

**Berkeley City College  
Student Services Council Meeting Minutes  
Tuesday, July 29, 2014**

Present: Loretta Newsom/ A&R, Loan Nguyen/ Financial Aid, Fatima Shah/EOPS, Jasmine Martinez / Student Services, Mostafa Ghous/ Student Life, Roberto Gonzalez/Alt. Media, Guang Chen/Bursar, Ramona Butler/TRIO and Paula Coil/Career-Transfer Center.

Chair: Dr. May Chen/VPSS

Agenda Item	Discussion	Follow-up Action	Decisions (Shared Agreement/Resolved or Unresolved?)
Meeting Called to Order	3:00 PM		
<b>I. Agenda Review</b>	Agenda: Approved	Resolved	Resolved
<b>II. Review and Approve meeting minutes from 6-17-2014</b>	Minutes: not available. Will do at next meeting,	Unresolved	Unresolved
<b>III. Preparation for Fall 2014 Registration/Peak Enrollment</b>	<p>The due date is next Monday, August 4<sup>th</sup> for the tuition payment. The lines for financial aid and the cashier's office seem to collide during peak weeks. Also, students sometimes end up in the wrong lines. Perhaps if there were signs hanging above this eliminate the confusion.</p> <p>Gail has already added 8 more assessments for August to accommodate the need. Gail will be working with Skyler Barton to assist with coordinating Outreach and Orientation and work with students and help recruit with the PERSIST Program. Online Orientation is in progress and will continue to be in the works in August through September.</p> <p>It was suggested that the important deadline of dates be placed on the monitors. Loretta handed out a copy from the BCC Fall 2014 class schedule Page 17 of Student Services Offices and schedules. This page is very inconsistent and the information in it has some errors.</p> <p>Indra Thadani did a survey for various health services students are interested in. One of the services available is Mental Health Counseling in which we will be able to continue to keep</p>	Resolved	Resolved

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	<p>at our campus with some increased hours.</p> <p>Student Services will be updating the peak office hours online with the correct hour, not based on the schedule.</p> <p>Per Loretta, VC Adela Esquivel-Swanson sent out an email in regards to 630 mismatched majors. Therefore, Loretta has to go into PeopleSoft and change their major and home campus.</p> <p>May suggested that Financial Aid create a handout in regards on how to change your major and home campus and how the process works. May asked that Ramona and Loan get together on the top 5 questions and post on the website as well. EOPS has a transfer form they use for student if they decide to move to another campus. Maybe something similar can be created for the Financial aid office. May also suggested that Ramona and Loretta get together and do the same.</p> <p>DSPS will ease into DSPS Counseling with the return of Joyce Russell. Windy will then return the following week of Flex week. Roberto has a new hourly staff person; her name is Sima who has replaced the previous hourly Uzma. Sima has been working with Roberto as a student worker before converting into an hourly.</p> <p>The UC Application opens up August 1<sup>st</sup> so the Career/Transfer center will get busier in the next few weeks.</p> <p>TRIO has their counseling schedule set and working on the fall semester Tours as well. The planners are here and ready to be given out. The online tutoring (Math, English &amp; Science) will begin this fall semester as a pilot. The online tutoring is only for TRIO students and it is set-up in Moodle. TRIO is funded to serve 140 students and currently has 121 students on the program.</p> <p>EOPS is busy recruiting. Had several workers from the City of Berkeley helping out with the Program. Carlos is the new</p>		
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	<p>EOPS F/T Counselor that joined us late in the Spring 2014 semester; so this will be his first full semester with EOPS. Carlos will also be helping out with the Orientations. A lot of students in the rehabilitation program (Second Chance) close by have been showing interest in the EOPS program.</p> <p>Student Activities: Increase number of student Ambassadors to help out with peak period. Also have the ambassador create three large hanging signs for each area in the one-stop shop area. It was mentioned earlier to also add important dates an remind students to check their PASSPORT account for Financial Aid to do list for the monitor displays</p> <p>Mostafa has been meeting with the ASBCC in regards to the nuances of the new semester. During the first week of school 8/18 to 8/21 there will be an event for club recruiting during the 1<sup>st</sup> week of school. ASBCC asks that various programs and departments can table.</p> <p>Financial Aid is still learning the new system and training is still ongoing. Work-study is not yet ready. The funding for work study has increased and it now at \$219k.</p>		
<p><b>IV. SLO Updates</b></p>	<p>We have already completed our 3<sup>rd</sup> cycle for ACCJC; our final cycle will be coming up in March 2015.</p> <p><b>TCIC/Paula Coil:</b> No new updates but will begin in August with the survey.</p> <p><b>TRIO/Ramona Butler:</b> no updates</p> <p><b>EOPS/Fatima Shah:</b> Surveys have been ongoing.</p> <p><b>Campus Life/Mostafa Ghous:</b> The data for Outreach and Retention is in task stream and Mostafa will look into it.</p> <p><b>Financial Aid/Loan Nguyen:</b> 2 surveys ready; just had slight changes in admissions piece.</p> <p><b>A&amp;O/Gail Pendleton:</b> Added two additional questions based on responses from students; so will begin in August again.</p> <p><b>A&amp;R/Loretta Newsom:</b> Loretta made some changes to cover a broader range and it was accepted.</p> <p><b>DSP&amp;S/Roberto Gonzalez:</b> Coordinator not present to give</p>		

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	an update.		
<b>V. Area Updates</b>	<p>May reviewed the BCC Flex Day activities publication that Debbie Budd placed in everyone's mailbox. The activities scheduled for this week are also during peak registration, so May asks that each department leader work this out and at least attend half a day and switch off with your other staff.</p> <p>Flex day at Laney is in the morning then lunch served for those in attendance for the other morning meetings.</p> <p>Not enough time to get to Area Reports</p>		
<b>VI. Adjournment</b>	3:28pm		
<b>Next Meeting</b>	Tuesday, September 2, 2014. Agenda to follow. (No meetings in August)		

Minutes taken: Jasmine Martinez