

Contra Costa College/Student Success Committee

Meeting Minutes

Thursday, February 3rd 2022 2:00 P.M.-4:00 P.M.

Zoom: <https://4cd.zoom.us/j/2891250372>

Present: Vanna Gonzales, Nikki Ferguson, Lucile Beatty, Erica Villegas Padilla, Luanna Waters, Brandy Gibson, Jason Berner, Shelley Ruby, Rene Sporer, Vanessa Mercado, Andrea Phillips, Maritez Apigo, Brianne Ayala, Jason Cifra, Shelley Ruby, Alfredo Cardona, Carla Matute, Andrew Kuo, Gabriela Segade, Catherine Fonseca, Evan Decker, Jennifer Reynoso-Pingarron (Minutes)

Call to Order

Meeting was called to order at 2:10pm

Approval of Minutes

Minutes from previous meeting was reviewed for approval via Share Screen. Please refer to minutes on CCC Student Success Website.

<https://www.contracosta.edu/about/administration/collegetcommittees/student-success-committee/>

Brianne Ayala motioned to approve minutes. Vanessa Mercado approve December Minutes.

Approval of Agenda

Agenda was unanimously approved.

Motion to approve by Vanna Gonzales, Erica Padilla seconds that motion.

Announcements/News

- Enrollment management was rescheduled for next week and may be overlapping working group committees. It is not clear to me what those committees are doing or if they are active. Hopefully we will find out more soon.
- Brian Reece was placed on administrative leave and so Mojdeh Mehdizadeh is now acting Chancellor.
- Jon Brito has stepped down as co-chair of SSC due to work-related commitments (last semester he resigned from ASU). Erica Villegas Padilla is the new Vice President of the ASU board and she has now

- Erica Padilla has stepped in as co-chair.
- Motion to approve by Vanna Gonzales, Erica Padilla seconds that motion.
- Constituency members were reviewed. Changes need to be made for new ASU VP and recruitment of new students as both student voting members are no longer on the committee or in ASU. Erica will work on additional recruitment
- Zaira Sanchez is currently interim – Brandy to Sub in. (Update changes on website).

Open Issues

Spring enrollment (5-10 minutes)	Rod Santos	<ul style="list-style-type: none"> • Rod shared enrollment stats across district and where CCC is currently at in FTES. • There has been a consistent positive trend in FTES.
Update on Tutoring (5-10 minutes)	Brandy Gibson	<ul style="list-style-type: none"> • Created one point of access for common classes. Students can add class by clicking link or QR code. • Link to join tutoring: https://4cd.instructure.com/enroll/ • 430 Student loss. • Student success is higher when working with tutors. Tutoring hours: T,W,Th 9-7:30p, • Sat. 10am-1:30pm • Recently, students have wanted 1-1 help with InSite and Canvas. • Working with IT and VP Cifra for a Global Announcement for Canvas and are working on details on that currently. Supervised tutoring can be accessed via Canvas. Schedules are live updated. Both in-person and online drop in schedule. Group study is beginning soon with embedded tutors. • Have online tutoring link. Has been placed on multiple locations on canvas for equitable student access. • Pisces is where tutoring available for chat and is embedded via Canvas as well. Demo was given on how student would access live rooms for instant tutoring. • Next tutor training is tomorrow. Send Brandy email if interested in attending.
Synthesis of Caring Campus Initiative (10 minutes)	Luanna Waters	<p>In 2019, CCC was chosen to participate to work with IEBC on the caring campus initiative. 40+ Classified participated in this working group.</p> <p>Behavioral Commitments</p> <ol style="list-style-type: none"> 1. Learn about other departments to know where to send students. 2. First week greetings (ASK ME) & Outreach at key points in the semester. 3. Warm Referrals

