

# Student Services Planning Council



## Minutes

Date: Wednesday, March 9, 2022

Time: 2:00-4:00pm

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

### 1) Welcome

4 minutes

- a) Time Keeper – Margarita Baez
- b) Do we have our team? (Quorum: 13)

<i>Adolfo Leiva (SparkPoint)</i>	<i>David Vera (Financial Aid Rep)</i>	<i>Maria Huning (TRIO)</i>	<i>Olivia Cortez-Figueroa (College Recruiter Rep)</i>
<i>Ana Escalante Flores (Dream Center Rep)</i>	<i>Eshton Liu (ASCC Rep)</i>	<i>Maria Lara (A&amp;R)</i>	<i>Sarah Cortez (Welcome Center Rep)</i>
<i>Aricka Bueno (Faculty)</i>	<i>Kathy Kohut (International Students Center Rep)</i>	<i>Mary Ho (Post-Sec. Success)</i>	<i>Soraya Sohrabi (Transfer Center Rep)</i>
<i>Bettina Lee (Wellness Center)</i>	<i>Kristi Longoria (Veterans Services Rep)</i>	<i>Max Hartman (SS Dean)</i>	<i>Wissem Bennani (SS Dean)</i>
<i>Bob Haick (Career)</i>	<i>Lorraine Barrales-Ramirez (EOPS, CARE, CalWORKS .FYSI)</i>	<i>Mayra Arellano (Promise)</i>	
<i>Camille Barbosa (ASCC Rep)</i>	<i>Manuel A. Pérez (VPSS)</i>	<i>Michiko Kealoha (Student Life Rep)</i>	
<i>Danielle Pelletier (Instructional Faculty Rep)</i>	<i>Margarita Baez (Classified Rep)</i>	<i>Nimsi Garcia (Classified Rep)</i>	

Visitors: Ron Andrade, Heather Nunes, Chantal Sosa, Jai Kumar

Welcome; Ana Escalante Flores who is our new Dream Center Coordinator.

### 2) Adoption of The Agenda

2 minutes

Mary Ho motions to adopt the agenda for March 9, 2022

Bob Haick seconds the motion

Approved by all those in attendance

### 3) Approval of the Minutes

2 minutes

#### a) February 23, 2022

Eshton Liu motions to approve the minutes from February 23, 2022

Olivia Cortez-Figueroa seconds the motion

Discussion

Amendment – Danielle Pelletier motions to approve the minutes with the update to the Program Review dates of February 23, 2023 and not February 23, 2022

Margarita Baez seconds the motion

Approved by all those in attendance

Full approval of minutes with amendment

Eshton Liu motions to approve the minutes from February 23, 2022

Olivia Cortez-Figueroa seconds the motion

Approved by all those in attendance

### 4) Reports

#### a. “Why” We Do What We Do Share

*Danielle Pelletier / 2 mins*

“This happened today after my morning class. A student of mine has been going through a very difficult time in her personal and professional life and in her mind she knows she’s a great student and she feels like she’s a fast learner but since she’s been isolated at home and being in a not so healthy relationship that’s ending and feeling worried about being alone, she’s second guessing herself that she can be a good student. So she came to me during class to ask if she could go to my office to speak to me. She needed an ear and someone to hear her. Jonathan MacSwain came to our class to give us information about the Learning Center and what’s available to our students. My student has been going to the Learning Center and receiving help with her technology, such as CANVAS, google, PowerPoint so she’s very grateful and is making the Learning Center her new home where she’s getting lots of help from tutors and she’s really starting to feel some confidence and it’s really making a difference. Thank you to all the support available for our students.”

Next Sarah Cortez, Ron Andrade

#### b. Thank you for sharing your department reports in the chat

*All*

**EOPS:** Will be accepting new students for spring until March 31. Student can be reimbursed up to \$450 The online application is on our website:

<https://canadacollege.edu/eops/eops.php> (Lorraine Barrales-Ramirez)

**FYSI:** Will be offering a cohort CRER 401 class (May 31-June 9), with the focus on Foster Youth. (Lorraine Barrales-Ramirez)

## 5) Standing Items

### a. PBC

*Max / 4 minutes*

The last meeting for the Planning & Budgeting Council was March 2, 2022.

An overview of the Presidential search process and timeline was discussed.

