

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

PRESENT: May Chen, Jasmine Martinez, Brenda Johnson, Jennifer Lenahan, Ramona Butler, Jim Ward, Don Martin, Gail Pendleton, Doug Gorman, Catherine Nichols and Lynn Massey.

AGENDA

- Meeting Minutes Approval
- District & BCC 2010-11 Budget Status
- Items on the floor
- Department Updates

Meeting Minutes Review & Approval

Approved. Here are the follow-up and comments made from reviewing the previous meeting minutes.

The classified prioritized positions that were submitted were then prioritized by Roundtable. It is not certain as to which were forwarded, but some of them were as follows: Custodian, Audio Visual, 3 positions in student services, etc; we will try to get the list to you at our next meeting

We will begin very soon to initiate the monthly budget status report spreadsheets.

May recommends that you please send your emergency contact information to your first level manager. May & Brenda will then forward it to Shirley Slaughters Office.

You are invited to participate in a meeting to discuss the student study areas and homework spaces at BCC. This meeting will take place on Friday, November 19, from 12-1 in conference room 451A, and will continue from 1 to 1:30 as an exploration of campus spaces. Please contact Krista Johns if you would like to participate. May is encouraging the student services staff to please participate.

District & BCC 2010-11 Budget Status

This year's budget set-up process has been very challenging due to some new guidelines with the categorical funds. We were sent in an email the formulas that we are to use now with regard to the fringes and benefit rates. Our Matriculation budget was allocated \$155k but when the district loaded the salary and fringes the final balance became \$180k. May is working with the district to determine how this is going to be handled. Each college is now responsible for the budget set-up and maintenance. The expenditures and salaries were not posted for this fiscal year until October which affected the categorical reports. We also discovered that not only was payroll posted but once it was posted some of our staff's salary was posted to other campuses budgets and staff from other campuses were posted to our budgets. Our general funds are also experiencing many errors in them.

May went over the sample of the budget monitoring template. May is requesting that you please keep this template up to date. Please fill out the timesheet log, requisition log and your budget expenses. Please submit to May's office by the 20th of each month. Jasmine will be customizing your spreadsheets within the next few weeks so that you can begin tracking the expenses.

Recently another change was made to the student services adjunct counseling budget; it has been taken away from the instructional budget. All of these difficult times have made it now necessary for each department to keep this type of bookkeeping necessary in order to maintain accurate records.

Since this July May has been traveling to the district requesting additional funds for the adjunct counseling department, we have officially received those funds. We have been allocated \$44k for adjunct counseling. We are also no longer going to receive an additional fulltime counselor from another campus.

We will have a .5 FTE DSPS adjunct Counselor/Coordinator; this position is currently being performed by Doug Gorman. The Alternate Media Technology Specialist will begin on November 15th.

Since we have been awarded the TRIO Grant, we are currently interviewing part-time adjunct counselors for this program. The director position will be a temporary full-time 5 year position. The clerical position will not be hired but instead will be staff with student workers. We currently only have one student worker student working under this Grant; and will need a couple more.

Items on the floor

Brenda wanted to acknowledge Don Martin for attending today's meeting; Don usually does not attend but was encouraged to do so. Don mentioned that he would be attending more often.

For those that have excess vacation time please make sure you are following-up on your time off and submitting your LAR forms.

May thanked and recognized Ramona for her assistance with collecting the surveys for the LRC.

Victor reported back from the student town hall meeting with Chancellor Wise Allen this afternoon. Chancellor Allen has begun to initiate meetings with students only; no other management present at these meetings. There are two key points to mention from this meeting that took place. The first item was that the district is thinking about creating a fund for faculty who teach programs outside of the normal academic structure, what they call an incentive package; the chancellor wants to bring this back. The other item was to bring back Peralta Alumni's and start a promotion to have these individuals contribute to PCCD.

Moving plans: A few participated in furniture selections previously with the build out. We have now received the furniture quote for the current build out with the financial aid office, outreach and transfer center and will now begin preparing the furniture orders (requisitions) as soon as possible.

May needed to step out early due to another meeting she is to attend; therefore, Brenda Johnson will chair the remainder of the meeting.

Brenda gave an update in regards to safety. Shirley and Brenda are co-facilitators for the safety committee and met recently with the area coordinator with the Berkeley Police Department. Berkeley PD is interested in giving our staff a training (Active shooting training) on how to manage in a crisis. Just recently they were given a layout of our building; which they did not have in the past. Active shooting training is a tactical training on how to handle certain situations. We are still trying to get the district to provide us more security.

Updates

Financial Aid: They are still waiting for the Mainframe/Safe System to be functional. This is causing major issues with student complaints and backing up files. The deadline to submit your Loan Application is this Friday, November 5th. Loan has been at a conference these last two days and will be back tomorrow.

LRC: The timesheets for the LRC are still being held up due to the budget lacking enough funds.

DSPS: Monday began priority enrollment.

NEXT MEETING: TUESDAY, NOVEMBER 16, 2010 AT 2PM

PLEASE SEND AGENDA ITEMS NO LATER THAN THE WEDNESDAY BEFORE; THIS IS DUE TO THE VETRANS DAY HOLIDAY AND THE SELECTED FURLOUGH DAY ON 11/12 FOR THE VPSS OFFICE.