

Berkeley City College
Student Services Council Meeting Minutes
Tuesday September 17, 2013

Present: May Chen/ VPSS; Mostafa Ghous/Campus Life; Jasmine Martinez/VPSS Office; Loretta Newsom/A&R; Jennifer Lenahan/Veterans; Gail Pendleton/Assessment; Maricela Becerra/DSPS; Windy Franklin/DSPS; Nghi Dong/Financial Aid; Paula Coil/ Transfer & Career Cntr; Ramona Butler/Student Services TRiO; Gabriel Martinez/Counseling.

Chair/Co-Chair: Brenda Johnson Dean of Student Support Services TRiO Director (absent) / Mostafa Ghous Campus life

Agenda Item	Discussion	Follow-up Action	Decisions (Shared Agreement/Resolved or Unresolved?)
Meeting Called to Order	3:00 PM		
I. Agenda Review	Agenda: APPROVED		
II. Review of Minutes: September 9, 2013	Approved:	No Corrections	Resolved
III. Dr. May Chen Power Point presentation regarding the upcoming Accreditation site visit.	In 2014 the Accreditation Team will arrive. We will start preparing for their visit. Everyone will be asked to participate in the process and will be included. Expect an invitation to participate on committees designed to prepare for the Accreditation self-study 2009-2015. Volunteers are also welcomed to work on the different parts of the Accreditation report. It is important that Student Service members be a part of the process. Are you In? Commitments? Questions Suggestions?	<i>In progress</i> May Chen and other Appointees will contact BCC members to participate in the committees and also accept Volunteers.	Unresolved
IV. Student Services Home page Update Status	Jasmine Martinez put together and shared a “how to” sheet for us to review. We can use this sheet as a guide when updating our areas of the BCC website. When updating be mindful of how an outside person will view the	<i>In Progress</i> Student	Unresolved

**Berkeley City College
Student Services Council Meeting Minutes
Tuesday September 17, 2013**

	site. Make sure the information is pertinent and not too complicated to navigate. Everything should be accurate and reflect Fall 2013 semester and forward. If you cannot maintain extras such as <i>department news</i> please don't add it or deactivate the link. Please deactivate any links that are not updated	Services personnel are responsible for beginning the process for updates to their own areas	Unresolved
V. Additional items	<p>1) There are petition forms for students who want to waive the Transportation or Health fee. They are located at A&R. <u>They are also located outside Ramona's Office Rm.354 office</u></p> <p>2) Transfer Day is October 10th Please encourage students to attend. Additional information can be obtained on the Transfer & Career Center site and in the office Room 243. Please check your emails for the flyer.</p> <p>Encourage students to apply for available scholarships. Foundation due Oct 1,2013 Jack Kent Cooke website application due November 7, 2013</p> <p>3) Assessments begin in October 2013. Look for an announcement of the specific dates and times.</p> <p>4) PACE students will receive counseling services from several different counselors. Counseling availability will meet the needs of evening and weekend PACE student participants.</p>	No action required at this time for these items.	Resolved
VI. Action Items	<ol style="list-style-type: none"> 1) BCC Website updates 2) Veterans Center 3) Accreditation Committee Teams 	<i>In Progress / for further Discussion & consideration</i>	Unresolved
VII. Adjournment	2:56pm		
Next Meeting	Tuesday October 1, 2013 at 2pm Room 451A. We will take time to work on updating the BCC Student Services web page.	Team effort to complete site updates	

Minutes taken: Ramona F. Butler