

## CAN Program Review (Student Services) - SparkPoint (Even Year)

### Objective: Financial Coaching Capacity for SparkPoint at Cañada College

Provide enhanced financial literacy certification and training (professional development) for SparkPoint staff, additional long-term confidential coaching office space, and funding for additional SparkPoint Coordinator related duties (salaries and benefits and resources to carryout job functions)

**Objective Status:** 2 - Continuing (PR)

**Objective Year:** 2019-2020

**Estimated Start Date:** 01/02/2019

**Estimated Completion Date:** 03/31/2019

**Please select the college goals with which this objective aligns.:** Student Completion/Success - Provide educational and student services programs that highlight inclusivity, diversity, and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success., Community Connections - Build and strengthen collaborative relationships and partnerships that support the needs of, reflect, and enrich our diverse and vibrant local community.

**Please select the district goals with which this objective aligns.:** District Goal #1 - Develop and Strengthen Educational Offerings, Interventions, and Support Programs that Increase Student Access & Success, District Goal #2 - Establish And Expand Relationships With School Districts, 4-year College Partners, And Community-based Organizations To Increase Higher Education Attainment In San Mateo County, District Goal #3 - Increase Program Delivery Options, Including the Expanded Use of Instructional Technology, to Support Student Learning and Success

### Action Plans

**2019-2020** - Provide financial literacy certification for SparkPoint Financial Coaches - Vendor Association of Financial Counseling and Planning: Certification: Accredited Financial Counselor (Active)

**Who's Responsible for Completing this Action Plan?:** Adolfo Leiva, Julie Lamson

**Estimated Completion Date:** 06/30/20

**Related Documents & Links:**

[Accredited Financial Counselor Email.docx](#)

[Accredited Financial Counseling and Planning](#)

**2019-2020** - Secure additional long-term financial coaching office (Active)

**Who's Responsible for Completing this Action Plan?:** Adolfo Leiva

**Estimated Completion Date:** 01/02/2020

**2019-2020** - Hire an additional Permanent SparkPoint Coordinators / Financial Coaches - Additional support is needed to meet the growing financial, food insecurity and homelessness needs of students due to the increasing cost of living in the Bay Area. Self-sufficiency standards for a family of 4 in the San Mateo County average over \$127,000 per year. (Active)

**Who's Responsible for Completing this Action Plan?:** Adolfo Leiva, Manuel Perez

**Estimated Completion Date:** 03/31/19

**Related Documents & Links:**

[Classified Hiring Justification - SparkPoint Coordinator FY20.docx](#)

# CAN Program Review (Student Services) - SparkPoint (Even Year)

## Resource Requests

**Accredited Financial Counseling & Planning Certification: Accredited Financial Coach** - This certification would allow our coaches increase the scope of financial coaching they perform and train out coaches

**Status:** Continued Request - Active  
**Type of Resource:** Professional Development  
**Cost:** 1300  
**One-Time or Recurring Cost?:** One-Time Cost  
**Division/Department Priority:** High Priority

**Additional office space for financial coaching** - SparkPoint financial coaching sessions are often confidential as clients and coaches conversations revolve around finances, money habits, and personal topics. It may take a coach multiple meetings for students to open up to them so having a confidential meeting space is necessary.

A couple of years ago, when SparkPoint shared a staff person (50%/50%) with EOPS, SparkPoint had sufficient office space. However, that staff person moved over to be 100% EOPS and now SparkPoint finds itself with insufficient office space. One day a week, one of the SparkPoint financial coaches shares an office with the Director which impacts both the financial coaches ability to have private conversations with clients but also impacts the Director.

SparkPoint is asking for office space for 1 day per week (Tuesdays) for confidential financial coaching.

**Status:** Continued Request - Active  
**Type of Resource:** Facilities  
**Cost:** 0  
**One-Time or Recurring Cost?:** One-Time Cost  
**Division/Department Priority:** High Priority

**Hiring an additional SparkPoint Coordinator** - The need for SparkPoint services is increasing with the high cost of living. Qualified coaches need to be outreaching and also meeting with students. We are at capacity.

