

**Berkeley City College  
Student Services Meeting  
BCC Room 451A  
Tuesday – February 9, 2010  
2:00 p.m.-3:30 p.m.**

**MINUTES**

**Present:** May Chen, Brenda Johnson, Hermia Yam, Nina Kindblad, Lynn Massey, Ayele Lemma, Fatima Shah, Joshua Boatwright, Paula Coil, Gail Pendleton, Loan Nguyen, Sharon Clegg, Jim Ward, Shirley Slaughter, Jennifer Lenahan

**Student Services Program Review**

May thanked everyone for their unit plans; they were provided in sufficient time to prepare for program review. May sent format and what is needed to put into the program review – just use what was in your unit plan review. First draft due March 1, 2010; final due March 15, 2010. First draft is due to May. Lynn will be doing for PSSD. Please start writing the narratives now.

**Library Services and Hours**

Joshua Boatwright, Department Chair, Librarian – would like to close on Saturdays and extend hours on weekdays. Saturday – have student from Financial Aid to cover. Saturdays are slowest days. The four (4) hours from Saturday will then be added to the weekdays. The plan is also to close one (1) hour earlier on Friday – currently open until 5:00 p.m., will now be open until 4:00 p.m. The hours will change in fall 2010 – library will probably not be open in the summer. The new hours would be M-Th 8:30-7:30 p.m., F 8:30-4 p.m. – open for discussion?

**“Proposed” Move and Space Updates**

These are proposed not finalized plans. Looking at third floor drawing. Discussion around the move of business services to first floor and expansion of A&R and Financial Aid. Shirley joined for discussion of space on first floor – with Brenda moving to 3<sup>rd</sup> floor – done.

**Student Services functions and changes**

Plan to centralize financial aid; will report to District Office.

District went through several layers of budget review 2009-10, student services at 50% over last six to seven months the budget never increased. DSPS only has 50%, but one month ago received \$712,000

more than last year expenditure. Recently hired Doug Gorman worked as rehab counselor in Berkeley/Oakland area. Interested in him doing 30 hrs per week instead of 20. He will need to go through district; job will be as a LTS.

### **Future Meeting Format**

Each meeting will be a new topic – need to e-mail to Jasmine.

### **Items on the Floor**

- Loretta students coming that need high school added, majors changed – Peter in Financial Aid is telling them to do that AFTER they have stood in FA line for over an hour. Students should be updating their own majors. It is reasonable that they do this, but not reasonable that they have to stand in line for an hour to get this done right away.
- Lynn says that DSPS is slowing down.
- Gail – there are no assessments right now.
- Brenda is glad to be back.
- Paula – transfer center okay, but she is still concerned about move.
- Sharon – trying to keep students satisfied, big events for Black History Month. Chinese singers on February 24<sup>th</sup>
- Hermia accepting petitions for AA degree/certifications, no scheduling of appointment required.

Meeting adjourned at 3:40 p.m.

Recorded by Jennifer Lenahan