



Student Services Planning Council Minutes

Meeting Date: December 11, 2019

Meeting Time: 2:00-4:00

Location: 3-142

Present: M. Hartman, M. Carrington, M. Huning, M. Alforja, B. Haick, A. Cuevas, D. Zidan, G. Rhodes, M. Arellano, N. Sigona, D. Joy, M. Kealoha, C. Johnson, S. Soraya, L. Barrales-Ramirez, A. Leiva, Pérez, M.

Topic	Discussion/Outcomes
<p>1) Approval of Minutes (Action) November 13, 2019</p>	<p>A. Cuevas made a motion to approve the Nov. 13 minutes. D. Zidan seconded.</p>
<p>A. Discussion Items</p> <p>I. Timekeeper Assignment Rotation (5 min.)</p> <p>II. AB 705 Presentation (25 min.)</p>	<p>M. Kealoha motioned to have M. Huning to be timekeeper and all were in approval.</p> <p>Max updated the college with information regarding AB 705 (applies to students with a transfer goal). Full production begins on January 10th and will include the following:</p> <ul style="list-style-type: none"> a. CCCApply Process: When a student completes the HS Data Fields in CCCApply, the import of the data elements will populate SOATEST/SOAHSCH/STVTEC and render the appropriate Test and Placement Codes. b. WEBSmart Form: If a student did not enter the HS GPA/ information in CCCApply, they will be directed by Assessment/Testing Staff to input the information into WEBSmart. This will automatically input the data and render the Test and Placement Codes like the CCCApply process. c. CCCApply Staging Table: Import all related data and run the process from students who applied to Summer/Fall 2019 term. <p>The Welcome Center and Counseling department have worked with faculty and cohorts at the other colleges to prepare.</p> <p>The students are ready to do the academic work but not quite ready for college work, such as, doing homework, going to class, etc.</p>

Mission Statement

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<p>III. January Program Review Debrief and Planning (25 min.)</p> <p>B. Business – Standing Items</p> <ul style="list-style-type: none"> VPSS Updates (15 min.) 	<p>Students are able to self-report math and English grades through CCCApply. It still benefits students to bring all transcripts when registering.</p> <p>AB 705 clock starts when a student first enrolls in a math or English class.</p> <p>Do we want to make any changes on how we do Program Review? How do we want this process to look and how can we be involved in the position proposal process and resource request process? We need more clarification on how to roll requests forward or is it considered a new request.</p> <p>Retreat – 3 hours with lunch to talk about Program Review, Resource Requests and Position Proposals:</p> <ol style="list-style-type: none"> Clarity about the current process and timelines for each of the above with SSPCs involvement in all three. What works? What could we do better? Adjusting the frequency of Program Review Do we want to separate teams? Invite Allison Hughes to the meeting and co-create questions that we’ll ask her. Schedule a follow-up meeting so Allison can answer questions and problems. <p>Thank you to everyone as I finish out my first half year of working at Cañada. Housing Insecurity – Due January 6 from the Chancellor’s Office. Only 7 colleges will be chosen in the entire state. Food Insecurity – Presented in draft mode to the Board of Trustee and was approved. It should be moved forward and will begin in January 2020. Dual Enrollment Director – Committee is meeting Financial Aid Director – Committee is meeting</p>
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<ul style="list-style-type: none"> • Cañada Annual Plan (5 min.) • Enrollment Services Committee (5 min.) • Guided Pathways (10 min.) 	<p>Important – new employees must not start in any position before being approved by the Board of Trustees. Staffing and other issues are happening with the Financial Aid department, Admissions and Records department and the Health Center. Please let them know we have their back. Personnel Updates are coming out this week from the President’s Office.</p> <p>No updates</p> <p>Our local Counseling has asked for Webschedule to be updates showing units and open seats. Max presented to Academic Senate and they voted yes, as well as, the other two colleges. It will now go to the VPSSs committee to get their approval. If approved, it could happen in summer 2020 CSUs except C-. Our colleges only accept Cs.</p> <p>The Steering Committee will reconvene early in January to look at the Spring 2020 semester’s structure. SSPC would like a call to go out campus-wide to have additional employees to join in the process.</p>
<p>IV. Other/Department Reports (30 min.)</p>	<p>Outreach The Jacket and Toy drive ends Monday. Please contribute! We’re serving 35 families from Half Moon Bay. The Posada is in Half Moon Bay this coming Monday from 5:00-8:00.</p> <p>Veterans Andy attended the BART station housing for Veterans and Low Income housing and met with Captain of local Marines who is interested in helping with providing Color Guard. Contact Andy if you have any needs.</p> <p>Financial Aid Y. Mercado will be transferring to a SparkPoint detail. J. Hong will be out for 18 months. M. Carrington is looking for a detail to take over the long-term detail that is vacated by Y. Mercado. A. Soler’s last day is Friday. She’ll be out for 6 weeks. M. Carrington’s last day in the office will be in January. Happy Retirement Margie!</p>

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L. Canestro will be the new SSPC Financial Aid representative in January.

Next meeting – How can we support Financial Aid?

Upward Bound

Preparing with Annual Performance Report

Students are preparing for finals, applying for internships and scholarships.

Scholarships are due March 2

TRIO

Just finished the Annual Performance Review.

Please refer students to TRIO

Transfer Center

CSU East Bay extended their application deadline to January 15. UC Santa Cruz, Riverside, and Merced extended to Jan. 3. The workshops to available to support students for the application updates in the month of January.

Career Center

Where planning for Spring semester.

Welcome Center

Last Counseling appointment is this Thursday. Orientations will be going on next week.

January Counseling appointments are drop-in only.

DRC and PCC

Both busy and able to accommodate a great number of students. K. Martinez is back in the office and she does a great job.

The application has closed for the permanent director position. G. Rhodes will continue as interim director until the new director is hired.

The January Flex Day will have a CARES presentation. Please attend.

BTO and Peer Mentors

Students have agreed to come to a retreat on December 17.

We're still looking for STEM Peer Mentors and BTO Mentors. Email C. Johnson or fill out the applications on the BTO website or STEM website.

M. Huning made a motion to extend the time 15 additional minutes. M. Alforja seconded. All approved.

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	<p>EOPS Accepting new applicants for Spring. Please refer students.</p> <p>Dream Center The Legal Clinic will reopen the first Wednesday after school begins in January.</p> <p>SparkPoint Spark Point’s last day will be this Thursday and will be re-open again in January.</p> <p>Student Life ASCC is voting on two initiatives; housing and transportation. They’ll be voting next week. ASCC are available to come to classes for presentations, as well as, professional meeting to work on team building and leadership.</p> <p>Counseling Career Courses are available for students. Please refer them to Counseling. Please refer students to update their SEPs</p>
V. Information/Updates	See above
VI. Adjournment	3:45
<p>Future Items:</p> <p><i>Upcoming Meetings:</i> SPRING 2020: 1/22, 2/12, 2/26, 3/11, 3/25</p>	

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