



**STUDENT SERVICES PLANNING COUNCIL
MEETING MINUTES**

**Wednesday, January 25, 2017
2:00pm to 4:00pm
Building 9 – Room 154**

Members Present: Adolfo Leiva, Kathy Kohut, Bob Haick, Kim Lopez, Ruth Miller, Sonny Choi, Yesenia Mercado and Luanne Cannestro for Margie Carrington, Joanna Dai, Chialin Hsieh, Max Hartman, Melissa Alforja, Lizette Bricker, Sarah Aranyakul, Soraya Sohrabi, Debbie Joy, Maria Huning, Misha Maggi, Jeanne Stalker, Gloria Darafshi

Members Absent: Mayra Arellano, Carlos Luna, Trish Guevarra, Nicholas Jerrard

Guests: Rachel Corrales, Jamillah Moore, Matt Lee

-
- 1. Approval of Minutes** – October 26, 2016 minutes approved with one exception to move Jeanne Stalker's name from Guest to Member.
Maria Huning, Rachel Corrales, Yesenia Mercado and Luanne Canestro abstain.

- 2. Business**

- I. Program Updates**

- *International Student Center* – Caroline Ouyang has detailed into the Program Services Coordinator in the International Student Center. The International Student Center had 3 days of orientations in January and have 29 new students from 16 countries. There are 150 total students at Cañada for the Spring semester.
- *Financial Aid* – March 2 – Deadline for Scholarships (Scholarship readers are needed)
May 12 – Scholarship Recognition Ceremony
- *Upward Bound* – Upward Bound has 63 students and 83% retention rate. $\frac{3}{4}$ of students do Summer Semester programs where they receive help with working on and writing scholarships.
- *SparkPoint* – The Legal Center in the Dream Center is reopening with translation services. Please call for appointment. Adolfo met with CSM who is looking into starting a Dream Center. 25% of students have completed the Cañada Cash program. This program matches dollars 2 to 1.
- *A2B* – A2B lost Khoa Nguyen at the beginning of the semester. A2B went through hiring justification at Cabinet today and was approved to replace the position. The grant's Annual Performance Report (APR) to the Department of Education is due on January 31st. According to the data provided by PRIE, the program has served 508 students in 2015-2016 and 90 of them have received associate's degrees. A2B and Accounting/Business department are collaborating on an event on Thursday 1/26 at 1pm in CIETL. It will be an opportunity for students to ask questions about their majors to

the faculty and to learn about the services offered through A2B.’

- *Admissions & Records* – A&R is working on a new Degree Certificate online Petition.
- *Transfer* – 50% more students applied to UC and CSU. Students who applied for admission to UC campuses for fall 2017 term must update their application by providing fall 2016 final grades and planned courses for spring 2017. To do so, students must log in to their application and complete the Transfer Academic Update (TAU). The deadline is January 31, 2017.

Students who are planning to complete an Associate Degree for Transfer (AD-T) at the end of spring or summer 2017, must file their degree petition no later than February 17, 2017.

- *EOPS/CARE/CalWORKs/Former Foster Youth* – The last Orientation is February 2.
- *Orientation and Assessment* – The new Assessment is up and running for Math, English and ESL. Common Assessment was supposed to be in use this semester. It didn’t happen so a new assessment had to be implemented in a months’ time.
- *Career Center* – 90 students participated in the County event.

San Francisco International Airport Internship & Career Information Session:
February 1st 1 PM – 3 PM

Students will learn about summer internships, jobs and career options at San Francisco International Airport. SFO employs over 40,000 people in a wide variety of careers, and has a robust internship program that hosts more than 100 interns annually. Representatives will be on hand to help interested students apply to openings. Refreshments will be served.

Spring Internship Fair

February 15, 2017, 11 AM - 1:00 PM, In The Grove

Please join us for our Internship Fair! This event is for all students to help you facilitate learning opportunities outside the classroom. These experiences provide opportunities for you to apply classroom theory to "real world" situations thus enhancing academic and career goals.

So whether you need practicum experience for your major, or would just like to "try on" positions to help you decide on a major you should attend this event.

