

Berkeley City College
Student Services Department Meeting
Tuesday, January 26, 2010

PRESENT: May Chen, Jasmine Martinez, Jennifer Lenahan, Marilyn Clausen, Jim Ward, Loretta Newsom, Paula Coil, Fatimah Shah, Ayele Lemma, Gail Pendleton, Loan Nguyen, and Victor Flint.

AGENDA:

- Meeting Minutes Review and Approval
- Building build-out development, moving status and discussion
- Items on the floor
 - Easy Pass Waiver Form (who gets it?)
 - New High School Concurrent Enrollment form and procedures
 - Academic Honor Student notation on transcripts
 - BCC Committee
 - Monthly Meetings
 - Saturday Counseling during peak month January
 - Scholarship Update
 - Themes Development

Meeting Minutes Review and Approval

Approved.

Building build-out development

Paula and Jasmine have attended last Tuesday's meeting and Paula attended this morning's meeting for the build-out. They will be rotating for each to attend every other meeting.

There is a meeting coming in February for the end user for the Phase III (3rd floor) build-out. The intent is to review the plans and layout for the 3rd floor offices. Conference Room area outside of Brenda's office will begin construction soon. The current EOPS office space will convert back to a computer lab; as well as the homework lab which also needs to be looked at. The financial aid office needs more storage space, office space and a consultation room. An outside Health Services area is being considered to serve our students. The break-out tutoring rooms will now be utilized as such instead of offices. We need feedback from everyone regarding their space needs. Whether or not you have space needs or concerns, please let us know either way.

Budget Spreadsheet-Monthly Budget Updates

On the 20th of every month these budget spreadsheets are due. We have received some but not all. Please get these to Jasmine & May ASAP.

Items on the floor

Easy Pass Waiver Form has been voted on by the students. All students who are enrolled in 9 or more units are required to pay the \$31 fee. If the student drops below the 9 units by the census date, they still have to pay the fee. The only exception in which May will approve the form is if the student receives a bus pass from another organization. The students can ask to petition if they are denied. Please refer those students to Ramona. If they have been denied they will be sent to VC James Bracy for an appeal decision. If the petition is approved here at BCC, they will then get routed to the Cashier's office for processing. It was suggested the procedures are written out on the back of the form. May will forward to the district for suggestion.

We have a new High School Concurrent Enrollment form this semester. Please review and note that now all Home Schools are required to have an affidavit from the Dept. of Education have a signature from the Unified school district they reside. We also need to look at the 5% rule and the back of the form (remedial section). We also need a standard interpretation the remedial courses. All of this needs to be communicated to our counselors and possibly added to their meeting agenda. May to follow up with VC James Bracy and will report back to us.

There have been several complaints regarding the academic honor student notation on student transcripts. This notation is not being automatically processed on the transcripts anymore. WE need to follow-up with the District admissions office regarding this.

May sent out an email regarding the BCC Student Services Committees. Please complete this list and return to Jasmine. We want see how many student services representatives are present on each committee. We will then compile all information received from everyone and update this spreadsheet and distribute to everyone.

Monthly meetings have mostly been set-up for February as designated in an email May sent out. May would like to take that time to also evaluate your job functions and go over your department needs and concerns.

Counseling has not been opened on Saturdays this month and there have been complaints. The class schedules have Saturdays listed as open. Jennifer will communicate with Allene and the counselors to see if we can get two counselors to work this last Friday of this month.

Jennifer handed out the Bernard Osher Initiative \$5,000 Scholarship that is available to this for 5 students. The requirements are that they are BOGG qualified, at least part-time and have completes at 24 degree applicable units.

Themes development:

We want to have a theme, brief introduction and lead a discussion on the significant impact on Student Services.

Let's think about what projects or programs that we want to invite the Office of Instruction to. We also want to enhance our communication with BCC's programs and departments. Our committee has come up with the following programs and departments that we thought would be a good place to start:

Title III	Tech Committee
VPOI & staff	HS Concurrent Enrollment
BSI/Persist,	Website
CalWORKs	Dept. Chair or Program Coordinator

We recommend inviting Krista first to our next meeting and then go from there. We need to prepare a list of questions we get, concerns, etc.

BRIEF SUMMARY OF FOLLOW-UP ITEMS TO TRACK:

- May will look into the suggestion of having the Easy Pass Waiver Form Instructions on the back of the form.
- May will also follow-up with VC James Bracy regarding our suggestions for the High School Concurrent enrollment form.
- Themes development: Preparing list.

NEXT MEETING: TUESDAY, FEBRUARY 23, 2010 AT 2PM, ROOM 451A
PLEASE SEND AGENDA ITEMS NO LATER THAN THE FRIDAY BEFORE.

Meeting adjourned at 3:25pm
J.Martinez