



**STUDENT SERVICES PLANNING COUNCIL
MEETING MINUTES OF**

Wednesday, May 27, 2015
2:00 pm – 3:00 pm
Building 9 – Room 154

- Members Present:** Robin Richards, Ruth Miller, Debbie Joy, Lizette Bricker, Melissa Alforja, Carlos Luna, Jeffrey Rhoades, Kim Lopez, Margie Carrington, Gloria Darafshi, Sarah Aranyakul, Bob Haick, Chialin Hsieh, Max Hartman, Jeanne Stalker, Misha Maggi, Soraya Sohrabi
- Members Absent:** Supinda Sirihekaphong, Adolfo Leiva, Moody Metry, Trish Guevarra, Diva Ward, Lina Mira, Noel Chavez
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1. Approval of Minutes – Minutes from May 13, 2015 approved.

2. Business

I. Review Resource Allocations

(From Annual Plan/Program Reviews)

Change “Funding” name to “Grant Funding Opportunities”

See list of resource requests at the end of the minutes.

II. Discussion of Next Year’s Activities

Expand SparkPoint so it’s integrated with Instruction

Additional:

Transfer Initiative

Career Internships

Puente Initiative

Multiple Measures and Common Assessment Initiative

III. Other

2014-2015 Meetings

October 8 – cancelled

October 22

November 12

November 26 – cancelled
December 10
January 14 – cancelled
January 28 – cancelled
February 11
February 25 – cancelled
March 11 – cancelled
March 25 – cancelled
April 8 & 22
May 13 & 27

2015-2016 Student Services Resource Requests

1. Personnel:

- A. List new or replacement positions you anticipate requesting. Identify the term (fall or spring) and year in which you anticipate submitting the staffing request.
- B. Include links to new position request documents:

International Student Center

ISC is requesting a part-time Office Assistant (20 hours per week) to start in the 2015-2016 academic year. As the international student population is projected to steadily increase by 25% per year, additional staff is needed to assist the current International Program Manager with the following tasks:

- Admissions (10 hours per week): Evaluating admissions applications and following up with applicants regarding missing application documents
- Student services (10 hours per week): Assisting students with enrollment-related issues such as registration, updating immigration document requests, accessing other student services, and help with adjustment issues.

Funding for this position will come from District allocation of funds to College International Student Programs.

Counseling

We anticipate submitting a request for a FT Tenure-track Counselor for Fall 2016. We will be losing 50% time of one of our FT Counselors who will be staffing the new Puente Program. In addition, we have lost several of our adjunct counselors to full-time positions outside of the District. For consistency of staff, we feel it is important to focus our resources on a FT position rather than hiring and training adjunct Counselors who often leave for full-time positions.

Transfer Center

Program Coordinator

The Transfer Center as part of Counseling Department is requesting a full-time Program Services Coordinator position in support of the Transfer Center. It is essential to expand the Transfer center staffing to enhance services and reach students in a timely manner. There are several factors for this effort: to align with the Educational master Plan, and to comply with two new initiatives of SB 1456 and SB 1440.

SparkPoint, Financial Aid and Financial Literacy

Dedicated financial aid counseling year-round – Fall 2015

Program Services Coordinator for Financial Aid, SparkPoint and Outreach – Spring 2016

Office Assistant – Spring 2016

Disability Resource Center, Health Center and Psychological Services

The Disability Resource Center, Health Center and Psychological Services department will be requesting a full time Psychological Services position. Currently we have two part time licensed practitioners and 2 graduate student and/or post graduate counseling interns. However, our

growing need as well as our successful implementation of services like CARES necessitates a full time Psychological Services presence on our campus.

2. Non-Instructional Equipment:

Provide a list of all equipment needed. To be funded, requests must include all the required purchasing information.

