

**Berkeley City College - Student Services Meeting**  
**Tuesday, February 15, 2011 2-3:30pm**  
**“Expenditures & Purchasing Continued....”**

**PRESENT:** Brenda Johnson, Jasmine Martinez, Ramona Butler, Jennifer Lenahan, Don Martin, Loan Nguyen, Paula Coil, Doug Gorman and Victor Flint.

**AGENDA**

- Meeting Minutes Approval
- Account 4000, 5000, and 6000 purchase requests – please bring your need to the table – last call!!!!
- Supply/Equipment purchasing and 4000-6000 expenditures
- Area Status Report
- Items on the floor
  - Photo ID
  - Communication
  - Frequency of these meetings

**Meeting Minutes Review & Approval**

Minutes from 2-1-11 were not available; will be reviewed at next meeting 3-1-11

**Account 4000, 5000, and 6000 purchase requests**

Some staff are still working on their budget purchases. Some areas still need budget transfers done in order to process their purchase requisition requests. The district purchasing deadline is March 18<sup>th</sup>; BCC’s cut-off is by the end of February.

Jennifer is serving on the Ad-hoc budget committee. Please forward any concerns or ideas you may have so that Jennifer can take it back to their first meeting on 2-23-11.

**Area Status Reports**

**Financial Aid:** Our government is considering eliminating year round Pell Grants. The financial aid website was not previously updated, therefore, Loan has been working with Teresa to update it. The GPA forms are coming up; Loan will send out information in regards to this. Work study will increase for next academic term.

**A & R:** Having issues with refunds and having to back date to the 5<sup>th</sup> since it was published as the 8<sup>th</sup>. Loretta’s computer crashed, so she is performing all her work at the front counter. Since things have calmed down recently, Loretta & Elinor are also catching up on items during this slow period.

**Outreach:** All the ambassadors are supporting Esteem tonight with his induction as one of the PCCD Trustees. They will also be launching their website very soon.

**LRC:** LRC only has one staff person at the front desk and one in the computer lab working MWF. They have been explaining to students that due to budget cuts the staffing is lacking, nor are the services fully operational. Only problem is there is no back-up if one of those two student workers call in sick.

**Ramona Butler/Dean’s Office:** Ramona would like to encourage us all to attend the black history month events. Tomorrow is the strength & stretch class in the student lounge at 12pm; bring your mat & comfy clothes.

**Jennifer Lenahan/Counseling:** Already received 25 petitions for graduation. The counseling department coverage is working very well with our new PT Adjunct faculty counselors.

VPSS/Veterans: Our Veteran Program enrollment has continued to increase each semester. We will have one of our two annual audits this Thursday with our State Reporting Agency.

Transfer Center: Paula has still been slowly moving some things upstairs to her new office space. The move is not going to be final by the end of the month as originally planned. There have been some student inquiries (transfer club students) in regards to the PASSPORT system and making it more user friendly for the students. Is there a place or person that we can address these concerns? It was mentioned that Joyce Brown-Willis and/or Minh Lam would be the ones to address this with. Paula has flyers about the petitioning deadlines and BCC commencement ceremony date if you want to place those signs up in your area. Also, if anyone is interested in joining or just helping out the day of the commencement ceremony, please contact Paula. Something to consider for those interested in just helping out the evening of the commencement, is to maybe flex your hours that day as long as your manager approves it. Thursday, March 3<sup>rd</sup> at 2:30pm is the next Graduation Committee Meeting; those interested are welcome to attend and/or join this committee.

DSPS: Both the Alternate Media Technology office and the DSPS Counselors are very busy with accommodations. DSPS will be losing their pool program due to the pools being demolished at Berkeley High School. The swim program will continue through this summer; but uncertain what we will do for the fall.

### **Photo ID**

Right now there are not set hours for the Photo ID office. Ramona is scheduling appointments for Student Photo ID's until the staffing issue is resolved. Please refer students to Ramona in the meantime. Victor asked if he could have his ambassadors help out with this. Brenda and May have a plan in progress but it has not yet been executed and they were also considering asking the student ambassadors to help out with this.

### **Communications**

Please be aware and very mindful of how we are communicating with our students. Also, how we interact with each other is very important as well. Recently a student came to a department and was spoken to inappropriately by staff and another staff person tried to intercede and walked away feeling not too good about it. The more resources are cut; it is more likely that we may experience situations that are not so ideal. Paula mentioned that we the staff have not received training on how to interact with certain types of situations. Brenda asked the question to us all about how we handle a situation or line of angry students? A lot of situations are case by case, but if you are unable to assist the student then seek other assistance from your co-workers or managers. The students sometimes don't always understand our instructions or directions, so we sometimes have to go out of our way to ensure they don't get the run around. Then again, some students also feel that they have the freedom of speech and rights to speak to anyone anyway they want. We as staff do not have to tolerate verbal abuse from students.

Some ideas mentioned were to have a reference guide for students to trouble shoot their situations and the appropriate departments to address their issue to. There is also something being proposed here for BCC which is a crisis team. We also plan to have mental health services here on campus very soon.

Brenda asked Pieter De Haan & Marc Chan (Senate Presidents) to talk to their constituents to get some dates that work for most staff for the student discipline training. This should be scheduled very soon.

We encounter issues on a daily basis and we will continue this discussion so that we can keep the communication lines open amongst us all.

### **Frequency of these meetings**

Add to next agenda when May is present.

**NEXT MEETING: TUESDAY, MARCH 1, 2011 AT 2PM**

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