		<p>4. 10-FT Rule</p> <p>Last November we have launched Caught Caring initiative. Can nominate staff to recognize their good work. Will be working with IT to get it on resources page to have easier access to this as well</p> <p>Vanessa Mercado linked via chat: CCCCCO 1/27/2022 Fiscal and Policy Updates and they shared this document “Using Higher Education Emergency Relief Fund (HEERF) Institutional Portion Grant Funds to Meet the Basic Needs of Students 1/20/2022 FAQs” https://www2.ed.gov/about/offices/list/ope/heerf-supportbasic-needs-final.pdf</p>
Revisiting accessibility issues relating to course materials and supports (10 minutes)	Vanna Gonzales Andrew Kuo (Library) George Mills (EOPS)	<ul style="list-style-type: none"> • Generally, we could buy one or two books due to budget not allowing. • ZTC or HEERF (for class set) • The information communicated out is that the library received funding for ebook purchases so need to follow up with what was actually purchased here • Professors can apply for HEERF Funds – Application is open to apply. FOLLOW UP: who is supposed to communicate out this information? • Brianne commented about her experience going through the process of asking for funds for books. • Rene comments that funds have to benefit our student and dealing with challenges that have been created by COVID. Need to remedy situations that was caused by COVID situation. • There are OER Grants – Can apply for OER/ZTC grant that will enable ability to buy class set for the course. • There is a decision on the College to not use for books. HEERF funds have to do with improving remote learning. (Who is making the decisions on how the funds are being used?)
Scholarship applications and upcoming workshops (5-10 minutes)	Alfredo Cardona	<ul style="list-style-type: none"> • COVID Grant for any students for any reason. This has been available every semester. Link is open to all students. • Scholarship workshop dates for faculty reviewers shared for February. • VPSS clarified on how to put in requests for HEERF Funding. Students have access to

		<p>funds directly.</p> <ul style="list-style-type: none"> • Faculty have been submitting requests through their Deans for HEERF Funding for any purchases. • As a related resource to student success, I attended the CCCC 1/27/2022 Fiscal and Policy Updates and they shared this document “Using Higher Education Emergency Relief Fund (HEERF) Institutional Portion Grant Funds to Meet the Basic Needs of Students 1/20/2022 FAQs” https://www2.ed.gov/about/offices/list/ope/heerf-support-basic-needs-final.pdf • Individual students apply for emergency \$1000 HEERF funding that they can use for textbooks and other academic reasons (uniforms, laptops, etc). Here's the link: https://www.contracosta.edu/covid-19-emergency-grant/ • In addition to the emergency funds Andrew just shared, Sara Marcellino also just sent an email earlier today that there is now an INSITE tile for Wrap Around Funds referrals • More communication needed. Canvas has a drop announcement feature. • Recently through ASU, we were able to provide our students with N95 masks and Rapid Test for students. Would be great to continue providing these type of services. <p>CCC Foundation Scholarships - https://docs.google.com/forms/d/19a7Y4eQaHGlfwkP9MzlsBJoRkedu191XvY4u_a3mMG4/edit Due date for references is Feb. 27th, 2022. Will be counting on some of you for reviews. Alfredo will be sending information to reviewers. Afternoon – Feb. 11th 2-4pm Fri. Feb. 18th 9:00am-11:00am Wrap Around grant – Monday, will be reviewing for new applications. Application by Tuesday and checks out by Wednesday. Wrap around checks by Tuesday afternoon. Sara sent out email for eligibility for wrap around grant. Eligibility for Wrap around Grant</p> <ul style="list-style-type: none"> • 6 units • FAFSA or Dream act • Unforeseen life emergency
Transfer Update (5-10 minutes)	Andrea Phillips	<ul style="list-style-type: none"> • Due to COVID, we have been unable to do the Get-On-The-Bus event. • All services have moved to online. Individual students are being seen. Depending on courses, 4 year reps could be available. • CCC Transfer Canvas shell was shared to show resources potentially available for

