



**Student Services Meeting**  
**Tuesday, November 8, 2011**  
**2:00 p.m. -3:30 p.m. Conference Room 451A**



**Theme: “Annual Program Review Update”**

**ATTENDEES:** Brenda Johnson, Jasmine Martinez, Ramona Butler, Loretta Newsom, Ayele Lemma, Loan Nguyen, Fatimah Shah, Paula Coil and Victor Flint.

**CHAIR:** Dr. May Chen

**AGENDA**

- Annual Program Review Update
- Staffing positions prioritized

Brenda reported on the Student Services Mid-term forum that occurred on the 25<sup>th</sup> of October. The intention was to streamline the prioritization of the college-wide staffing plans in anticipation of the new resource allocation model. Brenda provided copies given out that day and were distributed at this meeting.

May sent out the updated Annual program template last week. Please review your previous program review to gather information and update. Briefly describe your assessment tools and progress. Please complete this by the end of the week. This replaces your previous unit plan.

The Program Review Mid-term report was also emailed to all by May. In the hand out of the Mid-term report is a diagram of the cycle of the effectiveness process and the on-going process in phases.

If you feel in your area that the Innovative Strategies are not listed, please feel free to add. For example, the BCC IT request was done 2 years ago and it has not since been revised. So please thoroughly go through this and don't hesitate to add items. On the Program Review update summary Look at the equipment/IT section summary on page 3 and send in your request so we can cost this out. Last time our BCC Technology plan we asked for 1 million and BCC SS got \$4k.

Here are the positions we asked for:

**Faculty**

Fund 1

- (1) FTE 1.0 Counselor (Psych Services)
- (1) FTE 1.0 Counselor (Bi-lingual)
- (1) FTE 1.0 Counselor (General)
- (1) FTE 1.0 Counselor (General)
- (1) FTE .5 Articulation Officer

Categorical

- (1) FTE 1.0 DSPS Coordinator
- (1) FTE 1.0 DSPS Counselor
- (1) FTE .40 LD Specialist
- (1) FTE 1.0 EOPS Counselor

## **Classified**

### Fund 1

- (1) FTE 1.0 Clerical Asst. (Counseling Dept.)
- (1) FTE 1.0 Clerical Asst. (Student Life)
- (1) FTE 1.0 Clerical Asst. (Career/Job Specialist)
- (1) FTE 1.0 Clerical Asst. (Veterans/Health Services)
- (1) FTE 1.0 Clerical Asst. (High Tech Specialist Center)

### **General Fund**

\$40,000 – Student Ambassador

\$44,000 Adjunct Counseling

### Categorical

- (1) FTE 1.0 Staff Assistant (DSPS)
- (1) FTE .2 Staff Assistant (EOPS)
- (1) FTE 1.0 Clerical Asst. (Assessment & Outreach)

### **Categorical Fund**

DSPS match (parity among PCCD Campuses)

District match for EOPS

These positions of course will be submitted for recommendation but are not guaranteed to stay in this order. This only reflects this current time and state; these needs change based on various factors over time. In addition, for the record this also only reflects the opinions of the attendees at today's meeting. Also, keep in mind when ranking the positions above as we prioritize our needs that we are mandated to have certain staffing for the categorically funded positions in order to serve our students.

Here are the voting results from the staff present at this meeting.

### **Faculty**

1. (1) FTE 1.0 Counselor (EOPS)
2. (1) FTE 1.0 DSPS Coordinator/Counselor
3. (1) FTE 1.0 Counselor (Psych Services)
4. (1) FTE 1.0 DSPS Counselor
5. (1) FTE 1.0 Counselor (General)

### **Classified**

1. (1) FTE .2 Staff Assistant (EOPS)
2. (1) FTE 1.0 Staff Assistant (DSPS)
3. (1) FTE 1.0 Clerical Asst. (Counseling Dept.)
4. (1) FTE 1.0 Clerical Asst. (High Tech Specialist)
5. (1) FTE 1.0 Clerical Asst. (Career/Job Specialist)
6. (1) FTE 1.0 Clerical Asst. (Student Life)

In closing, on the Program Review update summary please look at the Equipment/IT section on page 3 and send in your request so we can cost this out. Last time our BCC Technology plan we asked for 1 million and BCC only received \$4k.

### **NEXT MEETING: TUESDAY, DECEMBER 13, 2011 AT 2PM.**

PLEASE SEND AGENDA ITEMS NO LATER THAN THE FRIDAY (12/9/11) BEFORE THE MEETING.

Adjourned at 3:33pm  
J.Martinez