

Student Services Component Meeting

Tuesday, July 28, 2009

Present: May Chen, Brenda Johnson, Marilyn Clausen, Catherine Nichols, Ayele Lemma, Nohemy Ornelas, Paula Coil, Victor Flint, Ramona Butler, Eileen Pippins, Jasmine Martinez and Jim Ward.

Agenda

1. Welcome, introduction, and one fun event/thing that happened this summer
2. Fall 2009 preparation: Welcome Center, A&R, Orientation & Assessment, Financial Aid, Student Activities, EOPS/CARE, PSSD, PACE, CalWORKs, Counseling, Transfer/Career Center, etc.
3. Spring 2010 PCCD Schedule
4. Items on the floor:
 - Welcome Back Event & Ambassador Meet and Greet
 - Financial Aid Update
 - Budget Update
 - Outreach coordination with High Schools
 - Build out Update
 - Unit Plans
5. Regular Student Services Component Meetings, 2009-2010

Welcome and Introduction

Dr. Chen asked each person to introduce themselves and give a little background information and what one fun thing/event that they have done this summer so far. We learned a lot about each other and shared very interesting things about each other.

Fall 2009 preparation

Originally, all four colleges decided to cut back on peak evening hours due to budget cuts. But, in order not to have one college burdened with extended services and receive the extra load of students flocking to a certain campus that had the extended hours; it was again discussed and decided to revert back to the peak schedule. The current peak hours are Monday-Thursday to 7pm and Friday 8-4:30pm and Saturdays 9-1pm. A & R, Counseling, Financial Aid, Cashier, and Photo ID all have evening hours. Jasmine will send out an "Hours of Operation Schedule" for the fall peak hours and will then send out the regular semester's hours around mid August, if not sooner.

There is a concern in the Counseling Department's schedule and staffing needs. We need more counselors to support our services. We especially need to add another part-time counselor for the 5 week peak period. We talked about possibly doing group counseling sessions and team registration. We need to find solutions during this peak period to alleviate the long lines and waiting areas for students. We are also going to be without any student support at the counseling reception desk. All federal work study student assignments end on July 31st. Therefore, our only other option at this time is to utilize the Student Ambassadors. Victor will meet with the VPSS office and coordinate the student ambassador's coverage for the month of August in the counseling department.

Our PSSD office is very limited with staffing this semester. We just had a retirement from Ponnice Rasmussen, our PSSD Counselor/Coordinator and the vacancy of the Alternate Media Technology Specialist. In addition, we will also be losing our Full-time PSSD Counselor, Joseph Bielanski, whom will be taking over the role of our part-time Articulation Officer position that has been vacant for a year and we will also be losing our part-time PSSD Counselor, Luna Finlayson, she will be moving to our EOPS Department as their Counselor. We are currently looking to recruit a LTS Counselor (Long term sub) for

our PSSD department. At this time, due to budget restraints we are also only staffing the Alternate Media Technology office with our returning classified part-time hourly, Uzma Rehman. Uzma will be here in the fall semester working 3 days week.

Spring 2010 PCCD Schedule

Our Spring 2010 schedule updates/corrections need to be submitted to Shirley Fogarino by August 17th. Shirley has already distributed to each department their section in the schedule. Please review your area and make your corrections in red ink and submit back to Shirley. Jasmine Martinez on behalf of the VPSS/Student Services Department, along with the assistance of Catherine Nichols, will follow-up on all departments submittal of information and review it with Shirley and the VPSS.

Welcome Back Event & Ambassador Meet and Greet

The Fall 2009 Welcome Back Event will take place on August 31st & September 1st. This is a district wide event and a directive for the Chancellor's office. There will be music, tables for different clubs, raffles, possible scavenger hunt and giveaways during college hour (12:15-1:15pm) on both days. The ASBCC Induction ceremony will happen on the 25th of August, where our Dean Brenda Johnson will swear in our new officers. The question was brought up about what do we do for the evening students? We are already conducting all of this on very limited resources, but ASBCC will look into having a table in the evening for our evening students. In addition, the Student Ambassadors resume it's every semester meet and greet during the peak period August 10-the 29th.

