

Student Services Planning Council



Minutes

Date: May 8, 2024
Time: 2:00 - 4:00 pm
Location: Building 13, Room 233
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"/> | Bob Haick | (Career Center) |
| <input checked="" type="checkbox"/> | Danielle Pelletier | (Faculty) |
| <input checked="" type="checkbox"/> | David Vera | (Financial Aid) |
| <input checked="" type="checkbox"/> | Gonzalo Arrizon | (COLTS-U Transfer Center) |
| <input checked="" type="checkbox"/> | Jinmei Lun | (Faculty) |
| <input checked="" type="checkbox"/> | Juan Vera | (Veteran Resource & Opportunity Center) |
| <input checked="" type="checkbox"/> | Kathy Kohut | (International Student) |
| <input type="checkbox"/> | Krystal Martinez | (Classified Representative) |
| <input checked="" type="checkbox"/> | Lorraine Barrales-Ramirez | (EOPS, CARE, CalWORKs, FYSI) |
| <input checked="" type="checkbox"/> | Mary Ho | (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 type="checkbox"/> | Sergio Suarez | (Interim Student Life & Leadership) |
| <input type="checkbox"/> | Vijet Upadhyay | (Student Representative) |
| <input checked="" type="checkbox"/> | Wisse Bennani | (Enrollment Services Dean) |
| | Vacant | (Classified Representative) |
| | Vacant | (Disability Resource Center & Personal Counseling Center) |
| | Vacant | (Student Representative) |

Advisory

- | | | |
|-------------------------------------|-----------------|-------------------------------|
| <input type="checkbox"/> | Karen Engel | (Dean of PRIE) |
| <input checked="" type="checkbox"/> | Dr. Ron Andrade | (Library and Learning Center) |
| <input type="checkbox"/> | Jose Manzo | (IPC Representative) |

✓ Present o Absent

Guest:

- ✓ Kiran Malavade
- ✓ Kim Lopez

III. Adoption of the Agenda Co-Chair Vera 1

Adoption of agenda for May 8, 2024

Lorraine Barrales-Ramirez moves to adopt the agenda for May 8, 2024
Kathy Kohut seconds the move
Approved unanimously by consensus of all those in attendance

IV. Approval of the Minutes Co-Chair Vera 1

Approval of minutes April 24, 2024

Olivia Cortez-Figueroa moves to approve the SSPC minutes from April 24, 2024
David Vera seconds the move
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.

Mary Ho: On Saturday, May 4, I took seven students to the Asia Pacific American Leadership Conference at San Jose City College. There were over 250 community college students from the Bay Area. Our students had the opportunity to interact and participate in smaller discussions. A few students said, Oh, wow! This is so transformative, and to be able to participate in my identity and just be so empowered in terms of their leadership abilities and capabilities. It was amazing, it was awesome, that they got to connect with other students.

Jinmei Lun: I received an email from one of our students right before our meeting. She got into one of the most difficult programs at San Jose State University, the Animation & Illustration Program. The requirements are high, GPA, a portfolio, and more. But she made it. We have one international student who got accepted last year. Now we have a second student getting in this year. I want to share the end-of-the-semester achievements of our students. I think we have a lot of a celebration coming up.

Max Hartman: I received an email recently from a student who I worked with back in the day when I was in the DRC Office. I worked with her from her very first day on the campus. She was terrified to go to college. She wanted a very specific thing when she visited our office. She started the first conversation, “I want to get out of math”. We worked really hard to figure out a way for her to be successful in her math class. She sent me a letter and asking me for a letter recommendation, because she finished her bachelor's degree, and is now applying for grad programs at the University of Wisconsin.

b. Department Reports

All

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

COLTS-U Transfer Center Update: Please encourage our transferring students to stop by COLTS-U Transfer Center in 9-106 TODAY and TOMORROW, any time 9 am-3 pm to add their name to our recognition board or take pics and be shouted out on our social media channels!

Financial Aide Update: Our student achievement ceremony is next Friday at 2 pm. The ceremony will be at the main theatre, and the reception will be held at the Grove immediately following the ceremony. You are all welcome to celebrate this occasion. We are expected to have over 300 guests at the event!

Promise Update: Our Promise Scholars Graduation Celebration is on May 22nd from 5:00-7:00 pm, Building 23-Rooftop. We hope everyone can join us to celebrate our 100+ Promise Graduates.

