



Student Services Planning Council Minutes

Meeting Date: September 23, 2020

Meeting Time: 2:00-4:00

Location: ZOOM Meeting

Present: Manuel Perez, Jade Shonette, Margarita Baez, Ruth Miller, Georganne Moring, Alison Field, Ariela Villalpando, Bob Haick, Chantal Sosa, Jeanne Stalker, Lorraine Barrales-Ramirez, Mary Ho, Mayra Arellano, Michiko Kealoha, Olivia Cortez-Figueroa, Saul Miranda, Nadya Sigona, Soraya Sohrabi, Max Hartman, Karen Engel, Kathleen Harris, Marcella Grant, Matais Pouncil, Nimsi Garcia, Candice Johnson, Maria Huning, Kathryn Kohut, Jamie Hui, Bettina Lee

Topic	Discussion/Outcomes
1) Approval of Minutes (Action) (2 minutes) September 11, 2020	Mary Ho moved to approve the minutes as is from September 11, 2020. Soraya Sohrabi seconded the motion. None abstained, none disapproved. Motion passes.
2) Timekeeper Assignment Rotation (3 minutes)	Margarita Baez offered to be timekeeper.
3) Department Reports	Manuel and Ruth requested that all updates be submitted via the Zoom chat box.
4) Discussion Items I. Annual Plan (25 minutes)	Dean Karen Engle provided the annual plan found at https://canadacollege.edu/planningbudgetingcouncil/2021/Annual_operational_Plan_for_2020-21_proposed_to_PBC_Sept_2_2020.pdf Dean Max Hartman lead us through a discussion about what we should share with PBC about what SSSC believes about these plans. Michiko found the 5 th slide very helpful in understanding which goals were chosen and where the initiatives came from. Mayra mentioned the Anti-Racist framework and how it should be clarified and include action items with it. Specifically, how we are engaging our community and high schools in this work, how can they collaborate with us? Kathleen Harris asked “Are the 6 focus points already decided? Promise Scholars supports anti-racist framework and completion for the most vulnerable students.” We are primarily looking to see if there are more changes to be made, and its all

Mission Statement

Cañada College provides our community with a learning-centered environment, ensuring that all students have equitable opportunities to achieve their transfer, career education, and lifelong learning educational goals. The college cultivates in its students the ability to think critically and creatively, communicate effectively, reason quantitatively, and understand and appreciate different points of view within a diverse community.

still up for conversation. Mary Ho asked on the focus for the year on the guiding principles, “are we ensuring this through an anti-racist lens or if it is in conjunction. It got lost in that particular focus in the wording.” Karen wanted to make sure that we understood that we were considering how COVID-19 and our commitment to Anti-Racism is connected to our plan when highlighting our priorities. This continues the conversation had at the summer retreat and expands on what we previously planned from previous planning sessions. Manuel wanted to make sure that the framework is the lens, that through which all things are assessed, understood, and built upon. Nimsi asked “Could we get a bit more clarity around slide 11 & that strategic priority? I'm a bit confused regarding its intent & what it is meant to accomplish.” Karen asked how we review the programs on campus and ask how we institutionalize them.

Max moved to extend the discussion by 6 min and Michiko seconded it. It was passed. Karen identified it as the challenge of grants going away that have worked and moving them to Fund 1 as institutionalized. Max asked if the priority should be clarified based on the wording or if it is the chart. Nimsi would like us to name grants specifically because the phrasing is not clear.

Max would like to see if we should rethink our mission statement since that should be the lens, we view the institution? Kathleen Harris mentioned that there is a disconnect between the goals and anti-racist framework, like it was a backfill. Concerned that this language does not really fit. Mary recommend that we change up the phrasing.

Max moved that we extended the conversation for 5 more minutes, Nadia seconded. It passed.

