

**Berkeley City College
Student Services Council Meeting Minutes
Tuesday, July 5, 2016**

Facilitator: Dr. Josefina Baltodano/Interim VPSS
 Present: Brenda Johnson/Dean, Jasmine Martinez/Staff Asst., Christopher Scott/Staff Asst., Allene Young-Hegler/Counselor, Gail Pendleton /Assessment, Ramona Butler/EOPS, Loan Nguyen/Financial Aid, Windy Franklin/DSPS, and Sylvia Espinosa/Transfer Center.

Agenda Item	Discussion	Follow-up Action	Decisions (Shared Agreed/ Resolved or Unresolved?)
Meeting Called to Order	2:04 PM		
I. Announcements	Our new President Rowena Tomaneng begins in her role on July 18 th . Our current Interim President Frances White, will begin in her next Interim role at COA as Interim President on July 18 th as well.	n/a	Resolved
II. SSSP Audit	<p>Hermia, Ruta and Jasmine have been working on getting ready for the SSSP audit on July 14, 2016. Hermia will be present for the Audit in Dr. Baltodano's absence that week since Dr. Baltodano will be on vacation.</p> <p>Brenda will be out the next two weeks on vacation. So in regard to the audit, Ramona will be in charge for EOPS and Windy for DSPS.</p> <p>Loan reported on her Financial Aid audit also happening next Thursday, July 14, 2016. They have 25 files selected this year, so they have already prepared the files and are ready for the audit.</p> <p>As for the DSPS Audit, Windy stated that they're files just need to have all signatures in place in students files and their current class schedules; all requests and needs in their files. Not all of this is required but she feels that it's necessary to show how we are serving our students.</p>	In progress	Resolved
III. Area Reports	<p><u>Allene Young-Hegler/Counselor re: Umoja Program:</u> There is a summer bridge program this summer and it was difficult recruiting students for this program in the summer, but nonetheless they have 30 students in the program now. They had a luncheon today with the students to discuss this further. The biggest hurdle at this point is the data collection for this and Allen would like to have a researcher work on this with her. Josie and Allene are doing some fundraising for this. Allene would like to see about having staff and faculty with payroll dedications to donate this this program. Also working on getting computers and books for the program. They will have their first filed trip this October.</p> <p><u>Ramona Butler/EOPS:</u> They have 87 students taking summer classes. The program was able to provide them with book and transportation grants. They are actively recruiting new students for the fall 2016 program. Also looking for a new EOPS Counselors and a part-time CalWORKs Counselor.</p> <p><u>Loan Nguyen/Financial Aid:</u> Just finished paying students for summer up to August for this academic term. They began collecting the 2015-16 applications already. A mass email was sent out to approx. 600 students to submit their paperwork and also sent an email to approx. 5k student encouraging student to apply early for fall enrollment. Brenda mentioned that several departments recently met to</p>	n/a	Resolved

	<p>discuss the BOGG fee waivers and appeals. They are hoping to have a committee formed for this and continue this communication between the student serves areas. Work study will begin packaging for 2016-17 in in August.</p> <p><u>Sylvia Espinosa/Transfer Center:</u> The center will continue supporting the center with the assistance of student workers. Thomas Torres is in transition with his office so the transfer center has been sharing a space with his department. Its been a good opportunity with having an International Student Counselors present. Dr. Baltodano mentioned that the hiring committee is currently being formed for this position and that Brenda will be the chair for this.</p> <p><u>Andrea William/Counseling:</u> Counseling has slowed down for now. Will have 4 new part-time adjunct counselors this summer. The schedule will be finalized in counseling next week when Gabriel and Susan will be here for the new adjunct counselor training on July 12th.</p> <p><u>Windy Franklin/Dean:</u> Getting ready for the audit. Also working on our student needs in preparation for the Fall 2016 semester with Dolores and Lynn.</p> <p><u>Gail Pendleton/A&O:</u> A&O has so far served 180 students this summer. Gail has been selected by the state to be an Ambassador for the common assessment. New placement exam launching in November.</p> <p><u>Brenda Johnson/Dean:</u> In the process of conducting the 2nd level interview for the CAFES Project Manager position. The district has partnered with Oakland USD with Oakland Promise which is a program that will open up an account for newborn Oakland babies towards their college education. Peralta has promised to pay for their first 12 units. There was some discussion among the college Presidents about providing money as well but that is still being discussed.</p>		
<p>IV. Other Business</p>	<p>Our next meeting will be deferred to the following week due to Dr. Baltodano being out of the office on vacation from July 25th to August 5th.</p> <p>Dr. Baltodano mentioned that we are working on a department calendar besides our own calendar of events online. We also will be looking into an all-day retreat for Student Services very soon. We need to find a date that will work for us and a good time to be closed since this will affect service to our students. We need to build an agenda, plan this and put it together. Ramona will be assisting the VPSS with this along with other staff.</p> <p>Besides our new Interim Dean of Counseling (Dr. Windy Franklin), we also have two new Deans in the office of Instruction, a half time Dean of Research and an associate Dean for Work Force Development to come soon.</p>	<p>None</p> <p>Pending</p>	<p>Resolved</p> <p>In Progress</p>
<p>Meeting Adjourned</p>	<p>3:13pm</p>		
<p>Next Meeting</p>	<p>August 9, 2016 at 2pm.</p>		

Minutes taken by: Jasmine Martinez