



Student Services Planning Council Minutes

Meeting Date: September 11, 2020

Meeting Time: 2:00-4:00

Location: ZOOM Meeting

Present: Ari Soler, Jeanne Stalker, Saul Miranda, Karen Engel, Lorraine Barrales Ramirez, Ruth Miller, Max Hartman, Adolfo Leiva, Bob Haick, Alison Field, Mary Ho, Maria Huning, Nimsi Garcia, Matais Pouncil, Kathy Kohut, Margarita Baez, Nadya Sigona, Manuel Pérez, Candice Johnson, Soraya Sohrabi, Loretta Davis, Bettina Lee, Debbie Joy, Melissa Maldonado, Manasi Devdhar-Mane, Mayra Arellano, Olivia Cortez-Figueroa

Topic	Discussion/Outcomes
1) Approval of Minutes (Action) (2 minutes) May 13, 2020	Mary Ho moved to approve the minutes as is from May 13, 2020. Bob Haick seconded the motion. Jeanne Stalker abstained Motion passes
2) Timekeeper Assignment Rotation (3 minutes) 3) Department Reports 4) Discussion Items I. COVID Updates (25 minutes) <ul style="list-style-type: none"> ○ Grading Policies & Refunds (Ari Soler & Ruth Miller) 	Maria Huning offered to be timekeeper. Manuel and Ruth requested that all updates be submitted via the Zoom chat box. <ul style="list-style-type: none"> ● Students are entitled to an EW grade on their transcript up to one year after the class is over. ● With an EW grade, students are also entitled to a refund of enrollment fees up to one year after the class is over. ● With an EW grade, nonresident students are entitled to a refund of nonresident tuition and capital outlay fees through mid-January. ● The EW grade will not affect a student's GPA and/or progress. ● Students are able to opt for pass/no pass through the day before finals begin for the class.