There was a special presentation and reminder of where we are right now with our Educational Master Planning process. There is a retreat happening on Friday to go over next steps.

There was discussion on our Spring enrollment as it relates to both data and trends and important questions. Dr. Bennani and Dr. Engel anchored the conversation from a place of data and best practices which included enrollment landscape but also some vaccination and attestation information and data, as well as, some top issues and trends that are taking place in the enrollment world as it relates to applications and financial aid and what we've done to look at those concerns.

We also discussed planning for our Fall 2022 semester and continued return to campus.

The next PBC meeting will be Wednesday, March 16, 2022.

### b. VPSS Updates

*Manuel / 4 minutes*

We're getting closer to the end of the semester and it's a good time to check in with each other from a Student Services stand point.

Check-in with each other as we plan for the end of the semester.

### c. Enrollment Services Committee Update

*Wissem / 4 minutes*

At the last ESC meeting we discussed a lot of technical issues.

The work to get the forms into the CRM is in process. The work is going well. The Registrars plan to complete their part by the end of this month. The work continues and we will all appreciate this part of the CRM once it's completed.

Texting is prioritized as a communication tool. Ana Pulido has taken the lead on this project and is working on the technical side but also researching to make sure departments are trained and organized on standard procedures so we remain in compliance.

Parchment is now available for students to receive certificates and degrees electronically. Then they'll be able to share their certificates and degrees via LinkedIn or any social media. Parchment will help us speed up the process. Once electronic students will be able to receive their certificates and/or degrees within two weeks.

Attestation: Students who have already attested and have been approved to be in on-campus classes or have an exemption, will be automatically approved for Summer 2022 and Fall 2022. There will be a roll-over and they will not be asked for anything.

New students will need to attest prior to registering for in-person courses.

The deadline to petition for Spring 2022 degrees and certificates has been extended to April 1, 2022.

April 1, 2022 is also the deadline for students' names to appear in the Commencement program. Marketing will be sending an announcement out for students who are graduating to make an appointment with a counselor as soon as possible.

d. Guided Pathways

Mary / 4 minutes

At the last Guided Pathways meeting we discussed reassign time for faculty leads and Counselors.

We also talked about success navigators and their role in the Success Teams. They were invited to the Retention Specialists Communities of Practice meeting to talk about the matriculation process and what that is and how students move from Success Navigators to the Success Teams.

We discussed the differences between Interest Area workgroups and the Success Teams. These areas still seem to need some clarification.

There was discussion on the updates with the Priority Action items. We talked about First Year Experience, Orientation, PEPs and ColtsCon and what these will look like. For Dual Enrollment we discussed scheduling and identifying courses from the High School partners and the existing pathways that we have.

Career Exploration has moved forward with the Program Services Coordinator which is being paid for by Strong Workforce.

e. Transformational Antiracist Leadership

Manuel / 60 minutes

a. NCORE 2022 Applications – due March 24, 2022

<https://www.ncore.ou.edu/en/>

As part of our Transformational Antiracist framework, SSPC is in a critical place and we want to be sure our work tips over from philosophy to application and implementation.

One of the first opportunities we have is with a Professional Development opportunity. We have the opportunity to attend the National Conference on Race and Ethnicity (NCORE).

Student Services Planning Council will fund up to five faculty, staff, and administrators to attend NCORE. Attendees who receive funding to attend NCORE 2022 commit to the following:

- Attend coordination meeting with other College and District NCORE 2022 attendees (April/May 2022 specific date TBA)
- Attend NCORE 2022 in Portland, OR from May 31-June 4, 2022 with a lens towards addressing obligation gaps that have only widened in the COVID19 pandemic
- Attend SSPC planning retreat (summer 2022 – specific date TBA)
- Present on SSPC – NCORE learnings in August/September 2022 SSPC meeting

SSPC will cover the cost of the pre-conference registration, conference registration, travel, hotel and meals. All in alignment with our District's standards.

Interested attendees should submit an email message or Word/PDF email attachment to [canvpss@smccd.edu](mailto:canvpss@smccd.edu) by close of day Wednesday, March 23, 2022 with your response to the following prompt:

- How is Canada College Student Services explicitly antiracist?
- Please cite specific examples of how student services is or could explicitly address anti-Blackness and racist practices, processes and systems in Student Services.

