

Student Services Planning Council



Minutes

Date: March 11, 2024
Time: 9:00 - 11:00 am
Location: Building 1, Room 214
Zoom: <https://smccd.zoom.us/j/88106114533>

Item	Presenter	Time (minutes)
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I. Call to Order		1
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Time Keeper – Olivia Cortez-Figueroa

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
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Quorum=14

- | | | |
|-------------------------------------|---------------------------|---|
| <input checked="" type="checkbox"/> | Adolfo Leiva | (SparkPoint) |
| <input type="checkbox"/> | Bettina Lee | (Disability Resource Center & Personal Counseling Center) |
| <input type="checkbox"/> | Bob Haick | (Career Center) |
| <input type="checkbox"/> | Danielle Pelletier | (Faculty) |
| <input checked="" type="checkbox"/> | David Vera | (Financial Aid) |
| <input checked="" type="checkbox"/> | Gonzalo Arrizon | (COLTS-U Transfer Center) |
| <input type="checkbox"/> | Jinmei Lun | (Faculty) |
| <input checked="" type="checkbox"/> | Juan Vera | (Veteran Resource & Opportunity Center) |
| <input type="checkbox"/> | Kathy Kohut | (International Student) |
| <input type="checkbox"/> | Katie Hasse | (Student Representative) |
| <input checked="" type="checkbox"/> | Krystal Martinez | (Classified Representative) |
| <input checked="" type="checkbox"/> | Lorraine Barrales-Ramirez | (EOPS, CARE, CalWORKs, FYSI) |
| <input checked="" type="checkbox"/> | Mahitha Rao | (Interim Post-Secondary Success) |
| <input checked="" type="checkbox"/> | Manuel A. Pérez | (VPSS) |
| <input checked="" type="checkbox"/> | Maria Huning | (TRIO) |
| <input checked="" type="checkbox"/> | Maria Lara | (Admission & Records) |
| <input checked="" type="checkbox"/> | Max Hartman | (Counseling Dean) |
| <input checked="" type="checkbox"/> | Mayra Arellano | (Promise Scholars) |
| <input checked="" type="checkbox"/> | Michiko Kealoha | (Cultural Center Representative) |
| <input checked="" type="checkbox"/> | Nimsi Garcia | (Undocumented Community Center) |
| <input checked="" type="checkbox"/> | Olivia Cortez-Figueroa | (College Recruiter) |
| <input checked="" type="checkbox"/> | Sarah Cortez | (Welcome Center) |
| <input checked="" type="checkbox"/> | Sergio Suarez | (Interim Student Life & Leadership) |
| <input type="checkbox"/> | Vijet Upadhyay | (Student Representative) |

Present Absent

- ✓ Wissem Bennani (Enrollment Services Dean)
- Vacant (Classified Representative)

Advisory

- ✓ Karen Engel (Dean of PRIE)
- ✓ Dr. Ron Andrade (Library and Learning Center)
- Jose Manzo (IPC Representative)

III. Adoption of the Agenda Co-Chair Vera 1

Adoption of agenda for March 11, 2024

David Vera motions to adopt the agenda for March 11, 2024
 Mayra Arellano seconds the motion
 Approved unanimously by consensus of all those in attendance

IV. Approval of the Minutes Co-Chair Vera 1

Approval of minutes for February 28, 2024

Sarah Cortez motions to approve the SSPC minutes from February 28, 2024
 Maria Lara seconds the motion
 Approved unanimously by consensus of 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.

David Vera: Last week I had a student who had an emergency grant offered to her about a month ago, but she never responded, to the self-certification for her to say yes for emergency, yes, I am enrolled for 6 units, so I ended up pulling the money back. So, I offered the grant to another student but the other student didn’t respond. Fortunately, unfortunately, she responded last week, saying that, hey, I just got this email. I just read it. I've been away from the country for about 3 weeks, because, my grandma passed away, so I need this funding to cover the funeral expenses. So, fortunately, I had enough money to cover for her balance, and then some. That's why it’s a great reason to have a surplus from the State or Federal Government to give to students, in this case, the emergency grant to cover expenses for a family member who passed away unexpectedly. Especially since she had to travel to another country for a couple of weeks. With inflation and the cost of traveling so high. She was able to get money back for this unexpected circumstance.

b. Department Reports **All**

Thank you all for sharing your department reports in the chat.

EOPS Update: (Flyer Link)

- EOPS Power Hour, March 19, 12:30-1:30 pm & 5-6 pm – a time for students to come and study or hang out and get snacks. Every other Tuesday in the Financial Literacy Lab.