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<ul style="list-style-type: none"> ○ CARES Act Funding (Ari Soler) ○ Drive-Up Wi-Fi (Manuel Pérez) 	<ul style="list-style-type: none"> ● Students are able to repeat, via petition, any course taken in Fall 2020 regardless of the grade earned. <p>Financial Aid is processing Emergency Relief aid to students impacted by the fires. Additional monies to help students impacted by COVID and the fires is coming from 25% institutional support from CARES Act, 25% institutional support from CARES Act MSI Funding and the COVID-19 Block Grant. Both the CARES Act MSI funding and the COVID-19 Block Grant are still being determined how best to be used by the District.</p> <p>Barring any campus closures due to smoke and unhealthy air, Monday, Sept. 14, the District will launch free Wi-Fi access for students at all three campuses. The new “Drive-Up Wi-Fi” service allows students to park in a specially designated parking lot on the campus of their choice, where they can access Wi-Fi to attend online classes or do schoolwork.</p> <p>Reservations are required. Students can pick the campus most convenient to them, fill out the Eventbrite reservation form, print or download their Eventbrite ticket, and follow the instructions. Students will receive a QR Code as confirmation of their reservation. Students may also bring others with them as long as they’ve registered each additional person.</p> <p>Restrooms will be available. Students have in/out privileges for the Drive-Up Wi-Fi lot between 6am – 8pm.</p> <p><u>Drive-Up Wi-Fi Website/Reservations</u></p> <p>Student Drive-Up Wi-Fi Hours Cañada College: Monday – Friday, 6 am – 8 pm Students will use Parking Lot 1 and accessing the exterior bathrooms on the third floor of building 9.</p> <p>College of San Mateo: Monday - Saturday (except Fridays), 6 am - 8 pm Students will use Parking Lot 6.</p>
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<p>II. SSPC Structure & Membership – Ruth Miller & Manuel Pérez (15 minutes)</p>	<p>Skyline College: Monday - Friday (except Wednesdays), 6 am - 8 pm Students will use Parking Lot L</p> <p>Student Drive-Up Wi-Fi Rules</p> <ul style="list-style-type: none"> • Review COVID-19 symptoms and stay home if you are sick • Make a reservation on Eventbrite and bring your ticket to campus • Check in at the Public Safety Access Point • Drive to the Wi-Fi lot and park in any space with a GREEN cone • Only members of the same household in each vehicle • All vehicle occupants must remain in the vehicle except to use restrooms • Read and follow all rules on your Eventbrite ticket • Abide by the Student Code of Ethics <p>For more information, please see the District Drive-Up Wi-Fi website.</p> <p>Ruth has been SSPC Co-chair for the last 10 years and is ready to share this opportunity.</p> <p>Max Hartman would like to know if anyone is interested in replacing his position on the Planning and Budgeting Council as the SSPC representative.</p> <p>Both the Co-chair and the Planning and Budgeting Council representative will be discussed at the next SSPC meeting on September 23. If you have any interest in one of these positions, please contact Ruth Miller and Max Hartman for more information.</p> <p>Melissa Alforja has resigned to concentrate on family and, at this time, Maria Huning, as Director of TRIO Upward Bound has agreed to cover TRIO SSS with an extended additional 25% of her time. This is only while we search for a new TRIO SSS Director.</p> <p>Karen Engel motioned to combine the two TRIO representatives and Max Hartman seconded. The motion passed.</p>
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<p>III. College Annual Strategic Plan – Karen Engel (10 minutes)</p>	<p>The following positions will be updated in the SSPC membership: College Recruiter Promise Scholars Program Representative Student Representatives Welcome Center Wellness Center</p> <p>Karen Engel presented the draft Annual Plan for 2020-21 that is under consideration by PBC and that SSPC members can provide feedback to Karen or Max Hartman, SSPCs PBC representative, through October 7, when PBC will be deciding to adopt the plan.</p> <p>The focus for the College this year is to:</p> <ul style="list-style-type: none"> • Prioritize support for students, faculty and staff during COVID-19 and remote campus operations • Apply guiding principles (or a framework) related to fulfilling the campus-wide commitment to becoming an anti-racist institution and fulfilling its mission of “ensuring that all students have equitable opportunities to achieve their transfer, career education, and lifelong learning educational goals.” <p>And the top six goals for the College are:</p> <p>Goal #1: Student Completion/Success Improve Student Completion</p> <p>Goal #2: Community Connections K-12 & Adult School Partnerships Enhance Marketing</p> <p>Goal #3: Organizational Development Implement Professional Learning Plan Promote a Climate of Inclusivity Institutionalize Effective Structures to Reduce Obligation Gaps</p> <p>The Basic Task Force will be moved to the following SSPC meeting on September 23.</p>
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<p>IV. Basic Needs Task Force – Max Hartman & Adolfo Leiva (5 minutes)</p>	<p>If you are interested in volunteering at the weekly CSM Distribution (Fridays, 11am to 1pm), please follow this link: https://app.smartsheet.com/b/form/2ecee0fb1ccd45fb980ba701f248b32d</p> <p>If you are interested in volunteering for the weekly Skyline Distribution (Wednesday, 11am to 1pm), please follow this link: https://app.smartsheet.com/b/form/b30f683bd9304d3395ce73051b35eb8</p>
<p>V. BANNER Upgrade-October 17-18 – Matais Pouncil & Ruth Miller (5 minutes)</p>	<p>No additional updates other than BANNER and WebSmart will be unavailable. This upgrade will not affect CANVAS or district email.</p>
<p>5) Standing Items</p> <ul style="list-style-type: none"> • Planning & Budgeting Council Updates – Max Hartman (30 minutes) <ul style="list-style-type: none"> ○ Anti-racism Framework 	<p>The bulk of our time at last Planning and Budgeting Council meeting was spent on the anti-racism framework.</p> <p>Does our task force meet the needs? Can we identify the specific barriers from a white racial lens?</p> <p>Mary Ho made a motion to add 10 minutes to extend this discussion – Maria Huning seconded Motion passes</p> <p>Here is the link where you can provide anonymous feedback on the Framework online if you prefer, here: https://bit.ly/ANTIRACISMCAN In looking at the EMP and Strategic Priorities 20-21 plan, identify the barriers, be specific on what the barriers are with the understanding that Higher Ed has been designed from a White racial lens.</p> <p>SSPC will ask PBC to authorize a formation of an anti-racist task force right a way. Motion that SSPC recommends to PBC (via Max) that they create an Anti-Racism Task Force immediately that is representative and inclusive of voices from across the campus, and that</p>

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<ul style="list-style-type: none"> • Enrollment Services Committee (ESC) (5 minutes) • Guided Pathways (10 minutes) 	<p>CSSO Virtual Conference – The theme this year was the pursuit of equity and social justice. Stay on the lookout for updates. The updates will be online through Spring. Stay tuned to District Board meetings.</p> <p>Academic Senate is working on getting the calendars ready 2021-2022.</p> <p>Any student that went to school before 2016 has two options to get a transcript; complete an application for the college or go through the back door through Credentials. Look on WebSmart for directions.</p> <p>Guided Pathways is going well. We have four instructors with reassign time. Look for more information on the Guided Pathways webpage.</p>
<p>Department Reports (Please input your update in the Zoom chat box)</p>	<p>BTO: BTO and STEM Peer Mentors are hosting the first of their weekly community events on Wednesday, September 16th at 10am called The More You Know w/ the Peer Mentors! The first topic is Self-Care and Non-Academic Skills. The link on the PDF flyer is live!</p> <p>Career Center: The Career Center has a few employer info sessions coming up over the next 3 weeks. We will be virtual hosting Amazon, Gateway Learning, and Upward Scholars. Information for these will go out through "Whats Happening" and the Job Board. I will also be attending a training through our job board provider College Central, on the 17th to learn the new Virtual Career Fair system they have added to their service, which will allow us to easily host a career/job fair this fall. Also working on getting our weekly employer sessions filled.</p> <p>Dream Center: You are all invited to the DREAMers Task Force, where we will focus our time setting goals for the task force and beginning our plan for the Undocumented Student Week of Action, which is Oct 19 - 23.</p> <p>EOPS: EOPS will continue to accept students through the semester. Although a requirement is that students be full-time, the CCCCCO is allowing to accept a limited number of students who</p>

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have 9-11.5 units. If students already purchased their books, EOPS will reimburse them for up to \$350, as long as they purchased them through our Bookstores.