SSPC is in partnership with Associated Students of Cañada College (ASCC) and all NCORE 2022 student applicants will follow the ASCC selection process. For more info for student applicants, please contact [kealoham@smccd.edu](mailto:kealoham@smccd.edu).

(NCORE 2022 - [Applications for students through Student Senate funds](#) are due next Friday, March 18, 2022)

The District Office is also sending employees to NCORE. For faculty, staff, administrators, and students who are looking for ways to oppose systemic racism and promote intersectional racial justice on our campuses and beyond, the District Antiracism Council Curriculum Subgroup is sponsoring a delegation of sixty SMCCCD participants (both students and employees) to attend the [2022 National Conference on Race & Ethnicity \(NCORE\)](#), which will take place in [Portland, Oregon, from May 31 – June 4](#).

Attendees who receive funding to attend NCORE 2022 commit to the following:

- Attend coordination meeting with other District NCORE 2022 attendees (April/May 2022 – specific date TBA)
- Attend NCORE 2022 in Portland, Oregon from May 31 – June 4, 2022
- Attend a post-conference debriefing meeting with other attendees

**If you would like to join the delegation, please apply [here](#) by Thursday, March 24.**

There are also Professional Development funds available for Staff and Administrators. <https://canadacollege.edu/professional-dev/cpdconference.php>

Attendees of NCORE don't necessarily need to be members of SSPC but you must be able to attend SSPC afterwards.

The following SSPC staff and administrators have attended NCORE in the past; Mary Ho, Nimsi Garcia, Michiko Kealoha and Manuel Pérez.

Olivia Cortez-Figueroa, Margarita Baez, and Mayra Arellano and the Promise and Outreach teams are interested in attending this year.

From a Student Services perspective we would like to send a team to NCORE that has a very specific focus and lens on the role of race, ethnicity, racism, understanding and interrupting and ceasing anti-blackness. As an example, in Student Services what is specifically and explicitly anti-racist about our Counseling, what is specifically and explicitly anti-racist about our Financial Aid transactions or counter experiences and relationships with students?

Nimsi Garcia, Michiko Kealoha and Manuel Pérez have submitted and were accepted to share this information in a workshop on Transformative Anti-Racist Leadership. They will be discussing how we as leaders in Student Services can work to achieve transformative anti-racist leaders in our institutions and leveraging the work we've done at Cañada in SSPC as a case study for what that looks like in practice.

August or September will be the first presentation from the cohort who attends NCORE.

#### b. Communities of Practice Schedule Presentations

##### Transformational Anti-Racist Leadership

March 23, 2022

1. Fostering Empathy and Kindness with Colleagues  
Presenters: Nimsi Garcia and Margarita Baez
2. Institutional Pull of White Supremacy: How can we manage to be anti-racist when we're SO BUSY?  
Presenter: Max Hartman

April 6, 2022

1. Creating an Open Environment for Challenging Racism  
Presenters: Candace Johnson and Maria Huning
2. Services Tailored to Minoritized Students  
Presenter: Wissem Bennani

If you are interested in collaborating with Max on the March 23<sup>rd</sup> presentation, contact him.

Drop into the chat a word or a phrase that's on your mind right now while we have this conversation.

c. Implementation Team (APC recommendations)

The APC recommendations are being looked at by several different groups; Equity, Anti-Racism and Leadership group and Academic Senate and Classified Senate.

As a Council we should also be looking at it but since it is an in-depth review, our hope is we can have a small workgroup look into the recommendations to see which of these have a specific Student Services lens and have this work completed by the middle of April.

This item will be added to our Standing Items to discuss at each meeting until we have an action item.

*Workgroup: Mary Ho, Margarita Baez, Ana Escalante Flores*

**6) Discussion**

a. COVID-19 Student Services Roundtable

*All / 15 mins*

Should we be planning for our Summer and Fall semesters to be 100% on campus or has there be discussions about some form of hybrid?

We're waiting to hear from the Board of Trustees for their decision. The masking conversation is being prioritized. Manuel will bring this question to the VPSS meeting too.

Can we adjust the messaging on the vaccination policy? Wording could be clearer about having to be vaccinated. We may get updates soon from the Board.