EOPS/CARE/CalWORKs							
Item Name	New/Repair/Replacement	Vendor	Catalog #	Unit Price	# Needed	Justification	Contact
Rubbermaid Xtra Utility Cart, 37 4/5"H x 40 3/5"W x 20"D, gray		Office Depot	#536031	\$357.99	1	To use in various events especially in orientations and CalWORKs workshops when we have to carry materials, water and food.	Sarah Aranyakul & Lorraine Barrales-Ramirez
Sparco Convertible Hand Truck With Deck, 800 Lb. Capacity, Gray		Office Depot	#721470	\$124.99	1	To use in various events when transporting big and heavy items.	Sarah Aranyakul & Lorraine Barrales-Ramirez
EOPS/CARE/CALWORKs Table Cover		4imprint	#2213	\$293.01	1	To promote our programs in various events, especially student graduation event and club day	Sarah Aranyakul & Lorraine Barrales-Ramirez

Student Life and Leadership Development							
Item name	New/Upgrade	Vendor	Catalog number	Unit Price	# Needed	Justification	Contact
Single Line Wireless Bar Code Scanner – bluetooth wireless technology enabling unrestricted	New	CI Solutions	Part # Omni	\$425.00	1	To accurately gather information on students utilizing all 16 of our services. This wireless scanner can	Sue Lyon Systems Consultant (925) 938-5934 suel@cisolutions.biz

movement up to 33 feet from base. Includes 3 year factory warranty						be brought anywhere in the center to scan student Ids and will hook up to our already existing BANNER hookup/CI Verify software.	
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SparkPoint, Financial Aid and Financial Literacy							
Item name	New/ Upgrade	Vendor	Catalog number	Unit Price	# Needed	Justification	Contact
Card Swipe System	New	TBD (Card Integrators)	TBD	TBD	3 each SparkPoint "desk" Financial Lit Lab FA Office front desk College-wide implementation recommended to track student utilization of resources, programs and services across campus.	To track student workshop and service usage	Department leads
Adjustable Ergonomic Workstation – will be specific to employee needs	New	Human Scale or Arranged4Comfort	TBD	\$2,000-\$2,500	6 Total 2 – SparkPoint 4 – FA Department Recommend college-wide initiative to offer all staff option. Proactively address long term neck, back, shoulder issues as a result of	Implement preventative measures to avoid long term health issues related to stationary	Department leads

					stationary workstation.		
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3. Information Technology:

Provide a list of all software and hardware needed. Include the required purchasing information and/or desired capabilities.

Counseling							
Item name	New/ Upgrade	Vendor	Catalog number	Unit Price	# Needed	Justification	Contact
Dell Latitude Laptop 7450	New	Dell	210-ADBD	\$1,352	4	Current laptops are old and heavy and not conducive for outreach activities and portability.	Leslie Gambino, Dell

DRC							
Item name	New/ Upgrade	Vendor	Catalog number	Unit Price	# Needed	Justification	Contact
Administrative Software	New	Student Accommodation Manager (SAM)		\$4,200 per year	1	Paperless DRC File Managemnet System	Max Hartman

DRC							
Item name	New/ Upgrade	Vendor	Catalog number	Unit Price	# Needed	Justification	Contact
LD Testing Kit Basic Kit	New	WAIS IV	0158980808	\$1,74.00	1	Onetime (some record forms are included in this kit)	Max Hartman
LD Testing Kit Scoring Assistant	New	WAIS IV	0158980948	\$311.00	1	Onetime	Max Hartman

Qualifications - This product is a "level C"

<http://www.pearsonclinical.com/psychology/qualifications.html>

<http://www.pearsonclinical.com/psychology/products/100000392/wechsler-adult-intelligence-scalefourth-edition-wais-iv.html#tab-pricing>

DRC							
Item name	New/ Upgrade	Vendor	Catalog number	Unit Price	# Needed	Justification	Contact
Reading Test Form G	New	Nelson-Denny	Y211402356	\$77.00	1	Ongoing (record forms)	Max Hartman

