

**Berkeley City College  
Student Services Department Meeting  
Tuesday, June 01, 2010**

*Meeting Theme: "Presidential Address & Title III"*

PRESENT: May Chen, Brenda Johnson, Jasmine Martinez, Loan Nguyen, Catherine Massey, Ayele Lemma, Victor Flint, Betty Inclan, Terry Tricomi and Eileen Pippins.

AGENDA:

- Meeting Minutes Review and Approval
- Dr. Betty Inclan: Presidential Address to Student Services Council members
- Terry Tricomi: Title II Student Services Guidelines
- Student Services Status Report
- SLO Next Step
- Items on the floor
  - Survey/Feedback Forms-Can we initiate again

**Meeting Minutes Review and Approval**

Approved

**Dr. Betty Inclan: Presidential Address to Student Services Council members**

Betty mentioned that there are many vacancies throughout the district and campuses. There was discussion about Shared Governance and which committees discuss positions. The two committees are The Leadership Council and the Roundtable Committee. The Leadership Council includes staff, faculty, admin and student council members and the Roundtable Committee consists of management and classified and faculty senate officers.

Some administrative restructuring is happening throughout. We have a 14.3million dollar budget which is comprised primarily of salaries, and three million of this budget is for the 1351 Art Classes. We didn't cut many classes in the fall, so we now have to cut more classes in the spring semester. BCC has been asked to cut 3% of our budget which means \$429,000 is what we have to cut for the fiscal year 2010-2011. So because of this cut the restructuring of the administration has been looked at. The district has changed our cut to \$321,000 due the deduction of the art classes FTES. We need to cut proportional to our budget, but we said we wanted to do an index cut. So this means we may only cut 1.5% of our budget which means only one administrator cut. Last year we cut \$349,000 from our budget.

Here are some questions and comments made:

- What about collecting unpaid fees? The district has already collected thousands of dollars.
- The centralization of Financial Aid may have been beneficial in some ways and their budget has not been hit hard.
- How can we rebuild moral?
- Some of the savings from the administrators that were retreating to teaching would be skeleton money.
- The Office of Instruction received the hardest hit and some of Student Services as well.
- We also can use the salary savings from our vacancies.

**Terry Tricomi: Title II Student Services Guidelines**

Title II is a Student Centered Grant that focuses on student services and instruction. A group of student services staff members have been working with Terry on this grant. In this grant it was promised that the LRC would benefit from this such as having a Mentoring Program. Traditional learning centers provide study skills enhancement, more directive tutorial studies, and learning styles developments. It is imperative that these basic skills students have intensive support services. Would like to take the LRC to the next level and collaborate with instruction. Faculty and staff will be meeting over the summer to work on this.

With this grant we plan to support counseling services and help fund basic skills counselors. 16% or more of our student test into basic skills. We currently have a 1100 to one counselor/student ratio. Felicia Tripp, Rodney Webster and Sandra Mendez have been our basic skills counselors. The TLC will be teaching more student centered workshops. They also would like to have a teacher assessment. This would help teachers understand their students more.

What can we do and not do with Title III? What was said in the grant must be done. Therefore, Terry will send out the objectives. There is emphasis on counseling, but cannot just be used on counseling because general counseling is underfunded; it must be linked to Title III. We also have to track that it is also being spent on the right population. Some of the things that Title III cannot pay for are items such as; regular classes, food, clothing/advertisements, etc.

Terry will provide to us a flow chart for Title III Basic Skills. We will also re-invite Terry Tricomi to follow-up on the progress with The Title II Grant.

### **Items on the floor**

A question were brought up about our campus security for staff, faculty and out students. An interim plan has been developed and will be released for feedback and then completed from there. This plan will be addressed at a staff development day. If you feel like you're in a situation and need assistance please call security first then the Dean. There are a lot of concerns and questions of our security here in regards to what role do they play and what they can and cannot assist us with. This needs to be looked at and discussed. Maybe we should do an assessment and give to our district.

The CalWORKs program invited community members to see if they were interested in hiring our students. We had 22 employers come up and at least 16 students showed and interviewed and four students have already been hired.

Please encourage students to apply for the Fee Waiver now or they will be dropped out of classes.

Photo ID Summer stickers will be available June 19th. The financial system also changed for example if you enroll for summer and fall you must pay for both now.

Student Ambassadors completed their internship with Senator Nancy Skinner Lee and Mayor Tom Bates office. Next it will be expanded to Senators Sandre Swanson and Barbara Lee. They are having their potluck luncheon tomorrow.

**NEXT MEETING: TUESDAY, JUNE 29, 2010 AT 2PM**  
PLEASE SEND AGENDA ITEMS NO LATER THAN THE FRIDAY BEFORE.

Meeting adjourned at 3:38pm  
J.Martinez