Here is the message: Cañada College, College of San Mateo, and Skyline College are requiring all students to be vaccinated against COVID-19 in order to take in-person courses, and receive in-person services (Admissions and Records, Counseling, Library, Tutoring, etc.). If you wish to take in-person classes or receive in-person services, you must provide proof of vaccination or your documented reason for an exemption. If you do not provide proof of vaccination or if you are not approved for an exemption, you may only take online courses and receive virtual or remote support services. To upload your proof of vaccination, go to WebSMART (found on the mySMCCCD Student Portal), click on "Student Services", then click on "COVID-19 Vaccination".

NOTE: In order to attend in-person appointments or events on-campus, you must have your COVID-19 vaccination or appropriate exemption approved before arrival. If you do not feel well, DO NOT COME TO CAMPUS! Instead, reschedule your appointment/event to a virtual or phone option and see your healthcare professional.

For more information, please see the Return to Campus website. (Max Hartman)

*This is the Welcome Center's proposed update: Cañada College, College of San Mateo, and Skyline College are requiring all students to be vaccinated against COVID-19 or be approved for a religious or medical vaccine exemption in order to take in-person courses, and receive in-person services (Admissions and Records, Counseling, Library, Tutoring, etc.). If you wish to take in-person classes or receive in-person services, you must provide proof of vaccination or your documented reason for an exemption. If you do not provide proof of vaccination or if you are not approved for an exemption, you may only take online courses and receive virtual or remote support services. To upload your proof of vaccination, go to WebSMART (found on the mySMCCD Student Portal), click on "Student Services", then click on "COVID-19 Vaccination".*

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*For more information, please see the Return to Campus website. (Max Hartman/Welcome Center)*

I'd add those who are international students or local ESL students, for which English is a 2nd, 3rd, or 4th language. Perhaps a SHORT and LONG version would help. Perhaps using bullets and buttons rather than lots of text might help students (and all of us) to more quickly (at-a-glance) get the gist of the policy. Then a longer version below the fold. (Danielle Pelletier)

Max Hartman moves to extend 5 minutes to this agenda item  
Danielle Pelletier seconded the motion  
Motion approves by all those in attendance

If you have recommendations for changing the verbiage, let Max know.

- b. Work Group Update: Student Staff Orientations  
*Nimsi Garcia, Maria Huning., Sarah Cortez, Margarita Baez, Adolfo Leiva*  
*/ 10 mins*

We are in the process of scheduling a meeting and are in the process of gathering information.

## **7) Business Items**

- a. Student Services Program Review Michiko & Manuel / 5 mins

We took action at our last meeting. We clarified the dates voted on for our Program Review were November 2022 and February 2023.



**8) Open Forum and Feedback**

*An opportunity for anyone to discuss any additional items.  
What would we like to cover in the next SSPC?*

Communities of Practice  
COVID Roundtable

**9) Adjournment**

Next meeting is Wednesday, 2-4pm, March 23, 2022 via Zoom.

# Cañada College HyFlex Classrooms

- Converted Spaces

Building	Room	Type	Completed Date
23	103	Classroom	07/01/2021
23	105	Classroom	12/08/2021
23	203	Classroom	12/20/2021
23	205	Classroom	12/09/2021
1	214	Classroom	03/04/2022
22	137	Classroom	03/04/2022





Student Services Planning Council  
& the National Conference on Race & Ethnicity 2022  
Application

The Student Services Planning Council (SSPC) will fund up to five faculty, staff, and administrators to attend the National Conference on Race & Ethnicity (NCORE) in Portland, Oregon. This professional development opportunity will build on SSPC's [Transformational Antiracist Leadership framework](#) for college student services, including College commitments to the following:

- ❖ Critically examine our behaviors and college practices for the conscious and unconscious ways in which we contribute to systemic racism and White supremacy;
- ❖ Uplift stories and data about the impact of anti-Blackness, oppression, poverty, and racism in our communities;
- ❖ Re-imagine and build a community of learning and service based in antiracism, social justice and liberation

[Cañada College Antiracism Task Force 2020-2021](#) (PBC approval May 9, 2021)

Additionally, SSPC is in partnership with Associated Students of Cañada College (ASCC) and all NCORE 2022 student applicants will follow the [ASCC selection process](#). For more info for student applicants, please contact [kealoham@smccd.edu](mailto:kealoham@smccd.edu).