Reading Test Directions for Administration	Same	Same	Y211402358	\$11.00	1	Onetime	Same
Reading Test-Self-Scorable Answer Sheets Kit	Same	Same	Y211402362	\$124.0	1	Ongoing (record forms)	Same
Reading Test Manual for Scoring and Interpretation	Same	Same	Y211402359	\$28.00	1	Onetime	same

Qualification - <http://riverpub.com/sales/manual.html#2>

DRC							
Item name	New/ Upgrade	Vendor	Catalog number	Unit Price	# Needed	Justification	Contact
WJ IV Complete Battery Plus (Achievement A, Cognitive, Oral Language)	New	WJIV	Y211588353	\$2,012.30	1	Onetime	Max Hartman
WJ IV Achievement Standard and Extended Form A Test Records and Response Book with individual Score Reports Pkg 25	Same	Same	Y211588320	\$158.85	1	Ongoing (record forms)	Same
WJ IV Cognitive Test Records with Individual Score Reports Pkg 25	Same	Same	Y211588316	\$158.85	1	Ongoing (record forms)	same

<http://www.riversidepublishing.com/products/wj-iv/pricing.html>

Qualifications - <http://www.riversidepublishing.com/products/restrictionlevels.html#high>

EOPS/CARE/CalWORKs							
Item name	New/ Upgrade	Vendor	Catalog number	Unit Price	# Needed	Justification	Contact
Kensington Snap2 K55779WW Privacy Screen Filter for Widescreen		Office Depot	#117924	\$225.99	2	For Jessica Boyle, retention specialist, she collects and analysis data for EOPS/CARE/CalWORKs & SparkPoint. The screen filters will greatly help protect her eyes.	Sarah Aranyakul & Lorraine Barrales-Ramirez

SparkPoint, Financial Aid and Financial Literacy							
Item name	New/ Upgrade	Vendor	Catalog number	Unit Price	# Needed	Justification	Contact
Dell Latitude Laptop 7450	New	Dell	210-ADBD	\$1,352	4	Laptops for financial coaches and director to use when attending meetings, away at conferences, or conducting financial coaching	Leslie Gambino, Dell
HP LaserJet Pro 400 M451dn	New	HP	CE957AB GJ	\$499.20	1	Color duplex printer for Retention Speialist to print resource materials incolor for financial coaching	Kevel Krishan

4. Facilities:

C. List new or replacement positions you anticipate requesting. Identify the term (fall or spring) and year in which you anticipate submitting the staffing request.

D. Include links to new position request documents:

International Student Center

With the passing of Measure H and funding allocated towards renovations of building 3, it would be great to get a quote on the cost of expanding the office to create a separate office for the International Program Manager. If a part-time staff will be hired, it is ideal that that staff would be located at ISC. An alternative space would be in or around Admissions & Records. This expansion would ensure student privacy.

5. Professional Development:

What professional development is needed to strengthen your program? Why? How will the professional development benefit the college?

International Student Center

The ISC Program Manager has not attended any annual national conferences of the NAFSA: Association of International Educators due to timing. However, the Program Manager has been able to attend the local Northern California conference which was held at Skyline College last year and will be held at Skyline College this year.

The ISC Program Manager has been able to keep up with immigration and industry changes by serving as the Secretary for BA-PIER Professional International Educators Roundtable.

As the ISC Program Manager is called to provide more study abroad services, additional professional development will be required in this area through NAFSA and other study abroad conferences.

Orientation, Assessment & Registration

Describe professional development requests for next year.

