

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

Facilitator: Dr. Josefina Baltodano/Interim VPSS
 Guest: Chancellor Jowell Laguerre, Interim President Frances White
 Present: Jasmine Martinez/Staff Asst., Loretta Newsom/ A&R, Christopher Scott/Staff Asst., Gabriel Martinez/Counselor, Gail Pendleton /Assessment, Hermia Yam/Counselor, Ramona Butler /EOPS, Andre Singleton/Campus Life, Roberto Gonzalez/DSPS, Sylvia Espinosa/Transfer Center, Susan Truong/Counselor, and Joseph Bielanski/Articulation

Agenda Item	Discussion	Follow-up Action	Decisions (Shared Agreed/ Resolved or Unresolved?)
Meeting Called to Order	2:04 PM		
I. VP Student Services Timeline	VPSS Position: We have had a vacancy since August 2015. Chancellor did receive some feedback; he does listen and factor in before making a decision. The feedback received was to not disrupt things at this time and remain with our current interim until December 2016 and then begin the search for VPSS right away. By January 1, 2017 we will have a new VPSS. When we return in the fall 2016 (Sept./Oct.) semester we will begin the search for the VPSS. Chancellor Laguerre presented to Dr. Baltodano his intention to have her continue in her Interim VPSS role until December; she accepted. ASBCC President thanked Dr. Baltodano for her leadership and support.	n/a	n/a
II. Student Services Evaluation-Districtwide	Trudy Walton is working on the student services evaluations district wide in terms of how student services is doing and what we need to do. So if you receive any request from her needing your assistance with this please provide your support. A question was raised as to what does this evaluation entail? It's a look at our services and how we provide them. There has been a survey that was sent out and possibly another one again soon They also would like to come up with a date to bring all of student services together as a retreat.	n/a	n/a
III. Office of Academic Affairs	<p>Educational services included a lot of areas such as webmaster, researcher sand other areas. Chancellor wanted to separate that from academic and student affairs issues. It serves bother academic and student affairs. We have to be able to identify funding to support a position for both areas, so this role will serve both academic and student affairs. The Chancellor is currently drafting the job description for an Interim VC of Academic Affairs by July 1st. There will be a search next spring for this role. He would also like someone with a mental health counseling background.</p> <p>Planning and Research now reports to the Chief of Staff. Need to fund faculty and staff at a high level. We need to do more than scholarships and support our programs such as our counseling centers. How can we structure the PCCD Foundation to see where and how are funds are managed? They are independent of PCCD.</p>	n/a	n/a
IV. Workforce Development	We need to organize ourselves in order to provide a social justice leadership institute. We have many in our community that are not able to take advantage of the education that we can provide for them. We need to find ways to bring potential students to a certain level. We do not offer certain career licenses and could possibly offer automotive programs, nursing and CNA. The Chancellor would like for us to move in that direction to bring more people in from the working class. For those in management that are in higher roles, we should be providing more training for them. We need to provide more in the community for the English as a second language. The Work Force Development will contribute to a strong foundation down the road. There will be continuing education for classified with earning a	n/a	n/a

	<p>certificate but not degree. There are some conversation going on with Kaiser right now-refer to Chancellors C-Direct publication for more information. Kaiser has an internship of 300 + that we would work with them on assisting their interns in gaining their credits. We can help them with finding more interns from PCCD in many areas of nursing, computers, records, etc.</p>		
<p>V. Management Development Academy Summer & 16-17 academic year</p>	<p>This summer June 1-3rd and then every Thursday beginning July the last two hours of the day (4-6pm), there will be a Peralta Management Leadership Academy/Institute, to train our employees, the overall idea is to have faculty and staff step up to management when needed. The plan is to have a training program for current managers and one for faculty and staff. Grow your own leaders from within.</p> <p>BCC's new Interim Dean of Counseling will be Dr. Windy Franklin. A question was raised as if there would be support staff for this role? The Chancellor said he will leave that up to the campus.</p> <p>Need to clear up the process of how the Chancellors Trophy and President Medallion are selected and by whom. BCC's Interim President and her executive assistant will look into that process.</p> <p>In regards to fundraising, could we have guidelines and workshops on how to do so? Chancellor mentioned that he will look into providing this. We also want to know what each other are doing and not be asking the same company for funds and you ask low and they ask high. These efforts need to be collaborated.</p>	n/a	n/a
<p>Meeting Adjourned</p>	<p>3:28pm</p>		
<p>Next Meeting</p>	<p>June , 2016 at 2pm.</p>		

Minutes taken by: Jasmine Martinez