

**Berkeley City College**  
**Student Services Department Meeting**  
**Tuesday, October 5, 2010 2-3:30pm**

PRESENT: May Chen, Jasmine Martinez, Paula Coil, Loretta Newsome, Loan Nguyen, Victor Flint, Jim Ward, Tamara Harris-Coleman, Jennifer Lenahan and Doug Gorman.

AGENDA:

- Meeting Minutes Review and Approval
- Continue discussion related to integration with Office of Instruction
- FERPA
- Monthly office/function budget status report
- Items on the floor

**Meeting Minutes Review and Approval**

Not completed

**Integration with Office of Instruction (staffing requests prioritized)**

In the Roundtable Meetings there are College Wide discussions with regard to importance of positions to be staffed. Recommendations are then collectively taken to the district level with several or all recommendations for hiring staff or faculty. Even if there is no funding, we still want to go through this process with putting our needs forward. We also need to make sure that all our staffing needs also meet the needs verified by our program review. Let's go through our list of positions and talk about the importance of each and prioritize them.

May handed out a list of each department with its faculty and staff needs based off of our 2009-10 program review. We can ignore the Alternate Media Technology Specialist position since this has been completed; it is just awaiting approval from the Chancellor's office. In EOPS we need to increase to the faculty position from a 0.5 FTE to 1.0 FTE. Also, in EOPS we added a 0.25 clerical position but it is to increase the current 0.75 FTE position so that this position would be a fulltime 1.0 FTE. We also want to do the same for the Financial Aid office by increasing both 0.75 FTE positions to a 1.0 FTE for both. In the Student Activities office we lost 1.0 FTE classified position, so we just added a 0.5 FTE faculty advisor with a 1.0 FTE clerical assistant. The 1.0 FTE for a clerical assistant in the transfer center was a request from the previous staff; so we will remove this position since it is not currently desired.

A question regarding a counseling position for financial aid students only was brought up. Should we be looking at this as a request? In the past there was funding through the financial aid office to fund those part-time adjunct counselors; but now all counselors support this function. Another suggestion was added to think about if we need a 1 FTE Clerical support for the Counseling area since the transfer center will be moving up stairs with them. It would be nice to have an assistant to support both departments in that area since there will be an increase in traffic. In addition, Dr. Jacob Ng, VC for Student Services may hire approx 1-2 1.0 FTE clerical positions for the A& R offices to come to the campuses and rotate throughout all four campuses.

Although we are currently in a hiring freeze, we want to continue to go through this process of requesting positions. There are positions in categorical budgets that we are allowed to hire. If there is a position that is 100% categorically funded then this would be a priority. If we do not fill positions in categorical budgets we could risk losing those funds. The financial Aid office may have enough funding to support additional clerical positions from their categorical funds; they are currently looking into this. The DSPTS categorical budget is 70% from the state and 30% from our district office. We could strategize by looking into how we are going use the district funding vs. the state. We could use district funds to pay for all instructional positions so that they can claim the FTES. We can also strategize the allocations by identifying which funds support which positions. It is federally mandated within the DSPTS bylaws that we need to have certain positions filled; we are currently not in compliance.

With the state budget finally be passed we hope to receive additional funds by November. Our current fiscal year budgets have been uploaded into PROMT; but they are neither accurate nor completed. Only salaries and fringes have been loaded into the budget this year. May has been working with Shirley Slaughter to correct our budgets. We will let all departments know once they are finalized.

Below is the list of positions requested from our 2009-10 Program Reviews.

*(This list has been revised below after discussion with this group; the handout was the original list.)*

**Revised list of positions discussed today:**

Faculty

- (2) 1.0 FTE General Counselors
- (1) 1.0 FTE Psych Counselors
- (1) 0.5 FTE Articulation
- (1) 0.5 Faculty Student Activities Advisor

Classified

- (1) 1.0 FTE Clerical Assistant LRC/Assessment
- (1) 1.0 FTE Clerical Assistant Student Activities
- (1) 1.0 FTE Clerical Assistant /Transfer Center/Counseling

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**\*Final List with positions prioritized for submittal:**

Faculty

- (2) 1.0 FTE General Counselors
- (1) 1.0 FTE Psychological Services Counselor

Classified

- (1) 1.0 FTE Clerical Assistant LRC/Assessment
- (1) 1.0 FTE Clerical Assistant /Transfer Center/Counseling
- (1) 1.0 FTE Clerical Assistant Student Activities

*\*All student services committee members present at today's meeting all agreed upon this list of positions ranked by priority as shown above.*

**FERPA**

It is very important that we adhere to FERPA (The Family Educational Rights and Privacy Act of 1974) when it comes to any students academic record. We cannot give out any information about any student to their parents, regardless of their age unless there is a signed release form on file. There is such a form a student can fill out which is placed into the system. This form can be found in the A&R office. The student must come in person to turn in this form to A & R.

**Monthly office/function budget status reports**

VPSS Office/Jasmine: Since the budgets are still not yet finalized and need a lot of work still, I have been hesitating to sit with individuals to go over then new spreadsheet tracking system for the budgets, assignments and timesheet logs. However, I may still cover the other areas for now so those other areas do not fall behind in tracking.

A&R: Loretta handed out the priority registration dates for the spring 2011 semester. It is possible that the spring 2011 class schedule will be ready by mid October.

A&O: The assessments will begin again in November and will run through January. Students can start calling for appointments beginning the week of October 18<sup>th</sup>. If a student has taken the test within 3 years it is okay, results are valid for 3 years.

LRC: Jim wanted to mention that those missing from today's meeting, whom this issue would pertain most to, that there is a problem with the LRC not having a policy on file in regards to the LRNE 501 rosters. It would be wise to have a policy created for those students with no time logged that they be given at least 1 hour. This is something that needs a resolution or a fix to be further discussed with all parties involved present.

**Items on the floor**

None

**NEXT MEETING: TUESDAY, OCTOBER 19, 2010 AT 2PM**  
**PLEASE SEND AGENDA ITEMS NO LATER THAN THE FRIDAY BEFORE.**

Meeting adjourned at 3:20pm  
J.Martinez