

**Berkeley City College
Student Services Council Meeting Minutes
Tuesday October 6, 2015**

Present: Brenda Johnson/ Dean SS, Ms. Loretta Newsom/ A&R, Debbie Budd/President, Jennifer Lenahan/ Veteran, Susan Truong/Counseling, Gail Pendleton / Assessment, Ramona Butler /EOPS, Paula Coil/Campus Life, Emie Mitsuno/Counseling, Roberto Gonzalez/DSPS

Facilitator: Dr. Diana Bajrami/Interim VPSS and Co-Facilitator Jasmine Martinez/Staff Asst. to VPSS

Agenda Item	Discussion	Follow-up Action	Decisions (Shared Agreement/ Resolved or Unresolved?)
Meeting Called to Order	2:00 PM		
I. Announcements	<p>Gail Pendleton: Gail will begin scheduling appointments for assessments on October 8th. Her office also has a new phone number as the main number for students to contact, which is 981-5002, students can also send an email to: bccassessment@peralta.edu</p> <p>Hermia: Counselors have finished the TAG applications. There is a 48% percent increase in applicants this year. There are 33 students who applied for CSU for Spring 2016 and declared they have the AAT/ADT, contacted to come and do the petition and do the e-verify by the October 30th deadline. Andrea has sent these students an email already reaching out to them. In the future we need to be more proactive in sending the reminder to faculty much earlier.</p>	n/a	n/a
II. Strategic Institutional Goals/Vision 2024 Goals/Activities/Indicators	<p>The Strategic Institutional Goals/Vision 2024 was approved by Roundtable. There will be a document coming around to all the groups. We need to add activities to this and what kind of indicators do we have. How do we as a college contribute to the Vision 2024 and to our mission and values? Please list activities; they will align with the resource allocations. Whether they contribute or not we need to still add the activity so we can build the baseline and indicators.</p>	Pending/Further information from staff	Pending
III. Taskforce Update - Multiple placement methods/Assessment	<p><u>Multiple placement methods/Assessment</u> We are working with instruction to put the document Multiple Placement Methods in place. We need to also place online for the students.</p>	Pending /In progress	Pending

<p>-Cleary Act -Equity/Indicators Subgroup</p>	<p><u>Cleary Act</u> The Counseling department has been charged with developing a website around sexual violence prevention. We need to have this in writing and on our website for students. The campus committee members are; Loan, Maricela, Susan and Emie. The committee did research on other campus websites to see what or how they present this on their website. See handout.</p> <p>The goal is to make this visible on the website under student services and health services. The committee is also looking at Prevention campaigns. There is also a viewing of “The Hunting Grounds” being shown here at BCC. Brenda mentioned to also bring this to the health and safety committee. ASBCC President Briana Rogers, will reach out to the students.</p> <p>The committee is also thinking about making this a mandatory orientation for this training; its a 45 minute module. For financial aid its a federal mandate that all students complete this training.</p> <p><u>Equity/Indicators Subgroup</u> Brenda mentioned their next meeting is tomorrow. Susan and Jasmine along with Diana have been co-facilitating the Equitable and Access sub-group meets on a weekly basis, where we bring the data back to Brenda. We have been doing great work with establishing pathways, such as Jennifer with Veterans and Susan and Loan with Foster Youth. Brenda has asked each lead from the other group for 5 indicators. This project is to serve a specific population. We have very little time to get this completed. This plan is due December 18th and then goes to the board for approval. Brenda has been working with the other Deans and Karen Ingles at the district with a Foster Care Initiative; it’s called “Cooperative agency/Foster youth” district wide. The State Chancellor's office will award 10 pilots awarded throughout out the state in collaboration with EOP&S to provide services for foster youth. We anticipate \$3-5k per student that would be \$310k for BCC, Merritt and COA each and Laney with an estimated \$700k.</p>	<p>Pending /In progress</p> <p>Pending /In progress</p>	<p>Pending</p> <p>Pending</p>
<p>IV. Program Review Timeline- Due Oct. 30th</p>	<p>Sent out email reminder about this deadline earlier today. This Program Review is the 3-year cycle this time; not the update. Diana will send the new non-instructional template. Diana can come and work individually with each area or a work space for a few hours. You can also use a lot of the information from the previous year program review for this one.</p>	<p>Pending /In progress</p>	<p>Pending</p>
<p>V. Workshops?</p>	<p>We will have workshops for assistance with completing the Program Review. We have a brand new Program Review Template this year. Diana Bajrami will send the template out and some links for data.</p>	<p>Resolved</p>	<p>Resolved</p>

VI. High School to College - Update	<p>Skyler Barton and Christina Taing are leading our efforts to build better partnerships with High Schools as part of increasing equitable access and success. We are thinking about offering Math 206 courses for High School students and Math 13 in the summer so they are college ready when they come to BCC. Also, will be offering another section of Counseling 57 next semester.</p> <p>Diana will send a calendar out of the date's set-up with the high schools if you are interested.</p>	Pending /In progress	Pending
VII. Equity/SSSP Conference	<p>Diana and Brenda recently attended the Equity/SSSP Conference as well as Gail, Hermia (SSSP Coordinator), Jennifer and May.</p>	n/a	n/a
VIII. Professional Development	<p>When we have opportunity for professional development and it's important that we attend in a robust group. When we go to these conferences and professional development activities we need to bring it back and disseminate this information to the group.</p> <p>Start thinking about more of us presenting, collaborating with instruction, bringing in vendors to present to us, student services needs and take turns in participating.</p> <p>Also, Diana wants student services to be more visible on committees as well where decisions are being made but to also be instrumental in designing professional activities that assist everybody.</p> <p>Let's also be proactive in planning our professional development early enough to submit these request on time to avoid paying late fees and generating Late Memo's to the Chancellor justifying these late requests. So please send your request to Jasmine and she will collect for Diana and start looking at these early on.</p>	Pending more information from staff requests	Pending
IX. Area reports	<p><u>Loretta Newsom/A&R:</u> Adela sent out email this morning about student that over 100 units for non-remedial course work (approx. 5k students received that email). Those students will lose their priority registration status. There is a form in A&R office called "Priority Registration Appeal", the student will need to see a counselor and the VP for approval. Spring applications will be available beginning October 12th.</p> <p><u>Ramona Butler/EOPS:</u> Serving 218 students so far for fall; 10 of them are part of the CARE program. Denise Jones is helping out with P/T Counseling for EOPS students. Spring applications will be available in November for Spring 2016; Ramona will also be recruiting again in November for spring enrollment. Keep in mind that some are continuing from fall into spring. EOPS will also get additional funds for spring from the State.</p>	n/a	n/a

	<p><u>Paula Coil/Campus Life:</u> Reached out for hourly assistance applicant pool for office support. State Senate conference happening next month in Sacramento. We need to highlight the campus events so it's visible, but someone also needs to maintain it. Paula is also working on the commencement committee; graduation is on May 26th at 7pm.</p> <p><u>Jennifer Lenahan/Veterans:</u> Two VA meetings in Sacramento coming up on Oct. 23rd. All VA have individual files, and it now be converted to electronic files that can be shared via BCC.</p>		
Other:	Can we gauge Financial Aid to look at the core services that need student workers during peak time? Brenda will discuss with Loan. Diana will discuss further with Brenda and collaborate together.	Pending /In progress	Pending
Meeting Adjourned	3:19pm		
Next Meeting	November 3, 2015. Committee agreed to meet once a month and if a second meeting is needed a notification will be sent.		

Minutes taken: Jasmine Martinez