

## SparkPoint at Chabot College – Leadership Introduction Meeting

Chabot College Leadership, Stupski Foundation, United Way Bay Area  
Chabot College Event Center (Building 700)  
25555 Hesperian Blvd, Hayward, CA 94545  
Monday, June 24, 2019

### Goals:

- Meet & greet leadership of Chabot College, Stupski, UWBA
- Understand where we are in planning a SparkPoint Center at Chabot College
- Ask/answer questions
- Determine communication process & frequency with Stupski Foundation

### Attendees:

- Robert (Bobby) Nakamoto, Director, Student Equity and Success, Chabot College
- Matthew Kritscher, Vice President, Student Services, Chabot College
- Stacy Thompson, Vice President, Academic Services, Chabot College
- Susan Sperling, President, Chabot College
- Jennifer Nguyen, Director, Postsecondary Success, Stupski Foundation
- Amber Binkley, Consultant, Stupski Foundation
- Anne Wilson, CEO, UWBA
- Kelly Batson, Senior Vice President, Community Impact, UWBA
- Lileen Shannon, Manager, Higher Education, UWBA
- Ena Li, Vice President Community Impact, UWBA

### Agenda:

Time	Agenda	Lead
12:00	Agenda review + introductions	Ena
12:10	What provoked Chabot College to consider a SparkPoint Center?	Bobby + Chabot Leadership
12:20	Status on planning SparkPoint at Chabot College	Ena
12:30	Discussion about Chabot's strategic plan documents and equity narrative <ul style="list-style-type: none"><li>• What are Chabot's takeaways from their recent iteration of the strategic plan?</li><li>• Considering some of the interesting disaggregation of their student body - "Lasers" (FT transfer-degree-seeking) vs. "Seekers" (PT transfer/degree-seeking) and their corresponding outcomes - do you imagine any shifts or additional initiatives?</li></ul>	Jennifer
12:45	Other Stupski initiatives: emergency grants, food supports, advising for transfer, career advising, and work-based learning. Are these currently initiatives at Chabot? Do they fit/not fit in Chabot's SparkPoint Center?	Jennifer
12:55	Closing/Next steps <ul style="list-style-type: none"><li>• How would Stupski like to be informed/involved?</li></ul>	Ena

# SparkPoint at Chabot College Planning Timeline

## LAUNCH PLANNING PROCESS

- Brainstorm ideas for planning topics
- Discuss needs assessment

## OPERATIONS, PARTNERSHIPS AND SERVICE

Participation in all-day retreat with regional SP network to determine/establish:

- Staffing/hiring needs
- Where does SP live? What is part of SP?
- Spacing needs
- Governance criteria
- Partnerships: internal, external, VITA
- Student survey
- Planning for focus groups - what do students need?

## SYNTHESIZE FEEDBACK AND START MAKING DECISIONS

- Feedback from focus groups and community assessment
- Narrow list of agencies to contract to provide services
- Finalize on-campus space for SP Center
- Develop and submit a mid-year amendment to the Fresh Success Employment & Training (E&T) Plan for State and Federal approval
- Develop a detailed budget and execute contract between the Foundation and District/College for Fresh Success Program.

MAY

JUNE

JULY/AUG

SEPT

OCT

NOV/DEC

## OUTCOMES & TARGET POPULATION

- Determine "What does Success Look Like?"
- Define Target Population
- Student interest survey
- Finalize planning timeline

## CULTURE AND DATA

Participation with a SP Ambassador to determine:

- What is the SP Culture?
- Client journey mapping

Determine:

- Data collection processes, metrics, tracking
- Conduct focus groups
- Fresh Success Plan
- Start drafting MOU with partners
- Join regional SP network: Attend Equity Retreat

## MARKETING AND SUSTAINABILITY

Partner with UWBA Marketing, Chabot Student and SP Ambassador to determine:

- Marketing, outreach, branding
- Budget & sustainability
- Conduct in-depth Fresh Success training for District/College
- Receive technical assistance for Fresh Success Program planning, promotion, and launch
- Begin drawing down federal funds upon State and Federal approval of E&T amendment.



# SparkPoint at Chabot College Planning Timeline

## BEGIN PREPARATION FOR LAUNCH

- Continue finalizing services
- Prep space for SparkPoint Center
- Planning for launch
- Outreach
- Staff trainings on financial coaching and data

## LAUNCH EVENT

- Hold launch event
- Implementation plan finalized
- Open SparkPoint Center

## SPARKPOINT OPEN!

- SparkPoint Open!
- Continue to refine and recruit additional services
- Outreach to community

JAN

FEB

MAR

APR

MAY

JUNE

## PREPARATION FOR LAUNCH

- Pilot Fresh Success Program
- Planning for launch event
- Outreach

## SPARKPOINT OPEN!

- Soft opening
- Continue to refine and recruit additional services
- Outreach to community

## SPARKPOINT OPEN!

- SparkPoint Open!
- Continue to refine and recruit additional services
- Outreach to community

YOUR LOGO  
HERE

## Chabot College

25555 Hesperian Blvd  
Hayward, CA 94545

# Student Interest Survey

Chabot College will be opening a SparkPoint Center on campus soon! Please take a moment to help us improve your experience by providing feedback.