Student Life Office Update: The Student Leadership Award is tomorrow May 9th, and all are welcome to join - the event is student-led and centered. ASCC held a fun and festive swap meet and AANHPI Heritage Month event. The Student Life Office is also planning for commencement.

TRIO Update: Tonight is our Recognition Ceremony from 6-8 pm in the Cañada Vista Clubhouse. All are welcome!

Welcome Center Update: As we near the end of the semester, our next available counseling appointments are on May 22nd. The summer counseling schedule will be available asap. Yesterday's Super PEP event was super successful! We are looking forward to this Friday's Super PEP event. Please encourage students to schedule their counseling appointments.

VI. District & College Highlights

a. Planning and Budgeting Council

Mayra Arellano

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

PBC was held on May 1. Dean Thomson gave an update on our funeral services program, if you're interested in learning more about the program you can find more information on the [website](#). A recommendation was made to hire two full-time faculty members to oversee the program, based on the feedback they are moving forward. We also received an update regarding our Educational Master Plan (EMP) and the work we are doing with local schools and our communities. One of the events that was shared was our listening session in North Fair Oaks, Bell Heaven, and East Palo Alto. During the listening session, we got to hear from community members and what was needed to collaborate to better support our community and strengthening relationships. It was good to be in the North Fair Oaks community center and build connections. Kudos to Olivia, Estela, Manuel, and Angelica and those who participated in organizing the successful event.

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

There has been a slight delay in the announcement regarding non-personnel resource requests, which were expected in April. An update is anticipated in about a week. Further communication will be provided via email or through department leads. We are at the end of the year, which means commencement and end-of-the-year celebrations. ESL had a packed room in 6-101-102, TRIO is having their celebration this evening, and Student Life's event is tomorrow. We have many more events to come if you can stop by one of them. Thank you for making our students feel special. Moving into the summer, the Boys and Girls Club (BGC) will be on campus at the end of June and July. This is part of our EMP goals, thank you to Olivia, Wissem, and Estela. We are working on an emergency protocol for our commencement with the event happening in Israel and Gaza we want to be prepared, at the moment we are not expecting any disruptive or interrupting events. There will be a meeting with the Vice Presidents, Commencement Leads, Public Safety, and facilities tomorrow to discuss our protocol. Lastly, Kim will be here today to discuss the next steps and formal transition for the Vice President of Student Services. My last day on campus will be Friday, June 7.

c. Enrollment Services Committee Update (ESC) Wissem/Maria 3

First Update, WebSmart and Banner will be down from May 25-27 for updates. During the upgrade period faculty grade entry will not be available. An email may provide updates, and certain processes like course cancellations and waitlists will be paused during this time. Second update, enrollment services are working on implementing queue management. This will allow better preparation for student planning and improve data collection for fall financial aid. The third update, the drop for the non-payment process was discussed and approved. There is an implementation meeting scheduled to prepare for the fall. Communication efforts are being led to ensure students are informed regarding fees and registration. The team has worked to adjust unnecessary fees and improve messaging through the CRM system, resulting in positive feedback. Lastly, I would like to acknowledge the team's work on making registration easier for students, with plans to continue improving this process through the summer and fall.

d. Instructional Planning Council (IPC) Updates Jose Manzo 3

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

No updates.

e. Equity and Anti-Racist Planning Council (EAPC) Dr. Michiko Kealoha 3

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

EAPC is focusing on five key equity goals for the upcoming school year:

1. Increase successful enrollment of Black students.
2. Improve completion rates for transfer-level Math and English, especially for Latinx students.
3. Improve persistence from the first to the second term for Filipino students.
4. Increase transfer rates for Latinx students.
5. Increase degree completion rates for Latino males.

A \$1 million grant was received from the state to support these initiatives.

Danielle asked a clarifying question regarding completion degrees.

Kiran mentioned that the completed degree goal is flexible and includes both associate degrees and career education programs, such as certificate completions.

Lastly, a new initiative from the District Anti-Racism Council has been approved by the Chancellor. This involves updating headshots for all district employees, including public safety and IT, to standardize professional images with clear, passport-like photos.