Financial Aid: Preparing for CARES disbursement

Preparing our 20-21 scholarship application

2021-2022 FAFSA/CADAA application opens on Oct 2.

Processing Emergency Relief aid to students impacted by the fires

ESO: Expect to receive a newsletter soon regarding – ESO! Adelante fall programs: SFSU Business Informational, SFSU Stem Informational, SFSU “virtual campus visit, Jumper pre-orientation and family session, student highlights

Date for upcoming SFSU Business Informational is Sept 24th. Flyer will be shared.

I am working with a group of folks on collecting programs, activities and services related to Transfer & University relations. Not all the fields need to be populated, just the fields that fit how you support students in their transfer efforts. Please help us collect the most robust information Transfer and University relations support.

https://docs.google.com/forms/d/e/1FAIpQLScogcNrLLZaU0iZEF_bIO6aQU80fHO415ppj4bv037JjXUK4Q/viewform

International Center Program: Thank you to Admissions, Welcome Center, and several other departments for your extra help welcoming and registering all of our new international students and global online students this semester. Despite significant COVID-19 challenges facing F-1 students, we are so happy to see a relatively strong turnout this semester. We are not seeing the huge decrease in intl student enrollment that many other colleges are seeing. Including our Global Online Learning (non F-1 international) we have 120 students, just a -5% decrease over Fall 2019.

SparkPoint Updates – 09/11/20

1. SparkPoint continues to offer 100% virtual services. Our clients are experiencing increased and multiple simultaneous financial struggles at varying levels
2. Community Market – 19,100 families served, 755K lbs. distributed, \$1.3M in grocery offset for our community. CSM serves 1000 families per week.
3. Skyline has recently launched their Food Distribution on Wednesdays, 11am to 1pm. SKY serves 400 families per week and will be building capacity up.

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4. Food Grant Program – There are currently 165 students enrolled in the Food Grant Program for the Fall semester. Students will receive \$75/month via an electronic gift card good for use at Safeway, Target, Walmart and Whole Foods. Previous participants from Summer are automatically enrolled and we will be enrolling additional students for the fall semester. I will email program leads on Monday with information about how to enroll additional student for this semester (eligibility = students must be enrolled in at least 1 unit)
5. Emergency Fire Grant – 20 students have requested either \$250 (1-8 units) or \$750 (>8 units) Districtwide (10 from Cañada).
6. SparkPoint in partnership with United Way Bay Area and funded thru Wells Fargo, will be awarding 10 Rental Assistance Awards (\$1750 ea) for past and future rental assistance, along with utilities expenses.
7. Vet Vouchers – Thanks to a grant from the SAGA Foundation, SparkPoint has extended Veterans with \$175 in book voucher support for Fall 2020. This will be for new purchases and will provide credit for previous purchases.

Student Life: If you are interested in volunteering at the weekly CSM Distribution (Fridays, 11am to 1pm), please follow this link:

<https://app.smartsheet.com/b/form/2ecee0fb1ccd45fb980ba701f248b32d>

If you are interested in volunteering for the weekly Skyline Distribution (Wednesday, 11am to 1pm), please follow this link:

<https://app.smartsheet.com/b/form/b30f683bd9304d3395ce730517b35eb8>

Transfer Center:

Transfer Day on October 13th from 10a.m. to 1 p.m. Currently we have 59 universities expressed interest of attending.

CSU, UC and ICCU also offer a series of presentations and information sessions, College Week, in September and October. Attendees are required to register in advance. You may find more information at <https://canadacollege.edu/transfercenter/transferday.php>

We also offer workshops and Q and A sessions where students can drop-in to ask questions. The schedule is posted at the Transfer Center webpage. Please encourage students to attend these events.

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	<p>A group of employees have been planning events to celebrate Latinx Heritage Month, Sept 15 - Oct 15 (LHM). The Marketing Dept is working on putting together a flyer for all the events we are planning & any other events that might be happening as well. If your program/department/club is hosting an event for LHM & you would like to add it to the flyer, please fill out the following form ASAP: https://forms.gle/YDFWi3pyVJhryXWv8</p> <p>We will also need support with planning & coordination of events, so if you are interested in participating in any events, feel free to reach out to myself and Ariela Villalpando via email at garcian@smccd.edu & villalpando@smccd.edu</p> <p>Last reminder: If you want to collaborate on events for Latinx Heritage Month, send me an email at garcian@smccd.edu :)</p>
<p>I. Adjournment</p>	
<p>Future Items:</p> <p><i>Upcoming Meetings:</i> SPRING 2020: 9/23/20, 10/14/20, 10/28/20</p>	<ul style="list-style-type: none"> • Foundation Report

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