Student Services Planning Council

Cañada College

SSPC Meeting Minutes
Date: April 26, 2023
Time: 2:00-4:00 pm
Location: Join Zoom Meeting

https://smccd.zoom.us/j/86191634450

Item	Presenter	Time (minutes)

I. Call to Order | | 1

Time Keeper – Maria Huning   1

Please call time (verbally, chat, or via zoom time app) at the intervals of 5 mins, 1 min, 30 seconds and time
Check out this video link on how to do timekeeper easily on Zoom!

II. Roll Call | | 1

Quorum=13

Adolfo Leiva	(SparkPoint)	Goal 1.1
Aricka Bueno	(Faculty)	Goal 1.1 (Excused)
Bettina Lee	(Wellness Center)	Goal 3.3
Bob Haick	(Career Center)	Goal 3.3
Danielle Pelletier	(Faculty)	Goal 1.1 Chair
David Vera	(Financial Aid)	Goal 1.1
Gonzalo Arrizon	(Transfer)	Goal 2.1
Juan Vera	(Veterans Center)	
Kathy Kohut	(International Student)	Goal 2.11
Lorraine Barrales-Ramirez (EOPS, CARE, CalWORKs, FYSI)		Goal 1.14 and Goal 3.2
Manuel A. Pérez	(VPSS)	Support all goals as SSPC Co-Chair
Maria Huning	(TRIO)	Goal 3.2 Chair
Maria Lara	(Admission & Records)	Goal 1.1
Mary Ho	(Post-Secondary Success)	Goal 2.12
Max Hartman	(Counseling Dean)	Goal 1.1 and Goal 1.14
Mayra Arellano	(Promise)	Goal 3.2 Chair
Michiko Kealoha	(Student Life)	Support all goals as SSPC Co-Chair
Nimsi Garcia	(Dream Center)	Goal 2.11 Chair and Goal 3.2
Noah Liu	(Student Senate Rep)	Goal 3.3
Olivia Cortez-Figueroa (College Recruiter)		Goal 3.1 Chair and Goal a 3.2
Sarah Cortez	(Welcome Center)	Goal 1.1
Wissem Bennani	(SS Dean)	Goal 1.1
Vacant	(Classified Rep)	

Advisory
Dean of Planning, Research and Institutional Effectiveness – Karen Engel
Learning Center Representative – Adriana Lugo

Jose Manzo   (IPC Representative)

Guests:
Alison Field
Karrie Mitchell

III. Adoption of the Agenda	Michiko Kealoha	1

Maria Huning motions to approve the agenda for April 26, 2023
Mary Ho seconds the motion
Approved unanimously by all those in attendance

IV. Approval of the Minutes	Michiko Kealoha	1

Approval for the minutes of March 8, 2023, March 24, 2023 and April 12, 2023

Juan Vera motions to approve the minutes for April 12, 2023
Aricka Bueno seconds the motion
Approved unanimously by all those in attendance

Maria Huning motions to approve the minutes for March 8, 2023
Noah Liu seconds the motion
Approved unanimously by all those in attendance

V. Reports

a. "Why" We Do What We Do – 2.0   2

To ground our meeting and remind us why we do antiracism and justice-centered work, an SSPC member shares their "Why" – an uplifting (or challenging) experience (small or big) working with Student Services that reminds them why they do this work.

b. Department Reports   All
Thank you for sharing your department reports in the chat.

Career Center:
We had our first in-person job fair in 3 years on April 12th and had a good turnout. 61 employers attended the event with 115 representatives. Our student count was 190 which was a great relief after not having one for so long. Looking forward for the next one.
Bob Haick

Dream Center Update
Next Monday, May 1st is the last workshop from our Financial Literacy Series for our undocumented community, with this final presentation focusing on how to buy a home. Flyers are below! We will have food, childcare, and incentives for students who attend.
Our last ESL Conversation Club and Dreamers Club meetings are happening next week in the Dream Center! We will be talking about and preparing for our joint May 9th Getting Ready to Dream event, which will focus on celebrating the end of the semester and sharing resources!
That event will be from 11:15am-1:45pm in Building 9, Room 123 and will be fully student led.
A flyer will go out soon. Please share with your students and attend!
The last Dreamers Task Force meeting is on Thursday, May 18th from 3-4pm, and later that

week, we also have our Migration Celebration on Saturday, May 20th from 11am-1pm. The flyer for the celebration is below and all are invited!
Nimsi Garcia

