

Berkeley City College
Student Services Meeting
Tuesday, November 16, 2010 2-3pm

PRESENT: May Chen, Jasmine Martinez, Brenda Johnson, Jim Ward, Don Martin, Roberto Gonzalez, Gail Pendleton, Doug Gorman, Ayele Lemma, Paula Coil, Loretta Newsom, Ramona Butler, and Victor Flint.

AGENDA

- Meeting Minutes Approval
- Monthly Meetings for SS Dept.'s
- Items on the floor
 - Catalog Update Project
 - Staff participation needed on various committees
(*Graduation, Holiday Celebration planning, etc.*)
- Department Updates

Meeting Minutes Review & Approval

Meeting Minutes Approved with noted corrections below. Comments from the last Meeting Minutes (11/2/10):

May will have available to us that complete list of classified prioritization positions submitted.

Again, May encouraged staff to attend the committee meeting this Friday November 19th in regards to the discussion of the LRC/Study Lab.

The last paragraph on the first page of the 11-2-10 minutes are not finalized in regards to the counseling budget change being taken away from the instructional side.

In regards to the PROMT, Mainframe/SAFE System, PASSPORT and phones; they are for the most part restored but at times it still goes down.

Correction: the 1st and 2nd dates of priority enrollment were changed for those who brought their appointment info.

Monthly Meetings for all SS Dept.'s to Continue

The VPSS office will began setting up these regular monthly meetings again with each student service department within the next week. They will take place either the 1st or 3rd Tuesday of the month to be set aside for individual meetings and for some as a group depending on which department you are in. EOPS, DSPS and Financial Aid will meet with May as a group. The other offices such as A&O, A&R, Transfer Center, and Outreach will meet with May individually. May is working very hard to keep the communication lines very open and keeping us up to date with information.

Items on the floor

May introduced Roberto Gonzalez, our new Alternate Media Technology Specialist. Robert began with us on November 15th.

Budget update: The district is still in the middle of uploading the entire PCCD budgets. Only the full-time regular employee's salaries have been loaded into the system. Subsequently, as follows the part-time staff salaries will then be loaded. Due to this not being completely loaded, we recently incurred a situation where the LRC timesheets were not accepted due to lack of funds in their budget. This has been a real big inconvenience and those LRC student employees were not paid on the 15th for the hours worked in the month of October.

There were also some flyers created and posted on campus stating that BCC will no longer have the Study PC Lab. This is not true and those flyers were removed. There has been uncertainty with the operation of the LRC/Study PC Lab. The Office of Instruction wasn't aware that there were funds allocated to the LRC; due to it not being loaded into the system yet. We are committed to paying those student employees who have incurred hours and will also cost out what the expense will be to continue this service for the remainder of this term.

The LRC will be folded into Room 125 for the Study PC Lab. The Study PC Lab will now have to be supervised by our tutors. Our student's have strongly expressed their thoughts and concerns in regards to keeping this lab open. We have been asked to ensure our students that we are committed to keeping this service available for them. Once a decision is reached and a plan finalized this will be communicated to all.

Catalog Update Project: Student services across all four colleges have agreed to use the same language in the student services sections in the catalog. May ask that if you see something that needs updating or if you have input please forward it to this meeting for discussion. We will add this to our next meeting agenda to further discuss.

We need more participants to join the graduation committee. We would like to have an administrator participate, other department staff as well. Please contact Paula if you or anyone you know is interested in participating.

Holiday Celebration Planning: The Potluck will be on Tuesday, December 14th at noon. This committee is still forming and in the beginning stage to plan this event. Jasmine and Jennifer are the co-chairs of this committee. Please contact them if you are interested. We welcome all faculty and staff.

Department Area Updates

DSPS: Priority enrollment didn't go so well this semester, but DSPS was able to get through it. Doug and Joyce will be attending the conference in regards to counseling development.

VA: We did not get the Veterans LOVES Grant that we applied for.

Transfer Center: Paula has one final session next week for the personal statement workshops. Paula would like to invite staff to attend and listen to these students' essays. There is a student who is interested in starting a transfer club, this is his first semester; hopefully this will happen.

A&O: In full swing and fully booked with A&O's. The 19th of November Gail will be at a Laney Meeting and the leadership succession meeting.

Outreach: Harry LeGrande at UCB (Vice Chancellor) was scheduled to speak here to our ambassadors, but it happens to be the same day the 3 Chancellor finalists will be here. Therefore, this will have to be rescheduled. Betty Inclan is having a fundraising dinner in which the ambassadors will be participating as hosts/hostesses. The Ambassadors are scheduled for interviews with Mayor Bates, Assembly members Skinner, Hancock and Lee lee for this coming semester internship program. The Ambassadors are also working on filming two videos on the ambassador program and will promote it through YouTube & Facebook as a documentary of BCC's Ambassador Program. One concern that still remains today is the support and funding for the Ambassadors Program here at BCC. Although this program has been highly praised and recognized it is still lacking the funding support necessary for it to function. PCCD is trying to conform a grant called PATHWAYS and is asking for out of the box ideas.

EOPS: This Friday from 10-1pm in Room 421 CalWORKs is having a job fair that will have 25 employers participating. The CalWORKs program no longer has any funding left to support our students workers. Therefore, the employers this time have agreed to pay 100% of the internship for our students to work for them. CalWORKs is currently getting ready for an audit and will also be working on the programs plans for next year.

A&R: The district A&R office will be sending two hourly classified employees to BCC to help out during the peak registration period. The Credential (transcript program) is up for staff—they are still trying to get this straightened out for students. The system had technical issues from the 3rd to the 12th. Now trying to get students into the classes they couldn't get into online and get them enrolled in PASSPORT. Loretta thanked Victor for his support with the Ambassadors.

LRC: Had many obstacles to overcome with the staffing issues recently. Jim thanked Brenda and Ayele for their support. May apologized for this recent occurrence with the funding issue. Apparently, there was a student spreading rumors about the lab being closed. May asked Jim to work in the lab in the time being and thanked Jim for his great attitude and cooperating with this idea.

Brenda: Health services update- This committee meets weekly at the district office. As of last Wednesday a little over 40 students had utilized the health services available at Laney College; and of the 40 only 4 were BCC students. Most students want a particular type of service and for those it depends on their needs they could be referred out to the community. We would like to see more students utilizing this service. It is still being decided if will have an MFT for Psychological Services. The Single Stop is still available on Mondays here at BCC. There have been concerns in regards to his presence, visibility, etc and it is known and being looked into.

New website issue: There have been some concerns in regard to our new site. We are thinking to maybe to have someone come to one of our meetings to go over this.

ANNOUNCEMENTS

Please let May know ASAP your holiday plans so that we will know what our coverage is during the next few weeks. Those who have excessive vacation please submit your plan to May by this Friday November 19th. Also, please check you paystub leave balance and compare with your records for accuracy

Dr. Jacob Ng, Vice Chancellor of Student Services will be here tomorrow from 2-4pm discussing the Leadership within the International Student's community.

NEXT MEETING: TUESDAY, NOVEMBER 30, 2010 AT 2PM

PLEASE SEND AGENDA ITEMS NO LATER THAN THE FRIDAY BEFORE.

Adjourned at 3:36pm
J.Martinez