### Are you currently a student at Chabot College?

- ☐ Yes
- ☐ No

### Are you a parent of a child who is under 18 years old?

- ☐ Yes
- ☐ No

### Which best describes your current living situation?

- ☐ Living with parents/family: not paying rent
- ☐ Living with parents/family and paying rent
- ☐ Renting with roommate(s)
- ☐ Renting with no roommate(s)
- ☐ Own my own residence
- ☐ Public housing
- ☐ Currently homeless
- ☐ Prefer not to answer

### From the list below, what services are you most interested in? (can select more than one)

- ☐ Financial Coaching (budgeting, credit repair, savings)
- ☐ Career Coaching (career assessments, mentorship)
- ☐ Health & Wellness (medical appointments, nutrition, mental health)
- ☐ Employment Preparation (resume design, interview prep, job searching)
- ☐ Food resources (EBT, food pantry)
- ☐ Housing resources (support to pay rent, low-income housing information)
- ☐ Volunteer opportunities, internships
- ☐ Other \_\_\_\_\_

### When visiting a center, what is most important to you? (can select more than one)

- ☐ Early hours (7am-9am)
- ☐ Late hours (4pm-8pm)
- ☐ Easy to access on campus
- ☐ Children welcome to join appointment
- ☐ Childcare
- ☐ Welcoming front desk
- ☐ Walk-ins welcome
- ☐ Staff who are my same age
- ☐ Limited amount of paperwork
- ☐ Diverse staff (ethnicity, language)
- ☐ Other \_\_\_\_\_

**Want to be the first to hear about the new SparkPoint Center? Sign up below!**

Name

Address

Phone

Email

***Thank you for your participation!***

Monday, June 19<sup>th</sup>, 2019 | 1:00pm - 2:00pm

## SparkPoint at Chabot College Planning Meeting

Chabot College, Building 400 -Room 405, 25555 Hesperian Blvd., Hayward, CA 94545

### Goals:

- Review planning process timeline
- Define success & refine target population
- Review student survey

Materials: Agenda, notes from last meeting, draft timeline, examples from CSM

### Agenda:

- 1:00 Introductions & Goals for Today (Lileen)
- 1:10 Review Planning Process Timeline, Get Feedback (Lileen)
- 1:20 What does success look like? (Lileen)
- a. After its first year, SparkPoint at Chabot College would be successful if...
  - b. Individual brainstorming:
    - i. How many people would you serve in your 1<sup>st</sup> year?
    - ii. What 3-6 outcomes would you accomplish in your 1<sup>st</sup> year? (i.e. participant outputs/outcomes, partnerships, integration with existing programs, capacity, operations, governance)
  - c. Discuss in pairs/small groups
  - d. Share in large group
- 1:35 Refine target population - large group discussion (Ena)
- a. Why? This impacts who to market the programming. Who is this for? Are we working with the Career Center? EOPS? The entire community?
  - b. Is this open to everyone? (can anyone walk in, and/or are you embedding it in specific programs?)
  - c. Are we starting with specific programs? (i.e. EOPS, CalWorks, Guardian Scholars) *UNMOJA, PUNTER, OOPS, RISE, DREAM CENTER, EL CENTRO, ATHLETES*
  - d. Are there top target populations you want to make sure to reach? (Everyone who is part of the Promise Program knows about it, so SP will be embedded into this program/orientation)
  - e. All of the community with intentionality to most needy
  - f. Who is SparkPoint NOT for?
- 1:50 Review student interest survey (Andrea)
- 1:55 Next steps (Ena)

*- Financial Aid*  
*- Graduates*  
*- FYE*  
*- Summer Bridge*



### CSM 1<sup>st</sup> Year Goals:

SparkPoint at College of San Mateo will:

- Serve at least 100 participants.
- Serve at least 40 measurable clients.
  - A measurable client is defined as a College of San Mateo student or San Mateo resident who has a baseline in any assessments, in any point in time, and a follow-up in the same assessment within the reporting period.
- Screen and enroll at least 50 participants for CalFresh or other public benefits.
- Design capacity to serve 200 participant per year.
- In collaboration with College of San Mateo Financial Aid and The Office of Planning, Research, and Institutional Effectiveness, will collect student persistence data.

### CSM Target Population:

The SparkPoint Center target population will include a collaboration with existing campus programs as well as the current food pantry that is open to the community. These programs include, but are not limited to, Volunteer Income Tax Assistance, Year One Promise, Multicultural & Dream Center, Extended Opportunity Program Services/Cooperative Agencies Resources for Education, CalWorks, Financial Aid, Career Center, Learning Communities, and Veterans Resource Opportunity Center.

### Target Population: Who Will the Center Serve? (notes from post-its from charts from last planning meeting)

- Overall low-income community
  - Disproportionately impacted population
  - All of the community with intentionality to most needy
- Student population
  - Current/Future students
  - Students near completion
  - Student population with the least amount of financial literacy and most need
- Demographics characteristics
  - Former foster students
  - Working adults
  - Out of highschool population
  - Low SES
  - African American students as identified by SASE
  - Low-income students including students who lost financial aid eligibility
- Limit the requirements to participate