We considered how we are “interrogate the mission” and challenge what it means. Lorraine asked what is the technology piece that is going to really bring this together specifically around strategic priority #1. Concern that we are going to miss students and technology is necessary for how we identify problems students are having and solving them collaboratively. Manuel mentioned “I hear from Lorraine that perhaps the modality is the priority. Right now, the modality is mostly listed as a means to an end.” And then Mayra noticed “I also do not see the CRM in strategic priority #1.” Lorraine mentioned that student need to know in this time where to go and how to access what they need. Additionally it was brought up by Jeanne and Lorraine that we needed to include materials being in Spanish and other languages for marketing.

Mission Statement

Cañada College provides our community with a learning-centered environment, ensuring that all students have equitable opportunities to achieve their transfer, career education, and lifelong learning educational goals. The college cultivates in its students the ability to think critically and creatively, communicate effectively, reason quantitatively, and understand and appreciate different points of view within a diverse community.

<p>II. Latinx Heritage Month (10 minutes)</p>	<p>Margarita Baez discussed the Latinx Heritage Month events and how to connect via zoom link. Flyer can be found at https://www.canadacollege.edu/hsi/docs/Canada%20Latinx%20Heritage%20Month%202020.pdf Most of the events will be in English or Spanglish. All are welcome! It will be interactive and facilitated by our Cañada College colleagues! Mayra mentioned that our landing page includes celebrating our Latinx community. Please share the flyer and invite friends and colleagues to participate. The Bienvenida was recorded and will be available to share with our community. Manuel wanted to point out that Nadia Moreno from ASCC really did a great job introducing the presenters at the kickoff event.</p>
<p>III. PBC Follow-up (25 minutes)</p> <ul style="list-style-type: none"> ○ Anti-Racism Framework 	<p>Dean Max Hartman shared our ideas from SSPC about how we would like to form a taskforce first before adopting the framework. However, the ideas were put on hold as we solicit more information from the campus before approving it. Max would like to know what else we should bring to PBC from the SSPC. He would like feedback if we are going to do this challenging and important work it's should have been done long ago. He noticed we have a "let's go" attitude and want to do the work already. Jeanne brought up that Classified Senate has already begun this discussion and want to consider having an outside consultant, more flex day activities, and emphasis on shared governance in how we operate. We can provide feedback via the online form: https://docs.google.com/forms/d/e/1FAIpQLSe-5031GF7UvP7Jcgg8NWv93-x9YUpeAgbl_jW-hxHcQbY8dw/viewform</p>
<p>IV. SSPC Structure & Membership (15 minutes)</p>	<p>VPSS Manuel Perez identified that there are some newer to our SSPC. Jade Shonette has returned as our student representative. Kathleen Harris is the Foundation Director and is working to make sure that the college and most vulnerable students have resources. Additionally, she works on the helping garner support for our college initiatives. He mentioned that what we have 2 important roles in SSPC, PBC representative and SSPC co-chair. We discussed who might want to step into these roles. Lorraine mentioned that our bylaws do not indicate how long these roles last, but both current representatives and co-chairs believe that they should only be 2-year roles. Interim Dean Pouncil would like to clarify that this representative can be classified or faculty. The representative must be already on the SSPC list. Lorraine mentioned that we should continue with the PBC bylaws of the representative being a 2-year commitment. Michiko volunteered to be co-chair through April. This will be reviewed and voted on at the next SSPC meeting.</p>

Mission Statement

Cañada College provides our community with a learning-centered environment, ensuring that all students have equitable opportunities to achieve their transfer, career education, and lifelong learning educational goals. The college cultivates in its students the ability to think critically and creatively, communicate effectively, reason quantitatively, and understand and appreciate different points of view within a diverse community.

