

**Berkeley City College - Student Services Meeting**  
**Tuesday, March 1, 2011 2-3:30pm**  
**“Expenditures & Purchasing ”**

**PRESENT:** May Chen, Brenda Johnson, Jasmine Martinez, Ramona Butler, Jennifer Lenahan, Don Martin, Jim Ward, Paula Coil, Loretta Newsom, and Victor Flint.

**AGENDA**

- Meeting Minutes Approval
- Dept. Monthly Spreadsheet/Log – Purchase Requests
- Items on the floor
  - Office Signs/Instructions
  - Communication
  - Frequency of these meetings
- Area Status Report

**Meeting Minutes Review & Approval**

Minutes from 2-1-11 approved with two corrections (see notes) & 2-15-11 approved with counseling correction.

**Dept. Monthly Spreadsheet/Log – Purchase Requests**

May would like all of our purchase order requests due to her this Friday. DSPS has received special approval that extended their deadline for purchasing; also the same for EOPS/CalWORKs, & TANF. Brenda reported that after some recent changes to their budgets they do not plan on making many purchases the funding will go to other areas in the programs. Please have all your purchases completed by this Thursday. Beginning this July 1<sup>st</sup> the campuses are to submit their budget cut scenarios of 5%, 10% and 20% cuts. Also, since all the fringe benefits were placed into all general and categorical budgets this fiscal year it has really affected our budget allocations. At all levels there are budget cut committees that have been formed. Jennifer Lenahan is one of these representing BCC. The first Meeting will take place here at 11am on Monday, March 7<sup>th</sup>. There are budget cut strategies that are going on at all levels; there is a budget allocation model that is being looked at. One of the models our district is looking at is one the Contra Costa College recently used. The next budget Adhoc committee is this Thursday at 10am at the district office.

There are concerns of some services already that are suffering now such as the college computer lab.

May's focus for the next two months are; March: Purchases and April: SLO's.

BCC will do another Fulbright Scholars program again this fall 2011. It will be the 2<sup>nd</sup> and 3<sup>rd</sup> week of August when Fulbright will begin.

**Area Status Reports**

**A & R/Loretta:** Closed on Fridays now. They are almost ready to send the fall 2010 files to the district office. A report was run for students given refunds and had zero balances still had holds on their accounts.

**Outreach/Victor:** Just completed a schedule to assist with the photo ID Services. With their help photo id services will be open 5 days a week and two evenings a week to accommodate PACE students. They will also help support the completer lab from 9-7pm Tuesdays and Thursday and the Library staff as needed.

**Dean's Office/Brenda:** Brenda and Victor have been working on a staffing plan for photo ID services in it's new location (Room 124C). Brenda gave an update on the discipline training; it is very close to having a date selected.

**LRC/Jim & Don:** Both English & Math tutors have been able to assist with the front desk when they are not tutoring. Jim mentioned the possibility of having a SARS kiosk that could be used for a student to schedule their own appointment. This would also alleviate the constant need for staffing at the front desk. A problem they run into May wanted to mention that Gail has really stepped in to help out with the LRC front desk and we really appreciate all her help. May also wanted to thank Jim & Don for working out a plan to ensure both the lab and desk are covered. e-Sars is another option Jim is exploring for students and tutors.

**Jennifer Lenahan/Counseling:** Counseling office closed on Friday afternoons. Counselors have been focusing on the petitions for gradation now. Jennifer has also been working on the website update for the Scholarships Page.

**Transfer Center/Paula:** Paula is still moving up to the 2<sup>nd</sup> floor; it could either be this month or April when the move is completed. Graduation is on track and moving along.

### **Frequency of these meetings**

Our committee discussed whether we should change the frequency of these meetings.

Options:

1. One meeting a month with individual department meetings  
OR
2. Two meetings a month

It was an anonymous decision by this committee that we will meet once a month on the 1<sup>st</sup> Tuesday of each month. On the 3<sup>rd</sup> week of each month May meet with individuals and departments in between our monthly meetings

### **Today BCC held a budget forum with Chancellor Wise Allen. Here are some thoughts from that:**

Jim mentioned two items the Chancellor mentioned at today's budget forum.

-“Transparency of the district budget, it is transparent you just have to know how to read it”.

-“Make the 3 smaller colleges more comparable in regards to staff”.

### **Principal Draft of our suggestions of what to cut, what not to cut, -Keep the cuts away from our students**

Library closing periodically due to lack of staffing; need to look at solution.

We bring the students here and we keep them here, but we never get that credit

1. Keeping cuts away from student and their support services (Includes Library & Lab)
2. Sharing human resources amongst campuses. FA and A&R already do this.
3. Create a culture for change
4. Encouraging faculty and staff to volunteer their services

The core function of community colleges is basic skills, CTC and then transfer.

Look into fee based classes

**NEXT MEETING: TUESDAY, APRIL 5TH AT 2PM**

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