

## **Contra Costa College/Student Success Committee**

### **Meeting Minutes**

Thursday, September 2nd, 2021

#### **Opening**

The regular meeting of the Contra Costa College/Student Success Committee was called to order at time on Thursday, September 2nd, 2021 in <https://4cd.zoom.us/j/2891250372> by Vanna Gonzales.

Solidification of voting and non-voting members and meeting date time: first Thursday of every month 2-4pm:

Only chance: Kelly Ramos: Non-Voting

Change in spelling: Gabriela Segade, Mayra Padilla

#### **Present**

Vanna Gonzales, Jonathan Brito, Meaghan Yarnold, Sandra Moore, Brianne Ayala, Zaira Sanchez, Nikki Ferguson, Nooshi Borhan, Brandy Gibson, Sara Marcellino, Mayra Padilla, Carla Matute, Michell Naidoo, Lhakpa Dolmalama, Shelley Ruby, Maritez Apigo, Rodolfo Santos, Jason Cifra, Kate Weinstein, Vanessa Mercado, Gabriela Segade.

#### **Approval of Agenda**

Motion to approve: Brianne Ayala

Second: Rodolfo Santos

The agenda was unanimously approved as distributed.

## Approval of Minutes

Edits needed: Revision made to date of next meeting.

DE/OER Section: College has approved funding for district wide: \$212K for OER at CCC.

Motion to approve: Rodolfo Santos; with recommended changes

Second motion to approve: Vanessa Mercado

The minutes from the previous meeting were unanimously approved with recommended amendments to minutes as mentioned above.

## Open Issues

Item and Timeframe	Person(s) Responsible	Notes/Actionable Items
Discussion of Committee Structure, meeting time, and associated items (10 minutes)	Vanna Gonzales Jon Brito	<ul style="list-style-type: none"><li>• Participatory Governance structure was shared.</li><li>• Charge of committee on CCC website was shared.</li><li>• Revisions to membership will need to go through Larry.</li><li>• Jason – please send any revisions to Jason</li><li>• Any revisions to structure need to go through College Council first; will have to go through a process already laid out.</li><li>• College Council meets 2<sup>nd</sup> Thursday of the month. Send any agenda items to Rene Sporer to be put on agenda. (CC Joy to email)</li></ul>

		<ul style="list-style-type: none"> <li>• <b>Action Item: Update website for Student Success and update agenda and minutes.</b></li> </ul>
<p>Update from the DE Committee + OER and ZTC updates (10 minutes)</p>	<p>Maritez Apigo</p>	<ul style="list-style-type: none"> <li>• Wellness Central roll out this Fall semester; accessible to students on any Canvas course and through Comet Support Hub.</li> <li>• Maritez walked through Wellness Central and shared examples of what students have access to on this new resource.</li> <li>• Closest help links students to CCC Wellness program.</li> <li>• Comet Support Hub is accessible on Canvas navigation bar.</li> <li>• Maritez makes updates to Comet Support hub and Wellness Central</li> <li>• Quest for Online success – students submit to their professors as assignments or as extra credit.</li> <li>• Jason Cifra – is there an assessment tool? Students can go through “Getting Tech Ready” training</li> <li>• Can students expect that changes are made as resources change? How are changes communicated out to students? Example: Vaccine mandate</li> <li>• Response: Resources offered ongoing – for vaccine clinic, working on putting out a notification on Canvas all other update changes are being submitted by unit managers to Maritez directly.</li> <li>• With Comet Support Hub – not all mobile users are able to use. Working with District to create a new InSite tile for all students to be able to access.</li> <li>• Question for students: Do you see any other resources? Any issues?</li> <li>• Jon B.—Tutor taking class with students is helpful. Can we put word in for a tutor for every class? (Embedded tutors)</li> <li>• \$14.50/hr. for tutors; available on Handshake</li> </ul>

