



Student Services Planning Council Minutes

Meeting Date: March 25, 2020

Meeting Time: 2:00-4:00

Location: ZOOM Meeting

Present: Kathy Kohut, Debbie Joy, Ruth Miller, Alison Field, Max Hartman, Candice Johnson, Maria Huning, Manuel Pérez, Adolfo Leiva, Michiko Kealoha, Lorraine Barrales-Ramirez, Mayra Arellano, Nimsi Garcia, Ariela Villalpando, Ari Soler, Luanne Canestro, Saul Miranda, Manuel Delgado, Tianna Chan, Margie Carrington, Bob Haick, Maggie Baez, Jeanne Stalker, Mary Ho, Andy Cuevas, Nadya Sigona, Soraya Sohrabi,

Guests: Manasi, Chantal Sosa, Lezlee Ware, Joan Murphy

Topic	Discussion/Outcomes
<p>1) Approval of Minutes (Action) March 11, 2020</p>	<p>M. Kealoha moved to approve the minutes as is from March 11, 2020. A. Leiva seconded the motion. Motion passes.</p>
<p>2) Discussion Items</p> <p>I. Timekeeper Assignment Rotation (1 min.)</p> <p>II. COVID-19 Updates</p> <ul style="list-style-type: none"> • General Check-in 	<p>Maria Huning volunteered to be the timekeeper</p> <p>March 27 Flex Day should be considered a regular workday and a flexible day depending on what is needed to occur in your respective area.</p> <p>The District does not have any official Flex Day activities scheduled for Friday, however, individual offices and divisions have identified professional development and training opportunities. Please work with your supervisor to determine how best to use Friday, March 27th to continue to provide support for students.</p> <p>Is there any news on student workers for March 27th? Yes, t's a normal work day so follow the same process as a regular work day.</p>

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<ul style="list-style-type: none"> • Student Withdrawals, Refunds, and Enrollment 	<p>Proposal from district task force:</p> <p>EW will not be used, a new code will be created.</p> <p>Code will allow for refund of enrollment fees and will not appear on student’s transcript.</p> <p><u>Two options being looked at:</u></p> <ol style="list-style-type: none"> 1. Students that drop within a specific time period will be given this code without having to email or complete a form with A&R. 2. Students will contact A&R and they will manually process using this new code. <ul style="list-style-type: none"> • Regardless of the process it will not begin until after March 27th. • Ruth and Ari are working on drafting a broad communication to students and will be shared with the other two colleges. <p><u>Questions that are still being explored:</u></p> <ul style="list-style-type: none"> • How does this impact veterans, international, and undocumented students? • Refund fee, can it be waived?
<ul style="list-style-type: none"> • Food Incentive Program 	<p>Leadership from the three colleges are working on expanding the Food Insecurity Grant during the remote learning period. Previously, students received between \$75 - \$100 in a credit that they could use on-campus for hot and cold meals. With remote learning in place, students will now receive \$100 or \$200 in the form of a Safeway Gift Card that will be mailed to them. Existing students will receive an email asking them to confirm their addresses and we will also accept new submissions. The Bookstores are also working on shipping food to students who are unable to go shopping for themselves.</p>

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<ul style="list-style-type: none"> • Second Harvest Community Markets 	<p>SMCCCD is partnering with Second Harvest Food Bank of Silicon Valley to hold a Districtwide Community Market for food insecure students, their families and the community on Friday, April 3, from 11am to 2pm at the CSM campus.</p> <p>Customers will have a selection of pre-packaged boxes of food to choose from which will include: produce, canned goods, pasta, bread, eggs, milk dairy and prepackaged meat. We are planning for each event to serve between 400- 600 families and potentially rotate between the three campuses. We will be asking for assistance with “supporting our students “on the day of the event as we get closer to rolling this effort out. This event will provide express lanes for seniors and all COVID 19 guidelines will be in effect. (This project is currently in the planning stage)</p> <p>Is the community market only accessible to people with vehicles to get through the “drive-thru” style market? Yes, you will need to have a vehicle. This may change in the future after more discussion.</p> <p>Volunteers (students, staff and faculty) will be needed and a flyer will be going out as soon as the information is confirmed.</p>
<ul style="list-style-type: none"> • Other Updates 	<p>Please be sure no one goes to campus without approval from Max and Manuel!</p> <p>If you know students who filled out the technology survey and have not yet received a laptop, please have them contact Max Hartman.</p> <p>Manuel will follow-up with questions regarding students receiving hot spots and get back to everyone.</p> <p>Contact the Bookstore if you know any students who is having trouble getting a textbook for a late start class.</p> <p>There have been no class cancellations except the Study Abroad and Fashion Abroad.</p> <p>The Chancellor’s Office is discussing the affect COVID-19 on the graduation students who need to transfer to UCs and CSUs. Manuel will let us know more when he hears their decision.</p>

