

**Berkeley City College
Student Services Council Meeting Minutes
Tuesday, September 2, 2014**

Present: Brenda Johnson/Dean, Loretta Newsom/ A&R, Loan Nguyen/ Financial Aid, Jennifer Lenahan/Veterans, Fatima Shah/EOPS, Fatima Shah/EOPS, Mostafa Ghous/ Student Life, Roberto Gonzalez/Alt. Media, Ramona Butler/TRIO, Windy Franklin/DSP&S, Susan Truong/Counseling 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		
I. Agenda Review	Agenda: Approved	Resolved	Resolved
II. Review and Approve meeting minutes from 7-29-14	Minutes: not available.	Unresolved	Unresolved
III. 2013-14 BCC goals and accomplishment	<p>Dr. Chen handed out the “BCC 2013-14 Institutional Goals and Accomplishments with Measurable Outcomes” document.</p> <p>Dr. Chen thanked everyone for all their hard work and contributions they have added to this document. Staff submitted over 20 pages of accomplishments that have been summarized down to 6 pages.</p> <p>We have accomplished many things during this last year such as obtaining more staff positions. Our Financial Aid awarded to students increased to 9.26 million dollars which is a 6% increase from prior year. Our BCC Counseling provided counselling to 7232 unduplicated students; this is an increase of 14% from last year.</p> <p>These are just some examples of the great work and accomplishments we are doing.</p>	Resolved	Resolved
IV. Registration/peak enrollment	<p>We will be setting up our next meeting for the Post Registration Enhancement Meeting sometime in either September or October; an invitation will be sent out soon.</p> <p>There were concerns in regards to students receiving copies of registration forms to submit to A&R instead of having the original forms to submit. Some originals were also submitted, so the practice has not been consistent when it came to giving student copies vs. originals. This was discussed and determined that Per Admissions they will keep all the original forms and the other department can keep copies. It was suggested that we scan and store these documents in the W Drive for easier access and for safe record keeping. Dr. Chen will have Jasmine collect and make a</p>	Resolved	Resolved with follow-up

**Berkeley City College
Student Services Council Meeting Minutes
Tuesday, September 2, 2014**

	<p>comprehensive list for all forms and which ones we keep and which ones we keep on campus.</p> <p>It was mentioned that there be a system that allows students to Check in via computer for the counseling drop-in/appointments. This is being discussed at the District via a district-wide SARS Committee.</p> <p>Dr. Chen would like us to publish our daily office schedule to ensure each office is fully covered and with a back-up plan. Not only do we want to do this during the peak periods but continually throughout the year.</p>		
<p>V. Membership</p>	<p>A year after Dr. Chen’s arrival here at BCC, she asked from the faculty & classified senates for council membership recommendations. The intention was to have voices from the other divisions on campus. Since this council makes recommendations that in turn will be forwarded to the Education Committee.</p> <p>The Senate President, Roberto Gonzales, asked about in our previous council meetings Dr. Chen wanted to have two different types of meetings that would still involve holding two meetings a month but with one for the Student Services Council and the other a Student Services Staff meeting.</p> <p>Dr. Chen mentioned that we also have the Registration Enhancement Meeting 4 times a year (twice per semester: Pre & Post registration meetings) that includes the office of instruction and the business office. After discussing the options with the group present here is the plan:</p> <p>We will turn one of our bi-monthly meetings into the Student Services Council meetings will consist of leads and/or designees from student services, Instruction, Academic Senate, Classified Senate and an ASBCC Representative. The other meeting will be for our Student Services Staff meeting.</p> <p>The Student Services Council meeting minutes will not be posted on the student services staff meeting website. Whose minutes will be posted on a separate web page.</p> <p>We will begin this change starting in October. The first meeting October will be the Student Services Council meeting and the second meeting in October will be the Student Services Staff meeting. May</p>	<p>Resolved</p>	<p>Resolved with change in meeting structure</p>

**Berkeley City College
Student Services Council Meeting Minutes
Tuesday, September 2, 2014**

	will update the shared governance manual with this change.		
VI. Student Equity Plan Update	<p>An invitation was sent out to staff to attend the student equity planning meetings. We last updated our student equity plan in 2008 at had a board presentation 2012. The Student Equity Plan looks at data, so we will need to examine data and look at where we stand with providing equitable services to our students and that we are representing the community that we serve. This report is due to the State Chancellor's office November 21st with Board Approval. So we roughly have 6 weeks to plan this. Brenda just sent the agenda out for the next meeting which is taking place tomorrow 9/3/14 at 10:30am in 451A/B. Please also check the BCC Events calendar for all the meeting dates.</p> <p>The State requires all the Colleges to have these three plans coordinate and complement each other such as the Basic Skills Initiative Plan, Student Equity Plan and the SSSP Plan. At this moment the SSSP fund is extremely rigid and is only available to fund the core services such assessment, orientation, Counseling, SEP's and follow-up with the at risk students. SSSP asks for a 2 to 1 match, so if we receive \$500k the college needs to identify 1 million that is also devoted to those core services.</p> <p>Several staff from BCC went to a Student Equity Conference back in May. There were many topics discussed such as how to close the gaps, hiring staff from the underrepresented groups so that they will be functioning as role models for our students, other supporting services for students, redefining what student success actually means and how to support students and intervene early to help keep them on track.</p>	Resolved	Resolved in progress
VII. Area Reports	<p>DSP&S/Roberto Gonzalez: Concern with the beginning of the fiscal year budget loaded with not being able to pay invoices, order supplies, etc. The only funds loaded currently are the salaries. They are in a similar situation that also happened in the previous years with the same vendor with not being able to pay them on time which in turn creates a hold on the account.</p> <p>Camus Life/Mostafa Ghous: Working with Dean Barreiro/Facility Committee in regards to the South Campus being within ADA Compliance. Windy Franklin, DSPS Coordinator/Counselor, sent an ADA checklist to Brenda Johnson our ADA Coordinator. Brenda recommended that Mostafa talk to Shirley Slaughter. Photo ID</p>		

**Berkeley City College
Student Services Council Meeting Minutes
Tuesday, September 2, 2014**

	<p>update: The machine is currently out of ink again. Paula suggested that a sign be posted of the alternative options for student in regards to accessing services on campus.</p> <p>A&R/Loretta Newsom: Currently still dealing with updating the student's major issue in regards to a Financial Aid requirement.</p> <p>DSP&S/Windy Franklin: Captioning for our deaf services is going to cost \$20k for the Fall only. So the DSP&S budget is a huge concern right now. The State is giving \$30 million system wide for DSP&S. They were supposed to get 105% of last year's allocation that includes state and district contributions. We are \$125k short from what the district allocated this year.</p> <p>TRIO/Ramona Butler: TRIO is also having some concerns with the budget getting fully loaded. The online tutoring for TRIO students has gone live already.</p> <p>Financial Aid/Loan Nguyen: The FA new system has been challenging. Some student may owe money if they dropped down to 9 units. The checklist items list is not working properly. This has created more work for the office staff.</p> <p>Counseling/Susan Truong: Anxiously anticipating the hiring to be complete for the Staff Assistant for the department.</p> <p>EOPS/Fatima Shah: Just completed the EOPS Orientation. Experiencing a high rate of EOPS student returning. Also, concerned about the budget not being fully loaded.</p>		
VIII. Adjournment	3:36pm		
Next Meeting	Tuesday, September 16, 2014. Agenda to follow.		

Minutes taken: Jasmine Martinez via recording