

Student Services Planning Council



Minutes

Date: Tuesday, October 12, 2021 (updated date)

Time: 2:00 - 4:00pm

<https://smccd.zoom.us/j/94809251078>

1) Welcome

a) **Time Keeper** – Margarita Baez

b) **Do we have our team?** (Quorum: 13; *purple* = pending appointment or vacant)

Adolfo Leiva (SparkPoint)

Vacant (Faculty)

Andrea Garcia (Fin Aid)

Aricka Bueno (Faculty)

Bettina Lee (Wellness Center)

Bob Haick (Career)

Camille Barbosa (ASCC Rep)

Eshton Liu (ASCC Rep)

Jannet Rios (Dream Center)

Sarah Cortez (Welcome Center)

Kathy Kohut (International)

Lorraine Barrales-Ramirez

(EOPS, CARE, CalWORKS.FYSI)

Manuel A. Pérez (VPSS)

Margarita Baez (Classified Rep)

Maria Huning (TRIO)

Maria Lara (A&R)

Mary Ho (Post-Sec. Success)

Max Hartman (SS Dean)

Mayra/Ariela Villalpando (Promise)

Michiko/Griselda Paredes (Stu. Life)

Nimsi Garcia (Classified Rep)

Olivia Cortez-Figueroa (Coll. Recr.)

Soraya Sohrabi (Transfer)

Veterans Services Representative

Wissem Bennani (SS Dean)

Guests: Jai Kumar, Manasi Devdhar-Mane, Kristi Longoria

c) **Introduction of new SSPC representatives**

New Reps/10 mins

Nimsi Garcia is one of our new classified representatives and our new volunteer SSPC co-chair while Michiko Kealoha is out.

Margarita Baez is one of our new classified representatives.

Aricka Bueno is our new faculty representative.

Eshton Liu is one of our new student representatives.

2) **Adoption of The Agenda**

2 mins

Lorraine Barrales-Ramirez motioned to adopt the agenda as is

Maria Huning seconded the motion

Motion carries by all those in attendance

3) **Approval of the Minutes**

2 mins

a) May 12, 2021

b) September 8, 2021

Eshton Liu motioned to approve the minutes for May 12 and September 8

Olivia Cortez-Figueroa seconded the motion

Motion carries by all those in attendance – with the exception of Aricka Bueno and Margarita Baez abstaining for May 12 minutes

4) Reports (2 minutes)

a) "Why" We Do What We Do Share (Maria Huning)

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?*

Maria Huning, Director of the TRIO Program at Cañada College, is sharing with us today from Sequoia High School. "I help to foster the pipeline from the high school in our community through to the college and beyond. In TRIO I feel this is very possible because we are able to obtain a grant that will fund these type of direct services to our community through our partner programs like Sequoia High School, Woodside High School and community partners like the Fair Oaks Community Center or the Adult School. A big part of what I do what I do is because we have community members and families that slip through the cracks and I feel like that is how my family was as well. As a family we had some education around how to do certain things but it was assumed I knew everything about going to college and I didn't. I needed support and it was through programs like TRIO that I was able to continue on in my education. I was lucky enough to attend Mills College and there I met the TRIO Director there that could see I was lost. He helped me through the beginning of my education and to find a path. I feel like it's my opportunity to offer that hand back to our community and keep the pipeline moving forward."

ii) *Upcoming SSPC line-up: Mary Ho, Lorraine Barrales-Ramirez, Aricka Bueno, Wissem Bennani*

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

EOPS: We are still accepting applications. New students do have to be in 12 units but we are accepting a very limited number of students with at least 9 units. If students already purchased their books from out bookstores, EOPS will reimburse them for up to \$450. Also, as we start CSU and UC transfer applications, I'd like to point out that EOPS students get 4 CSU and 4 UC application fee waivers.

ESO! Adelante

Approved for no-cost extension until Sept 2022

Upcoming events:

Oct 18 – SF Build STEM Informational Next Monday!

