

**Berkeley City College  
Student Services Council Meeting Minutes  
Tuesday, April 5, 2016**

Facilitator: Dr. Josefina Baltodano/Interim VPSS

Present: Ruta Brazinskaite/Staff Asst., Loretta Newsom/ A&R, Christopher Scott/Deans Office, Gail Pendleton /Assessment, Hermia Yam/Counselor, Ramona Butler /EOPS, Andre Singleton/Campus Life, Roberto Gonzalez/DSPS, Sylvia Espinosa/Transfer center.

Agenda Item	Discussion	Follow-up Action	Decisions (Shared, Agreed/ Resolved or Unresolved?)
Meeting Called to Order	2:00 PM		
<b>I. How to build effective leadership and communication in times of transitions (Josefina Baltodano)</b>	Josie wanted to let everyone know that all of us need to stay on top of leadership concept, especially since we are going through a major transition, such as change of the President and VPSS. We are all leaders but have different styles (are you a commanding, coaching, a leader and etc..?). There is no wrong leadership style, but we need to make sure we don't burn people out and don't overwhelm them with responsibilities. The problem comes when we have one of the styles too much, such as for example commanding style. Josie distributed 3 documents and encouraged everyone to read them for the next meeting. The handouts were: Primal Leadership by Daniel Goleman book review, 6 Emotional Leadership Styles and 27 Key Professional Higher Education Leadership Skills. These are the tools that can make you be more effective in your work.	Discuss further at next meeting	Resolved
<b>II. Office Area Report (Andre Singleton, Campus Life Director)</b>	<p>Andre hired 2 student workers and 2 senior ambassadors. Andre mentioned that Student Senate for California Community Colleges (SSCCC) will be having General Assembly on April 28 – May 1 and it will be first Assembly for Andre.</p> <p>Other BCC events: April 6<sup>th</sup> Tennyson High School students are coming to BCC. April 16<sup>th</sup> is Cal day. On that day student ambassadors will be working with Shirley Fogarino. Student Elections will be happening on April 12-13. It will be provided voting booths and ballots. April 18<sup>th</sup> and 20<sup>th</sup> Skyline High will be visiting BCC. April 27<sup>th</sup> Student Appreciation day: if you have any student that you would like to nominate and recognize their work, the deadline to do so is Apr 15<sup>th</sup>. May 6<sup>th</sup> is Student Success Day. Straight Outta College Night will be happening on May 19<sup>th</sup> for students who petitioned to graduate.</p>	none	Resolved
<b>III. Update on Equity/SSSP (Hermia Yam, Counselor/SSSP Coord.)</b>	<p>Hermia and the counselors are working on Student Success Day which will happen on May 6<sup>th</sup>. The agenda for the invited students is: breakfast, greetings by Josie and the President, then students will attend some workshops, meet with the Faculty Advisors to see if there are any majors they are interested in. They will go to the classrooms to work on their education plans. For SSSP these plans are very important.</p> <p>Counselors are trying to reach students in order to develop their comprehensive SEP, because the more we do them, the more funding we receive.</p> <p>With 2015-16 SSSP we can carry it over and we have until December 30<sup>th</sup>, 2016 to exhaust those funds. Hermia wanted to highlight the fact that those people who ask if they can spend some money need to know that it is ok if it is related to course services, orientation assessment, counseling, development of educational plans and for undeclared majors, at risk students or on probation, dismissal. For this money we are hiring a clerical support position for orientation and assessment and another admissions</p>	none	Resolved

	<p>technician for the admissions and records office.</p> <p>Not much information about equity. The main indicator for it is access. Alley and Brenda are actively creating and developing Umoja program. Gail will be helping to recruit students for this program.</p>		
<b>IV. Swing Space Report (Hermia Yam)</b>	<p>The Swing Space will be next door. We will be moving there on June 1<sup>st</sup>. There will be 3 classrooms, and the kitchen, which will be converted to the Health Center. Also there will be 3 offices: 2 for mental health counselors, right next to it will be a conference room that will be a shared place for other departments. Dream center will be there as well (right now it's in the South campus). At the Dream Center we will have 2 work stations. International Student Department will move to the Swing Space as well. There are 4 work stations that are not identified yet.</p>	In progress	Unresolved
<b>IV. Other business (Gail Pendleton)</b>	<p>Roberto wanted to hear more about classifieds hiring prioritization. Josie promised to get an update regarding it. According to Hermia, Jasmine is almost done working on Admissions and Records Technician and Student Personnel Surface Specialist for Orientation Assessment. Only BTR is needed in order to put the positions on the Board Agenda.</p> <p>Counselors are sending students down to change their priority dates. Loretta named the reasons why students lost their priority registration: if students have 100+ units or are on probation. Their enrollment date will be dropped till April. If you don't have any new student coming to your program, you need to send Loretta a letter explaining that it is a new student, their student ID and she will change the date from April 5<sup>th</sup> to 11<sup>th</sup>. Foster youth who fall under any other categories are exempt; they still need to have their priority date. There was some discussion regarding work in the evenings. There will be some rotation happening who will work on the Wednesday evenings on specific weeks.</p> <p>Sylvia briefly told about work at the Transfer center since students are started to hear back from the Universities. Recruiters are finishing up, because they don't come during the summer. She already has a date for Transfer Day which is Oct. 6<sup>th</sup>. All the CSUs and UCs are invited, so she needs to work with neighbor private colleges that need to be represented, especially it is hard to get to Stanford.</p> <p>Students need to have a higher GPA in order to transfer to State Sacramento than those students living in Sacramento. Also if our students want to transfer to San Jose state they need to have a higher GPA as well than those students living in that area.</p> <p>Ramona mentioned that they are beginning to accept midterm project reports. Students are doing very well. Ramona is learning a lot about CalWORKs program. Kim obtained a full-time position at Laney, so she will be leaving soon. They have a couple of counselors in mind for that position. Ramona is preparing for EOPS/CARE recruitment and CalWORKs program in the summer.</p> <p>Gail geared up for 5 month testing. In March she started with the High Schools and just finished testing 3 rounds and had around 72 Berkeley high students to get started. In April she will be working with counselors, ambassadors and Andre at Skyline and other high schools.</p> <p>Gail was talking about a new assessment that 130 colleges will be using. There is a big meeting happening at the District soon regarding it. They need to define how to implement the examination for Math and English cut off scores. Those scores will be input into the system so everyone could understand what those numbers mean and how they contribute to students' success and their progress. Online orientation is going well and they are making the follow up calls to make sure it's done prior to assessment and orientation.</p> <p>Right now we are using COMPASS for the common assessment and it will not be available to use in</p>	none	Resolved

	October, for that reason we need to get geared up for the spring 2016. They want to make a big meeting involving all the campuses, the presidents and the VPs to discuss what they need to be doing.		
<b>Meeting Adjourned</b>	3:00		
<b>Next Meeting</b>	May 3, 2016 at 2pm.		

Minutes taken by: Ruta Brazinskaite

Handouts: Primal Leadership by Daniel Goleman book review, 6 Emotional Leadership Styles and 27 Key Professional Higher Education Leadership Skills