EOPS: Please join us to celebrate our graduating and transfer students on Thursday, May 18, 4:30-6:30pm, 6-101/102.   RSVP link for faculty, staff and administrators: https://smccd-czqfp.formstack.com/forms/spring_2023_eops_eoyc_regalia_rsvp_faculty_staff_comm

We are now accepting applications for fall 2023.
 https://smccd-czqfp.formstack.com/forms/smcccd_eops_application?sso=609dacdf84518&sso=644999060a91d
Lorraine Barrales-Ramirez

ESL Department presents the ESL Recognition Ceremony next Tuesday evening, May 2. Building 6/101&102 @ 7pm-8pm. Please come! It's such a lovely, festive event!
Danielle Pelletier

Financial Aid: We are growing! We've hired our first ever, full-time program services coordinator in financial aid. Pending board approval, Jackie Flores Diaz (name may sound familiar to some) will start on 06/05/2023. Our newest Financial Aid Technician, Luis Vargas, will join our team starting May 1st. We are now in the final stages of our second-PSC and hope we can hire this new person by next week, and have him/her/them start as early as late June. Also, we are going to open our process for 23-24, and unfortunately, the department of ed has ended most waivers. This means, we will go back to verifying students selected for federal verification. Another barrier for our students, unfortunately, but our team in FA will help out as much as possible.
David Vera

Library had a passive comics event in April. We'll be having the therapy dogs back in May 18, and YES, the peacock is coming as well!
Adriana Lugo

SparkPoint Updates
- Over 200 unique clients visited the Food Pantry last week. Most clients visit our pantry more than 1.5 times per week.
- Almost 170 families visited the Food Distribution this past Tuesday. We are steadily increasing the food distributed each week to meet the growing demand.
- Over 500 students are being awarded SAM Cards in April. Each student receives $100 each month that can be used at either the Grove or at local grocery stores.
- We have also seen an increase in the number of students seeking rental assistance (up to $3000)
- Big thanks to Nohemy Colin, Melissa Maldonado and our fantastic student assistants for all of their wonder work in supporting our students.
Adolfo Leiva

TRIO Update: We are winding down our last few events in TRIO. First we have Tea Time on 5/2 and 5/16 from 1-2pm in the DREAM Center. We have a Game Day on 5/10 2-5pm in 9-257A to help reduce stress during the end of the semester. Additionally, we have our TRIO Graduation Recognition Ceremony on 5/19 from 6-8pm at Cañada Vista. We hope you can join us for all of these events and encourage your students to join us. Thank you!
Maria Huning

University Center
Still recruiting for AANAPISI ARC Project mentors. Please send interested students my way or share with them.
Presenting the AANAPISI ARC Project with our CSM, Skyline and SFSU partners at the Asian Pacific American in Higher Education conference this Friday.
Colts-U Transfer Center in collaboration with TRIO – taking students to UC Davis this Friday for a campus visit.
Mary Ho

Veterans Center
If you work with any students who are on Academic Probation/Dismissal, please share with them. You are also welcome to attend! most of these info sessions are on zoom
Juan Vera

Welcome Center: Available counseling appointments start May 8th. We have been busy participating in the PEP events, ESL off site testing for our High school partners, and preparing for the Super Friday event coming May 12th. Please encourage students to schedule their SEP update and any last minute changes before Fall Registration.
Sarah Cortez

VI. Standing Items
a. Planning and Budgeting Council   Maria Huning   2
At the April 19 PBC meeting. Program Services Coordinator Degree Audit from the Admissions and Records office was approved to be replaced.

Maria requested the Strategic Enrollment Management Plan be brought to SSPC she will be presenting it to us later in the meeting.