		<ul style="list-style-type: none"> <li>• Vanna—It would be helpful for Brandy to put this information on the tutoring website so that students know this job is available.</li> <li>• Jon will work on posting on social media</li> <li>• Will work on dynamic form for application</li> <li>• Nooshi – Can get a wide range of students to receive feedback from for next iterations.</li> <li>• There are a couple of student reps, Maritez will propose to them.</li> <li>• OER/ZTC Updates: \$212k allotted for ZTC sections and have more faculty interested in ZTC.</li> <li>• \$58k savings for students!</li> <li>• Month 2<sup>nd</sup> Tuesdays from 2-4pm starting Sept. 7<sup>th</sup></li> <li>• Email Maritez Apigo if interested <a href="mailto:mapigo@contracosta.edu">mapigo@contracosta.edu</a></li> </ul> <p>Wellness Central:  <a href="https://contracosta.instructure.com/courses/61693">https://contracosta.instructure.com/courses/61693</a></p> <p>Comet Support Hub: <a href="https://contracosta.instructure.com/courses/61796">https://contracosta.instructure.com/courses/61796</a></p> <p>Quest on Online Success (self-enroll):  <a href="https://contracosta.instructure.com/enroll/G7TRJ7">https://contracosta.instructure.com/enroll/G7TRJ7</a></p>
College safety (Title IX + Vaccine mandate update) (15 minutes)	Jason Cifra	<ul style="list-style-type: none"> <li>• Letter to student body is sent in the beginning of semester about safety – have included trainings, food resources, emergency funds and an emphasis on COVID requirements.</li> <li>• Sent to general campus body after students receive to be aware of what communication students receive.</li> </ul>

		<ul style="list-style-type: none"><li>• Question: Are resources like Sparkpoint still resources that are available to students?</li><li>• We are close to hiring a basic needs coordinator/ Wellness coordinator – talking about creating personal kits</li><li>• Previously partnered with ASU</li><li>• Are working on a different way of implementing Food Pantry – letting student lead. (Meals on Wheels modeling)</li><li>• Rep assistance program – for everyone not just students. Working on spreading word</li><li>• Working to destigmatize asking for resources; trying to figure out how to deploy resources.</li><li>• How much personal info is required for vaccination? Very little. For students under the age of 18 will need additional form for authorization to administer.</li><li>• Nooshi – Can we clearly state what information is required for all resources? Have a cheat sheet of when, where, and guidelines.</li><li>• Want to make resources more accessible. (No ID required)</li><li>• There are times where Food Pantry is throwing away food, want to make sure we are utilizing our resources effectively while still getting variety.</li><li>• Rod – Will have a new website for Undocumented students and will have basic needs information and other resources as well.</li><li>• Once website is up Rod will send out message to send out to everyone.</li><li>• Faculty and students questions: Can we get a list of all accessible vaccination and testing sites in San Pablo and Richmond to post to all the classes?</li></ul>
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		<ul style="list-style-type: none"><li>• Vanna- Could we get information posted in the classroom about where students can get testing near campus?</li><li>• Vaccinations – District-wide with some accommodations with limited exceptions</li><li>• Will impact students who is taking at least one in-person class or plan to utilize in-person services.</li><li>• November 1<sup>st</sup> – students and employees will be asked to show proof of vaccination.</li><li>• Policy is moving forward to board for approval and then shared district-wide</li><li>• Key District and Campus leads are meeting 9/3 to talk about implementation and how it will look like moving forward.</li><li>• Example: when do we ask for verification? There will be a database that will house</li><li>• If students are not vaccinated they will not be able to register for in-person classes.</li><li>• Jon asked about partially vaccinated students? Students must be fully vaccinated.</li><li>• Concerns about students disappearing from classes?</li><li>• Vanna. What is the plan for how students, particularly those currently on campus, going to get this information in a way that clarifies that they can remain in class?</li><li>• Roll out is important and it is already behind – there are many ways this can go sideways.</li><li>• Jason shares that there are still many details that is being decided. For now November 1<sup>st</sup> date is a soft mandate and spring date will be for the spring.</li></ul>
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		<ul style="list-style-type: none"> <li>• CCHS – Vaccination clinic for Sept. 21</li> <li>• V– Working to get access on campus at least twice a week.</li> <li>• Sara – Do we have a good sense that our students will show up to the vaccination clinic? Do we know why students who haven’t been vaccinated haven’t be vaccinated?</li> <li>• Have has a positive response, especially from Middle College students.</li> <li>• Do not know how many students we are expecting to get vaccinated but have been texting, email, and Canvas. Have communicated to all constituency groups.</li> <li>• Shelley – Is any information going out multiple languages? Currently we have only English and Spanish.</li> <li>• November date is upon us, there needs to be an urgent message about spring semester.</li> <li>• Jason addressing to district because we cannot be aggressive about these kind of issues. Will need a campaign.</li> <li>• Nooshi comments that San Jose’s campaign targeting low vaccinated communities. (Coupled efforts along with engaging community)</li> </ul>
Recruitment and Retention Practices/revisiting All College Hour in COVID times) (15 minutes)	Jason Cifra	Will discuss at next meeting in October.
Results of parent-student survey and barriers to enrollment (10 minutes)	Brienne Ayala	<ul style="list-style-type: none"> <li>• Student Parent Population Survey – Targeting student parent population. Finding affordable childcare is a barrier for many of our students.</li> <li>• DVC early learning center is heavily funded – allowing smaller payments from students.</li> </ul>

