

**Berkeley City College  
Student Services Council Meeting Minutes  
Tuesday, February 17, 2015**

Present: Brenda Johnson/Dean, Ramona Butler/TRIO, Jasmine Martinez/VP Staff Asst., Jennifer Lenahan/VA, Andrea Williams/Staff Asst.Counseling, Mostafa Ghous/Director Campus Life, Roberto Gonzalez/Alt Media, Loretta Newsom/A&R, Loan Nguyen/FA, Gail Pendleton/A&O, Fatima Shah/EOPS, Susan Truong/Counselor and Windy Franklin/DSPS Counselor.

Chair: Dr. May Chen/VPSS

Agenda Item	Discussion	Follow-up Action	Decisions (Shared Agreement/Resolved or Unresolved?)
Meeting Called to Order	3:00 PM		
<b>I. Agenda Review</b>	Agenda:	Resolved	Resolved
<b>II. Review and Approve meeting minutes from 11/04/14</b>	Wasn't addressed. An email to be sent out to staff with document and link to website where minutes are posted. Approval of minutes at next meeting.	<b>Unresolved-TBD @ Next mtg</b>	<b>Unresolved</b>
<b>III. Review and update all program reviews</b> – please review your own review posted on <a href="http://www.berkeleycitycollege.edu/wp/student_service_programs/berkeley-city-college-program-review-summary/">http://www.berkeleycitycollege.edu/wp/student_service_programs/berkeley-city-college-program-review-summary/</a> For 2013-14 and 2014-15. Please print a copy of the two years review in your area. Review and update all program reviews – please review your own review posted on <a href="http://www.berkeleycitycollege.edu/wp/student_service_programs/berkeley-city-college-program-review-summary/">http://www.berkeleycitycollege.edu/wp/student_service_programs/berkeley-city-college-program-review-summary/</a> For 2013-14 and 2014-15. Please print a copy of the two years review in your area.	Please familiarize yourself with your program reviews from 2013-14 and 2014-15. Jasmine will email you all your files that are posted online but in WORD format so you can make changes. Also, please get rid of the DRAFT watermark. For the 2014-15 APU's, some are not completed. DSP&S for example has the complete all required information such as the executive summary, success stores, program needs, and then the APU template format. Some APU's only have the executive summary. So please review both years and make them alike in regards to the format.  We need to have strategic actions plans in our APU's. So if your APU's are missing this information please add it.  Dr. Chen would like to schedule one hour meetings with each office to go through your APU's before we update our APU website. Jasmine will send you a calendar invite to meet with Dr. Chen the week of Feb. 23 <sup>rd</sup> .	<b>Unresolved-Need to have updates done ASAP. Follow-up Mtg's planned for week of 2/23/15.</b>	Resolved

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<p><b>IV. Preparation of Accreditation site visit.</b> Please review Accreditation report at <a href="http://www.berkeleycitycollege.edu/wp/accrreditation/2015-self-evaluation-report/">http://www.berkeleycitycollege.edu/wp/accrreditation/2015-self-evaluation-report/</a> - look for Standard IIB</p>	<p>May pulled up the ACCJC website and asked that all get familiar with Standard IIB. Brenda sent an invite for a meeting next Monday, February 23<sup>rd</sup> at 9am for Student Services staff to participate. As a group you will be interviewed by the site visiting team. So again it I very important that you please familiarize yourself with Standard IIB. There are various links to our evidence; please see the evidence list for each standard listed on our website. Each chapter follows the standard questions one by one. Become familiar with the questions and responses.</p> <p>May asked that each of us claim ownership of our areas. Please also go through your web pages and make sure everything is up to date. Also, please review and use your APU's to prepare.</p> <p>May emailed before the meeting today a ACCJC Power Point Presentation to assist us all. May went through the slides with us all present today. May asked that Mostafa familiarize ASBCC with this Power Point Presentation since they will all be interviewed as well.</p> <p>Please review your SLO's, Action Improvement Plans, your budget, the Budget Allocation Model, and New/additional building space information. Please go through the student achievement report and student success report card.</p>	<p>Resolved</p>	<p>Resolved</p>
<p><b>V. Area Reports</b></p>	<p><b>Gail Pendleton/A&amp;O:</b> Getting ready for next round of testing in April. The schedule is completed and posted on the website already. Also, placed on the website is more practice websites for students to utilize. Gail has recently connected with Berkeley Adult school to help get them better prepared to come here and prepare for our assessment.</p>	<p>Resolved</p>	<p>Resolved</p>

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**Loretta Newsom/A&R:** Has requested about 150 non-resident forms from them to document the evidence used to change a student to resident to non-resident. The Fall/Summer application will be available online in April as well as the class schedule.

**May Chen/VPSS:** Student Services will have a district wide retreat with the goal to have all staff present . The date has not yet been determined. We will work to ensure that we obtain student and hourly coverage so that all staff can attend. The location has not yet been determined; but the date will be early April. Please submit your supply needs/plans in object codes 4000-6999 by 2/27/15 to May Chen and copy Jasmine. Jasmine sent out an email last week requesting this information.

**Fatima Shah/EOPS:** Getting ready for progress reports.

**Loan Nguyen/Financial Aid:** Second disbursement coming mid- March. The system automatically packages files for students. Partnering with UCB help find jobs for our students; they also do resume workshops for students as well. All work-study funds have already been allocated this semester.

**Windy Franklin/DSP&S:** Almost served 300 students this semester so far. Working on purchasing some new technology to update the LD program, technology center and DSP&S program in general. Still waiting on budget transfers back from August to post.

**Susan Truong/Counseling:** Encourage students to come into Counseling now while it has slowed down before peak picks back up for the next enrollment period.

**Roberto Gonzalez/Alt.Media:** The Technology Committee is working in regards with obtaining funding for the college from, Measure A and a match from the district to update our

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	<p>network/wi-fi &amp; new equipment by the Fall 2015 semester. There is a new district wide mandate to get rid of all the Windows XP PC's. In regards to Classified Senate Info; would like to see that student services adopt a routing ticket system (referral slip/form)-Brenda informed Roberto that it has been implemented already. Brenda will send out another email encouraging staff to please utilize this form.</p> <p><b><u>Mostafa Ghous/Campus Life:</u></b> Working on community partnerships. CPR training this Friday for faculty and staff in the TLC. Recently attended a AB540 Workshop in Sacramento this past weekend. ASBCC Elections will be happening soon.</p> <p><b><u>Brenda Johnson/SS Dean:</u></b> Asked that if we have any grievances from the past 5 years please send to Ramona. Need this for ACCJC asap.</p> <p><b><u>Andrea Williams/Counseling Asst.:</u></b> The team welcomed her to BCC; has been here 6 weeks now. She has been working on space set-up for her work area with the builder. They will come out and present options and give us an estimate. The funding source will come from Measure A.</p> <p><b><u>Jennifer Lenahan/Veterans:</u></b> David Hunt (hourly) is in the VA Center at South Campus now full-time. Region 3 meeting this week.</p>		
<b>VI. Items from the floor</b>	Gail Pendleton: Update from the hiring for the LRC/Coordinator Position-this position has been filled and the person accepted the offer and should begin on March 10 <sup>th</sup> .		
<b>VII. Adjournment</b>	3:56pm		
Next Meeting	Tuesday, March 3, 2015. Agenda to follow.		

Minutes taken: Jasmine Martinez