Please note that some of these internships may also require you to enroll in Cooperative Education, which will allow you to also earn transfer credit during the internship. There will be employers offering both paid and unpaid internships at this event.

Cañada College Spring Job Fair

April 12, 2017, 11 AM - 1:30 PM, In The Grove

Job fairs are a great way to explore potential career fields and job openings with employers. Come as you are with lots of questions and copies of your resume. There will be free food, mock interviews, resume help, and our famous prize giveaways!

- *Wellness Center* – Sharon Bartels, the Health Services Director is retiring. The Health Center is open Monday – Thursday, 9:00-3:00. Gena Rhodes is in the Personal Counseling Center Full-time. The PCC is open Monday and Thursday, 10:00-6:00, Tuesday, 10:00-5:00 and Wednesdays 10:00-3:00.

The Disability Resource Center has almost 300 students. Jenna French, the Learning Disability Specialist, will begin teaching DSKL classes. The DRC also will be offering time in the VROC center 1 day a week on Wednesday from 11:00-12:00 to answer questions and make appointments especially for Veterans.

II. Program Review

Reminder - Program Reviews are due at the end of February.

Student Services 2016-2017 Program Review Schedule

- Counseling/Puente

- Financial Aid and Financial Literacy
- International Students
- Orientation, Assessment and Registration
- Student Life and Leadership Development

There will be Friday afternoon meetings to read through, fill out the evaluation forms and send to submitter for each program review prior to the Wednesday discussion.

III. Participatory Governance Manual Revision

Discussion regarding the proposed revisions to the Participatory Governance Manual. See proposed changes at the end of the minutes.

PBC liaison, Max Hartman, will communicate questions and comments to Planning and Budgeting Council.

Questions:

- How will the master list of proposed positions be prioritized if funding becomes available during the fiscal year to add additional positions?
- It was brought up during the meeting that an agreement needs to be made with CSEA about the permanence of previously hired grant or categorical funded classified positions. Is there a process for that?
- For replacement positions do they go to PBC now instead of cabinet? What are the steps?
- For vacancy positions how are classified senate and Academic senate notified?
- What about detail positions, do they fall under the process for temporary/grant funded positions?

IV. Strategic Planning for EMP Objectives (Strategic Initiatives)

Chialin Hsieh presented information on the [next steps](#) for the implementation on Strategic Initiatives for the Educational Master Plan. (link goes to the PBC meeting notes, click on meeting Jan. 18, "EMP Objectives and integrating Plans")

What are Strategic Initiatives?

1. Objectives to achieve the goals of the EMP
2. Major priorities that aim to transform the college
3. "Big ideas" that require a significant investment of financial, personnel and/or physical resources and require multiple years to implement

V. President's Updates

Social Justice - On December 14, 2016, the Board adopted an "Affirmation of the San Mateo County Community College District's Commitment to Educational Social Justice through Access, Affordability, Individuality, Diversity and Inclusion." This affirmation is core to the Board's approach to the manner in which all students and employees of the District are to be treated, protected, respected and valued. Having heard from students and employees about their concerns relating to the recent proposed national policy positions and proposals, the Board continued the discussion at this week's study session and have updated the commitment.

College Promise Program – President Jamillah Moore informed on the College's Strong Promise Program, consistent with the agreement to update on the college and District promise programs.

Using the "Stay Strong" efforts include guiding students to transfer pathways, improving transfer and completion rates. This is in line with the ESO Adelante Grant. "Finish Strong" will include continuing support for students on the transfer track and develop retention efforts after transfer. Funding possibilities may include in the District Promise Plan are trustee scholarships, possible funds

for lending libraries, or other purposes to support high-need students. As soon as the District knows their plans, the College will know how to align with them for our own College Promise Program. The Board will discuss this at the Feb. 11 Board Retreat.

Building 1 and 23 – The Board has approved the architects to use for Building 1 and 23. Building 1 will begin demolition and conversations regarding swing space has begun with those employees that use the building.

President's Office Hours – Office Hours are Tuesdays 1:00-2:00 and Thursdays 9:00-10:00.