Nov 4- 2pm-4pm: Map Your Journey to SF State workshop, will send out flyer soon!

iESO! Adelante
at Cañada College
in partnership with SF State

STEM @ SF STATE INFORMATIONAL

Monday, Oct 18 | 2:30 - 4:00 PM



Illustrations by Storyset | <https://storyset.com/>



DR. KELECHI UWAEZUOKE
Assistant Director for Diversity
Inclusion and Community
Partnerships for SF BUILD at
SF State



**AUDREY PARANGAN-
SMITH, PHD**
Program Director for SF BUILD
Scholars at SF State
Adjunct Assistant Professor,
Biology Department

The iESO! Adelante program will host SF BUILD (Building Infrastructure Leading to Diversity) and the LCOE APP (Latinx Center of Excellence Aspiring Physicians Program) Programs from SF State. Both programs are dedicated to providing Latinx and first generation students with research opportunities in STEM. At this workshop you will gain insight about how to get involved in research, the transfer student experience at SF State and learn about the field of STEM.

RSVP TO JOIN US VIA ZOOM

<https://tinyurl.com/buildlcoeinfo>

iESO! Adelante is a peer mentorship and transfer pathway program to SF State that serves Latinx, first generation and low income students. Learn more at www.canadacollege.edu/esoadelante
For disability-related accommodations, please email: canypss@smccol.edu or call (950) 506-5334.



SparkPoint Updates:

Food Grant Program - Nearly 400 students are receiving a \$75 monthly electronic Food Card to be used at either Target, Safeway, Walmart, Whole Foods, Instacart or Uber Eats.

Rapid Response Hotel Stay Program - We have expanded our 3-6 night hotel stay to 30 nights for students experiencing homelessness or who are near homeless.

Rental Assistance - Students in need of up to 2 months of Rental Assistance, rental assistance is available. Students are also connected to local CORE Agencies to access additional financial assistance (car repairs, additional housing, food and additional services).

We are planning to open the Food Pantry in January of 2022.

Transfer Center is hosting a virtual transfer Day of October 26th from 11 a.m. to 2 p.m. There are about 65 in-state and Out-of-state universities.

Students may register ahead of time. The Transfer Day and registration information is available at <https://canadacollege.edu/transfercenter/transferdayregistration.php>.

A list of universities will be available shortly at the same link, which includes Representatives names, links to the programs offered by the institutions, transfer and other student support services at the universities, and financial aid availability, and more... Please encourage students to review the list, the information provided and register for the event.

In addition to the Transfer Day, students, faculty and staff have the opportunities to attend the webinars provided by HBCUs,

<https://www.californiacommunitycollegehbcutransfer.com/upcoming-events>.

For more events offered by universities you may visit:

<https://canadacollege.edu/transfercenter/events-by-universities.php>

, and to schedule one on one appointment with the university representative go to:

<https://canadacollege.edu/transfercenter/universityvisits.php>.

October is Transfer month and we have Transfer Tuesday! On Tuesdays, we are inviting Faculty and staff to wear their Alma Mater or shirt from the University of their Choice to promote transfer options and share their experience at the university. For virtual learners, you may also use a background of Alma Mater or university logo in the zoom background and/or any other platforms that we meet with students virtually.

Veterans Updates:

We are about to begin interviews for the VROC Coordinator

Car Packages will be sent out to our Veterans and Military Connected students

The District-wide CRM is near completion. This will streamline veteran matriculation and certification.

5) Standing Items (27 minutes)

a) PBC

Max / 4 mins

Our last PBC was on October 6. We took action based on Assembly Bill AB 361. This bill amends the Brown Act to allow groups to continue holding meetings in a virtual format through the fall semester due to COVID-19.

There was also a presentation on the Facilities Master Planning from Vice Chancellor Jose Nuñez. Vice Chancellor Nuñez reviewed the Master Plan Goals, which are designed to honor and support the District's strategic goals and the College's Educational Master Plan.

PRIE office shared information regarding our most recent graduates from the Graduation Survey Results.

Our next meeting is Wednesday, October 21.

