

**Berkeley City College  
Student Services Council Meeting Minutes  
Tuesday, March 1, 2016**

Facilitator: Dr. Josefina Baltodano/Interim VPSS  
 Present: Jasmine Martinez/Staff Asst. to VPSS, Ms. Loretta Newsom/ A&R, Jennifer Lenahan/Veterans, Emie Mitsuno/Counseling, Christopher Scott/Deans Office, Gail Pendleton /Assessment, Hermia Yam/Counselor, Ramona Butler /EOPS, Andre Singleton/Campus Life, Andrea Williams/Staff Asst. Counseling, 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	2:00 PM		
<b>I. Staff Development Plan</b>	Please finish up your plan and keep it simple and realistic so that you can easily implement it. Some people focused on their department and not their individual need. The goal is to have everyone's plan signed off on next Tuesday, March 8, 2016 by Dr. Baltodano.	In Progress	Resolved
<b>II. Update on Equity/SSSP</b>	<p>The reporting has been completed for both SSSP and Equity. The money is earmarked in the plans and the next step is getting the plans organized. How it will be allocated will be discussed at the Cabinet meeting this week. SSSP still has a lot of money to spend but need to determine what salaries are coming out of it before finalizing how it will be allocated.</p> <p>The classified positions in SSSP: Hermia is currently working on this with May Chen right now to finalize the justifications for the two positions recommended (A&amp;R Technician and Student Services Personnel Specialist/A&amp;O).</p>	<p>Completed</p> <p>Pending/In Progress</p>	<p>Completed</p> <p>Pending/In Progress</p>
<b>III. Announcements</b>	<p>The President wants us to work on a new mission statement, vision and strategic plan for student services. Loretta suggested looking at each department's Program Review and see if we can come up with one with input from each program plan.</p> <p>Josie informed us that the new Milvia Street building may take longer to finalize for BCC than expected per the President. Due to the infrastructure and costs involved it cannot be turned into what we need. The building next door on Center Street is still going to be our lease option and the move in date is set for June 1, 2016; the South Campus lease ends May 31<sup>st</sup>. Josie has been talking with various departments to see what their needs are in order to assist with determining how the space will be allocated. The President wants the space next door to be student services focused plus a classroom. The floor that will be impacted the most will be the services on the 2<sup>nd</sup> floor. There have been recommendations but nothing has yet been determined or finalized. Think about how would it give you a better quality of space? Talk to Hermia about your suggestions and needs.</p> <p>Hermia Yam is now serving as Josie's special assistant with calendaring (Master Calendar) for Student Services.</p> <p>Josie announced the possibility of having an Interim Dean for Student Services to join Brenda Johnson, thereby making it possible for Student Services to have two deans. Her name is Kimberly Harvel. This individual has</p>	n/a	n/a

	<p>been highly recommended from the Chancellor and President Johns who stated that bringing in an Interim Dean will help up build a case for a permanent t dean.</p> <p>Josie's goal is to hire us more support staff for our areas.</p> <p>Roundtable asked Tram to organize the sub committee for the hiring prioritization. Tram finalized a plan of action in which a proposal will be presented at Roundtable. The committee acknowledged that there was no movement last year on any hires. The plan is to take these positons from the APU and forward it on this year since those needs from last year have not changed. If you have positions you need to have advertised please forward that information to Jasmine Martinez.</p> <p>Brenda announced the official hire of Ramona Butler as the EOP&amp;S/Coordinator. Congratulations Ramona!</p> <p>Josie and Brenda will be out the week of Spring Break, it will be announced who will be the administrator in charge during their absence.</p> <p>Please bring your Program Review's to our next meeting on April 5, 2016 so we can begin to develop some ideas around student services vision, mission and strategic planning.</p> <p>The Faculty Advising workshops kicked off in February were a success! The participants were excited about this and asked that we have this more often. It was very well received!</p>		
<b>IV. Student Activities and Campus Life</b>	<p>Andre Singleton began on January 4, 2016 as our new Director of Campus Life and Student Activities. Welcome to BCC Andre! Andre has relocated from the Basement office to the first floor in Room 151. He has since met with the ASBCC, Ambassadors and Safety Aides. He is currently working on learning the process for monitor posting. Andre has also met with individuals in the ASBCC and learning about how to work with them and their finances. Some items they are currently working on together are putting together an ASBCC guide book and advertising for new ASBCC officer positions/elections. Club rush is in full swing this week. Andre will be interviewing new Ambassadors and recreating the application packets. Finally, Andre has been working with Skyler and Cristina with a partnership with the High Schools on outreach and retention.</p>	n/a	n/a
<b>V. Other business -Admissions Equipment Request -EOPS/CARE and CalWORKs</b>	<p>There is an agreement between the Chancellor and the Admission's &amp; Records Office and Financial Aid for new office equipment. The President asked if we can act on this in March, so we are working our best to fast track this. Brenda has asked that staff to please send her the office needs.</p> <p>Admissions and Records found an error in the recent degrees/certificate that were issued today, the year was entered incorrectly as 2005. Tam Vo our Evaluator needs immediate assistance due to this error and her having to reprint all these degrees again. The March 18<sup>th</sup> petition deadline is approaching and also the ADT certifications.</p> <p>Ramona passed out handouts with information for the EOP&amp;S, CARE and CalWORKs program. Ramona asked that we please familiarize ourselves with the program requirements and services so when we refer students we give them accurate information and clear up the myths about the programs and who they serve. The Yellow sheet handout compares all the three programs so you can see the different requirements.</p>		
<b>Meeting Adjourned</b>	3:14pm		
<b>Next Meeting</b>	April 5, 2016 at 2pm. Please bring your Program Review		

Minutes taken by: Jasmine Martinez

Handouts: EOP&S, CARE and CalWORKs program information