



**Student Services Meeting**  
**Tuesday, December 6, 2011**  
**2:00 p.m. -3:30 p.m. Conference Room 451A**



**ATTENDEES:** Brenda Johnson, Ramona Butler, Jennifer Lenahan, Jasmine Martinez, Paula Coil, Fatima Shah, Loan Nguyen, Victor Flint and Loretta Newsome.

**CHAIR:** Dr. May Chen

**AGENDA**

- Review and approve meeting minutes from 11-8-2011
- Technology and equipment requests
- SB 1440 student transfer to CSU
- Items on the floor

**Review and approve meeting minutes**

Minutes from 11-8-2011 were approved with some changes. Revised copies will be sent out via email

After submitting the staffing request to the Round Table committee, there were two resolutions. We did work on the faculty transfer and put 3 positions in counseling which were; general, Spanish speaking and mental health services. There are currently two applicants to be interviewed within the next few weeks. These are tenured faculty that will be transferred from their current campus to ours.

May will contact those still needing to complete their program review and meet with them to accomplish this.

Brenda shared from her meeting last week with Ron Gerhard and Susan Rinne from the district finance office regarding our categorical budget for DSPS and EOPS. What was being addressed were the inconsistencies and needing more clarification on how the funds are being used and disbursed. Both Ron and Susan were very open to our concerns. Brenda will be meeting with Susan again to better address our concerns again. There were many challenges earlier in the year in regards to the DSPS budget with the district transferring funds out and not informing our campus of this; the DSPS match was less than half of our share and other concerns with labeling the funds an Italian Language Program. Earlier this year staff spent many hours working on strategies in regards to spending the carryover; that was later discovered was not available instead was taken by the district without us being informed. In addition, approximately \$66k of our matriculation funds were transferred out to other DSPS programs in the district to help them out.

**Technology and equipment requests**

May sent out an email communicating to all staff to submit their supplies and furniture needs to Jennifer by last Friday. We have received a vast majority of the requests, but are still awaiting the rest. Please send the final requests by this Friday. We are also looking into our BCC budgets to see if we can also allocate funds to accommodate our supply needs. The ergonomical chairs are an item that we may be able to purchase via our risk management office thus saving us from using up the Measure A funds allocated to us. We need to prepare this very soon since mid-year cuts are possible.

### **SB 1440 student transfer to CSU**

This is something that we will be working with that would allow these students to be able to pay the in-state tuition rates.

### **Items on the floor**

May handed out the 2010-11 BCC Student Services Accomplishments. We are currently placing documents online for accreditation purposes. Please refer to our student services home page for the links and to various other links related.

May announced that she is interested in taking the student services staff to Au Coquelet for a working lunch to discuss next year's plans and proposals. We will be discussing the Fulbright program review and budget. May raised the question with the district that if we are asked again to host Fulbright, how can we better handle the finances next time around.

### **Department Updates**

**A & R:** They are doing a survey on various dates (130 participants on the first day) to gain feedback. They were very surprised at all the positive feedback they received. The home school situation is still a concern. This is because we experience a high number of home schooled students being schooled by their parents. Our position on this issue right now is for our counselors to just use their best professional judgment when evaluating the academics of this population. We can accept the homemade diploma as long as it is accompanied by the affidavit.

**Brenda:** There is still space available in the TRIO Program as long as they meet the criteria and goals. The TRIO student will also be given priority registration effective this spring 2012 semester. Please refer students to this program to inquire if they meet the requirements.

**Veterans:** This will be the 1<sup>st</sup> semester we will experience the effects of the out state benefit from being removed from the Post 9/11 GI Bill. Therefore, we are expecting those challenges with students needing financial assistance and jobs on campus. I would like to explore the options of creating a book fund program for those in financial need.

**A & O:** A & O is on the second phase of doing surveys, January will complete the third phase and they will be able to prepare a report then. So far over 500 students have taken the assessment as of today.

**Financial Aid:** The office is up to date with all files. A FAFSA workshop was held yesterday with the FA Director in attendance. This event went well and they hope to do these more often. In regards to Loan workshops, there will be no more until February. A few staff from the office attended a conference in Las Vegas all week last week. There will be changes in effect for the 2012-13 academic term when it comes to ATB scores and High School diplomas. We will no longer accept ATB scores in place of a diploma; students must have a diploma or GED beginning 2012-13 academic term in order to qualify for financial aid.

**EOPS:** Completed the CalWORKs plan and submitted to the state recently. The toy drive has begun and the tree of names is in the mailroom with the names of 96 kids this year. There will be an advisory meeting coming up next week and they are currently preparing for that. They are taking applications for the spring semester in case they have space available; but not guaranteeing admission. The toy drive is on the 16<sup>th</sup> and the deadline is the 13<sup>th</sup> to bring gifts for the toys.

**Outreach:** The ambassadors have been supporting various fundraisers, events and departments this semester. Coming up very soon will be the green job fair coming here. In regards to the survey, they received great results. They are also currently working on a proposal to Ron Gerhard, asking that he attend their meeting. The Ambassador Program has never been target for a funding source, so this is something that needs to be looked at.

**Counseling:** Counselors are triaging for part of the day to help clear holds quicker and cut down on the wait time and number of students waiting. They are also still receiving large number of request from new students.

**Transfer Center:** Application time this year was very busy as usual and went well. The focus then right into The Jack Kent Cooke scholarship. The graduation committee has not met this semester but will begin in the spring semester. There is also a workshop next Tuesday & Wednesday here on campus for classified with Diego Navarro, an email was sent out earlier this month. May encourages all staff to attend this workshop

**NEXT MEETING: TBD for the new year.**

PLEASE SEND AGENDA ITEMS NO LATER THAN THE FRIDAY BEFORE THE MEETING ONCE IT IS ANNOUNCED.

Adjourned at 3:27pm  
J.Martinez