You can find all the information from the PBC meeting agenda and supporting documents at the PBC website:

<https://canadacollege.edu/planningbudgetingcouncil/meetings.php>

b) VPSS Updates

Manuel / 4 mins

We look forward to our first Student Services Huddle on Friday, October 29 in the afternoon. Invites will be going out this week. It will be a time to gather outdoors with snacks and an opportunity to speak with each other in an open forum to talk things out with one another. Our hope is to have this on roof top patio of building 23.

Our Town Hall is this Friday with an opportunity to hear from a College specific lens about District wide efforts to clarify vaccination uploads, documentation and exemptions, student vaccination process, etc.

Keep in mind that our students have received two messages and will receive two more with information that they need to update their vaccination information for Spring classes by November 3 to avoid disruption and limiting restrictions to in person classes in the Spring. Students will receive a step by step process on Websmart on how to upload their information, as well as, on the letters sent to students.

Question: Is it required that we have the booster shot? No, we just need the first two vaccinations.

c) Enrollment Services Committee Update

Wissem & Maria L./ 15 mins

Beginning Friday, December 17 at noon through January 4 Degree Works is going through a major upgrade so it will be going down. Students will be notified prior to December 17 by email instructing them to please print or save their SEP so they know which courses to enroll for in the Spring 2022 term. This important information will be placed on the Degree Works page as well as emailed to each student.

On our Admissions & Records main page you can go to the [COVID 19 Grading Tab](#) regarding information for the Fall 2021 EW pass/no pass and incomplete guidelines as it relates to COVID. This information is the same for all three campuses.

There was a miscommunication with IT and the Fall 2021 was not set up for EWs so when students were dropping from the courses between September 1-16 they did not have the option to pick COVID related. This was fixed and IT was able to go back to all the students who dropped themselves via Websmart and corrected that mistake. It should now reflect an EW and the student should also receive a refund.

The deadline to drop a course with no charge for the Fall 2021 semester is the last day of the course. Each course will be different. The dates are posted under the webschedule.

Priority Registration dates for Spring 2022 are November 3-16
Open Registration is November 17-January 17.
Late registration is January 18-31

The registration dates are updated on the Admissions & Records website

CCCApply is now open. If students are wishing to apply using CCCApply for the Summer 2022 term or Fall 2022 term, they can do so.

For current Fall 2021 we have extended the deadline to submit both degree and certificate graduation petitions from October 1 to November 5, 11:59 pm. Please refer students to Counselors for an appointment.

Fall 2021 OVID-19 Grading Options link:
<https://covid-19.smccd.edu/grading2021/>

Spring 2022 Registration Dates Link:
<https://canadacollege.edu/registration/index.php>

d) Guided Pathways

Mary / 4 mins

The Director of Student Success position has posted. This is a joint position managing the Learning Center and Student Success Teams and Guided Pathways.

Margarita Baez will continue in her position as 50% guided pathways and 50% ¡ESO!.

We talked about wanting to do more work in steam lining communications in interest areas to students and also across the college.

We did a deep dive discussion from both an equity and antiracism lens around success teams and pathways for part-time students, first-year experience, dual enrollment and early college, as well as, career exploration. We discussed what the priorities will be for us this year.

We also discussed what has and hasn't worked well for Guided Pathways and Colts Con so we can improve. We also discussed how Guided Pathways eco system works in our college and if we are student ready.

Our next [Guided Pathways](#) meeting is Tuesday, October 19 at 2:30.

6) Business Items (70 mins)

a) Faculty & Classified Request Forms

Max / 10 mins

Max is on the Program Review Workgroup as representative through PBC. This workgroup is to continually refining and updating our Program Review process. While we've had a lot of work upgrading the process for non-personnel, we've found we now have an opportunity for updating the process on how we request personnel positions. If you are going through Program Review now and requesting personnel positions, complete either the Program Review or Annual update, as well as, the Classified Request forms. SSPC reviewed the Faculty and Classified forms which are included in the minutes packet.

The ask is to have SSPC review these forms and collect feedback and get recommendations for how we would like the forms and the process to move forward. The Program Review workgroup is planning to also send a survey to all employees requesting personnel positions during this Program Review process to get specific feedback from them.