- Project Management team training to better handle the projects at the Welcome Center
- Participation in California Community College Chancellor's Office Assessment Task Force
- Training in various software programs to better present Orientation, Assessment data for various college department requests—Math Jam, Word Jam, ESL/CBET, pilot program results
- Attendance at Compass/ACT Conferences to provide the best and most current Assessment Practices
- CACCRAO Conference
- Provided a broad overview and specific details regarding the administration of the California Community College Registrar and Admissions Office
- WAVES Conference
- CCCAA – California Community College Assessment Director's Group

Counseling

Continuing education and professional development are a necessity for all counselors to be able to provide the best academic, career, transfer and personal counseling services to students at Canada. Counselors attend the UC/CSU conferences every year. They also attend discipline specific (i.e. athletics, honors, veterans, transfer, basic skills, career, instruction, etc.) training and workshops.

For the following academic year we anticipate attendance at the following conferences:

- Basic Skills Regional Conferences
- Veterans Regional Conferences
- Ensuring Transfer Success (ETS) Conference
- CSU Community College Counselor Conference
- UC Counselor Conference
- UCLA Transfer Alliance Program (TAP) Conference
- CCCAA Annual Convention
- Career Assessment Training
- Athletic Counselor Training
- RP Group Student Success Conference
- On Course Conference

Student Life & Leadership Development

- a. The professional development we accomplished this year:
 - i. Manager is on the Board of Directors for the California Community College Student Affairs Association.
 1. Chaired Northern California Conference
 2. Co-Chaired Professional Conference
 3. On the Planning Committee for the Statewide Student Leadership Conference
 4. In May, 2015 was voted by the state to become the President of the association and serve a three year term.
 - ii. Manger serves as teh chair for social media communication for the National Student Affairs Association (NASPA)
- b. Anticipated additional professional development needed:
 - i. Safe Zone Training
 1. Additional training to understand what steps need to be taken so that students in the LGBTQIA Community feel included and safe zone on campus
 2. This training can align with Title IX regulations
 3. Training the trainer could open up opportunities to have workshops open to all campus community to learn from
 - ii. True Colors Certification
 1. This additional training would allow for a more fully developed understanding of a well-used leadership and team building assessment that could be used across campus for student leaders: ASCC, BTO, Outreach, Colts, Athletics, etc.

SparkPoint, Financial Aid and Financial Literacy

The Financial Aid Department staff require multiple trainings throughout the year on program, administration, technology and system changes, reporting updates, compliance, best practices and other topics important to maintaining an administratively compliant program while also being responsive to local needs of current and future students and college initiatives. For the most part, there are sufficient financial aid program funds to support the various training needs of staff. It is noted that ongoing administrative support for staff development participation be supported and encouraged.

SparkPoint plans on providing deeper financial coaching training and possible certification for the financial coaches. In addition, SparkPoint would like to conduct site-visits to successful financial coaching centers located both in-state and out of state. For the most part, SparkPoint funds cover most of the various training needs but SparkPoint may request support for financial coaching training and certification.

6. Research:

Orientation, Assessment & Registration

Assistance from our Research Office to collect most important data to show the effectiveness of our programs.

Student Life and Leadership Development

Currently, we do all of our assessments, surveys, student presentations/interviews in-house. We collect data using novi survey and google forms. No additional research needed at this time.

SparkPoint, Financial Aid and Financial Literacy

SparkPoint: Work collaboratively with SparkPoint at Skyline College to determine if there are new opportunities for ETO to communicate effectively with BANNER.

7. Funding:

Orientation, Assessment & Registration

We would like to hold Cañada SSSP Online Resources Workshops to instruct students on how to use:

- Cañada College Website A-Z Index, Employee/Staff Directory
- DegreeWorks to track their progress
- WebSMART to update their Education Goals
- WebACCESS to be more successful in their classes,
- WebSCHEDULE to take appropriate classes to reach their education goals
- Cañada College my.smccd.edu email

Student Life and Leadership Development

We would like to look at creating an Alternative Spring Break program for students, however this will be fully funded by ASCC.

SparkPoint, Financial Aid and Financial Literacy

At this time, we are unable to identify any unfunded projects or other needs but would request that funding considerations be granted should future projects or initiatives be identified.