VII. Old Business

a. Land and Labor Acknowledgement

EAPC leads 20

EAPC leads emphasized the importance of acknowledging and uplifting Black, Indigenous, and People of Color (BIPOC) histories in the land and labor acknowledgment presentation. The initiative began after students attended the National Conference on Race and Ethnicity (NCORE) in 2018, expressing the need for this acknowledgment on campus. A key objective is to link the acknowledgment with concrete efforts to disrupt and dismantle systemic racism and anti-Blackness.

Feedback and revisions have been incorporated from various campus communities, including faculty, students, and staff. Particularly, discussions centered around ensuring the acknowledgment is a meaningful commitment to justice rather than a symbolic gesture. The land and labor acknowledgment statement was revised after receiving a vote from the Instructional Planning Council (IPC). One significant change was replacing the term "capitalism" with "economic exploitation". The updated statement addresses the historical and ongoing effects of colonization, racism, and labor exploitation, specifically honoring the Ramaytush Ohlone people, individuals of African ancestry, and the contributions of immigrant and undocumented labor. It serves as a call to action, reminding the college of its responsibility to dismantle oppressive systems and educate the community. The land and labor acknowledgment will debut during the commencement ceremony, making it a part of a celebratory occasion for students, families, and friends. Additionally, it will be added to the college website, accompanied by resources to encourage further education and action.

During the discussion, several key points were raised about the land and labor acknowledgment. Manuel A. Perez emphasized the need for a thoughtful explanation of terms, especially when distinguishing between the original and revised versions of the acknowledgment. They highlighted the importance of including contextual notes, particularly about economic exploitation versus capitalism. This generated a broader discussion about balancing the universal nature of land acknowledgments with the specific history of the college and the Ramaytush Ohlone people. The challenge of pinpointing the exact details of historical events was also acknowledged, particularly in terms of the displacement of local populations.

Gonzalo Arrizon reflected on the tension between universalism and specificity in the acknowledgment, noting that capitalism played a significant role in shaping the oppressive systems that the acknowledgment seeks to address. The discussion also touched on the challenges of determining where specific historical events occurred and how they relate to the college's land. There was an emphasis that, while precise details might be difficult to reconstruct, the acknowledgment should still address these broader issues.

Nimsi Garcia moves to add 5 additional minutes to this item
Maria Lara seconds the move
Approved unanimously by consensus of all those in attendance

A clarifying question was raised regarding the timing of the acknowledgment's debut, particularly in relation to upcoming recognition events. Gonzalo Arrizon sought clarification on whether the new version of the acknowledgment should be used or if the old version should be retained for now. In response, it was suggested that introducing the new acknowledgment as a draft would be appropriate, as feedback is still being incorporated. An example was provided of a previous event where a draft version of the acknowledgment was presented while still seeking feedback from the community. The discussion concluded with suggestions on how to present the acknowledgment in its draft form and the potential implications of doing so.

Edits to the land and labor acknowledgment:

Paragraph 1: Canada College is situated on the traditional unceded land of the Ramaytush (Rah-my-toosh) Ohlone (Oh-LOW-nee) peoples,

Nimsi Garcia moves to add 5 additional minutes to this item
Maria Lara seconds the move
Approved unanimously by consensus of all those in attendance

Continue edits to the land and labor acknowledgment:

Paragraph 1, second line item: we respect our past elders and honor the present
Paragraph 4: We acknowledge the peoples of African ancestry who were enslaved and forcibly brought to this land, and whose forced labor...
Last Paragraph: Let us honor and engage with the people who have stewarded and labored on this land for generations, and let us honor these truths—by taking responsibility as a college community to continually educate ourselves about these stories,
Paragraph 2: replace economic exploitation back to capitalism

Lorraine Barrales-Ramirez moves to accept the land and labor acknowledgment with the edits made
Mayra Arellano seconds the move

Max Hartman asks to edit the last paragraph from stories to realities.