This is for the future and does not impact the current Program Review process.

If you do have any recommendations, please send them directly to Max Hartman.

b) Vaccination Check-in & Updates

Manuel / 20 mins

The Town Hall is Friday, October 15 and will center on the student vaccination process.

Question: Outreach would like to know as soon as possible when we can invite other students, such as High School students and community organizations for Outreach Tours. As it relates to this semester for anyone who is not a student, we have our universal mask mandate for this semester only; Fall 2021.

At the Town Hall tomorrow we'll receive more specific policies and practices for Spring 2022.

President Lopez added that at Chancellor's Cabinet they are in the process of debating the mask mandate for Spring 2022 so we hope that decision will be made soon.

Question: Will vaccination clinics continue through Spring 2022? The vaccine clinics will continue but they will be consolidated to the District Office. They've been consolidated because of the low turnout at the colleges. There is ongoing conversations regarding have vaccines available at the college Health Centers. More to come.

Please continue to remind and encourage our students to upload their vaccination data beginning on Nov. 3! This is to avoid any restrictions to in person services and classes.

c) President Salutations

Interim Pres. Lopez / 5 mins

President Lopez has asked all the Division Deans and Vice President's to invite her to their meetings so she can say hello.

President Lopez wanted to see if anyone has any questions or concerns to bring to her.

The President's Office is in the process of collecting questions regarding student vaccinations and will compile them and bring them to the Town Hall tomorrow.

We've received a lot of questions from the Health and Safety Committee, as well as Academic Senate. We've combined these questions and will get them answered and sent back out to the committee and academic senate. I hope you'll have the opportunity to review these questions and answers before the Town Hall on Friday.

We've added a standing item to our Planning and Budgeting Council meetings which is Spring 2022 Return. Every other week we will provide updates, share decisions and answer question or bring them forward to Chancellor's Council to keep the communication of information open.

d) SSPC Focus Areas (cont'd from SS Manager's Meeting update)

All / 30 mins.

During the summer the Student Services Manager's met and in that meeting we discussed the broader budget from both the statewide system and bringing communication full circle in Student Services. To better communicate, we will continue having Student Services Planning Council meetings, we will have at least two more Student Services Manager's meetings and we'll begin Student Services Huddles.

During these meetings and conversations, we've discussed what do we want to do as a planning council? As part of our by-laws, we already know that we offer strategies and resources for strengthening student services practices, student services long term, short term, and mid-term goals. What do we want our planning council to focus on this year?

Below is an info graphic that talks about the 4 I's for informational leadership. Let's use this as we take a look at the work that we do.

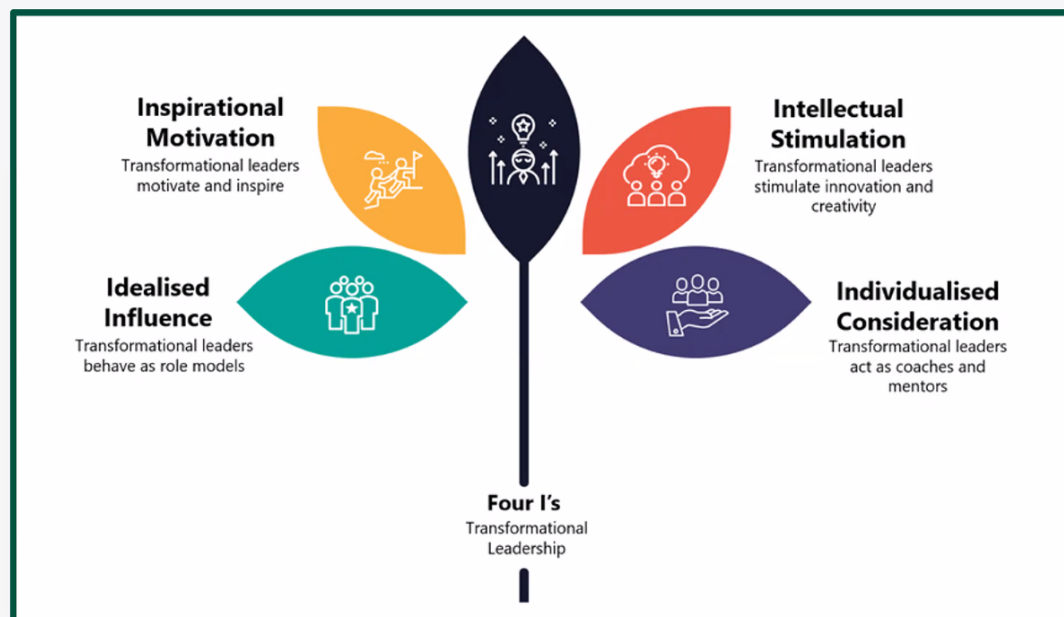
The leaves are talking about idealizing influence or the way in which we, as a group of leaders, can be role models. That we act, communicate, relate and empathize with one another with the goal of setting standards.