- We will be accepting applications for this semester through March. The fall application will open in April.
- We will be hiring peer mentors for the 2024-25 academic year. We will start advertising soon!
- NextUp/FYSI will be hosting a workshop during Flex in April.
- Invisible Chains: Understanding Human Trafficking and the Dynamics in College Communities
- This workshop will delve into the multifaceted aspects of human trafficking, exploring its diverse manifestations, delving into the historical context of U.S. human trafficking laws, examining victimology, and placing a specific emphasis on its presence within college campuses. Additionally, it will provide valuable resources for understanding and addressing this issue.
- EOPS & PSP UC Davis Campus Tour on Fri, Apr 26, 2024, 9 am-5 pm.

Financial Aid Update: We closed our scholarship application on March 2nd. I am happy to report that we had an 18% increase in application submissions for our campus! This is in large part of our aggressive workshop campaign from our team, especially from Jackie Flores. Each campus has seen an increase of submitted scholarship applications. We hope that our awarded numbers will go up, as well. All contingent on available donor contribution.

Student Life Office Update: The Student Life office and ASCC are currently gearing up for student elections. Marketing and promotions will begin this week. The office is also continuing to update all website links and hyperlinks on its website for better navigation and experience. The office is also collaborating with SMC and SKY to upgrade its current student ID platform, and to create one unifying card for all three campuses. ICC has a total of 24 clubs - with 2 groups looking for both members and advisors to join before submitting their applications. ASCC is currently working on both a Drive-In movie (March) and a Swap meet (April). Also, Student Senate continues to work on drafting a statement on their support for Palestine and its people.

VI. District & College Highlights

a. Planning and Budgeting Council Mayra Arellano 3
Please see the [PBC website](#) for the meeting minutes for a detailed update.

Vice President of Administrative Services Ludmila Prisecar presented on Free College Initiative. The total budget for 23-24 is \$10 million. At this moment we have enough budget to support Free College Initiative for 5 years. Canada College Child Development Center has been approved. The projected opening is August 2025 near the medical center by building 20. The Lyft program is helping 95 students in the North Fair Oaks, Belle Haven, and East Palo Alto areas with a cost to date of \$500,000.

b. Vice President of Student Services (VPSS) Updates VPSS 3

- The CSSO Conference is being held in San Francisco focusing on Wellness and Spirit.
- There will be an accreditation training this afternoon
- Updates on some permanent hires and placements into roles and positions;
 - Gonzalo Arrizon is our permanent hire as Program Supervisor in the Counseling Division

Updates to the Administrative Procedures (AP) related to enrollment processes. (Changes in the administrative procedures are made in red.) This is a proposal, if you have feedback, please reach out to Wissem or Maria to share with ESC. It will be on the ESC agenda for approval.

[AP 6.19.1 Multiple and Overlapping Enrollments](#)

[AP 6.23.1 Grade Changes](#)

- Students are able to add/drop or change section levels of courses up until the day before census.
- Students may only request a late add for courses 7 days after census for fall and spring semesters. For the summer and short-term courses, students can request a late add after the end of the first week of the course.

Nimsi Garcia motions to add 3 additional minutes for this item

Maria Lara seconds the motion

Approved unanimously by all those in attendance

- Students will be able to request an excused withdraw “W” up to the last day of instruction for one of two reasons; 1) extraordinary condition or 2) extraordinary circumstances
- Student may petition to enroll in a course that overlaps with another course by no more than 15 min.
- Students can petition for course letter change up to 1 year.

d. Instructional Planning Council (IPC) Updates

Please see the [IPC website](#) for the meeting minutes for a detailed update.

No updates. The next IPC meeting is April 1.

VII. Old Business**a. Program Review Wrap-Up**

i. Fall 2024 Closure

A few of our programs and offices went through a comprehensive program review this past fall 2023. Each program and office shared their stories through qualitative and quantitative data via Nuventive. They meet in smaller teams and receive feedback through peer review. In our last meeting, we decided to share the formal written feedback, which has been sent out to the respective programs and offices. We would like to finalize this process and discuss if anything else needs addressing before closing the loop on the fall 2023 comprehensive program review. The comprehensive program review process for fall 2023 is complete. The next step, for the programs, and offices that received peer feedback is to incorporate the feedback into their assessment processes. Additionally, it's emphasized that every office or program should undergo some form of assessment this year through a survey, questions, free-form response, and data collection.