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- attend SSPC planning retreat (summer 2022 – specific date TBA)
- present on SSPC - NCORE learnings in August/September 2022 SSPC meeting

Interested attendees should submit an email message or Word/PDF email attachment to [canvpss@smccd.edu](mailto:canvpss@smccd.edu) by close of day Wednesday, March 23, 2022 with your response to the following prompt:

***How is Cañada College Student Services explicitly antiracist?***

***Please cite specific examples of how student services is or could explicitly address anti-Blackness and racist practices, processes and systems in Student Services.***

This funding opportunity is open to Cañada College classified, faculty, and administrators. Submissions will be reviewed starting Thursday, March 24, 2022. Funding to attend NCORE 2022 will include cost of pre-conference registration, conference registration, travel, hotel, and meals in alignment with SMCCCD Policies and Administrative Procedures for travel. Any questions or concerns may be emailed to [canvpss@smccd.edu](mailto:canvpss@smccd.edu).

TOTAL HEADCOUNT at Cañada College	PRE-COVID % CHANGE (Fall 16 to Fall 19)	COVID % CHANGE (Fall 19 to Fall 21)
Unduplicated Headcount	(10.3%)	(10.0%)

Gender	PRE-COVID % CHANGE (Fall 16 to Fall 19)	COVID % CHANGE (Fall 19 to Fall 21)
Female	(12.9%)	(7.5%)
Male	(5.8%)	(13.9%)
Not Reported	(16.0%)	(4.6%)

Race/Ethnicity	PRE-COVID % CHANGE (Fall 16 to Fall 19)	COVID % CHANGE (Fall 19 to Fall 21)
American Indian/Alaskan Native	(11.1%)	(37.5%)
Asian	+1.2%	(9.3%)
Black - Non-Hispanic	(18.4%)	(22.6%)
Filipino	+4.8%	+42.2%
Hispanic	(18.1%)	(13.7%)
Pacific Islander	(18.4%)	+2.5%
White Non-Hispanic	(24.9%)	+0.1%
Multiraces	+7.5%	+22.6%
Unknown	+147.8%	(55.2%)

Age (calculated as of corresponding term)	PRE-COVID % CHANGE (Fall 16 to Fall 19)	COVID % CHANGE (Fall 19 to Fall 21)
Age Less Than 20	+1.4%	+8.5%
Age 20 - 24	(11.6%)	(13.1%)
Age 25 - 29	(15.9%)	(20.9%)
Age 30 - 39	(9.6%)	(19.8%)
Age 40 - 49	(20.6%)	(13.0%)
Age 50 +	(18.8%)	(18.0%)

First Generation	PRE-COVID % CHANGE (Fall 16 to Fall 19)	COVID % CHANGE (Fall 19 to Fall 21)
First Generation	+0.6%	(7.6%)
Not First Generation	+8.5%	+4.2%
Unreported	(41.7%)	(37.9%)

Low Income	PRE-COVID % CHANGE (Fall 16 to Fall 19)	COVID % CHANGE (Fall 19 to Fall 21)
Low Income	(20.0%)	(22.5%)
Not Low Income	(0.1%)	+0.7%

ESL Students	PRE-COVID % CHANGE (Fall 16 to Fall 19)	COVID % CHANGE (Fall 19 to Fall 21)
ESL Students	(33.1%)	(54.3%)

Enrollment Status	PRE-COVID % CHANGE (Fall 16 to Fall 19)	COVID % CHANGE (Fall 19 to Fall 21)
Continuing Student	(11.0%)	(9.9%)
First-Time Student	+9.9%	(12.1%)
First-Time Transfer Student	(11.8%)	(28.6%)
Returning Student	(6.9%)	(17.9%)
Returning Transfer Student	(27.5%)	(17.2%)
Not Applicable, Currently K-12	(22.5%)	+26.9%

Disabled Students	PRE-COVID % CHANGE (Fall 16 to Fall 19)	COVID % CHANGE (Fall 19 to Fall 21)
Disabled Students	+12.1%	(7.6%)

Recent High School Graduates	PRE-COVID % CHANGE (Fall 16 to Fall 19)	COVID % CHANGE (Fall 19 to Fall 21)
High School Grads	+21.9%	+0.2%