In what ways do we still hold on to inspiration and who we are as leaders? How can we make sure this stays a part of our core and we don't lose sight of our motivation? What is our responsibility as transformational leaders to make sure that we enter that into the conversation?

We want to make sure we can remain creative, be innovative and use our imagination. We don't want to lose this so how do we anchor this to our conversation as student services leaders in this planning council?

Then lastly, this final piece about additional one-on-one, individualized considerations from a transformational approach in what way can we coach, in what ways can we offer support that is peer to peer and helping each other to become stronger in their own way and through their own authentic frameworks.

What do you think? Does this have a role in our current planning council?



The Four I's of Transformational Leadership (Bass, 1985, 1990, 1995, 2008)

The info graphic below came from a webinar in conversation that happened from the Atlantic Fellows; www.atlanticfellows.org

This info graphic is about the role and responsibility of anti-racist leadership. Please reflect on the graphic for, at least, 5 minutes.

Take note of what comes up for you as you reflect on the graphic.

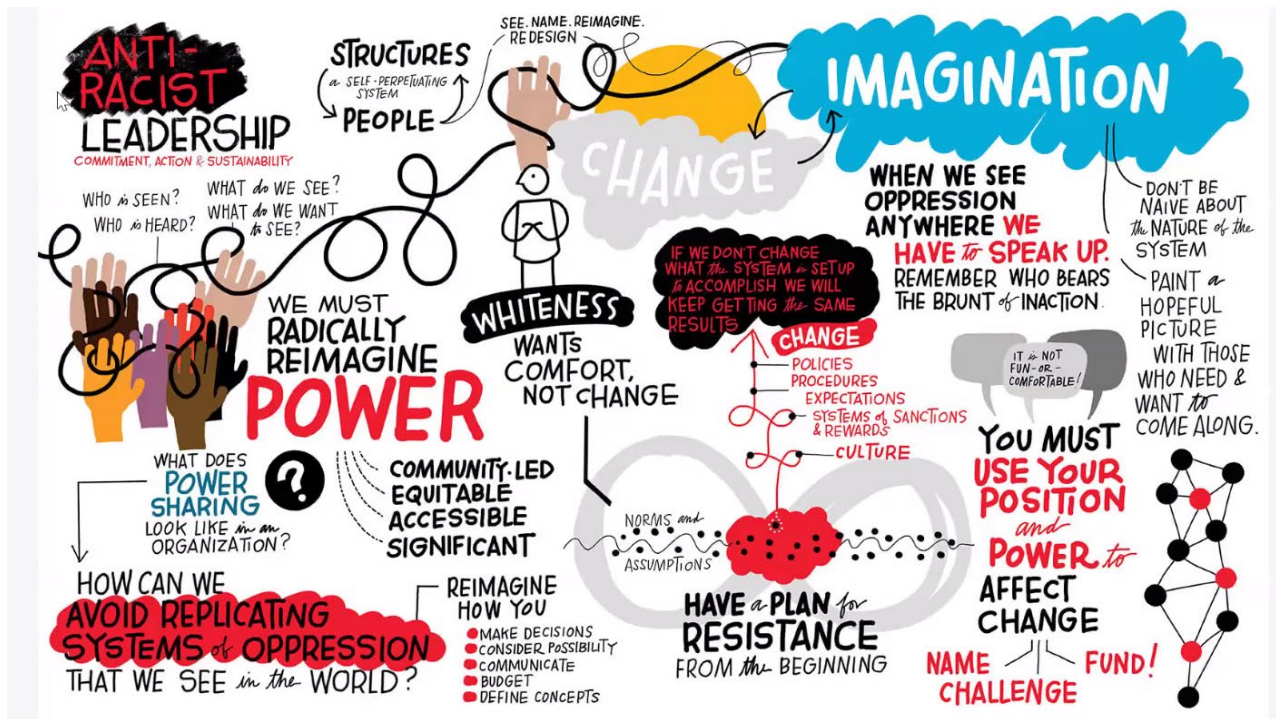
How do we connect and/or how do we relate to the info graphic?