PBC had an update from the Child Development Center (Maria will share the links to the presentations so we can watch them at a later date).

There were a couple of EMP updates presented on strengthening transfer support services to increase transfers and also implanting a campus-wide Bias Incident Reporting System which Dean Hartman presented to PBC.

We had an update on the EMP progress for reducing the cost of textbooks and materials.

b. Vice President of Student Services (VPSS) Updates   Manuel Pérez   2
You will be receiving an invitation soon for the Student Services End-of-Semester Huddle Friday, May 26 11:30-1:00. We want to celebrate our accomplishments and in our planning council and do so in community. We will have finger foods and all of Student Services is invited.

You should have received the direct email from Human Resources related to our requests to clarify your summer schedules. Will you'll be working remotely and in what capacity, will you be flexing on a 4 day a week/10 hour per day schedule or not?
Please work with your supervisor so we can get your schedule worked out. One caveat that will be a little different this summer is that if you normally work on Fridays and since our College is closed on Fridays, please speak with your local management to figure out how this will work.

c. Enrollment Services Committee Update (ESC)   Wissem Bennani   2

ESC did not meet since our last SSPC meeting however there is one item that needs some discussion; SB893.

College Council had a lot of questions regarding SB893. At our last ESC meeting we discussed the finalization of the administrative procedures for the new policy that will be in effect for Fall 2023 students.

At next ESC on May 5 we will discuss Administrative Procedures for SB893 again which will mean more details to share at our next SSPC meeting.

d. Program Review Workgroup Updates   Wissem Bennani   2

We did not meet but all the changes collected from colleagues Karen Engel is working and improving software to implement the changes.

e. Instructional Planning Council (IPC) Updates   Jose Manzo   2

Marketing:
- Updates on College website
- For assistance with marketing: https://canadacollege.edu/marketing/requestform.php
- Updates on Social Media utilization at Canada College

Dual-Enrollment Update:
- Expansion of team – Retention Specialist (Maribel Zarate, Faculty Coordinator (Daryan Chan), Onboarding Team (Middle College Team)
- Implemented Dual Enrollment Operational Calendar
- Fieldtrips to Cañ*ada* College to visit CTE programs: ECE, Business, ENGR

IPC Bylaws:
- Membership currently at 17 Voting members (9 faculty)
- ACES now Faculty Equity Coordinator
- Motion Approved for Faculty co-chair to have 2 year term
- Possible inclusion of OER/ZTC Coordinator will be voted on at another time for further information/discussion

Equity and Antiracism Planning Council Updates:
- Updates on new council
- History and Purpose, Mission, Goals
- https://canadacollege.edu/eapc/index.php

Increasing Engagement, Involvement, and Communication in Instructional Program Review
- Discussion/Review of Instructional PR Review this past cycle
- Increasing participation from more folks on campus,

VII. Special Presentations

a. Drop for Non-payment Presentation Part 2   Wissem Bennani & Karrie Mitchel   30

Providing an overview of our current drop for non-payment processes, including any nuances with SB893.

Question 1: Who decides and informs the Drop for Non-Payment deadlines and fees?
Answer: Enrollment Services Committee is the recommending body to the Vice President's Council on anything that has to do with enrollment services so drop for non-payment would be under their purview. When we made the change to drop for non-payment from being the large drop to a rolling drop process, that's the process we followed. This change took place back in 2019. Recommendations came to ESC, ESC saw proposals (over a number of months). Once ESC was comfortable with what the recommendation was that went to VP Council. VP Council had discussions on this recommendation and it came back to ESC for the implantation. Part of that implementation is looking at the IT roll of implementation and what can and cannot be done

on that side so there's part of that as analysis. Then anything else that has to do with communication, website, etc. that's built out into an entire project plan. Big picture is these kind of processes go through ESC and it can definitely come from recommendations from Cañada from Manuel, Wissem and Max who are our senior leaders who represent Cañada on ESC. They can bring forward any recommendations and then ESC will have discussions and then it's farmed out to the leaders at the other colleges. As you can imagine any decisions take a few months as they go back and forth and through the same process.