Lorraine Barrales-Ramirez moves to accept the edit made by Max Hartman
Mayra Arellano seconds the move
Approved unanimously by consensus of all those in attendance

b. Recommitment to Transformational Antiracist Leadership

50

Dr. Kealoha/Dr. Pérez

- [Givens \(2008\) \(21 pages\)](#): (Gonzalo, Wissem, Ron, Sergio)
 - Gonzalo - a lot of researchers have built off of Burns
 - 4 components (it's dynamic, it's not about one leader, it's about the collective)
 - Idealized influence

- Inspirational motivation
 - Intellectual stimulation
 - Individualized consideration
 - Humanizing the individual
 - Aligning morals and goals with organizational goals
- [Landing Page & YouTube](#): (Lorraine, Juan, David, Danielle, Bob)
 - Difference between transactional (project management and employees telling them what to do or carrot and stick levers) and transformational (inspiring them to be greater, get out of their comfort zone, aspirational, and beat your fears)
 - Leader acts as a role model
 - Stimulating their innovation and curiosity
 - Leader will act as coach and mentor
 - Someone who is comfortable in themselves to allow others to grow
 - They have the support they need to get the job done vs checking to make sure they get the job done
 - Loyalty and positive response comes from that
 - Planting a seed, providing opportunities
 - Everyone is pulling together in the same effort
- [The Atlantic Institute Webinar](#): (Adolfo, Kathy, Michiko, Mary)
 - If you don't change what the system is setup to accomplish, we will keep getting the same results
 - Reimagine how you make decisions and consider possibilities and communicate, budget, and define concepts (your money goes to where your values are)
 - Use your position and power to create change
 - Push the boundaries about what makes White people comfortable—you see pilot projects or task forces vs. systemic changes (sometimes it just ends there)
 - what does power-sharing look like
 - This was from 2020 and are we forgetting these global conversations about what it means to be anti-racist, a lot happened in 2020 but has there been a change?
- [Anti-Racist Leadership YouTube \(Betsy Hodges 14m31s\)](#): (Max, Jinmei, Katie, Maria H.)
 - Whiteness wants comfort and not change
 - How we do DEI work and it's learning about what you don't know about the hxstories and there is an unspoken background noise of how to be a good person vs. a bad person and that approach isn't helpful (I don't share my racist thoughts vs. systems change)
 - Systems change needs to happen with policies and procedures
 - Testing pilot programs is not enough
 - We need to invest in those policy changes and tie them to outcomes
 - how are we still practicing today and how we change and voice practice for little Black girls—how do we do this as a collective and an individual
 - How to raise your voice and speak your mind
 - What does democracy look like beyond elections?
 - How these concepts fit within the framework - closing 51 mins in

Commitment: The Student Services Planning Council is committed to revisiting TAL at the first SSPC meeting in the fall of 2024.

Action: Look at policies and procedures that are in our purview that we can change – those policies that perpetuate White Supremacy.

VIII. New Business

a. VPSS Transition Update

President Lopez 10

In this meeting, Kim Lopez discussed the transition of Manuel, who will be leaving for a new role at CSM on July 1st. With only a few weeks to find a replacement, Kim outlined the plan for conducting a permanent search starting in the fall semester. The goal is to have a hiring committee formed in August, advertise the position by September, conduct interviews by November, and have a new hire in place by January 1st. Kim expressed confidence that a strong pool of candidates would emerge due to the well-regarded reputation of Manuel statewide. In the meantime, Kim will work with a national registry to find a temporary replacement. Kim has spoken to a potential candidate and plans to finalize the process within the next two to three weeks. This interim hire will help maintain continuity without making significant changes, allowing the team to focus on their ongoing work while preparing for the permanent selection process. Additionally, the conversation touched on the logistical challenges of working with retirees, particularly those restricted by California's PERS and STRS retirement systems, and how the registry offers flexibility by providing candidates from outside the state. Kim emphasized the importance of ensuring the interim hire understands and supports ongoing initiatives, such as listening sessions in the community, to maintain momentum. Contingency plans were also mentioned in case the hiring process extends beyond December, with options including extending the interim hire's contract or advertising for another interim position. Kim confirmed that the hiring process would require board review and approval.

There was also a discussion about concerns raised by SSPC members regarding the temporary hire, such as ensuring they wouldn't chair the hiring committee or apply for the permanent position. Kim acknowledged these concerns and reiterated that the interim person would solely focus on supporting the team and maintaining stability.

IX. Special Presentations

a. CARES Quick Update

Dr. Pérez 5

Item moved to a future meeting time.

X. Discussion

a. Student Services Huddle

Dr. Pérez 5

When: Wednesday, May 22, 2024, Time: 2 - 4 p.m., Location: 2-10

XI. Open Forum and Feedback

XII. Adjournment

For Next Meeting: September 11, 2024

Future Item: CARES extended presentation, Business Office Update, various Student Services presentations for Fall 2024 Semester