**Status:** Continued Request - Active  
**Type of Resource:** Non-Instructional Personnel  
**Cost:** 95560  
**One-Time or Recurring Cost?:** Recurring Cost  
**Division/Department Priority:** High Priority

## Objective: Signage for SparkPoint

Increase visibility for SparkPoint services on campus (signage & wayfinding)

**Objective Status:** 2 - Continuing (PR)

**Objective Year:** 2019-2020

**Estimated Start Date:** 11/01/2018

**Estimated Completion Date:** 03/29/2019

**Please select the college goals with which this objective aligns.:** Student Completion/Success - Provide educational and student services programs that highlight inclusivity, diversity, and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success., Community Connections - Build and strengthen collaborative relationships and partnerships that support the needs of, reflect, and enrich our diverse and vibrant local community.

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## Action Plans

**2019-2020** - Add signage to SparkPoint for SparkPoint Center - Currently, there is no signage identifying where the SparkPoint Center is nor is there wayfinding signage orienting visitors where to find the SparkPoint Center on campus (Active)

**Who's Responsible for Completing this Action Plan?:** Adolfo Leiva

**Estimated Completion Date:** 01/15/20

**Related Documents & Links:**

[Landmark estimate.27861b.pdf](#)

## Resource Requests

**Signage for SparkPoint** - There is no current signage indicating that you are at SparkPoint

**Status:** Continued Request - Active

**Type of Resource:** Contract Services

**Cost:** 1786.02

**One-Time or Recurring Cost?:** One-Time Cost

**Division/Department Priority:** High Priority

## Objective: Increase Food Pantry Capacity

Hire a 0.48 FTE OAll to staff the pantry

**Objective Status:** 2 - Continuing (PR)

**Objective Year:** 2019-2020

**Estimated Start Date:** 01/02/2019

**Estimated Completion Date:** 03/13/2020

**Please select the college goals with which this objective aligns.:** Student Completion/Success - Provide educational and student services programs that highlight inclusivity, diversity, and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success., Community Connections - Build and strengthen collaborative relationships and partnerships that support the needs of, reflect, and enrich our diverse and vibrant local community.

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## Action Plans

**2018-2019** - Hire a 0.48 FTE OAll to increase SparkPoint's capacity to distribute healthy and nutritious food (Active)

**Who's Responsible for Completing this Action Plan?:** Char Perlas, Adolfo Leiva

**Estimated Completion Date:** 03/15/19

**Related Documents & Links:**

[Classified Hiring Justification - OAll - Pantry FY20.docx](#)

## Resource Requests

**Hire a 0.48FTE OAll to support the Food Pantry** - SparkPoint is looking to address food insecurity on campus by expanding Food Panty hours and access to food for students and the community

One of the commendations given by the 2019 Accreditation Visiting Team was for the outstanding work on Food Insecurity performed by our Food Pantry.

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**Status:** Continued Request - Active  
**Type of Resource:** Non-Instructional Personnel  
**Cost:** 30914  
**One-Time or Recurring Cost?:** Recurring Cost  
**Division/Department Priority:** High Priority

## Objective: Increase Connecting students to food resources & expanding CalFresh enrollments

Purchase a b/w printer for the Food Pantry so students can be screened and enrolled for CalFresh (Food Stamps) benefits

**Objective Status:** 1 - New (PR)

**Objective Year:** 2019-2020

**Estimated Start Date:** 01/02/2019

**Estimated Completion Date:** 06/30/2020

**Please select the college goals with which this objective aligns.:** Student Completion/Success - Provide educational and student services programs that highlight inclusivity, diversity, and equity in their mission to help students meet their unique educational goals and minimize logistical and financial barriers to success., Community Connections - Build and strengthen collaborative relationships and partnerships that support the needs of, reflect, and enrich our diverse and vibrant local community.

**Please select the district goals with which this objective aligns.:** District Goal #1 - Develop and Strengthen Educational Offerings, Interventions, and Support Programs that Increase Student Access & Success

### Action Plans

**2019-2020 - Purchase a b/w printer for the Food Pantry (Active)**

**Who's Responsible for Completing this Action Plan?:** Adolfo Leiva

**Estimated Completion Date:** 01/02/19

**Related Documents & Links:**

[Food Pantry Printer - Cart.pdf](#)

### Resource Requests

**Purchasing a B/W printer for the Food Pantry - SparkPoint** would like to increase students income when eligible by screening and enrolling them in SparkPoint. Additionally, the pantry has found an increasing need to print out information on community services and resources on-site at the pantry.

**Status:** Continued Request - Active  
**Type of Resource:** Supplies (Items less than \$5000)  
**Cost:** 344.59  
**One-Time or Recurring Cost?:** One-Time Cost  
**Division/Department Priority:** High Priority