Follow-up Question: What is the VP Council?
Answer: Each College has three VPs; VPSS, VPI, VPA. Karrie Mitchell, as VP of PRIE, Aron McVean as Vice Chancellor of Education and Planning and also representatives from IT, HR and possible special guests such as Facilities.
The VP Council meets once a month and this is a decision making body that oversees ESC.

Question 2: What is the decision-making process for ESC and the Board related to Drop for Non-Payment processes?
Answer: Something such as Drop for Non-Payment there are two other offices at Cañada that you want involved in order to put together your proposal. First would be your PRIE Office and talking with them about what kind of data you want to see that is going to make your case so working with Karen and Alex to put together that data packet that can provide the information. Then based off that data packet, say working with your Finance Office, especially something like this which has fiscal implications. These two offices can get together to look at the bigger picture as we're putting together the proposal. Once you have the proposal then one of the ESC representatives can bring it to ESC as a proposal for discussion. Typically a proposal will come forward with all the documentation. There won't be a deep discussion originally but there may be some clarifying questions at this first meeting but there will be action items assigned as a result of this. These action items are usually for those at the other two colleges to take that information for the proposal back to their colleges so they can have a deeper conversation. This happens over the course of the next month and they bring their discussion and/or questions back to ESC and like any group we belong to there's a process of negotiation that goes back and forth before ESC can put together the recommendation for VP Council. Then once it's at VP Council they go through a similar process as they look at all the data and have conversations at their colleges. Once VP Council is ready to make a recommendation then that goes back to ESC and then similarly we look at the IT analysis, we look at an implementation plan and if it's a big enough project, it may need to get on a prioritization list to figure out where this aligns with all the other projects.
To clarify, the other two colleges need to be on board before any recommendation can move forward.
To get a real time reference, let's assume the speediest collection of data and we come to some type of recommendation, at the very least, it will need to go through ESC, VP Council and a tour of the colleges so typically in its fastest iteration we're talking about, at least, a couple of months and that's just through the normal cadence of collecting/building consensus. At its fastest.

A few years ago before the free college, Max, Manuel and Wissem took this proposal to ESC. People bring different perspectives and some of the perspectives, other than what we've discussed today, this might not be beneficial to the students and, actually, some of the ESC members who have been part of the college for a long time, they shared that it used to be like that and there was a huge impact on students and, especially, generated debts. Students wound up having huge debts. This is coming from the first time Cañada brought the proposal about drop for non-payment to ESC. This motivated the robust conversation and where we are today.

Follow-up Question: Is there any data that shows the enrollment patterns after a student is dropped for non-payment and having students adding back into classes the next day in similar or same numbers? Do you have any familiarity with this data?
Answer: The College that brought this forward looked at the data related to students that were dropped and then they looked at the same students who re-enrolled in the same CRN and then students who re-enrolled in the same course but a different CRN so they were able to pull all that data for the proposal. Big picture the majority of the students are re-enrolling based off the rolling drop but that looked very different with the big drop which is what we used to have.

Follow-up Question: What are the criteria everyone uses to determine proposals such as drop for non-payment?
Answer: The answer will be in one of the questions to come

Question 3: What policy informs Drop for Non-Payment?
Answer: At the state level within Title V, Maria's not in the meeting but she could look this up if you are interested in where in Title V, one of the considerations in part of dropping students is after instruction begins in the course we cannot drop students for non-payment. We can't drop them for a variety of reasons and there are some reasons why we can drop them but for non-payment is not one of the reasons. So this is high level where that policy comes from and where the timing fits in. As soon as instruction begins we cannot drop students for non-payment.

Question 4: What is the process and membership of Cabinet? The membership of Cabinet at Cañada is the President, the VPs (VPI, VPA and VPSS), all the Deans and the Director of Marketing.

