

**Berkeley City College  
Student Services Council Meeting Minutes  
Tuesday April 7, 2015**

Present: May Chen / VPSS, Brenda Johnson/ Dean SS &TRiO, Ms. Loretta Newsom/ A&R, Loan Nguyen/ FA, Jennifer Lenahan/ Veteran, Windy Franklin/ DSPS, Hermia Yam/Counseling, Susan Truong/ Counseling, , Fatima Shah/ EOPS, Gail Pendleton / Assessment, Ramona Butler /Student Services &TRiO

Chair Dr. May Chen

| Agenda Item                                        | Discussion                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | Follow-up Action                                                                                                                                                                                                                          | Decisions (Shared Agreement/Resolved or Unresolved?) |
|----------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------|
| Meeting Called to Order                            | 2:00 PM                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |                                                                                                                                                                                                                                           |                                                      |
| <b>I. Agenda Review</b>                            |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |                                                                                                                                                                                                                                           | <i>Resolved</i>                                      |
| <b>II. Review of previous Meeting Minutes:</b>     | Tabled for the next meeting                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                                                                                                                                                                                           | <i>Unresolved</i>                                    |
| <b>III. Staffing Requests and Proposals Review</b> | <p>Classified Hires:<br/>Dr. Chen explained the Ranking meaning and justifications for each number.<br/><b>Ranking 1:</b> Position is Top Priority, needs to be filled immediately<br/><b>Ranking 2:</b> Position needs to be filled but can wait for the next round of hires.<br/>Several positions that were not included in the first draft were discussed.</p> <p>Supply and equipment resource requests from APU's:<br/>Supply requests have been received and most have been ordered.<br/>There are additional requests that will be discussed with BCC Business Manager Shirley Slaughter</p> | <i>Several positions were not included in the first document. It should be revised to include other departments along with funding sources<br/>Supply requests are continuing to being finalizes in order to meet Campus and District</i> | <i>Unresolved<br/>In Progress</i>                    |

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|--------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------|------------------------|
| <b>IV. Additional items / Area updates</b> | <p>A&amp;R: Priority Registration is in full swing. Several glitches in the system but being worked out.</p> <p>Counseling: Busy time. Need assistance with reminding students to declare a major . currently there are too many steps if a student needs to change their major. Counseling needs District I.T assistance with streamlining the process.</p> <p>The Veteran Resource Center located at the South Campus needs a person to be assigned to the office in order to keep it open during business hours.</p> <p>Financial Aid: Getting ready for 15-16 fiscal year packaging.</p> <p>TRiO: Two campus tours this semester. UC Davis 4/10/15 &amp; San Francisco State 4/17/15.</p> <p>DSPS: Priority Registration has begun. Some glitches with regard to who has priority Reg. Currently being handled.</p> |                                                                      | <b><i>Resolved</i></b> |
| <b>V. Action Items</b>                     | <p>Re-evaluate Priority Classified hires, ranking, and include other departments not on the original list.</p> <p>Work with District IT to streamline the process of changing a major</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | <b><i>In Progress / for further Discussion and consideration</i></b> | N/A                    |
| <b>VI. Adjournment</b>                     | 3:30 pm                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 |                                                                      |                        |
| <b>Next Meeting</b>                        | April 21, 2015                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          |                                                                      |                        |

Minutes taken: Ramona F. Butler