

**Berkeley City College
Student Services Council Meeting Minutes
Tuesday, June 7, 2016**

Facilitator: Dr. Josefina Baltodano/Interim VPSS
Present: Ruta Brazinskaite/Staff Asst., Loretta Newsom/ A&R, Brenda Johnson/Deans Office, Hermia Yam/Counselor, Andre Singleton/Campus Life, Andrea Williams/Staff Asst. Counseling, Roberto Gonzalez/DSPS, Jennifer Lenahan/Veterans, Sylvia Espinosa/Transfer Center and Gail Pendleton/A&O, Gabriel Martinez/Counselor

Agenda Item	Discussion	Follow-up Action	Decisions (Shared Agreed/ Resolved or Unresolved?)
Meeting Called to Order	2:00 PM		
I. Professional Development (VPSS)	<p>Chancellor supports professional development for classified staff. New President Rowena Tomaneng will be starting July 15th, 2016. Our current Interim President Dr. Frances White will now be at BCC until the end of July working with the new President</p> <p>Francisco Gomez and Lisa Cook are the new Deans in the Office of Instruction.</p> <p>Our new Interim Dean of Counseling, Dr. Windy Franklin will begin in her new role on July 1, 2016. This position is on an interim basis to determine if this is a needed position.</p> <p>Leadership Styles topic to be moved to next SS Meeting to discuss leadership style; please review the document that Ruta sent via email two months ago.</p>	<p>n/a</p> <p>Pending next Meeting</p>	<p>n/a</p> <p>Unresolved</p>
II. Swing Space and SSSP (Hermia Yam)	<p>The swing space is located next door on Center Street will house our Health Center, Mental Health, Umoja program, International Office and the Undocumented Students Resource Center. Please contact Shirley Slaughter if you have any questions about the new space. The target date for move is the end of June. Shirley will be hiring a moving company to relocate all furniture and personal office items.</p> <p>SSSP – Dean Dr. Franklin will be the coordinator of SSSP as of July 1, 2016 with support from Hermia Yam. We have the Program Plan approved by the State Chancellor’s Office. Hermia is in communication with the state as to the target population for SSSP money and will clarify if we need to include International students in this target. The Core Services include A&O, Student Ed Plans, students who are ESL, Probation, Dismissal, International students. Please make your request to Dean Franklin to be included in this core funding.</p> <p>SSSP is earned not allocated automatically. Counselors have to develop as many student education plans specifically Comprehensive Ed Plan. Staff please encourage all students to</p>	n/a	In progress

	<p>schedule appointments for hour long Comp Educations. Last year 1.291 million and we did not have to return any of these funds. In addition we received an additional award of \$10,000 to be used for the development of student handbooks.</p>		
<p>III. Veterans program (Jennifer Lenahan)</p>	<p>Jennifer moved to room 347 along with the Veterans Resource Center. They are supposed to be getting Student Equity Funding but this has since been on hold. 1 out of 50 community colleges are to be awarded an audio note takers software and will be loaded on student laptops. We will have a license for Veterans and DSPTS. Jeejun Bertuso (classified hourly) will be supporting the Veterans Resource Center this summer. They had 6 Veterans accepted into UC Berkeley and 20 overall associate degrees</p>	n/a	Resolved
<p>IV. Equity update (Brenda Johnson)</p>	<p>Brenda would like to continue equity meetings during the summer and discuss any equity funds.</p>	n/a	In progress
<p>V. Student activities and services (Andre Singleton)</p>	<p>Campus Life has developed a new way of communication and hopefully will ramp up attendance. They have been using Remind.com to help share BCC events. The Welcome Meeting is from August 29th – Sept. 22, 2016 schedule as such: Monday –Club Rush, Tuesday – Student Services.</p> <p>Student Ambassadors: Training modules have been developed to support ambassadors and will be talking with each department.</p> <p>Andre is hiring a 65 days employee Kristin Kaiser starting in July 18, 2016 to support the campus-life office.</p> <p>Josie would like to congratulate Andre for all his hard work.</p>	n/a	Resolved
<p>IV. Graduation report (Andre and Brenda)</p>	<p>Thanks to everyone for all the participation. Lunch will be provided for all the grad committee members to debrief about our 2106 graduation. Please come and provide feedback regarding the graduation and/or provide suggestions to Andre. Andre will send out the meeting minutes for the graduation debriefing notes, so please look out for that email soon. A special Thank You Sylvia as she did an outstanding job!</p>	n/a	Resolved
<p>V. Assessment update</p>	<p>Compass assessment will end in November. The Common Assessment will be implemented in November and will start in Spring 2017. Math and ESL Faculty are developing the cut score for placement. Counselors will need to be trained on how to place students. All High School students from specific locations can be reviewed by counselors to determine waiver of assessment or accurate placement.</p>	n/a	Resolved
<p>VI. Update on counseling program (Gabriel Martinez)</p>	<p>Gabriel is transitioning into the co-chair position in August along with Susan Truong who was the previous year's co-chair. Very appreciative of all the support that Counseling has received in terms of hiring additional counselors. Went from 3 to 10 counselors in 10 years. Served 800</p>		

