This Program has not changed at all and we are still a service for students except we are now under the Vice President of Instruction. The International Students Program believes we should be placed back under Committee Members and not be moved to Advisory.

In a previous section of the bylaws it recommends the Classified representatives be non-managers in order to have a more diverse classified representation.

Jade Shonette moves to approve the changes in red shown above to the SSPC Bylaws.

Maria Huning seconds

Motion carries unanimously by the consent of those present.

9) Open Forum and Feedback

*An opportunity for anyone to discuss any additional items.
What would we like to cover in the next SSPC?*

- a. Emerging Project Change Program Presentation Max / 20 mins.
- b. SSPC Bylaws
 - i. Removal
Members may be removed or asked to resign by consensus of the SSPC after three (3) council absences in one semester.
- c. Recording Future SSPCs All / 20 mins

Adjournment

Next meeting is Wednesday, 2-4pm, April 7th, 2021 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.