

**Berkeley City College**  
**Student Services Department Meeting**  
**January, 12, 2010**

**MINUTES**

PRESENT: May Chen, Jasmine Martinez, Jennifer Lenahan, Ayele Lemma, Loretta Newsom, Lynn Massey, Loan Nguyen, Catherine Nichols, Fatima Shah, Gail Pendleton, Shirley Slaughter, Esete Menkir, Paula Coil, Jim Ward, Esteem Brumfield, Christiane Feerick, Allene Young, Vincent Koo, Marilyn Clausen and Brenda Johnson.

AGENDA:

- Meeting Minutes Review and Approval
- Unit Plan Deadline is now
- Building build-out development, moving status and discussion
- Budget Spreadsheet-Monthly Budget and Budget Updates
- Items on the floor
  - Financial form/Student Account Balance. The only thing that will stop a student from adding a class at the A & R counter is Dismissal/Probation hold and Bus Pass.
  - Peak Registration hours on page five in the Peralta Schedule

Meeting Minutes Review and Approval

The meeting minutes have been approved.

Unit Plan Deadline is now

We have received all the unit plans. Jasmine will send electronic copies to May and Brenda. Copies will be made and distributed soon (possibly at our next Meeting).

Build-out Development

First Floor: Transfer Center and Financial Aid walls are up and plan to be finished by end of next week. Although, there will still be work going on inside those offices. These offices will still not be ready for move until the offices are finalized with being painting and IT sets-up the phones and computers. By the end of February, the Bursar's office and the mailroom should be completed. There will also be additional cameras/surveillance in some areas on the first floor. One of those areas will be in the Learning Resource Center. The welcome center/kiosk area has been started. The bench area was removed and will be replaced with a cube like structure. It will be housed with an Information broadcast system and approximately 10 computers stations across from it. This will eliminate the tables with computers that are currently on the first floor. There will also be this Information broadcast system (Monitor/TV) outside of the Financial Aid office, the second floor, third floor, and the student lounge on the fifth floor.

Third Floor: EOPS, IT, Audio Visual, Faculty offices and PACE will be moving their offices to the third floor. The offices on this floor will possibly have card key access locks. Layout plans were brought to this meeting and reviewed by the third floor staff. The articulation office has not yet been determined on where it will go. We also need to determine the use for Room 165A (office or classroom).

We need to identify two staff to attend the weekly construction meeting (approx. 1 hour) Short-term, Phase II and every other Tuesday (The Design Meeting) for Phase III. We want someone familiar with all student services and can speak for all departments. Paula and Jasmine have volunteered to attend these meetings.

Next Meeting is Phase II at 9:30am on Tuesdays, and right after that is the Short-term Meeting at 10:30am and every other Tues is the Design Phase Meeting from 11:30-12pm. Paula and Jasmine will bring back information from these meetings to our next Student Services Meeting. (*Next Mtg. is 11:30am on Jan. 19<sup>th</sup>*)

Budget Spreadsheet-Monthly Budget and Budget Updates

This month's budget spreadsheet is due the 20<sup>th</sup>. May announced that an additional \$211,911 has been issued for DSPS from the State.

### Items on the floor

- Financial Aid Form – form is only for balance. Will not hold from applying through Admission and Records; does not affect enrolling online.
- Loretta's peak hours are 8:00 a.m. to 7:00 p.m. starting on Monday – Thursday and 8:00 a.m. to 4:30 p.m. on Friday. This is listed on Page 5 in Peralta (green) schedule. Will be working some Saturdays.
- New A&R staff person – Connie Woo. Will be here through January 30<sup>th</sup>.
- Loan – Problem from Legacy to Regent system. System errors needed to be fixed. Form is to investigate whether we owe them money or not.
- Students on F-1 Visas can they be tutors? They need to go through International Education office to get approval.
- SEP's are being done for a semester basis for Financial Aid only. If they need complete Ed Plan then Counseling will provide.

### Department Updates

- For accreditation purposes evaluations need to be completed for all staff.
- First Financial Aid checks will be going out on January 26<sup>th</sup>.
- Paula is working outside of the Transfer Center due to dust from the construction.
- Students going to Learning Resource Center are coming with obsolete forms. Financial Aid has the new application forms.
- Student ambassadors are working with Cleavon Smith on project going to homeless shelters? Looking at how to display what they've got.
- EOPS eligibility will be completed by the end of this week.
- DSPS has new counselor, Doug Gorman. M & W 8-5pm and Th 8-12pm
- A&R overwhelmed with transcripts. Doing the \$4 ones.
- PACE is going strong – hoping to get enrollment up before any cancellations.
- CalWORKs orientation training will be tomorrow for new and continuing students from 10:00 a.m. to 1:00 p.m., Wednesday, January 13<sup>th</sup>.
- Student IDs will be operating on limited hours.
- Persist is our version of Digital Bridge. Basic skills cohort designed for students to get foundation underneath them to be able to move up the higher level courses. Tra Boxer is the counselor, Chris Plano is the instructor, and Esther is the instructional assistant. Will follow up with Bonnie.

Meeting adjourned 3:45 p.m.

J.Martinez