		<p>students. Services include making appointments with UC, CSU reps, brainstorming techniques, student examples, etc.</p> <ul style="list-style-type: none"> • 2 students have been awarded the John Kent Cooke . • Andrea shared that it would be helpful if everyone can share Transfer Center Canvas Shell to students and can make it extra credit, that would be much appreciated. • First trip was planned for next week but are currently not planning to proceed due to event being cancelled. • Follow up regarding dates that students are usually informed of dual enrollment opportunities • Andrea will share out information to share out with students. Students do not usually think about transferring until it is almost time to already transfer. • Students have many opportunities to talk about transfer.
Update Career Center	Catherine Fonseca	<ul style="list-style-type: none"> • Career center is located in SAB-227 – currently open to our students 9-4pm Friday 9:00am-1:00pm • T, Th for in person appointments. • A new team member will be having an internship coordinator beginning March 1st, 2022. • Career services has links to presentations and resources. Follow up: where will these be 'housed'? • Handshake is an online tool and was not available for Community Colleges until 2020. Students use InSite portal credentials. • Students are able to register and filter content based on what the students is looking for. Some of the advantages to utilizing handshake is it helps students discover employers. It is opportunity for employer as well as students to discover each other. • Handshake requires employers to select certain schools to put in opportunities for students. Follow up on outreach for who is doing this kind of work. The platform filters the postings viewed, students are able to schedule appointment with Catherine directly via Handshake. This will be opening up doors for our students with option of in-person or via zoom. Faculty can request a classroom. Please request at least 72 hours in advance for career center to plan accordingly. Follow up on what this is referring to? • Upcoming events February, March and April dates – Please refer to presentation slide deck via CCC • Handshake is where we can send over employers who are inquiring on how to register,

		<p>post, and process. Employer can email Career Center or can just decide to register on Handshake if they decided to.</p> <ul style="list-style-type: none"> • Catherine Fonseca- Cfonseca@contracosta.edu Career Center- https://www.contracosta.edu/student-services/career-services/ Handshake - https://contracosta.joinhandshake.com/login • Handshake goes directly to students but concerned about what is available on the platform. Mariah has been working with outward facing communication with community partners and have identified internships for our students. • Marketing – Campus email and social media presence will be available as well. • Are there ways to think about benchmark for collaboration. Could we create embedded videos for students. • Synergies – Benchmarks (possibly Fall?) • Videos that could be created/videos – Could everyone try to create the videos by a certain date and plug in to canvas shells. Currently is being worked on with Guided Pathways. • Short term benchmarks? Issue of capacity? What are our current capacities and what can we do? • Fall calendar to highlight some of this work. • Starfish implementation, MyPath, internship coordinator. • Hybrid meetings – In-Person and online.
<p>Update on Spring re-entry and steps for planning around fall back-to-campus (10-15 minutes)</p>	<p>Jason Cifra George Mills</p>	<ul style="list-style-type: none"> • 30,000k Masks and have 4k left. 40k are being ordered We have other kits that we will be giving out throughout the semester. • Ordered 8k rapid tests and half is already done. • It is becoming a pattern to just test every week. Relaunching AGSS – will be re-chartered. Will be looking for Mentors and would love a combination of faculty and staff. • We just had an infusion of mental health and will be getting services with TimelyMD. We do not have a health center. DVC currently has about 600 students. Available to all employees regardless of status on title. Jason Cifra will follow up regarding eligibility reqs if any. We have in person and online therapists. Students can access information on Canvas hub. • Suggestion on getting the information on the Counseling page. Will follow up to make sure that information is available for students and follow up on who these therapists are. Is this a face to face service?

		<ul style="list-style-type: none"> • We are getting calls about COVID • Question about JFK mental health/counseling services was asked—apparently we no longer have this service for students.
Discussion about establishing year round benchmarks/ synergies around student-facing career and professional development (15-20 minutes)	Vanna Gonzales	
Public Presentations/Open discussion for next meeting (5 minutes)	Erica Padilla	<i>No public comment.</i>

Next meeting

Meeting was adjourned at 4:00pm

Next meeting will be March 3rd from 2pm-4pm. Send agenda items of interest to Vanna

Student Success Website.

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