

**Berkeley City College
Student Services Council Meeting Minutes
Tuesday, March 18, 2014**

Present: Brenda Johnson/ Dean SS & TRiO, May Chen VPSS, Ms. Loretta Newsom/ A&R, Loan Nguyen/ Financial Aid, Jennifer Lenahan/ Veteran Services, Gail Pendleton/ Assessment & Orientation, Windy Franklin/ DSPS, Fatima Shah/EOPS, Jasmine Martinez / Student Services, Mostafa Ghous/ Student Life
Chair/Co-Chair: May Chen/VPSS

Agenda Item	Discussion	Follow-up Action	Decisions (Shared Agreement/Resolved or Unresolved?)
Meeting Called to Order	3:00 PM		
I. Agenda Review	Agenda: APPROVED	Resolved	Resolved
II. Review of Minutes from 3/4/14	Not reviewed.	<i>Review at next meeting</i>	<i>Unresolved</i> 3/4/14 Minutes to be approved at next mtg.
III. Review of the 2013-14 APU Summarized Program needs: personnel, space, IT & supply/equipment.	An e-mail was sent with an attachment with the spreadsheet of the 2013-14 APU summarized program needs. Everyone was asked to go through their program needs and review for accuracy.	<i>In Progress</i>	<i>Unresolved</i> Consistent updates required until final
IV. Prioritize classified personnel needs	Positions from the Program reviews were discussed and ranked by a vote with staff present at this meeting. See attachment of the final results. The list of faculty positions will be going through another round of review. Therefore, Dr. May Chen also asks that for the departments with a position on the list; please submit a three sentence paragraph to rationalize why you asked for this position. Discussion on the top 10 positions: <i>A&R Specialist (Ranked #1): Asking for their position based on the fact that there is a need for an additional person at the counter to assist and also cover the evening shift.</i> <i>A&O Clerical Assistant (Ranked#2): Since there is only one person position assessment it's necessary to have somebody working outside performing clerical duties while Gail is giving orientation assessments.</i>	Resolved	Resolved

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	<p><u>DSP&S Staff Assistant (Ranked#3)</u> This is a position that has not been filled since the retirement from the previous staff person.</p> <p><u>Financial Aid Placement Assistant (Ranked#4):</u></p> <p><u>Director's Office (Campus Life) Clerical Assistant II (Ranked#5)</u></p> <p><u>DSP&S Instructional Asst./Alt. Media (Ranked#6):</u> This would be a newly created position since alternate media technology is growing and this position would help with addressing any issues before they become an OCR issue as well working with implementing some new things from the district office.</p> <p><u>Veterans Affairs Clerical Assistant (P/T) (Ranked#7):</u>Necessary to support clerical functions for the veterans program. (Past Grant Request)</p> <p><u>Financial Aid Clerical Assistant Increase from .75 to 1.0 FTE (Ranked#8):</u> the plan would be to increase a current .75 position to a full-time position. This was submitted for PASS Funding for next FY.</p> <p><u>DSP&S LD Instructional Asst. (Ranked #9):</u> In order to grow more course offerings and the LD services the coordinator would need assistance with this.</p> <p><u>EOPS Counselor/Outreach Specialist (Ranked#10):</u> Ideally this Counselor position would also be involved with outreach to promote the of EOPS program.</p>		
V. Review SLO Update	A binder was passed around of everybody's SLO. Everyone was asked to please review theirs and if there any changes to be made to please do so as soon as possible.	Resolved	Resolved
VI. Staff Birthday Celebrations	Dr. Chen presented the idea to begin celebrating staff birthdays on the first Tuesday of the Month to include with the Student Services Meetings. The idea would be to utilize the first half an hour of the meeting for the birthday celebrations. There was a general consensus by the committee present to implement this idea.	Resolved	Resolved
VII. Additional items / Department updates	1) Student Activities: In regards to HS Concurrent enrollment outreach to the high schools, this is in progress.		

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	<p>2) EOPS: Fatima recently attended an annual conference. EOPS is getting a full-time counselor that will be starting very soon. Getting ready for progress reports & meetings with the counselors. Priority registration preparation by notifying students. Counseling Intern was able to make connection for EOPS students to work with them at the Park and Transportation department.</p> <p>3) DSPS: Getting ready for priority registration. Working with the MMART Dept. and helping with petitions. Roberto is unable to attend today's meeting due to him in attendance at a conference in San Diego.</p> <p>4) Veterans: VA Priority registration also coming up. Currently have 63 students in the program. Getting ready now for fall registration.</p> <p>5) A&O: Next week begins testing for BHS students beginning on 3/24. The Regular A&O tests begin on 4/7.</p> <p>6) Financial Aid Office: Work-study funding still available for spring semester. So please let Nghi Dong in the financial aid office know if you would like to increase your current student's hours. Also if you have any students that are interested in working please check with the financial aid office to see if they're eligible and we can include them in work-study. Students still have up until June 30, 2014 to apply for a fee waiver for the 2013-14 academic term.</p> <p>Dr. May Chen announced that there has been a little bit of confusion in regards to the meeting minutes. All student services meeting minutes will be taken by Jasmine Martinez and posted on online after it has been approved at the next meeting.</p>		N/A
VIII. Adjournment	3:38 pm		
Next Meeting	Tuesday April 1, 2014. Agenda to follow		

Minutes taken: Jasmine Martinez