

Student Services Council Meeting

Tuesday, November 03, 2009

AGENDA

Student Services budget challenges and status update

Unit Plans

Classified position prioritization process

Office budget review

Financial Aid

Items on the floor

-Email sent out about staff vacation requests during this holiday season

Budget

All categorical budgets were budgeted at 50% originally. The AARA recently gave us more funding, which brought us up to 60%. This week there will be a VPSS/Dean meeting to discuss this further. At the last two board meetings there was a large turnout of staff and students asking the board for help. The District office really needs to find another 2 million to help out our budgets. Our programs and services will suffer from these cuts drastically.

The DSPS allocation was not correct, therefore it was budgeted at 50% of last year's funding which included a 1 year grant that we will not be getting this year; so this budget will be even less than the 50%. The Interpreters expenses for this fall semester already are estimated to cost \$220k. However, the district did send us an allocation for this, so it will bring us up to 75% of last year's budget. But we still will not have enough funds to get us through the spring semester. The Matriculation budget is also very short and already in the red.

Unit Plans

With regards to the unit plans, all of those individual meetings went very well. The unit plans that were completed were completed using the 2007 template. We have the new template and will email it out to everyone. So please cut and paste the content into the new template and then email it to Jasmine and May. For the statistics portion, if you have to skip a year, it is okay, just use the most recent year.

Classified position prioritization process

Last year we did not get much movement on the list of positions needed. We will need to look at this again and update soon.

Office budget review

May will sit down with each department and go over your budget with you. Since our PROMT system is not always up to date and accurate, it is recommended for those that do not currently track expenses, that we all start utilizing spreadsheets. Jasmine will also be contacting the department heads to set up regular monthly meetings for all departments to meet with May.

Financial Aid

The financial aid office is still working on resolving audit issues. This time this current audit is all four colleges, and not just BCC. Some of the financial aid staff has moved over to Brenda's conference room during the construction phase; while two other staff has stayed over in the main office room 151.

The financial aid office has also changed their schedule and is now closed on Wednesday and Fridays in order to catch up. In regards to creating another Specialist position, it has been approved by the district but the funds need to be identified in order to do this. Brenda is working on the budgets to see if this can be done. Another issue that is being look at is that due to budget cuts in Police Services we no longer have a technician to deliver financial aid checks on Fridays.

Items on the floor

An email was sent out asking staff to submit their vacation requests. Please do so if you have not already; administration needs to look at this to ensure there will be enough staff coverage in vital areas.

The mailroom has been moved to the basement in room 57 while construction is in progress. The mailroom code will remain the same (16631) for now.

Department Updates

The counseling department recently has theft occur in a counselor's office and a wallet and cell phone was stolen by a student while left alone in a counselor office. This also brings up another issue with the financial aid staff moving over to Brenda's conference room area; that area is not secure and is too accessible to students. The counseling department will be hiring a few more part-time counselors to help in the spring semester; since we currently lost some part-time counselors this semester. Some departments will also being have the SARS caller and tracker system put into place hopefully before the peak period begins.

It was suggested that we have more communication and possibly a college wide email should be sent out regarding incidents that occur and campus to keep us all aware and alert of what is happening; especially with the holiday season approaching.

Two of the LRC Tutors have moved into the EOPS & PACE office in Room 125. Therefore, creating a concern for making sure that the office is locked up after the last person leaves.

It was mentioned that we really need to address with our district the need to collect fees from our students. The majority of students with fees paid are financial aid recipients because it is required of them. By having a system in place that requires fees paid by a certain date, it might actually help us out with our budget crisis. Our Photo ID Office in the past would not issue ID cards to students that have not paid all fees in full; as of now that is not being required. Other campuses issue ID's whether or not they paid their fees, so we need to look at this overall.

Priority enrollment will begin next week. November 9th & 10th are priority registration for DSPS, EOPS and Veteran students. Continuing students will be able to enroll between November 12th-29th, and new students can begin to enroll on November 30th. The Admissions office will be closed on Friday, November 6th due to an all-day training at the district.

There will be a candle light vigil for education this Friday. An email will be sent out soon about this and also about the teach-in that is happening this Saturday that has been organized by Joan Berezin. There will also be a Potluck next Tuesday for the Veteran students.

Assessment & Orientations have begun this week and the cycle goes all the way into January 2010. The ESL essays are no longer going to be read at Laney; BCC will now read our own.

The student ambassadors that normally are used for outreach are now being utilized for inreach; especially since it was realized that that we have more students than classes available for them.