4. Other

5. Adjournment

2016-2017 Upcoming Meetings

~~August 24~~

September 14 & 28

October 12 – cancelled due to Flex Day

~~October 26~~

~~November 9 & 23~~

~~December 14~~

January 11 & 25

February 8 & 22

March 8 & 22

April 12 & 26

May 10 & 24

[Student Services Planning Council Website](#)

The college uses Program Review as the basis for identifying ~~identifying~~ **justifying** new and replacement positions. Faculty, staff and administrators are able to **use Program Review and other evidence to propose positions**. ~~include requests for new or replacement positions and justify their request through the Program Review document and a formal position proposal.~~ Four ~~Three~~ distinct processes exist: for new positions, for **vacancy** replacements ~~positions~~, for externally funded positions, for **and other** temporary positions. All process involve consultation with participatory governance bodies and culminate in recommendations to the President.

Each year the PBC creates a master list of all new, non-temporary, positions. The strengths and weaknesses of each position are documented in order to inform prioritization decisions by the President. The President consults this master list whenever funding becomes available for new positions.

| New positions for all non-temporary funding sources (Fund 1, Fund 3, Innovation, etc.) | Original Deadlines | New Deadline |
|---|--|-----------------------|
| STEP 1. Submit Proposals Authors submit written proposals to dean/supervising administrator who forwards to VPI/VPSS. Proposals will posted on PBC website. New Position Proposal forms are located at PBC website. | Mid-October Mid-February | Late October |
| STEP 2. Submit Presentations Authors submit PowerPoint slides to the VPSS/VPI office; presentations are posted on PBC website. | Mid-October Late-February | Early November |
| STEP 3. Presentation and Discussion All-governance group meeting: presentations and group discussion of strengths and weaknesses for the position proposals. All members of the college community are invited to participate in the discussion. | Late-October Early-March | Early November |
| STEP 4. Academic Senate Analysis of Faculty Positions Academic Senate reviews faculty positions and makes recommendation to College President. | Early-November Mid-March | Early to Mid November |
| STEP 5. Review/Approve Process Integrity PBC evaluates and votes on integrity of process, then recommends strength/weakness analysis to College President. | Mid-November Mid-March | Mid November |

| New positions for all non-temporary funding sources (Fund 1, Fund 3, Innovation, etc.) | Original Deadlines | New Deadline |
|---|---|-----------------|
| STEP 6. College President Decision College President announces decision on new positions after consultation with Cabinet. | Late November Late March | End of semester |
| STEP 7. Screening Process Begins ASGC and CSEA appoint members to screening committees. | Early December Mid-April | Late January |

| | Temporary Fund 1 Positions | Categorical-funded positions Temporary positions and Grant-funded positions | Vacancy Replacements |
|--------|---|--|--|
| Step 1 | Position proposal, duration of assignment, and funding is reviewed by Cabinet. | Grant proposal to create a new position is reviewed by Cabinet, or Proposal for using categorical funding to create a new temporary position is reviewed by Cabinet | Notification of retirement or resignation, or Notification of a change in a vacant position |
| Step 2 | A plan for position termination is prepared.— <i>(Note: If the position is to be institutionalized, the position must be proposed as a New Fund 1 Position and go through the corresponding prioritization process.)</i> | A plan is prepared for what to do with the position once funding is terminated. <i>(Note: If the position is to be institutionalized when the external funding is terminated, the position must be proposed as a New General Fund Position and go through the corresponding review and decision process.)</i> | Department/Division reviews the need for the position and prepares responses to the Hiring Replacement questions listed below. |

| | Temporary Fund 1 Positions | Categorical-funded positions Temporary positions and Grant-funded positions | Vacancy Replacements |
|--------|---|---|--|
| Step 3 | Classified Senate and Academic Senate Presidents review the proposal and provide recommendation. | Classified Senate and Academic Senate Presidents review the proposal and provide recommendation. | CSEA is notified for classified positions within CSEA's purview, such as a lateral transfer, or Academic Senate discusses faculty positions, including the strategic allocation of FT faculty |
| Step 4 | Decision by the President | Decision by the President | Position and recommendation comes to the PBC for information/discussion |
| Step 5 | PBC is notified as an information item | PBC is notified as an information item | Action taken by the President |