

**Berkeley City College**  
**Student Services Department Meeting**  
**Tuesday, September 7, 2010 - 2-3:30pm Room 451B**

PRESENT: Brenda Johnson, Jasmine Martinez, Ramona Butler, Jennifer Lenahan, Tamara Harris-Coleman, Loan Nguyen, Jim Ward, Krista Johns, Paula Coil, and Doug Gorman.

AGENDA:

- Meeting Minutes Review and Approval
- Brief function/office report
- Discussion: Exploration of Student Services and Instruction  
Coordination and collaboration
- Monthly office/function budget status reports
- Items on the floor

**Meeting Minutes Review and Approval**

Not available

**Discussion: Exploration of Student Services and Instruction Coordination and collaboration**

We want to have close efforts in relation to both the office of instruction and the student services areas. Both areas of Student Services and the Office of instruction will need to work in collaboration as we will be having several grants coming through. We currently have the Title III grant for 5 years at 400,000 a year. The TRIO grant will soon be coming in as well. We want to make sure how both student services and the Office of Instruction will work together to keep things on course. The FIPSE grant that we also applied for (Federal Innovation Grant), we have not yet heard anything.

We will need collaboration amongst various areas of the college with brainstorming big and small. One idea that is being proactively looked into is our campus safety. How can we improve at least the perception and reality of safety and our student code of conduct. Student Services has played a major role in implementing student discipline. What recently has occurred, in light of some recent issues and close calls, we've been short changed compared to our sister colleges. The other colleges have a sheriff's department and safety aides on their campuses. But also keep in mind that it is their parking fees that help pay for these safety aides. Therefore, since we do not have parking revenue to fund this service, it may be difficult to get this service on our campus. There are contractual reasons with the sheriff's department with why we have not been awarded that. The Administration is looking into how we can get more safety services here at BCC. Brenda mentioned that while she was at COA a manual was developed for dealing with student issues. Brenda is currently working with Berkeley PD and an area coordinator regarding safety awareness. Krista is also wanting to do some in-service with faculty and we would like to do the same. We are demanding now that there is an answer for us to deal with situations that arise. Some recent security reports consisted of drugs, body contact/sexual relations, bathrooms being used as a shower, and weapons on campus. There is a committee that is currently working on developing our protocol here on campus

One question that always comes to mind is should we all be required to wear our student id's and visitor required to wear visitor tags? We need to explore various options, but in the meantime we should post rules for visitors, and place up a copy of our Student Code of Conduct.

DSPS gives their students a rights and responsibility form to sign which is relevant to the code of conduct. We should look into their form and see if we can do something similar in regards to posting this up for students. Once we develop something we should then think about including this in the faculty packets that are put together for all new faculties.

### **Brief function/office report & Monthly office/function budget status reports**

Dean of SS: Brenda mentioned that the Single Stop program for students has a referral person named Brandon. Brandon will rotate his services at all four campuses and will be available to student on a drop-in basis. Brandon will be located in Room 124B on Mondays. This service will begin within the next week or so. This person is contracted with Peralta through the Asian Health Services. Brenda will send us an email with more information about this service.

LRC: Jim mentioned that there are now some instructors who perform some of their office hours in the LRC. We will have the computer lab for one more semester and it is also now fully staffed. Please keep in mind that this Lab is for LRNE 501 students only. The LRC is open 9-6pm Monday-Friday. They have Workshops in room 125, but are not with a large attendance. Jim will work with informing instructors, the counseling department and will work on making flyers look more professional. Jim has been conducting raffles to get students to attention to come to the workshops offered. One of the raffle items is a gift card to our bookstore. What a great way to grab student's attention!

VPSS Office/Veterans: Asked if we can get an update on the student services move. Jasmine briefly mentioned that the spreadsheet to track reqs, assignments and the budgets is almost complete. Within the next few weeks Jasmine will be setting up brief meetings with those staff responsible for tracking those expenses to review the process. We need to get the Current Events Calendar back up and running on the first floor on the whiteboard.

Financial Aid: Still paying 2009-10 awards to students. The 1<sup>st</sup> disbursement has already been given to students. At present all work study hiring paperwork goes to Ramona (this is subject to change).

DSPTS: The Alternate Media Technology Specialist has been selected, we are now just waiting for the hiring process to be completed.

Transfer Center: October 12<sup>th</sup> is Transfer day.

Counseling: Questions were asked about the work-study hiring process. Loan explained the process. It was mentioned that as of today the counseling department has lost a total of 5 adjunct counselors. Appointments will be available after September 15<sup>th</sup>.

### **Items on the floor**

We need to continue to address the Early Alert system.

SARS call has not yet been installed. It was promised to be installed by the end of August, but we have yet to receive that installation for a service that we pay for.

Final words and thoughts: Brenda would like to encourage you to try to attend the roundtable meetings.

**NEXT MEETING: TUESDAY, OCTOBER 5, 2010 AT 2PM**  
**PLEASE SEND AGENDA ITEMS NO LATER THAN THE FRIDAY BEFORE.**

Meeting adjourned at 3:35pm  
J.Martinez