Question 5: What is our current communication flow and efficiency models for messaging students during peak times?
Answer: We take advantage of our texting to talk to student about drop for non-payment. The texting is live now and the Financial Aid office is our beta testers. There going through the training now and setting up those communications. Once that's ready to go, we'll role it out more broadly. The big thing about testing is that students have to opt in to the texting. We're working with the Marketing Teams on how we're going to communicate on getting the students to opt in; new students, continuing students because you <u>cannot</u> text students to get their opt in.

Follow-up Question: Are you saying you are able to text using Banner?
Answer: Through Banner we have one way/process available for texting and that is for waitlist notifications. Students need to opt in to be notified by text about the waitlist. The other two texting solutions; one is through our system called Marketing Cloud and those are mass texts for, such things as Matriculation or Orientation. And our other text solution is through Mogli, which is more one-on-one program texting so programs that are interested in texting back and forth with their students have this available.

First, once a student registers for courses, basically they get their bill and it tells them how much they owe. If they already have some kind of payment in the system, that's listed on their Schedule Bill and what I mean by that is SB893 would be an example if they qualify for that, it would be on the bill, if they have scholarships that would be posted on the account and this is the first communication that goes out as an automatic banner message.
Second, within Banner it's going to look and see if there's not currently an exemption to the drop for non-payment process and there's about 10-12 different types of exemptions. For if example, a student has applied for financial aid, FAFSA, Dream Act, or CPCG (California College Promise Grant) they get an exemption for drop for non-payment. If they have a third party payer and that's in the system, they get an exemption. Student will start to receive messages that are

customized to them based on when their due date is. The due date for payment, if there are no exemptions in place, is 7 business days. We don't advertise 7 business days for two big reasons. One, figuring out what a business day for a student is sometimes difficult. Can anyone tell me if December 20th is a business day or December 27th? So in the background we use 7 business days but we don't publicize it. The message that is sent to the student says this is your due date and that calculation is done and that's put into the communication. The email also says these are the ways you can pay for your courses and it lists them and says if you have questions, let us know. The way students are encouraged to pay for courses are applying for Financial Aid and then it lists the resources on how to do that. Then it progressively goes down to signing up for a payment plan, etc. As the messages go out and we get closer to the deadline, the sense of urgency and the order in which those payment options are presented to the student in the email changes. The reason being is if you only have one day left there's not enough time to get a FASFA into the system to keep you from being dropped for non-payment. The payment plan is the most immediate so is the best option if the student waits too long before paying.

Lorraine Barrales-Ramirez motions to add 10 minutes to this item
Danielle Pelletier seconds the motion
The motion passes unanimously by all those in attendance

Follow-up Question: In regards to the technical aspect of the drop for non-payment because in the last couple of semesters some students were enrolled and had paid for their classes already but then they added a course and they didn't pay for that one course but they were dropped from all their courses. I'm assuming we wouldn't want the student to be dropped from all their classes if it's only one that's not been paid for. I'm wondering what we can do so the student isn't dropped from all the courses that have already been paid for.
Answer: Banner doesn't have a way to distinguish if you pay for a particular course. It's looking at your total bill so if you initially register for classes and it was $200 and you pay your $200 and then you register for another class and now you have another $100 it can't tell that those charges are associated with that particular course. It's looking at the entire charges. If there are any charges on the student's account, then they owe money and they go into the drop for non-payment process and so if the student doesn't have their FASFA in and they're paying with a credit card, as an example, then they would start the 7 business day notification process.
Follow-up question: If we want to as a group propose a policy to implement, that would say if the student owes 20% of the overall bill should not be dropped. Would Banner be able to recognize the student has paid a certain amount of money, they wouldn't be dropped?
Answer: Yes, a certain dollar amount would work. That's where looking at the data from PRIE, that's going to help form at what level of recommendation that should be.

As a council and the questions we've asked, we're interested in understanding at a deeper level and still need to understand how the criteria is developed when making decisions such as a dollar amount and the 7 business day timeframe. If we want to, as a council, formulate a new proposal, we need to collect the data and the financial pieces, the timeframes, etc. This looks like it may be another research opportunity first as a subcommittee of SSPC. We have the authority as a planning council to activate that. Between Michiko and Manuel, the questions will be submitted in text form so these are useful to reflect on. This meeting is recorded so we'll make sure it's sent out, as well, and the minutes for this meeting will be accelerated so you have them too. We can agendize this as the third part of the discussion. The subcommittee can work on this in the summer or we can begin work on it first thing in the Fall. To clarify, any proposal that we propose now would not impact Fall 2023 registration.