There was a discussion about how programs will incorporate feedback received from their comprehensive program review. It was suggested that programs make a notation of how they addressed the recommendations or feedback in their reviews. An idea was proposed to highlight one specific action taken based on the feedback received, or in the form of a presentation which would be documented and shared with the council in our May meeting. It was suggested to refrain from adding additional requirements for this year but rather empower local teams to discuss and incorporate feedback into their assessments.

ii. 24-25 program review timeline

We need to vote on the 24-25 timeline and process for program review, to take to PBC. Participants share their perspectives and concerns. The proposed timeline is for the SSPC peer review group to fully submit feedback by November 27 and the SSPC program review presentation on March 12 for 25-26.

The meeting dove into the process details discussed in previous meetings, such as reviewing submissions, assigning reviewers, scheduling peer review meetings, and submitting feedback to SSPC. The emphasis is on ensuring that all steps are planned to avoid calendar conflicts and ensure timely submission to SSPC.

Discussion arises regarding the purpose of the comprehensive program review presentation. The presentation can provide the identified opportunities for improvement and share plans for addressing feedback.

Participants expressed concerns about the timeline, particularly the gap between receiving feedback and presenting it, which could lead to forgetting key points. Suggestions are made to adjust the timeline, possibly moving the presentation date to early February to allow for more meaningful follow-up discussions.

Lorraine Barrales-Ramirez motions to add 5 additional minutes for this item

Maria Lara seconds the motion

Approved unanimously by all those in attendance

Lorraine Barrales-Ramirez suggests streamlining the comprehensive program review process by moving presentations to the fall to coincide with peer review meetings, allowing for more efficient feedback. She emphasizes the benefits of completing everything in the fall to avoid overwhelming tasks in the spring.

There is a motion to move the SSPC Peer Review fully submitted to the program by December 6. Move the SSPC Program Review Information Presentation to the first SSPC meeting in Spring 2025.

Maria Huning supports the motion

Mayra Arellano seconds the motion

Michiko Kealoha moves to amend the original motion to include the first meeting of SSPC for spring 2025 which happens on February 12.

Olivia Cortez-Figueroa seconds the motion

Maria Huning approves the amended motion

13 Yes / 2 Abstain
Motion Carries

Olivia Cortez-Figueroa motions to add 10 additional minutes for this item
Mayra Arellano seconds the motion

The discussion revolved around proposed changes to the program review process. There was debate over whether to present faculty and classified positions to the Program Review Oversight Committee (PBC) or other bodies like the Instructional Program Council (IPC) and Classified Senate. Concerns were raised about the impact on representation and the process's transparency. Ultimately, no decision was made, and feedback will be shared with PBC for further consideration.

VIII. New Business

a. EAPC Update Dr. Michiko Kealoha 10

Michiko Kealoha shared the work the Equity and Antiracism Planning Committee (EAPC) has been doing on campus and in the district. Members expressed interest in staying informed about initiatives related to equity and antiracism across the campus.

Mayra Arellano motions to include EAPC on the agenda for regular updates
Maria Huning seconds the motion
Approved unanimously by all those in attendance

b. Student Services & Accreditation Dr. Pérez /Dr. Engel 20

We had a discussion centered around preparations for the upcoming accreditation process. We learned about the role of the accrediting commission and the importance of demonstrating compliance with specific standards related to various aspects of the college's operations. Members were briefed on the timeline and tasks involved in gathering evidence and preparing for the accreditation visit. The accreditation lead emphasized the need for thorough documentation of activities and outcomes to showcase the college's continuous improvement efforts. Additionally, updates were provided on new personnel and training opportunities related to accreditation. The meeting concluded with an invitation to accreditation training that afternoon.

IX. Special Presentations

a. Student Life and Leadership Update Sergio Suarez 15

- i. Club Roster
- ii. Vending Commission

Sergio Suarez provided two updates for student life: the Inter Club Council (ICC) and the Vending Commission. ICC is a big part of our campus and has responsibilities of membership, including access to resources and recognition as a student organization. We learned the process for becoming a recognized club, and the ICC's role in supporting clubs on campus. Currently, there are 24 clubs, with new ones in development. The Vending Commission allocates funds from on-campus vending machines to student-focused events and activities. For 23-24, there was \$12,000

awarded. There is development in reviewing the policy to ensure alignment with social justice and DEI principles. More updates will come regarding the student IDs to align with the College of San Mateo and Skyline College.

X. Discussion

XI. Open Forum and Feedback

Michiko Kealoha brought up the topic of parliamentary procedure. As well as the importance of understanding and modeling proper parliamentary procedure, highlighting the distinction between a motion and the action of moving. There was a suggestion to get a refresher on parliamentary procedure.

XII. Adjournment

For Next Meeting: ~~March 27, 2024~~ (Spring Recess)

Monday, April 1, 2024, 10 am - 12 pm

Future Item: CARES Report Presentation; Refresher Training: SAOs & Transformational Antiracist Leadership Framework