

Student Services Planning Council



Minutes

Date: Wednesday, December 8, 2021

Time: 2:00 - 4:00pm

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

1) Welcome (5 minutes)

a) **Time Keeper** – Olivia Cortez-Figueroa

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

Adolfo Leiva (SparkPoint)

Vacant (Faculty)

Aricka Bueno (Faculty)

Bettina Lee (Wellness Center)

Bob Haick (Career)

Camille Barbosa (ASCC Rep)

David Vera (Financial Aid Rep)

Dream Center Representative

Eshton Liu (ASCC Rep)

Kathy Kohut (International)

Kristi Longoria (Veterans Services Representative)

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 Arellano (Promise)

Michiko Kealoha (Stu. Life)

Nimsi Garcia (Classified Rep)

Olivia Cortez-Figueroa (Coll. Recr.)

Sarah Cortez (Welcome Center)

Soraya Sohrabi (Transfer)

Wissem Bennani (SS Dean)

Guests: Candice Johnson

c) **Introduction of new SSPC representatives**

New Reps/ 5 mins

Welcome David Vera (Director Financial Aid) and Kristi Longoria (VROC Coordinator)!

2) Adoption of The Agenda

2 mins

Maria Huning motioned to adopt the agenda for December 8, 2021

Eshton Liu seconded

Motion approved by all those in attendance

3) Approval of the Minutes

2 mins

a) November 10, 2021

b) November 29, 2021 – Special Meeting

Soraya Sohrabi motions to approve the minutes of November 29, 2021

Seconded by Maria Huning

Approved by those in attendance with the exception of Margarita Baez and Aricka Bueno who will abstain

Mary Ho motions to approve the minutes of November 10, 2021

Seconded by Eshton Liu

Approved by those in attendance with the exception of Maria Lara who will abstain

4) Reports (2 minutes)

a) "Why" We Do What We Do Share (Mary Ho)

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?*
- ii) *Upcoming SSPC line-up: seeking volunteers for next semester! Aricka Bueno*

Mary's most recent story is about working with a team for SafeZone. For those that don't know SafeZone is a group of staff who are committed to creating an inclusive environment for LGBTIA+ faculty, staff and students through workshops, training and advocacy. We recently had a training for a group of student leaders through Student Senate and we focused on critical race theory, intersectionality and solidarity. This workshop was a lot of hard work and thought and I'm really proud to be a part of this group. It was during this training I felt that being able to create space for student leaders who talk about racism, identity, homophobia, and discrimination, all very heavy topics, it's such a transformational moment for me because I feel like these are the spaces that allow students to be transformed in their own way to be empowered. I just feel that this group itself is such a wonderful group to be a part of because of what we're able to do for the students.

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

Admissions & Records Updates: Office will be closed Dec 23-Jan 2nd.. Fall 2021 Final Grades available to student Jan 5. ---The last batch of Spring 2021 diplomas/certs will be mailed out before the end of next week. --The Summer 2021 diploma/certs will be mailed out either before the winter break or first week in January. Thank you! Email me directly if you have any questions at lara@smccd.edu

CWA Update: Please let students know we are still accepting CWA applications for spring 2022. If you see any students that are looking for online, hybrid and/or evening classes, please send them our way!

Dream Center: We are in the middle of the hiring process for a Dream Center Coordinator. The position has closed and we're just waiting for the screening to begin. Also, our Legal Clinic will return next semester.

EOPS: We are now accepting applications for spring 2022. Later today and tomorrow, we will have our End of the Semester Celebration: Hugs for Mugs – RELAX.

RECHARGE. RECONNECT. Students who RSVP will receive a Cañada mug filled with treats. We will have games and prizes for students who participate.

Financial Aid Update: We are requesting a PSC on 12/15, we have ramped up our outreach efforts and are hoping to meet or exceed our awarding from last academic year. In previous years these numbers have declined. Additionally, we are encouraging students to apply for outside scholarships.

