

**Berkeley City College**  
**Student Services Meeting**  
**Tuesday, February 1, 2011 2-3pm**  
**“Expenditures & Purchasing”**

**PRESENT:** May Chen, Jasmine Martinez, Jennifer Lenahan, Ramona Butler, Jim Ward, Don Martin, Victor Flint, Paula Coil, Doug Gorman and Gail Pendleton.

**AGENDA**

- Meeting Minutes Approval
- Student Services SLO's
- Supply/Equipment purchasing and 4000-6000 expenditures
- Area Status Report
- Items on the floor

**Meeting Minutes Review & Approval**

Approved.

**Student Services SLO's**

Each office division would like to innovate one strategy to increase our retention rate. There were several strategies to adopt; other's felt it was difficult. Let's continue to complete our SLO's.

Please review your SLO's and review the sample SLO's May handed out. Identify one or two of your goals you want to reach this year. May will help you identify pre and post test. Task Stream is a software tool used for assessing focus groups. It is also used to be able to know what is authentic and meaningful to the students. There is another tool called SMART (Smart, measurable, articulate, realistic, timeline).

We will schedule a meeting with May with each department to go over your SLO's this month. May asked if another workshop is needed or just meeting individually would be fine, or both. Individual meetings have been decided.

**Supply/Equipment purchasing and 4000-6000 expenditures**

We need to finish completing our purchase this month since the deadline is in March. Please submit your supply equipment needs, travel requests expenses, subscriptions, renewals, etc. Make a plan for how you plan to spend your funds. Purchases must be completed by end of February. So let's try to encumber the funds asap.

We need to get the updated Spreadsheet that was sent out to each department of the expenses log and continue our monthly meetings with May with each department.

**Area Status Report**

**TRIO:** Just hired two counselors and posted the TRIO Director position.

**A&O:** Assessments are over until April. The April-August has been submitted for review. Gail tested approximately 800 students.

**TCI/ Paula:** This month Paula will be moving to the second floor. There is a new Student Transfer Club; Paula is the advisor for this club. Paula plans to host an evening transfer event in early May. Bcc has 3 Jack Kent Cook nominees. Grad committee will be meeting next Thursday at 2pm. Paula also mentioned that if anyone needs help with updating your section of the new website Teresa Rumjan is here to work with us individually.

**LRC:** Working on the computer lab and front desk issue of staffing these areas. Not aware that the \$5k exists anymore. Working on figuring out the coverage and if Jim and Don had to cover these areas it would leave 8 hours a week for tutoring a week for both. The PC lab was to open today but was delayed until tomorrow. There are only two student workers trying to cover the lab and front desk and photo id. Both Jim and Don have been attending the math dept meetings since last semester.

**Financial Office:** 1<sup>st</sup> spring disbursements this week. Loan reported back from the San Diego Conference some of the changes with the federal regulations. There will be no more \$400 tolerance on verifications. The schools have to report to the common origination & disbursement (COD) the result of Ability to benefit test for those students who received aid that took ABT test. 2<sup>nd</sup> year round Pell to change (visit [www.ifap.ed.gov](http://www.ifap.ed.gov) under Volume 3, Chapter 3 for more info). We will use formula one to pay for summer term, this mean full time for summer is 12 units, 9 units is ¾ time, 6 units is half time and anything less than 6 units consider less than half time. There will be no more Academic Competitive Grants (ACG) in 2011-2012 year.”

**Dean’s Office/Ramona:** Encouraged everyone to attend Black History Month activities. Next week is the stretch and strength class in the student lounge. Closing ceremony will be a marketplace and tabling (tables renting for \$25). Contact Slaughter if anyone interested in a table.

**DSPS/Doug:** Working with Alternate Media Technology Specialist Roberto Gonzales with restructuring his work area and the adaptive technology lab.

**Counseling/Jennifer:** Counseling has begun to slow down; much sooner than previous semesters. Things went very well with no disgruntled students and everything went much smoother. There are two new Trio Counselors, Maia Huang (speaks Cantonese & Spanish) and Jessica Lopez (speaks Spanish). There are also two other general counselors this semester, Emie Mitsuno and Nancy Johnson. The Scholarship Luncheon will be on May 18<sup>th</sup> in the student lounge from 12-2pm.

**Dean’s Office/Brenda:** Currently recruiting for our TRIO staff. There have been some challenges on 3<sup>rd</sup> floor due to Ayele Lemma out this month. There is a new interim health director for our Student Health Center; her name is Patricia Dudley, RN. Brenda services on the Health Services Committee that meets every Wednesday and will keep us updated as things change. At present the Health Center is open two days a week at Laney on Mondays & Wednesdays from 9-5pm; but students must call 464-3134 for an appointment. We are also working on obtaining Mental Health Services here on campus but we would have to allocate a space for this person. This would be a free service but the challenge is find a location for it. Brenda will send out the date for the student discipline training very soon. Furniture will be delivered during spring break April 18-21<sup>st</sup> for Rooms 51, 57, 165 Financial Aid office, Instructional spaces, 141, 142, 212, 348 and student the lounge.

**VPSS Office/May:** The TRIO Grant staff is actively working on recruiting TRIO student participants that meet the following criteria: low income, 1<sup>st</sup> generation student (no parent with a bachelors but could have AA), and/or disabled or with a certain type of disability. The two new TRIO Counselors will each take on a case load.

**NEXT MEETING: TUESDAY, FEBRUARY 15, 2011 AT 2PM**

**PLEASE SEND AGENDA ITEMS NO LATER THAN THE FRIDAY BEFORE THE MEETING.**