Our normal operating budgets for these services and events are usually not available until later in the fall semester. However, we do need to look into the commission we get from the bookstore. The disbursements from our bookstore are as follows; 50% to our College President, 25% to Student Services and 25% to Student Activities.

Financial Aid update

The financial aid will be going back to the previous system used for Peralta called the SAFE system. This is to help prevent what happened last fall from happening again. The financial aid staff has been working really hard to ensuring that the students receive their checks on time. One change that the financial aid office is now implementing is to require that all financial aid students submit all documents at the same time. This is in hopes to avoid paperwork from getting misplaced and delaying their file.

The financial aid office is having a meeting this Friday, July 31st at 2pm for staff interested in hiring federal work study students for their department. This meeting will go over the process and procedures for hiring these student workers. Please RSVP with Nohemy if you plan to attend.

Budget Update

The budgets are all still pending at our district and have not yet been set-up in our PROMT system. Therefore, it has been a little difficult in making some decisions on hiring and ordering. Most of the categorical budgets have the carry over option, but it must be spent by the September deadline. We will bring this to the district budget meetings and find out more information on when the budgets will be available.

The State has decided to increase our fee per unit from \$20 a unit to \$26 a unit beginning Fall 2009. Students who have already paid for their fall tuition will still have to pay the difference. Notices to students have not gone out yet since it has not yet been implemented, but it was suggested that we also notify our student via their PASSPORT email. In addition, we should also encourage our students to apply for BOGG Fee Waiver.

The VP's & Dean's of Student Services are going to ask for more funding for matriculation services. Our matriculation budget has really fallen short over the years and this budgets staffs, assessment, outreach and our counseling department.

With the Categoricals taking a budget cut, some of our programs and services will be even more severely affected. EOPS only receives funding for 167 students, but has always served over 400 students.

The issue regarding the student center fee of \$2 and the \$31 Easy Pass (AC Transit Bus Pass) was discussed at a district meeting and is still on the table discussion.

Outreach coordination with High Schools

Our last VPSS enforced the policy on the High School Concurrent Enrollment forms, even though the form was contradictive. However, the district is working on revising this form and we hope to receive it soon. There is no consistency with all four PCCD Colleges with regard to the courses that High School students are allowed to take, therefore, students will just go to one of our sister colleges and enroll if that VPSS approves it. There was a recent audit in which this was raised and we need to really read through Title IV. We also need a link between here and the High School Counselors so that the students and parents are accurately informed on our policies and the process. In the past we have had breakfast meetings with our Counselors and the High School Counselors. We need to get this organized and implemented again; but it also really needs to be done district wide as well. One suggestion was to also have an orientation for High School students and their parents on the process as well. And we should be looking at the 5% rule for the High School population from each High School that is only allowed to attend.

Build out

The 3rd floor and 1st floor built out will be taking place later this year. The department and offices that will be a part of this build out is; EOPS, PACE, Articulation and IT department. On the first floor, the mailroom and the cashier's office will be expanded into a portion of the Career /Transfer Center. During the construction the Cashier's office and the FA Supervisor's office will need to be relocated; this is still being planned. In addition, on the 2nd floor, the Alternate Media Technology office will be moving from the 5th floor to the 2nd floor in Room 244.

Unit Plans

We will address these in future meetings.

Student Services Component Meetings

Right now we are scheduled to meet every two weeks on Tuesday from 2-3:30pm in Conference Room 451A. For now, this seems to work for most staff; if this is to change, we will notify you.

In closing

Dr. Chen mentioned that one of the important things to look at is, what would be a reasonable and logical structure that we have here. We will discuss this further in our future meetings. Please remember to send us items that you would like added to the agendas no later than the day before the meeting.

NEXT MEETING:

Tuesday, August 11, 2009 at 2pm in Conference Room 451A.