FYSI: Our Resources & Opportunities for Success & Excellence (R.O.S.E.) Committee is planning a flex workshop in January for faculty and staff that would like to be Foster Youth Allies. Please attend if you would like to support our FY students. We are also planning on offering a CRER 401, as a late start, for FY students who are wanting to go to college in preparation to start next fall semester. In addition, we are revamping the FYSI website to be up by the start of the spring semester.

Outreach Updates: Held our Annual High School & Community Partner event virtually in November. We are in full recruitment mode for Spring semester and have been visiting high schools and doing info/application workshops in RW City, East Palo Alto, Pescadero and Half Moon Bay. Planning our first Boys and Girls Senior Day in January. Continuing Early College virtual workshops (concurrent enrollment, Middle College and Upward Bound). Increasing our community connections and helping to promote Dual Enrollment and Concurrent Enrollment. Doing presentations in both English and Spanish for parent groups at various high schools. Last, in the process of hiring more Campus Ambassadors - please send energetic, passionate students my way to interview! Planning in person on campus Student Support Check in events (one on Dec. 15th and more in January - week before and first week of classes). Also, making daily phone calls to students that were dropped because they have not uploaded their vaccination docs.

SparkPoint:

- 1) Our Food Grant Program will continue into next semester. Continuing students don't need to reapply as long as they are enrolled in school.
- 2) If you know of any students who are experiencing homelessness or are near homeless, please refer them to SparkPoint.
- 3) SparkPoint is also continuing our Rental Assistance Program (up to 2 months of Rental Assistance).
- 4) Cañada also received ongoing Basic Needs Funding and will receive one time funding as well. This will be used to expand Basic Needs services
- 5) We are currently exploring the possibility of launching a Drive Thru Food Distribution. More info to come
- 6) Finally, we plan on opening the Food Pantry during the Spring semester.

Student Life Report - is anyone able to bring a toy or book for a child? We are trying to bring any donations to the Redwood City and San Mateo toy drive next week Thursday before 2pm. Please drop off anything in Building 5 Room 354. Everything helps!

We also got a print station installed today so students can print anything from their phone in our center. We also have a little "Festive Finals Treat and Meet" tomorrow in The Grove from 11:30-12:30pm if you'd like to get some yummy little snacks with us!

Also, we were taped by Marketing to help make a district wide video on student FAQs for Spring 2022 and it includes items like social distancing and masking.

Transfer - CSU application for fall 2022 admission is still open for 20 Campuses, 17 of them have a deadline of December 15th and 3 campuses have later deadline: SFSU December 30th, CSU East Bay Feb. 15, and Humboldt February 28th. A list of the CSU campuses and their deadline is available at <https://www.calstate.edu/apply/Pages/csu-priority-application-deadline.aspx> and at the Transfer Center website.

The UC application deadline has also extended to January 7th for 3 UC campuses, (UC Merced, UC Riverside, and UC Santa Cruz).

The Transfer Center offers additional drop-in sessions on December 14th and 15th at 1:00p.m.

This evening Menlo College offers an information session that the current students will share their experience at Menlo, and the Admissions Staff will review the admission requirements and process. Students with Business and Psychology major may RSVP at https://zoom.us/meeting/register/tJ0sdOirpzkiH9fMfpTUOKP8Lz03b7c75f_f. Event is December 8, 2021

University Center/¡ESO! Adelante - SF State University received the 2021 Equity Champion for Higher Education recognized for their work with Cañada College and the ESO! Adelante program.

In-person Posada event happened last Friday – our first in-person event was successful – gave us an idea of what to plan for an in-person event.

Jumpstarter, pre-orientation for admitted SF State students is this Friday, Dec 10th from 4pm-5:30 pm

SF State – 38 admitted total, 16 accepted admission

NDNU Bachelor's Completion Program in Business Administration is still accepting students for Spring 2022. Please contact Erica Rose Dominguez edominguez@ndnu.edu if you have any questions.

VROC: Held our first collaborative workshop for the year called Service to Salary with SMCCCD veteran PSCs and the Alumni Foundation. Working on turning this into a series that we will host throughout Spring, focusing on employment, jobs, and educational resources. Working to support student enrollment through the SSL and stream lining some of the document tracking that has to happen for our VROC students.

