

Berkeley City College
Student Services Department Meeting
Tuesday, June 29, 2010

Meeting Theme: "Out with the old and in with the new"

PRESENT: May Chen, Jasmine Martinez, Catherine Massey, Jim Ward, Victor Flint, Paula Coil, Ramona Butler, Eileen Pippins, Ayele Lemma and Jim Ward.

AGENDA:

- Meeting Minutes Review and Approval
- Closing out Academic Term 2009-10
- Beginning New Academic Term 2010-11
- Items on the floor

Meeting Minutes Review and Approval

Approved with some minor corrections to be made to the Title III Grant section.

Closing out Academic Term 2009-10

We are currently closing the 2009-10 Fiscal Year. Our Matriculation budget was cut for 2009-10 therefore this budget has a deficit in it. We have since received funds from various accounts to help us out. Shirley Slaughter has also been helping us out with our Matriculation budget by processing the payroll adjustments for two days straight. She has been working very hard to get this completed so that we will no longer have a deficit. A special thanks to Shirley for her diligence.

Our other categorical programs such as CARE, EOPS and CalWORKs were told that they will have carryover until 9-30-10. We have not yet heard in regards to DSPS and Matriculation whether those programs will have carryover. Due to the deficit in Matriculation, it will not have carryover, therefore it will be closing out with a zero balance.

So far we have only received half of the funding for the categorical budgets for the new 2010-11 fiscal year. EOPS is the only budget that received more funding and only suffered an estimated third less funding from last year's set-up. DSPS may increase slightly but not as much.

Beginning New Academic Term 2010-11

It has been reviewed and discussed about the decision on how to manage all cost centers. Over the last year May has been trying to maintain a monthly balance with each department but it needs revamping. Therefore, starting the new fiscal year student services will have only cost center and we will monitor all student service department budgets. The VP's office will work with each department to set-up the new fiscal budget. Please itemize a list of annual renewals, license fees, subscriptions, etc., whatever needs to be set-up in your budgets. May would like all renewals, invoices fees, etc, to get paid early in the fall semester in order to get them out of the way and those funds encumbered.

We are going to have to be extremely conservative this new fiscal year. We are not sure if there are going to be any mid-year returns since we still have to cut 5% from the budget.

Department Update Reports

Paula Coil/Transfer Center: Paula has been assisting May with the Fulbright Program. The Transfer Center has seen over 150 students so far that have signed in. The move from the 1st floor to the 2nd floor will happen after august 20th.

Jim Ward/LRC: The LRC is very busy and already booked in advance. Jim and Don Martin visited all the Math Basic skills classes the first few days of summer school; they introduced themselves and their services. Jim also sent one of their tutors, but it was not welcomed by one instructor. In the future lets think about developing a newsletter/letter and inform instructors of this in advance.

There is also an issue with other peralta enrolled students coming here for tutoring. Our LRC cannot accommodate the other non BCC students; we must give priority to our students. Jim was informed that we must serve all peralta students regardless. We need to get this in writing about this peralta policy.

Eileen Pippins/Student Activities: There will be a Veterans Club coming soon. There will also be new club requests forms for students who want to start or renew clubs. The Photo ID machine is working now; it had ink issues. For Staff ID's you will need to contact Rosa Ramirez at the district office.

Ayele Lemma/EOPS: CalWORKs Luncheon and Workshop day is July 1st. There will be workshops for students to attend and lunch served by invitation only.

Victor Flint/Outreach: The Ambassadors are transitioning for the fall semester by attending trainings, and new hires fingerprinted. Part of the training does cover stressed and frustrated students. The Ambassadors will also be informing student of the Transfer Center's new location for the fall semester. This summer will be fully staffed.

Ramona Butler/Dean's office: Ramona graduated from CSU Hayward... YEAH!!! Congratulations Ramona! Health Fee info to give students and the waiver.... Work study will end this month on June 30th. For FY 2010-11 the students must have received their award letter in order to begin to work for the fall semester. Since it may not be until mid August before they receive their award letter, please inform your students.

Veterans Affairs: They just had their annual audit and it was stated that "BCC has made a great improvement in their program".

Items on the floor

We have Contract Services at BCC for the Fulbright Scholars Program. Each year there are scholars from different countries that attend an annual orientation that the State offers. This year's the orientation will be hosted here at BCC.

May & Krista are working on a FPSE (Funds for Post-Secondary Education) grant proposal together.

SS will give a budget workshop coming soon.

BRIEF SUMMARY OF FOLLOW-UP ITEMS TO TRACK:

--May will look into the suggestion of having the Easy Pass Waiver Form Instructions on the back of the form. She will also follow-up with the suggestions for the High School Concurrent enrollment form.
-SLO's update

NEXT MEETING: TUESDAY, JULY 13, 2010 AT 2PM
PLEASE SEND AGENDA ITEMS NO LATER THAN THE FRIDAY BEFORE.

Meeting adjourned at 3:12pm
J.Martinez