

Berkeley City College
Student Services Department Meeting
Tuesday, March 9, 2010

Meeting Theme: "Measure A Purchasing"

PRESENT: May Chen, Brenda Johnson, Jasmine Martinez, Jennifer Lenahan, Ayele Lemma, Gail Pendleton, Loretta Newsom, Marilyn Clausen, Lynn Massey, Doug Gorman, Hermia Yam, Paula Coil and Jim Ward.

AGENDA:

- Meeting Minutes Review and Approval
- Student Services program review; final due 3/15/2010
- Measure A Purchases
- Items on the floor

Meeting Minutes Review and Approval

Approval

Student Services Program Review

May has reviewed approximately half of the program reviews so far. They look great! Only a few are close to completion.

May would like for us to come up with a joint proposal for the following:

1. Offering psychological counseling. Over the last few months faculty have been inquiring about having a psychological counseling services back on campus.
2. Purchase a scanner for student services counseling department files such as transcripts, scores and SEP's. And whatever other technology needs and software are necessary
3. Staffing needs.

When accreditation team comes in April, you never know what they are going to look at. So please be as thorough as possible with your Program Review. On your Program Review Title/Introduction, please add an executive summary prior to this that consists of approximately 5-10 sentences. Write what are the highlights of your program and talk about the importance, service to students and why the college needs you. In addition, highlight technology methods and add your innovative strategies to move in to the future, which could include equipment needs, software needs, staffing, etc.

We need to complete the Program Reviews by this Friday, March 12th.

Measure A Purchasing/Equipment/Supplies

Measure A funds are funds from bond money that was voted on and to be used for construction and expansion. We are using this money for the furniture needed for our build-out. We are collecting everyone's needs and compiling it all on one list. It will then be determined what can be approved for these funds.

May handed out a current draft of items that were recently submitted to her by various student services departments. We can still add to this draft and make changes. Also, please look into your budgets and see what funds are available and please process your requisition to purchase what you can; such as supplies. We may not have enough money next year for supplies, so please inventory all your supplies and order what you may need to get through the next fiscal year. It may be possible to carry over funds from this fiscal year to the next, but to be spent by end of September; this is for categorical funds only.

The purchasing deadline is April 16, 2010.

Items on the floor

Summer Hours for class schedule: This is still in the negotiation process. The District office is trying to move into a 4 day work week/10 hrs a day for this summer. For those who cannot do this 4 day work week, it is being discussed on what other potential solutions would work. One idea is, on that fifth day (Friday) you will work at another location. All campuses will be closed Friday-Sunday. The last two hours of your ten hour work day will be considered regular time and not over-time. We will be notified once this has been decided and worked out.

Student discipline/academic grievance: May and Brenda has been reviewing the current process and procedures. In order to streamline this process, all student complaints and grievances (Student & Academic) are to be referred to Brenda's office. This will also assist faculty in receiving a timely response. May will still participate in this process; but just not initially.

Posting high school diplomas and degrees: Loretta is getting students from the financial aid office asking her to input their high school graduation date and year as well as updating other information. A&R is not going to post the foreign high school information.

After the Program Reviews are complete, everyone get ready for SLO time! That's right; our next project will be Student Learning Outcomes. So please gather all your previous work on this and get ready to update it.

Regarding the build-out; please review the documents May handed out at the previous meeting. Please submit your proposals, ideas, requests, etc. to May as soon as possible. With regard to the third floor build out, the furniture delivery has been postponed to possibly the week of March 22nd; which means the move will be delayed.

May suggested that we have a celebration for the EOPS office's new location.

BRIEF SUMMARY OF FOLLOW-UP ITEMS TO TRACK:

- May will look into the suggestion of having the Easy Pass Waiver Form Instructions on the back of the form. She will also follow-up with the suggestions for the High School Concurrent enrollment form.
- Themes development: Preparing list and next invitee will be Title III, then VPOI/staff and BSI/Persist.
- Updating the wish list for furniture, equipment, etc.

**NEXT MEETING: TUESDAY, MARCH 23, 2010 AT 2PM, ROOM 451A
PLEASE SEND AGENDA ITEMS NO LATER THAN THE FRIDAY BEFORE.**

Meeting adjourned at 3:15pm
J.Martinez