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<p>III. Student Services Program Review Sub-Committee Update</p> <p>3) Business – Standing Items</p> <ul style="list-style-type: none"> • VPSS Updates (15 min.) • Enrollment Services Committee (ESC) (5 min.) • Guided Pathways (5 min.) 	<p>March 12th was our last meeting. We spent our time checking our questions against the ACCJC standards to make sure that we were covering the standards and also that we were eliminating questions that were not helpful towards supporting our principles. We were able to get about half way through the program review questions. The sub-committee needs to meet again before they have a proposal.</p> <p>See above for updates</p> <p>The ESC has not met since our last SSPC meeting.</p> <p>Guided Pathways continues to meet. Please see the website for agendas and minutes.</p>
<p>IV. Other/Department Reports (30 min.)</p>	<p>University Center/Adelante – No major updates – ESO! Adelante is working how to continue to engage our students with the program. Continue3d conversation with our SFSU partners</p> <p>Financial Aid – no updates</p> <p>International Students – We’ve had a lot of coordination with our International Counterparts at Skyline and CSM. We will have a detailed page of FAQ particularly for international students on district international page to be released this week. All three colleges are hearing from international students that families are worried and they are planning to return to their home</p>

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countries. About 10% of our student. International students should contact the international office prior to leaving the country.

Veterans – The Veterans Coordinators met today and will continue to meet every other week on Fridays as we await for the big VA webinar. Soon and our region will be doing a virtual symposium which was canceled and will be held virtually, at a later date.

Transfer Center – SFSU will have a “Next Step” to enroll at SFSU” workshop this Thursday on Zoom. Student who applied to SFSU are notified.

Outreach – Connect to College has been postponed until the Summer. Once we identify a new date, will share with everyone.

Outreach is working very closely with our high school counterparts to support our prospective students. We are creating videos and Q&AS sessions with students through zoom. Trying to be creative.

Counseling – Academic Counseling is still available!

Welcome Center – The Welcome Center team will be meeting with Max on Friday for a check-in. Staff is adjusting and serving our students! Students can call 650-306-3452 for counseling appointments.

Student Life - Student Senate, the Programming Board, and the Elections Committee are continuing to meet every week. Student life is hosting a Leadership Over Lunch with a theme of Womxn of Color Artists in the Bay this coming Thursday at noon!

We are planning for virtual elections AND virtual Leadership Awards should it come to that. All timelines for nominations/elections will remain the same.

Career Center - is somewhat busier with resumes actual as many students are looking for other work if their current job has a work stoppage. Employers especially the grocery stores, Amazon are hiring

DREAMers Task Force Meeting will be tomorrow from 3-4:30 pm via Zoom. Everyone is welcomed to join.

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	<p>Peer Mentors - BTO and STEM Peer Mentors will host two 1 hour Kahoot! Games via Zoom this Friday, 11a-12p and 3p-4p! A link for students to sign up can be found at canadacollege.edu/mentor and canadacollege.edu/stemcenter.</p> <p>TRIO Upward Bound has moved all services online. We offer daily tutorials for students in Zoom and in breakout rooms. They are already asking for more 1:1 support and check-ins. We are busy, busy, busy~!</p> <p>EOPS in short we received notification from the CCCCEOPSA notified us that the CCCCO will notify us officially later this week that EOPS should not penalize students who are not able to meet the 3 appointments, fall below 12 units, not have to abide to the 10 % cap of students at 9-11-5 units and allowing programs to carry over to 2020-21. We also have the capability to provide students an emergency loan. The cap is typically \$300 but we do have flexibility with this new guidance that we can provide a little more</p>
<p>V. Information/Updates</p>	
<p>VI. Adjournment</p>	<p>Adjourned at 3:37 pm</p>
<p>Future Items:</p> <p><i>Upcoming Meetings:</i> SPRING 2020: 4/8, 4/22, 5/6, 5/20</p>	

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