	<p>more students than in 2015. Also, we have a great support of part-time counselors. Tamara Harris Coleman is developing a training manual to train new counselors starting in July 2016.</p> <p>Working on increasing completion of SEP for this year. Will be offering appointments during this summer which was not a possibility in the past due to shortage of staffing.</p> <p>Dreamers moving to the swing space and trying to plan out the move. Thank you to the Administration for identifying funding to keep this space open for at least 3 years. There was a fundraiser two weeks ago which raised 3,000 to be used towards services offered at the undocumented resource center.</p>		
VII. CalWORKs and EOPS	<p>Several EOPS students admitted to UC Berkeley and other prestigious universities. A huge thank you to all that participated in the EOPS celebration. The plan for EOPS counseling is to advertise in Fall 2016 and also looking for adjunct counselors.</p>		
VIII. Admission and records (Loretta Newsom)	<p>Any student that has more than \$800 in fees will be dropped tomorrow. Loretta is reviewing the non-residents student balances to determine if their status can be changed to residents. Admissions will be open from 7:00 am to 5:30 pm Monday Through Thursday. For AB 540 students Gabriel will help with reviewing these students to determine residency fees.</p>		
IX. Financial Aid (Nghì Dong)	<p>They are getting ready for 2016-17 Award year. However Nghì has been working on payments for June 16, 2016 for summer school. All files have been covered for 2015-16 with the exception of summer students. The District office is running a report to determine where students are to define if students have to file an appeal for Summer or Fall 2016. BOG Appeals are in process to determine what the best way to institute a process and or model for the appeals. Please make sure students complete the units enrolled because it will impact their ability to receive the BOG Waiver.</p>		
X. Other businesses	<p>Sylvia received list from UC Berkeley for acceptance to complete the IGETC certification. UC Santa Cruz did their own work-shop for completion of the IGETC.</p> <p>DSPS – With Dr. Windy Franklin (DSPS Counselor/Coord.) transitioning into the new Interim Role of the new Interim Dean role, this now leaves a counseling gap. We need to address what we’re going to do with replacing this position that supports our DSPS students. There is SSSP funding for an adjunct counselor. Staffing issue with the classified staffing assistant to be added.</p> <p>Josie appreciates everyone’s hard work. Let’s continue to respond as quickly as we can when we have a request from students and each other in order to provide quality services.</p> <p>July 11-15, 2016 Josie will be on vacation and Hermia Yam will be acting VPSS.</p>		

Meeting Adjourned	3:30pm		
Next Meeting	July 5, 2016 at 2pm.		

Minutes taken by: Andrea Williams

Handouts: None