<p>5) Standing Items</p> <ul style="list-style-type: none"> • Planning & Budgeting Council Updates – Max Hartman (10 minutes) • VPSS Updates – Manuel Pérez (10 minutes) • Enrollment Services Committee (ESC) (10 minutes) • Guided Pathways (10 minutes) 	<p>Dean Karen Engel brought back the phrasing of the Annual Plan changes that Max will bring to PBC. Soraya asked if there needed to be additional changes to the plan for this year. There was discussion about if we are already an anti-racist institution and should remove “becoming.” Max brought up that we are not yet there as an institution. Many other voices agreed in the chat.</p> <p>PBC adopted the proposed timeline for program review and created a program review workgroup to monitor, evaluate, and coordinate the program review process. APC is going to be renamed as the President’s Operating Group. We continued our conversation about the anti-racist framework conversation and are going out to the community for more feedback. Karen presented on the Annual plan. We did not get to the Transfer Services plan proposal that was forwarded to next meeting.</p> <p>VPSS Perez highlighted that he took part in the CSSO Virtual Conference. He reminded SSPC that the state is grouped together by regions, that Cañada is part of Region IV, and that he serves as the Region IV Representative on the CSSO Executive Board. The Conference included a region and statewide discussion about such topics as antiracism, COVID-19, and the fiscal outlook/budget. Programs and offices were encouraged to review best practices for budget management and student support during these important times in student services.</p> <p>This committee did not meet since the last SSPC meeting. There are no new updates.</p> <p>VPSS Perez mentioned the meetings have gone well and the success teams are getting filled. Currently at 40-60% filled with reps and at least one group will be able to begin working with students next semester. Dean Engel mentioned that PRIE has been trying to pull data to help the teams case-manage students and utilize the data. The conversation around early alert has been very interesting. Mary Ho identified that she and Diva are working on best practices and it is very interesting.</p>
<p>Department Reports</p>	<p>Student Life reports:</p> <ul style="list-style-type: none"> -Partnering with marketing on a complete revamp of our website -Continuing to make social media commercials for our department and SafeZone team. -Our department is still supplying virtual student body cards and made physical medical assisting badges for student clinicals in the hospitals.

Mission Statement

Cañada College provides our community with a learning-centered environment, ensuring that all students have equitable opportunities to achieve their transfer, career education, and lifelong learning educational goals. The college cultivates in its students the ability to think critically and creatively, communicate effectively, reason quantitatively, and understand and appreciate different points of view within a diverse community.

	<p>-Working with our dean and VPSS on a new department newsletter with spotlights from students.</p> <p>-Continuing our events and just held our first virtual Club rush with over 70 students, and they received these headphones.</p> <p>-Our student life team was selected to present our work at the national student leadership conference and hosted a workshop on resolution writing with an ethnic studies lens.</p> <p>-Vending commission is due THIS Friday! Be sure to apply!</p> <p>¡ESO! Adelante reports:</p> <p>-Check out beautiful newsletter.</p> <p>-We are hiring ESO! Adelante mentors. Please share link to our mentor page. https://canadacollege.edu/esoadelante/adelantementor.php</p> <p>BTO reports:</p> <p>The next The More You Know w/ the Peer Mentors is this Thursday, Sept 24 at 11am. The topic will be: How is Shelter in Place going for you? Link is live in the flyer</p> <p>Career Center reports:</p> <p>Hosted an information and hiring session with Amazon today 09/23/20. 28 students attended and most were excited to apply for open positions, and many asked good questions.</p> <p>Implemented over the summer an automated appointment system through the job board that students can use to schedule a Zoom or phone meeting with me at the Career Center. The system automatically creates a Zoom meeting for the student and also populates my outlook calendar. It also will email and text the student 2 days and 2 hours before the meeting to remind them. The Button to make an appointment for students is on the Career Center home page and on each student’s job board portal page.</p>
<p>I. Adjournment</p>	<p>3:45pm</p>
<p>Future Items: <i>Upcoming Meetings:</i> SPRING 2020: 10/14/20, 10/28/20</p>	<ul style="list-style-type: none"> • Foundation Report was not discussed.

Mission Statement

Cañada College provides our community with a learning-centered environment, ensuring that all students have equitable opportunities to achieve their transfer, career education, and lifelong learning educational goals. The college cultivates in its students the ability to think critically and creatively, communicate effectively, reason quantitatively, and understand and appreciate different points of view within a diverse community.

Mission Statement

Cañada College provides our community with a learning-centered environment, ensuring that all students have equitable opportunities to achieve their transfer, career education, and lifelong learning educational goals. The college cultivates in its students the ability to think critically and creatively, communicate effectively, reason quantitatively, and understand and appreciate different points of view within a diverse community.