		<ul style="list-style-type: none"> <li>• CCC ELC has a high rate and currently only serving CalWORKs Students (funded)</li> <li>• Response rate: 225 out of 1300 17.3% response rate</li> <li>• 80% reported that needing childcare for their child has been a barrier to enrollment of community college courses</li> <li>• 54% -- transportation to and from childcare as barrier to enrolling into classes at community college.</li> <li>• 67% reposted decreased availability due to COVID impacted number of courses they enrolled in.</li> <li>• 65% reported that cost of childcare has been a barrier to enrolling in community college courses.</li> <li>• 57% of parents who completed are single parents</li> <li>• Next steps—were able to secure HEERF funds for fall 2021 and spring 2022.</li> <li>• Have been able to help 12 students to not pay tuition or very little and have 10 more spots.</li> <li>• Currently have 18 students on waitlist for childcare.</li> <li>• Most community colleges view as a lab school and student service.</li> <li>• Nooshi – Was unaware how much of a barrier it is for students and how unaffordable it was for our students.</li> <li>• DVC – Teachers are paid for as permanent classified employees.</li> <li>• CCC – in order to pay for teachers we need to charge a lot of money for the childcare service</li> <li>• Bookstore at CCC is also a business instead of student service creating more barriers.</li> <li>• District pays \$7 less than the childcare down the street.</li> </ul>
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		<ul style="list-style-type: none"> <li>• Jason – will need to meet to discuss further. Peralta was able to subsidize childcare to almost zero because of grants with city of Oakland.</li> <li>• Mayra – a year and a half ago, received funding to support students who needed childcare. Food, transportation and childcare was packaged for those students. Take a look at what practices have been done in the past. Was taken away after a year.</li> <li>• Vanessa – Resources that show intersection of childcare and basic needs:       <ol style="list-style-type: none"> <li>1. Parenting While In College: Basic Needs Insecurity Among Students With Children (May 2020 full report) <a href="https://hope4college.com/parenting-while-in-college-basic-needs-insecurity-among-students-with-children/">https://hope4college.com/parenting-while-in-college-basic-needs-insecurity-among-students-with-children/</a></li> <li>2. Parenting Student 5/14/21 Webinar <a href="https://hope4college.com/wp-content/uploads/2020/05/PPT-ParentingStudents_Webinar_5.14.20.pdf">https://hope4college.com/wp-content/uploads/2020/05/PPT-ParentingStudents_Webinar_5.14.20.pdf</a></li> </ol> </li> <li>• Does parent get discount if they choose to volunteer a day in childcare? Currently cannot provide this. Still need to pay for the teachers.</li> </ul>
Equity Plan + Racial and Social Justice Committee Update (15 minutes)	Mayra Padilla Rod Santos	<ul style="list-style-type: none"> <li>• Mayra – update that Equity plan will have a report due January 1<sup>st</sup></li> <li>• Have a meeting to discuss the implementation</li> <li>• Rod – RSJC serving as an advisory council to President</li> <li>• Currently looking for student membership</li> <li>• First meeting will be Tuesday September 28<sup>th</sup> from 3pm-5pm</li> <li>• Will be meeting on 3<sup>rd</sup> Tuesdays from 3pm-5pm the rest of the semester</li> <li>• Will be working on mission and vision statement</li> <li>• Worked with consultant to develop work</li> <li>• Workgroups were created to work on specific areas</li> <li>• Side projects include Dreamer’s Alliance, LGBTQ+ training, Foster youth</li> </ul>

