

**Berkeley City College  
Student Services Department Meeting  
Tuesday, July 13, 2010**

*Meeting Theme: "2010-11"*

PRESENT: May Chen, Jasmine Martinez, Jennifer Lenahan, Paula Coil, Gail Pendleton, Victor Flint, Fatima Shah, Loan Nguyen, Jim Ward, Doug Gorman and Ramona Butler.

AGENDA:

- Meeting Minutes Review and Approval
- New Fiscal Year Budget Set-up & Tracking Process
- Monthly Expenditure Report & Time Sheet Log
- Department Update Reports
- Items on the floor

**Meeting Minutes Review and Approval**

Approved.

**New Fiscal Year Budget Set-up & Tracking Process**

A handout was given out to all of that consisted of a sample budget spreadsheet that the VPSS office is going to use to track all expenses for each student services department.

May went through some of the specifics on the spreadsheet. These spreadsheets are designed with formulas already set-up so that they are user friendly. This is how we plan to track and log all expenses and assignments.

**Monthly Expenditure Report & Time Sheet Log**

A handout of a sample timesheet log was distributed. Those who currently track these items will have the responsibility of updating this log on a monthly basis. Jasmine will work with each department to review which spreadsheet or method works best. We will revisit this at the next meeting to see its progress.

EOPS and DSPS will have carryover that must be spent by 9-30-2010. The Matriculation budget will not have carry over for the 2009-10 fiscal year, it is in the red. When May joined us last July, we really didn't know what our budgets would end up with; all budgets were set-up at 50%. It was a challenge also when they placed hiring freezes.

We are doing everything to share or eliminate the unnecessary work by keeping track from the beginning. it makes it much easier to know what we have or will not have at end of year. Once the spreadsheets have been modified and ready for use you will receive them, via email. We are also waiting for the budgets to be set-up. But in the meantime, please keep track of all assignments. This may be a work in progress the first few months until the budgets are up and ready and we tailor fit these spreadsheets to work for everyone. We are striving to keep them a consistent template that will be universal for each department.

**Department Update Reports**

Assessment & Orientation: Assessments have been very busy and all are full. The ability to benefits has been picking up as well. Due to the Meshler Trial one session was cancelled, therefore, Gail has been trying to accommodate those students.

Financial Aid: The 1<sup>st</sup> disbursement is set for August 30th. Judy is working on trying to get packages ready by the end of July, which is when student will receive their award letters. The financial office has student's workers that can assist students with filling out their FAFSA online out at the computer commons area on the 1<sup>st</sup> floor.

Peter's last day is this week but he will return as an hourly classified employee. The new staff person to replace Peter will begin on the 15<sup>th</sup> of July, her name is Ada.

Dean's office: Ramona has been getting many students asking for the AC Transit translink fee waiver form. Ramona is awaiting response from Debbie Budd and Jim Bracey's office in regards to student on rehabilitation and students with disabilities to see if they can be exempt from this fee.

EOPS: Currently accepting student EOPS applications for the fall semester. Ayele will be on vacation beginning Monday and Fatima recently returned from vacation.

LRC: Concerns regarding the student computer lab on the 3<sup>rd</sup> floor. That lab will be relocated within the next 6 months, but unsure of where it will be located. We need to have a discussion about this and consider some possibilities for the new location.

Transfer Center: The move is scheduled to take place late August.

Counseling: The counseling department has lost two adjunct counselors.

### **Items on the floor**

Please respect your fellow colleagues and show up on time to these meetings.

May asked for any suggestions as to whether we should change our meeting time. Do we still want to meet every two weeks or once a month?

The next meeting will be chaired by Brenda Johnson, since May will be attending the Fulbright Program that day. We will skip the August 24th meeting due to first week of school and resume back to our normal schedule.

Lets develop a table or figure out a student communication protocol. Students are being sent to wrong offices and then redirected again due to incorrect information. We should develop a table for most common questions and issues. This needs to be for both staff and students.

We need to again address our security concerns. The staff here at BCC does not feel safe. We recently had another incident with a student acting out towards staff. What are we to do in these situations? We are in a social service atmosphere and we do not have the proper training on how to handle certain type of students. It would be nice to have some training and a chain of command for student s as well as to whom they should follow-up with. It would also be ideal to have our student workers a part of this training process.

Some staff mentioned that they cite the Student Code of Conduct to the students acting out and if that doesn't help the next step would be to call security. In regards to our security firm, if you feel that security is not doing their job well, then you need to let Shirley Slaughter know about this. We need immediate response when we call the security desk.

**NEXT MEETING: TUESDAY, AUGUST 10, 2010 AT 2PM**  
**PLEASE SEND AGENDA ITEMS NO LATER THAN THE FRIDAY BEFORE.**

Meeting adjourned at 3:32pm  
J.Martinez