Take notes in preparation for break out groups.

The breakout rooms will be randomized.

It may be awkward or uncomfortable but open up to the process of this is what came up for me as I was looking at this.

When we come back from the breakout rooms, we'll have a conversation about how this relates to SSPC.



<https://www.atlanticfellows.org/news/webinar-anti-racist-leadership-commitment-action-and-sustainability>

<https://hbr.org/2021/02/stop-telling-women-they-have-imposter-syndrome>

What is our responsibility as a community (Student Service Planning Council) to make sure we are strategically intervening, disrupting, stepping into moments in which we can say we had an impact here?

SSPC agreed to carry this topic over to subsequent SSPC meetings.

At the next meeting we'll begin with a refresh on Transformation Antiracist Leadership. What does that mean for Student Services? What does it mean to be transformative and center anti-racism in Student Services?

We should come to the table with a specific idea or question to explore this as a council.

e) October 13, 2021 and April 21, 2022 Flex Days

5 mins

The campus will be closed for both the October and April Flex Days. Because the campus is closed encourage your staff to take full advantage and to participate in flex days.

f) Discuss 9-106 Space Name

Max / 10 mins

9-106 used to be a classroom and then it was used for swing space for Admissions & Records. We now have the opportunity to reformat that space as our new transfer space. This will house our transfer and university relations programs on campus. Our ¡ESO! Adelante partners will be housed in 9-106 and there's room in the space for our University representatives and for drop-in counseling. There is also an open area that will be great for Transfer Workshops.
The space needs a name!

Below are ideas already discussed.

- The Transfer Station
- Colts Transfer
- Colts U-Center
- Colts Transfer Station
- The Transfer Information Center
- The University Information Center
- The Transfer Guide Center
- The University Guide Center
- The Colts University Transfer Station (The Colts-U)

Y

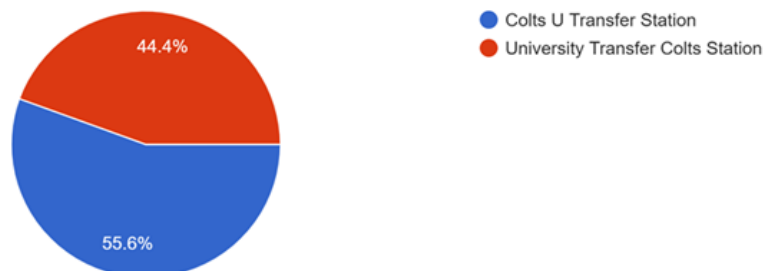
After much consideration, the two names to vote on are Colts U Transfer Station and University Transfer Colts Station.

Lorraine Barrales-Ramirez motions to extend this agenda item with additional 5 minutes for continued discussion

Margarita Baez seconds the motion

Motion carries by all those in attendance

Max will send the survey and the vote will close at 5:00 today.



- 7) **Special Presentations**
- 8) **Business Items**
- 9) **Open Forum and Feedback**

Adjournment

Next SSPC meeting will be Wednesday, October 27, 2021 from 2pm – 4pm.

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.