		<ul style="list-style-type: none"> <li>• Committee is working to get representation from all groups on campus – need reps from other groups and special populations that are not currently involved</li> <li>• Committee is aware of climate culture on campus.</li> <li>• What are the priorities for this semester? RSJC uncovering that topics are part of someone’s job. At CCC we don’t have people specializing. Needs to align with Dr. Robinson-Cooper’s direction/plan of Racial and Social Justice at CCC.</li> <li>• Working to create a sustainable way to continue to fund and address issues RSJC is working on.</li> <li>• Will focus on mission and charge – initiatives can be green lit and presented to committee by President</li> <li>• Additional information: Chancellor is trying to develop plan to district to link affinity groups. Plans to work with Equity Deans at all colleges. District-wide sounds like there will be movement happening to keep work flowing.</li> <li>• At DVC, they also have a RSJC – not tied to participatory governance and is one of the most attended committees on their campus.</li> <li>• Allows members to discuss and respond in a quick way.</li> </ul>
Transfer and Career Services (10 minutes)	Jon Brito	<ul style="list-style-type: none"> <li>• What are we doing to make clear pathways to students?</li> <li>• Jon shares currently going online and following IGETC and college requirements to transfer.</li> <li>• Vanna: Pathways a clear discussion for October.</li> <li>• Most colleges have guidelines on what students can follow.</li> </ul>

		<ul style="list-style-type: none"> <li>• Is this something that our college can help move forward? Or is this something that needs to be done by department?</li> <li>• Jason – We have a gap in service, currently do not have a comprehensive unit. What is happening now, aggregating all services as they appear in different grants? Will have a Career and Transfer Director who will report to VPSS directly.</li> <li>• Meaghan shares there is a huge disconnect in what students are aware of versus what they can receive as far as all-encompassing assistance. Getting students to see a counselor and get an understanding of what is available in the first place is an issue</li> <li>• Have a position earmarked already and will be under VPSS office.</li> <li>• Short-term- we can connect with counselor who can help with making sure meeting all IGETC requirements.</li> <li>• STEM Center has a coach and will connect Jon with department.</li> <li>• Vanna – Would like to have a model moving forward. Many students come with same concerns.</li> </ul>
<p>Student Professional Development discussion (15 minutes)</p>	<p>Vanna Gonzales</p>	<ul style="list-style-type: none"> <li>• Planning meeting in July to talk about some of the things this committee should be focusing on throughout the year.</li> <li>• Have a broader event on last year’s Restorative Justice Theme.</li> <li>• NAV2CAL project proposal has been sent to Andrea Phillips to send out to campus community.</li> <li>• Ideas: Setting yourself up for success: How to get good letters of recommendation and land great internships, what is the difference between CSUs and UCS and private schools (with students and faculty who have knowledge and experiences of different campus).</li> </ul>

		<ul style="list-style-type: none"> <li>• Can set up a flyer, send out messaging and develop workshop and can be something that we can move some of these things forward</li> <li>• This committee could be helpful with moving these forward in the absence of things not happening that should for our students</li> <li>• Rod Santos: When we get more stability (directors for Transfer and Career) these things will be able to go forward</li> <li>• Vanna: How are we going to get it done in a timely manner when there are always other priorities that seem to sideline these important professional development opportunities for students?</li> <li>• Mayra Padilla: In terms of what SSC body, there are a lot of opportunities to aggregate different ideas. Will be able to gain headway but need time to be able to implement everything and will be able to move forward with many of the things this committee is working on.</li> <li>• Mayra Padilla: Brandy’s work (Caring Campus) and Maritez’s work (OER/ZTC) are important initiatives that are moving forward with amazing outcomes.</li> <li>• Request/suggest to bring in those who have done it successfully. There is models of how to move things through and make suggestions.</li> </ul>
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**New Business**

Summarize the discussion for new issues, state the next steps, and assign any action item.

**Agenda for Next Meeting**

- Vaccinations/ mandate
- Equity plan related to strategic plan

- Pathways discussion/ Career and Transfer
- Funding for ELC
- Recruitment and Retention practices – All college hour

**Adjournment**

Meeting was adjourned at 4:06 by Vanna Gonzales. The next general meeting will be at 4:06pm on 9/2/2021, in <https://4cd.zoom.us/j/2891250372>.

Minutes submitted by: Jennifer Reynoso-Pingarron

Approved by: Name