Before our next SSPC meeting, please refresh on the PowerPoint presentation from Wissem, the minutes from our last meeting and today's as well as the recordings of both.

Thank you Karrie and Wissem for bringing this information to our council.

b. Equity and Antiracism Planning Council (EAPC) Updates

Wissem Bennani & Alison Field   15

Link to the presentation
https://docs.google.com/presentation/d/1jXm9JRBbbwVMiYhUbIG1duEORSaGtyDN/edit?usp=sharing&ouid=10956696343984395596&rtpof=true&sd=true

History & Purpose of the EAPC

- ACES (Academic Committee for Equity & Success)
- College Antiracism Task Force

- Equity & Antiracism Planning Council (EAPC):
  - Centralize equity & antiracism
  - SEAP plus college-wide antiracism values and goals
  - Collaboration with primary participatory governance bodies

Three Overall Goals:

- #1 Collaborate with other bodies to review and revise college policies and practices.
- #2 Facilitate training for students, faculty, staff, and administration.
- #3 Develop and implement college-wide programming related to equity and antiracism.

EAPC Tri-chairs & Voting Members

Tri-chairs (3): Wissem Bennani, Alison Field (Fall 23: Kiran Malavade), and Krystal Martinez

Faculty (5):
- English/Math – Yolanda Valenzuela
- ESL – Rebekah Taveau
- Counseling – Chris Rico
- At large – Leonor Cabrera
- At large – Eddy Harris

ASCC (2):
- Yuliana Leon Subias
- Noah Liu

Classified (5):
- Gonzalo Arrizon
- Rance Bobo
- Michiko Kealoha
- Alyssa Lucchini
- Mahitha Rao

PRIE (1): Karen Engel
Admin (1): Kathleen Sullivan-Torrez

- **Feb. 28: Inaugural Meeting of the EAPC** 🎉
- Monthly meetings: 2:10-4:00 pm, 4th Tues.
- "Open House" at Flex, April 20.
- Next meetings: April 25; May 16.
- For more info, <u>see the EAPC Website</u>.

Next Steps: May 3 and May 17 we are presenting our Progress Report to PBC
                 June 22 will be the EAPC Retreat
                 December 20 we hope to have hired our new Director of Equity

What do you hope to see from the Equity and Antiracism Planning Council?

Max: I know that sometimes in some spaces when we talk about equity and antiracism, such as in interviews, sometimes we talk about the equity and antiracism question. What that does sometimes for some of us, myself included, it can limit us to only focus on equity and antiracism on that one question instead of really pushing us to think about how to use that across all of our questions and all of our work to really move toward achieving these goals. So what I would want to look to see from this new planning council is to help all of us, as a college, to infuse equity and antiracism practices into all the things that we do.

Danielle: I love the identity pie. It would love to have this activity used at Flex Days so we can reflect together. The mere asking of the question gets my mind going and I learn things I never would have even thought of before because the question was never asked. Please bring these activities into the public sphere.
Would there be a way to perhaps infuse a monthly or every other month newsletter going out to the community to let us know what your council is doing with links because it's so cool?

Mary: I'm thinking about the generic job description that we post for Program Services Coordinator for hiring and thinking how we put it out and it only shows what the position entails, the responsibilities and the experience we want from this candidate. How do we make changes to the job description that references equity and antiracism for identity-based positons because we want to be sure we get candidates that are a great fit in those positions and for our college?

We want to be sure you have ample time to provide your feedback but if we run out of time, you can send your feedback to the EAPC TriChairs.
And if you have more questions, contact EAPC TriChairs; Alison Field, Wissem Bennani and Krystal Martinez.

c. SEM Operational Plan for 2023-2025   Maria Huning 30

Feedback form https://forms.gle/qY8h3MRNu4HAaC8v7

Feedback is due by April 30.

