

**Berkeley City College
Student Services Council Meeting Minutes
Tuesday, November 4, 2014**

Present: Brenda Johnson/Dean, Loan Nguyen/ Financial Aid, Fatima Shah/EOPS, Jasmine Martinez / Student Services, Mostafa Ghous/ Student Life, Susan Truong/Counseling, Hermia Yam/Counseling, Ramona Butler/TRIO, Jennifer Lenahan/Veterans, 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		
I. Agenda Review	Agenda:	Resolved	Resolved
II. Review and Approve meeting minutes from 10/21/14	Approved with minor edits.	Resolved	Resolved
III. SSSP/APU Status reports- Leaders of each Team per last meeting. APU Status reports- each area report 3 success stories, 1 sentence per story with records of activities.	<p>Jennifer read out the list of committees from the last handout from the 10-21-14 meeting.</p> <p>In order to get SSSP funds we need to be proactive. So we really need to reach out to the students and track all progress.</p> <p>Gail will do her best to capture those students in the orientation without a major. We need to have a strategy to reach out to those students with an undeclared major. The info needs to get into a workshop into a SARS Roster.</p> <p>All SSSP related info will go through Hermia and Jennifer.</p> <p>How to make job postings board more visible or known to students.</p> <p>The 2012-13 APU needs to be finalized asap. A final copy of the 2013-14 APU for Fall 2014 is due December 1st. Please send your final copy to Brenda Johnson and copy to Ramona & Jasmine on the email. May asked that you please share a success story.</p>	Resolved	Resolved

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	<p>The 2012-13 APU needs to be finalized asap. A final copy of the 2013-14 APU for Fall 2014 is due December 1st. Please send your final copy to Brenda Johnson and copy to Ramona & Jasmine on the email. May asked that you please share a success story.</p> <p>Susan Truong: BCC has hired 5 new contract counselors in the last 5 years bringing our ratio 1 to 1006. Counseling support classes have become a part of the FYE curriculum and also anticipating hiring a full time staff assistant.</p> <p>Loan Nguyen: This year Financial Aid will be able to pay student's ahead of time regardless of the new system taking effect. The automated system is faster when coming to packaging students. Students are also able to view their to do list info on their PASSPORT account.</p> <p>Windy Franklin: Ran the SARS attendance report; on average both Windy & Joyce seen 382 students by appointments.</p> <p>Gail Pendleton: Upcoming implementation of the online orientation. New email for students to contact A&O office vs. using Gail's email. Bcc-assessment@peralt.aedu, also updated on the website and in the schedules. Now available is One-stop with the counselors working downs stairs with the students when they come out of the orientations.</p> <p>Mostafa Ghous: Hired 3 new alumni peer mentor ambassadors. (Kristen, Esteem & Rodrigo). Welcome week & sponsors with 25-27 clubs to be present. Gained partnership with the engage program that will be here 8 hrs a week on campus to enroll students in programs. Also, partnering more with UCB.</p> <p>Paula Coil: Transfers have increased to CSU's from 117 to 141. This semester's transfer day was better attended than the previous years and with faculty attending. Paula has visited multiple classes this semester as well.</p>	Resolved	Resolved
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	<p>Ramona Butler/TRIO: Implemented the online tutoring this semester via Moodle, and provided classroom presentations, campus tours coming in the spring, and TRIO Workshops.</p> <p>VP May Chen thanked Dean Brenda Johnson for Dealing with classroom management, conflicts and instructional issues with students with her professionalism on campus</p> <p>VP May Chen: We have increased our counseling hours for students in regards to Mental Health from 2 days to 4 days. Successfully completed and submitted our SSSP Plan. Very close to finishing the ACCJC report.</p> <p>Jennifer Lenahan/Veterans: Finally opened the VA Resource center at South Campus after two years of planning. We also got funding to hire David Hunt, 40 hrs a week; he's a BCC Alumni with a Bachelors degree from SFSU. Transfer rates going up for Veterans. Jennifer elected to State Chancellors office to Region 3. The number of students currently in the VA Program are 214; in which 194 are active.</p> <p>Hermia Yam: Had the first one-stop today on the 1st floor with the counselors. Gail has updated the PowerPoint and has been using it. Hermia will sit in next orientation to ensure its being used.</p>		
V. Adjournment	3:31pm		
Next Meeting	Tuesday, November 18, 2014. Agenda to follow.		

Minutes taken by: Jasmine Martinez