Welcome Center are scheduling the last few appointments for the Fall Semester. Drop in counseling will start January 4th. This will be for students who are wanting to register for the Spring 2022 semester. We are looking forward to seeing lots of students again and getting them back in the classroom.

5) Standing Items (27 minutes)

a) PBC

Max / 4 mins

PBC has been reviewing the position proposals coming through from the full Program Reviews or the Annual Reviews/Updates. We're hoping we'll have some sense of which way the President is leaning before we go on break.

There will be a survey that will go out to everyone who has submitted a position and gone through the process. Please complete the survey to provide feedback! Your help with this survey will help us streamline the process for the next time.

For clarification, the survey will be going out to everyone that submitted one or more positions. There will be a future time at an SSPC meeting to provide feedback and opportunities to update our Program Review/Resource Request process. Thank you all for the support, reminder, and advocacy towards improving all parts of the program review process!

Final meeting is December 15. There will be the remaining position proposals presented at this meeting.

b) VPSS Updates

Manuel / 4 mins

Please fill out the PBC Program Review Survey!

You must have a reason NOT to fill this survey out.

Come to our End of Semester Wrap-Up! This Friday! There will be music, games, prizes, holiday sweaters, food and a chance to celebrate accomplishments.

Please RSVP!

c) Enrollment Services Committee Update

Wissem & Maria L./ 15 mins

The number of fraudulent registrations are down and the District continue to work on stopping any that look suspicious.

Degree Works will be updated and in order for that to happen it will be shut down on December 17th. The message has been posted on websmart and notifications have been sent to students. This is important information because students need to print their SEP prior to Degree Works shutting down, in case they need it for registering for classes.

There will be Degree Works training for Counselors available.

Effective Dec. 2, emails, for all new students, will contain their last name, first initial of their first name and a random number. All other student emails will remain the same unless there is a student who does not want their first name shown in their email address. If so, please refer them to the Admissions & Records Office.

d) Guided Pathways

Mary / 4 mins

Yesterday's steering committee meeting was a wrap-up of the semester where we had each of our priority workgroups for Guided Pathways share their updates and tell us about their progress and also give us a forecast of what to expect from them in the Spring 2022 semester.

We have **five priority workgroups**. These workgroups are focused on Guided Pathways as it relates to **Success Teams, First Year Experience, Career Exploration, Ensuring Learning, and Dual Enrollment**. These are the five areas we are strategically zeroing in on for this final year of Guided Pathways.

The state is in the process of allocating the additional \$50 million with the hopes of continuing into a sixth year. Community Colleges will be lobbying our legislatures for an additional \$100 million.

6) **Business Items (70 mins)**

a) SSPC Leadership Transition

Co-chairs / 10 mins

Regarding our co-chair position, in an effort to be transparent, Nimsi, Michiko and Manuel, want to ensure there was continuity of information so we agree to extend a couple more meetings to Nimsi so she can scale down from her experience and work until the end of the semester also giving Michiko time to ramp up back into the role of co-chair so we can make sure the health and wellness of our organization as a planning council stays strong.

Also, were also wanting to use this as an opportunity to assess how did giving volunteer leadership opportunities for finite amounts of time to other members of the council feel? How did others on the council feel? Depending on Nimsi's feedback, maybe this will inform our next iteration of updating bylaws to allow space for leadership coaching, leadership simulation and taking it on for a temporary amount of time, especially before you agree to be the co-chair for two years.

Nimsi appreciated the opportunity and felt intimidated in the beginning but feels like she's learned a lot and thinks it would be beneficial for more members to experience being a co-chair.

A big thank you to Nimsi and a big welcome back to Michiko!

b) Spring 2022 Roundtable (*Masking, Vaccination, Testing, Hybrid Schedules*)

Co-chairs / 60 mins

Question: What is the policy for visitors on campus for the Spring semester?