We will break into groups and each group will tackle one of the five goals. Each group will then put their feedback into the feedback form and then come back as a group.

Please complete the feedback goal as specifically as you can because we provide a completely different lens.

d. Evening Supports & Services for Students – Fall 2023   Manuel Pérez 15
This is part one of, at least, two conversations about this item.

This item is here because of community interest and having this item discussed further and it's on here from the lens of the Educational Master Plan and the task force for determining the hub for evening and weekend classes and support systems and it's also on here to be extra transparent as feedback that came out of our Fall 2022 debrief session related to peak times in student services. At the debrief we had about 6 or 7 groups and we discussed what went well and what didn't go well with peak times in Fall 2022. Today's conversation is the start of idea collection and feedback.

Providing an overview of draft Fall 2023 hours for evening supports and services.

The goal of this item on the agenda and where we're entering the conversation is to literally co-locate or centrally locate physically our support in the evenings to make it easier for students to access them physically. Our goal is to wherever possible to put them closer physically towards a center of campus.

1. Peak Times - One idea that emerged is having every single person in Student Services physically present on the campus during the peak times. Peak times being the week before the start of classes and up to two weeks after the start of classes. It will vary depending on the start of the semester. So regardless of your remote schedule it would be a consensus and agreement that services for students during peak times everyone would be on physically present in their office. We'll still be offering virtual support for those that need it but it will be from our offices on campus.
2. Normal Scheduled Times - Build a separate evening program for support in September, October and November. If I'm a student that comes to campus for a course, a program, or a service between 5:00 – 7:00, I know that in this one building I can get all the things I need to fully function as a student and it's all within reason in the same area or space. And we'll call it something, such as, the Cañada Night Program, Cañada de Noche, Programs at Night or Programs for Evening Students so it's branded and it's lighted so if I'm ever here as a student I'll know where to go for services.
3. Coordinating Strategic Support - We're basing all this on where we know our students are located physically. What building number are they in during the hours between 5:00-7:00. We know our Instructional partners have located all the courses closest to the center in building 3, 13 and 22. There are a lot of courses in building 1 but it's so far removed, we'll have to come up with something unique.

(Example = if we know in building 13, 80% of the classes that happen between 5:00-8:00 are all in STEM then does it make sense to have a STEM Counselor on the first floor for a couple hours every evening?)
(Example = 100% promise students, should something be in that building for 2 hours that night?)

Question/Comment: This could be hard for the Library staff because we are already short staffed. We have a lot of students in the evening that come by and have classes that we teach in the evening so we are very busy during those peak times. Item 3 above would be hard because if the Library is open a Librarian has to be in the Library.

Comment: This is exciting because we also having conversations with our Promise team about providing evening counseling hours for our part-time Promise students, providing a retention specialist during the evening and also providing more community building activities in the evening, such as, having dinner or providing workshops for our evening students.

Can we get a straw poll on the idea of all of our services being here in person during peak times only?
It looks like it's a positive idea. We'll talk about this again. If you have any hesitations and think this could be hard, please let's hear here, in part two or in an email to Michiko or Manuel.

Comment: Even if we decide to do this we know that we have team members that have an accommodation and might not be working in person. We will honor those accommodations. Something else that could be a reality if we have so many Counselors working at the same time, we might not have enough offices for them all.

The item regarding Peak Times will back at the next SSPC meeting as an action item so please share this item with your teams.

Comment: In TRIO we already have evening Counseling hours online and in-person. We find that more students are doing online counseling, even when they are taking in-person classes.

Comment: In Student Life, we offer to go to CWA events or classes to make student body cards and hold night events for them. We also now provide student body card applications virtually and mailed to a residence if a student prefers this.

Comment: Perhaps something like the Writing Center, where there's an open space so students could walk in and get answers to questions. A catch-all of sorts. A 4-1-1 station.

