

**Berkeley City College  
Student Services Council Meeting Minutes  
Tuesday, February 2, 2016**

Facilitator: Dr. Josefina Baltodano/Interim VPSS  
 Present: Jasmine Martinez/Staff Asst. to VPSS, Ms. Loretta Newsom/ A&R, Jennifer Lenahan/ Veterans, Susan Truong/Counseling, Christopher Scott/Deans Office, Gail Pendleton /Assessment, Hermia Yam/Counselor, Ramona Butler /EOPS, Andre Singleton/Campus Life, Andrea Williams/Staff Asst. Counseling, Emie Mitsuno/Counseling, Windy Franklin,/DSPS, Roberto Gonzalez/DSPS, Dolores Harshaw/DSPS Asst. and Loan Nguyen/Financial Aid Supervisor

Agenda Item	Discussion	Follow-up Action	Decisions (Shared Agreed/ Resolved or Unresolved?)
Meeting Called to Order	2:02 PM		
<b>I. Introductions</b>	Staff Introductions. Dr. Josefina Baltodano introduced herself and shared her background.  Dr. Baltodano is the founder and Executive Director for the Executive Leadership Academy at the center for Studies in Higher Education at the University of California, Berkeley.	n/a	n/a
<b>II. Update on Equity/SSSP</b>	The Student Equity Report is due the 19 <sup>th</sup> of this month and has already been completed. The SSSP Report is due the 11 <sup>th</sup> this month and is still pending completion. There are some issues with the SSSP balance not lining up with the district and our PROMT system. This is currently being worked on and will be resolved.	Pending/In Progress	Unresolved/ Pending deadline
<b>III. Announcements</b>	We have identified the two classified positions that we plan to move forward for hiring per our Classified Prioritization Project. The job descriptions have recently just been revised and are getting ready for posting on the job site. The two positions are a Student Personnel Services Specialist for the Assessment and Orientation office and Admission and Records Technician.	Pending/In Progress	Unresolved
<b>IV. Department Reports:</b> -Counseling -DSP&S -EOP&S -Financial Aid -Transfer/Career Center -Admissions & Records -Assessment & Orientation -Veterans -Campus Life	<b>Counseling (Susan Truong):</b> There is a faculty advising event called “Meet your Faculty Advisors” on Feb. 16 <sup>th</sup> , 17 <sup>th</sup> during college hour and the 18 <sup>th</sup> in the evening. A flyer was passed out with this information. The Counseling department has begun utilizing the new eSARS self-check for drop-in visits.  <b>DSPS (Windy Franklin):</b> There are approximately 130-40 students in the program this semester.  <b>EOPS (Ramona Butler):</b> EOPS has 245 students in the program this academic term and has no more openings. All EOPS students are all set with their book vouchers and card for supplies. CalWORKs has 35 students so far in their program. The Foster Youth 3 year program will be advertising for a Counselor and a Coordinator soon. Foster Youth students have to be EOPS eligible with 9 units max instead of the usual 12 unit for the EOPS program and between the age’s 15-25years. Ramona will send out more information about this program. EOPS has English and Math tutors available.  <b>Financial Aid (Loan Nguyen):</b> Just finished the 1st & 2 <sup>nd</sup> disbursement, the first disbursement was done before school and the 2 <sup>nd</sup> one was a week after school and the final disbursement will be on March	n/a	n/a

	<p>17<sup>th</sup>. Student loans have to wait 30 days. The appeal process is now taking 4-6 weeks.</p> <p><b>Transfer/Career Center (Johnny Dong):</b> Johnny began this new role on Jan. 4<sup>th</sup>. The CSU supplement application deadline just passed, so now working on scheduling the college visits. Just put out the February calendar for the center. Counseling has been very supportive with Johnny’s transition.</p> <p><b>Admissions and Records (Loretta Newsom):</b> The office is rebounding from all the students that were dropped for lack of payment. If over \$800 in tuition students will be dropped prior to the start of the semester. The office is just finishing up on peak registration. The degrees for fall 2015 can be picked up on March 1<sup>st</sup>.</p> <p><b>Assessment &amp; Orientation (Gail Pendleton):</b> Just completed the spring assessment cycle; 1,100 students tested. Next testing begins in April with the high schools to test before it open to the general population. It’s been a year long process of putting together an online orientation and it is now available on the web along with an online certificate.</p> <p><b>Veterans (Jennifer Lenahan):</b> The number of Veterans for Spring are around 50 and the average is usually 30. There will be a mentoring program starting up this semester for Veterans Resource Center. There will also be a student handbook with community resources that is currently being worked on.</p> <p><b>Campus Life (Andre Singleton):</b> Andre began here at BCC on Jan. 4<sup>th</sup>. Andre has already met with ASBCC, Ambassadors and meeting soon with the Safety Aides next week. He has been working on several items such as event proposals, participating on the Graduation committee, the ombudsman’s role, connecting with the FYE Counselors, recruitment/outreach with Skyler and Christina and will be also working to improve the student activities many websites.</p>		
<p><b>IV. Other business</b>  <b>-Professional Development</b>  <b>-Admissions Equipment Request</b></p>	<p>Dr. Baltodano has created a “Professional Development Plan” template for us each to all use. She would like for us to each work with our supervisor to get this plan initiated. The purpose of this is to support staff with their career goals so that we can Advance ourselves professionally. Hermia Yam will oversee this project with Dr. Baltodano. Please make sure that you have this plan completed by February 29<sup>th</sup> so that it is completed by our next Student Services meeting March 1<sup>st</sup>. Our Interim President Krista Johns is also very supportive of this plan.</p> <p>We will address “Admissions Equipment Request ” at our next meeting; time ran out.</p>	<p>Pending /In progress</p> <p>Pending next meeting</p>	<p>Resolved/Due on 3/1/16</p> <p>n/a</p>
<p><b>Meeting Adjourned</b></p>	<p>3:31pm</p>		
<p><b>Next Meeting</b></p>	<p>March 1, 2016 at 2pm.</p>		

Minutes taken by: Jasmine Martinez