This is one question the Vice Presidents of Student Services' have been consistently asking at District Vice President of Operations and Vice President Council and leadership meetings. As it relates to Student Services and greeting members of the public, inviting our community partners and those who are not yet our students, the best response at this time is we will follow and align with county orders. Right now by looking at data, we are masking but the next time we will look at the data will be Dec. 29. The VPSS want to make sure we have a clear protocol for when we return to campus regarding mask mandates.

Please don't miss the next Manager's meeting on Dec. 17 at 9:00. We will get the latest information at this meeting. At this meeting we will get the latest information about protocols.

The final meeting for the Board of Trustees will be Dec. 15 and they will be making decisions about the return in the Spring semester. The meeting begins at 6:00.

Question: Regarding VROC and the Dream Center, will we still want to allow for bonding and socialization. Is this the new normal and how do we allow this and still keep in mind the health of our students?

Right now there are no social distancing protocols in place.

The District website has a lot of information which is kept up-to-date.

If you get stuck and can't remember where to find the latest District COVID information, google returntoworksmccd and it's the first link that pops up. This has all the information that you need to know and can even link you to the student or public information.

Overview Return to Campus Landing Page

<https://smccd.edu/return-to-campus/index.php>

For Students

<https://smccd.edu/return-to-campus/students.php>

For Employees

<https://smccd.edu/return-to-campus/employees.php>

As a result of our policy update, it is now mandatory for all personnel and students to upload their vaccination information. There are different impacts for each. For students effective Spring 2022, if you have not uploaded any vaccination information, you will be

dropped from any in-person classes and restricted from on-campus resources on a rolling basis.

For staff and faculty, in terms of masking and vaccination uploads, you are held to the same standards of requirements regarding uploading your vaccination status. Once uploaded you are either cleared or, if you have attested you will not be vaccinated, you will go through weekly testing and you will mask indefinitely until your vaccination status changes.

Beginning as soon as today, our Welcome Desk will be receiving a list of students with in-person Counseling appointments. This list is of students who have not finished uploading their vaccination status so the Welcome Desk personnel will begin calling them to reschedule their appointments and to see how they can help the students to finish their process.

Faculty are in the process of making an MOU for Spring 2022. This will impact Counselors and our non-instructional faculty. We hope this is completed before the winter break and find out how it will impact Counseling.

The form sent out by David Feune to Managers and Classified Staff regarding hybrid work schedules for Spring 2022 is due back as soon as possible but no later than December 17. There is a multi-approval process and, please be sure to speak with your local leader or manager before the form is submitted.

All this will be discussed at the next Counseling Division meeting, as well as, new implementation for drop-in counseling.

Question: How will students be able to clear their vaccination status during the winter break (Dec. 23-Jan.2)? Rolling drops are counted during business days so no students should be dropped from their classes during this time frame. Religious exemptions, for students, are managed singularly by the VPSS at each college. Cañada's VPSS manages their religious exemptions one to two times daily and will continue to do so during the break.

Outreach received a report of students that were dropped from their classes because their vaccination information hadn't been uploaded. The Outreach team are calling each of the students and many of the students have already uploaded their documentation. If Outreach is able to contact the student, they try to help them immediately. If the student is at work or busy they're offering to schedule an appointment and are given the contact information. Outreach is trying to get students to commit, at least, verbally and if they do, this information is added to the notes. If they are unable to get a hold of students, the student is called daily until contacted. Once they receive notification the student's information has been uploaded, they look to see if the student has registered.

Question: Are there any additional requirements for student employees for the Spring 2022 semester?

Student employees will need to first go through all the student processes: upload their vaccination information, then we track that information and the outcomes from that information all taking a student first route. Once the student employee has uploaded their student vaccination information, whether they work on campus or virtually will be dictated by how they submitted their information.

Let Manuel or Debbie know if you have student employees that are being asked to upload vaccination information for both being a student and again as a student employee.

7) **Special Presentations**

8) **Open Forum and Feedback**

Adjournment

Next SSPC meeting will be on Wednesday, January 26, 2022 from 2-4pm.

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.