VIII. New Business

a. Cultural Center Mission and Vision Review and Approval
                Nimsi Garcia, Michiko Kealoha, Mary Ho, Manuel Pérez, Kathy Kohut   10

ÁSE POWER CONSULT '22
Internal Equity Report

Recommendation 2

Affinity Spaces: Prioritize affinity spaces for historically marginalized groups on campus. Provide opportunities for individuals currently leading affinity spaces on campus to receive additional training facilitating anti-racist and anti-bias conversations. Prioritize creating affinity spaces for Black/African Americans, the Latino/a/x community, the LGBTQIA+ community, Veterans, People with Disabilities, New Migrants, and Dreamers. These groups were mentioned repeatedly throughout assessments as needing spaces to practice physical and psychological safety while learning how to navigate the College's systems.

APC Internal Equity Report (full)

CAREER LADDERS PROJECT '21
Cultural Center Focus Groups

Participants across all groups noted that a cultural center would support the development of a more inclusive and supportive culture at Cañada College by balancing two goals: 1) providing a place for community, connection, and cultural celebrations represented through art, food, and music; and 2) fostering an environment or "safe space" to have the hard conversations about race and culture. All groups emphasized the need for dedicated paid staff and students to manage and support the center ensuring a welcoming, positive, and safe atmosphere. Participants noted that without paid staff to manage the center they feared it would become neglected and less impactful.

Additional 8 recommendations can be found in the full summary.

CLP Cultural Center Focus Groups (full)

Career Ladders Project Focus Group Results

- **The Look of the Center**
  - Have murals, flags, art (p.7)
  - Must be a central location (p. 4, p. 5, & p. 7)
  - Adequate space for dialogue (p. 5)
  - Safe space (p. 3)
- **Staff**
  - Student ambassadors (p. 7)
  - Dedicated professional staff member (p. 7)
  - Cultural Center Steering Committee (students, faculty, staff, admin) (p. 7)
- **Subjects for Community-Building, Workshops, Training , Events, Speakers,**
  - Anti-Blackness (p. 7)
  - Racial bias (p. 7)
  - Diversity and inclusion training (p. 7)
  - Activism (p. 7)
  - Student leadership (p. 7)
  - Cultural competency (p. 5)
    - Understanding unique challenges
    - Appreciate cultures/understanding cultures

Timeline

- **Fall 2022:**
  - Develop Mission Statement & Goals
  - Identify potential space for Cultural Center
    - Work with Facilities
  - Put in Personnel Resource Request for Director of Equity & Program Service Coordinator

- **Spring 2023:**
  - Present Mission Statement & Goals to ASCC, IPC, SSPC and PBC for feedback
  - Identified NEW permanent location
    - Work with Facilities to quote & timeline
  - Identify temporary space
  - Begin search and hire Director of Equity & Program Service Coordinator

- **Summer 2023:**
  - Anticipate start for Director of Equity and Program Service Coordinator in temporary space
  - Planning for permanent location*
  - Continue strategic planning for Cultural Center

*Permanent location planning & construction 2023-2024. Tentative ribbon cutting of permanent Cultural Center in new location: Fall 2024

Mission and Goals

The mission of the Cultural Center is to create spaces of healing, joy and critical engagement through learning, awareness, and advocacy that empowers the campus community to become culturally responsive advocates for justice and liberation.

The Cultural Center will:
- Educate about and celebrate cultures through cultural programming and cultural immersion experiences.
- Create spaces for coalition building through partnerships, collaborations and affinity spaces to interrogate and dismantle systems of oppression.
- Support and advocate for the success of our most marginalized students through resources, events and services.

Cultural Center Feedback Survey: https://forms.gle/zWJYvXCELfwJnCoD9 - Due May 26th!

Feedback Survey

https://forms.gle/zWJYvXCELfwJnCoD9

Deadline: May 26, 2023

VIII. Open Forum and Feedback   All   3

        i. Next SSPC Meeting – May 10, 2023

Next Steps
- Discussion item only drop for non-payment next/last SSPC meeting
- Small workgroup for drop for non-payment?
- Action Item to vote on staff on campus for peak times

X. Adjournment