

**Berkeley City College**  
**Student Services Council Meeting Minutes**  
**Tuesday, October 21, 2014**

Present: Brenda Johnson/Dean, Loretta Newsom/ A&R, Loan Nguyen/ Financial Aid, Fatima Shah/EOPS, Jasmine Martinez / Student Services, Mostafa Ghous/ Student Life, Roberto Gonzalez/DSPS, Hermia Yam/Counseling, Ramona Butler/TRIO, Windy Franklin/DSPS, and Paula Coil/Career-Transfer Center.

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: Approved	Resolved	Resolved
<b>II. Review and Approve meeting minutes from 9/16/14</b>	<p>Minutes: Approved with minor spelling correction.</p> <p>Loretta mentioned that the fax was still not operational in the Admissions office. Also, the all-in-one printer/copier is having another issue after it just got repaired. May asked that everyone send his or her copier concerns to Jasmine.</p> <p>The Counselors Breakfast is this Friday, October 24<sup>th</sup> at 8:45am in the 4<sup>th</sup> floor conference room's 451A/B. The food has been ordered and the agenda/program will be sent out today. Mostafa read aloud a brief summary of the agenda/program. Allene Young, the Counseling Dept. Chair will facilitate this event.</p>	Resolved	Resolved
<b>III. 2014 Annual Program</b>	<p>The APU's were sent out to everyone today via email. These were the last updated versions sent to Brenda. Brenda previously also asked for everyone to add success stories. Please review and make final changes asap. Please have all final revisions done and sent to Brenda via email by this Thursday, October 23<sup>rd</sup> at 8am for the 2013-14 APU. The due date for the 2014-15 APU is December 1<sup>st</sup>.</p> <p>It's not too early to send in your supply request. Cost center 842 will be organized by Dean Johnson &amp; Ramona Butler, Jennifer Lenahan will be organizing the Counseling department and all others will go through Jasmine.</p> <p>Please do your purchases before December 25<sup>th</sup> per May.</p>	Resolved	Resolved

**Berkeley City College  
Student Services Council Meeting Minutes  
Tuesday, October 21, 2014**

<p><b>IV. SSSP Student Services project assignments</b></p>	<p>May emailed to the committee earlier today the SSSP Budget Plan-DRAFT.</p> <p>These funds are very different from our other funds. Only 40% of the money will come to us automatically the other 60% we have to make it up. See the funding formula on the front page of the handout (SSSP Budget Plan-DRAFT)</p> <p>May has identified the Student Services Team Plan and Leaders. We briefly went through and reviewed the plan. Of the three team members, May wants one of the three to be the team leader.</p> <p>We discussed students having to declare a major. During A&amp;O, it was suggested that Gail Pendleton could inform students who have not yet declared a major to other resources to assist them with this. In the works is the academic advising module on PeopleSoft; so this may be something that gets noted in their PASSPORT account. May wants to form a small taskforce to work on this. May has asked Gail, Paula and Fatima to work with Gabriel Martinez (Counselor) to address this. Allene Young will be the person to put the BCCO together. Mostafa will identify an ASBCC leader and/or Ambassador to participate in the BCCO.</p> <p>The Counselors themselves, Jennifer Lenahan and Gail Pendleton will do the SSSP Data input.</p> <p>Need to have Gail Pendleton work with a Susan Truong to identify a class for first entry students and have them enroll in Counseling 200A and attend the BCCO. James and Christina have been doing this with Gail currently.</p> <p>May asked Mostafa to work with ASBCC to have an SEP day in the atrium during college-hour. We want to have Counselors there as well with laptops to assist students. Ramona commented that we want to empower the students but we want to give them a road map to get them started. Also,</p>	<p>Resolved</p>	<p>Resolved</p>
---	---	-----------------	-----------------

**Berkeley City College  
Student Services Council Meeting Minutes  
Tuesday, October 21, 2014**

	<p>could we have them just declare a major temporarily for now.</p> <p>For Educational Promotions and SSSP Documents, let's have Ramona lead this taskforce along with Paula, Gail, and Mostafa. One goal is to have all categorical programs ensure that their students have an SEP and the counselors put them into the W drive as well as inputting the SSSP Data.</p> <p>Fatima mentioned that at UC Berkeley they tell you the things you should be doing for each year (Freshman, Sophomore, etc). Suggested signage and promotional information.</p> <p>Emie Mitsuno and Paula Coil will work together on the undeclared student list. These students will need to have a major declared by the end of the first semester.</p> <p>We will be posting the Interim/Acting SSSP Director and a Counselor position soon. We will hire at least 6 more adjunct counselors. These adjunct counselors will also help out with EOPS &amp; DSPPS Summer counseling. We will also need to hire additional student assistants.</p>		
<b>V. Area Reports</b>	Meeting time ran over; not able to report.	Unresolved	Unresolved
<b>VI. Items from the floor</b>	Meeting time ran over; we will address at next meeting if still applicable.	Unresolved	Unresolved
<b>VII. Adjournment</b>	3:43pm		
Next Meeting	Tuesday, November 4, 2014. Agenda to follow.		

Minutes taken: Jasmine Martinez