



Student Services Council Meeting
Tuesday, March 19, 2013
2:00 p.m. -3:30 p.m. Conference Room 451A



ATTENDEES: Paula Coil, Jasmine Martinez, Tamara Harris-Coleman, Fatima Shah, Ramona Butler, Gail Pendleton, Fatima Shah, Roberto Gonzales, Gail Pendleton, Victor Flint, Loan Nguyen and Windy Franklin.

CHAIR: VPSS Dr. May Chen and Dean Brenda Johnson, Co-Chairs

AGENDA

- Meeting Minutes review and approval
- Proposal: 1 monthly BCC student services council meeting and 1 BCC student services staff meeting on every other Tuesday.
- Enrollment Management preparation for Summer and Fall 2013, based on experiences for Spring 2013.
- BCC Catalog
- Area reports
- Items from the floor
 - Student Success Task Force (Fatima Shah)
 - Accreditation (we will discuss at next Meeting)

Handouts

Agenda & 3/5/13 Meeting Minutes for review/approval

Meeting minute's approval

Motion approved to adopt minutes with minor correction on the date under "Welcome"; to be corrected from the 2nd & 23rd Tuesday, to 2nd & 4th Tuesday.

Proposal re: meetings

May would like to propose that we meet every 1st Tuesday as the Student Services Staff Meeting and every 3rd Tuesday we will meet as the Student Services Council Shared Governance Meeting. That meeting will include cashier, business office, instruction, etc. and discuss items related to other areas besides our internal.

The reason for the change to the Student Services Council meetings is to mirror the accreditation structure. We also want to gather more effectively and use this shared governance opportunity to address all topics. We also want to make sure that these two committees do not overlap agenda items. There will be topics to discuss at each meeting that coincide with those types of meetings. This will give us the opportunity to engage with faculty, business office, office of instruction and faculty where they can all be a part of the Student Services Council meeting so that we can cover all aspects of the college.

Enrollment Management prep for Summer & Fall 2013

May emailed prior to this meeting a draft of the spreadsheet regarding enrollment management. May created this spreadsheet of each student services area and columns to cover topics of concerns and what solutions are suggested. May would like to start a tracking system to refer to over the semesters and work on finding solution for improvement.

In the past we talked about the peak period, registration concerns, etc., but now we need to establish a tracking system and come up with suggestions and put them to work or us. We need to address past concerns and see if we still need to work on those issues, have they been fixed or do we still need to work on that issue. Please review and get back to May by our next meeting so that we can further discuss this and begin tracking.

Student Success Task Force (Fatima Shah) SB714

Looking forward to getting more info from IT on how to enter the MIS info for DSPS, EOPS, etc., so we can utilize the components of PeopleSoft that were purchased but never created for this. There needs to be a beta test for the product first.

It was also discussed that if high school students as long as they completed all the steps for college that they should establish priority registration for them; at present this is not available for this group within our district. This is something to further discuss about how can we build this list and then submit it to the district to create priority registration for them.

Laney College for the past year now has been piloting with online counseling. The chancellor may be willing to buy this component for all the other 3 campuses if all goes well.

BCC Catalog

Brenda sent out an email right before the meeting, asking everyone to please bring the BCC catalog to review his or her section. The Accreditation team will be looking at this. There is a catalog meeting next month, so please check your area asap; any suggestions or changes that need to be made need to happen quickly. For example, under staff name it may just say in parenthesis the language spoken, but it does not state that it's a language spoken; this is confusing. This is something that we can have changed. This catalog is extremely important for accreditation because we have all our information in it. Therefore, it needs to be accurate.

Please send in your catalog information by June 18th.

Area reports

Dean's Office: Hoping to do another Trip for TRIO students to CSU Monterey.

Victor/Outreach: The ambassadors have been assisting with many tours from our local area schools. CalDay is approaching soon and college fairs that they will be helping out at. The ambassadors are also gearing up for peak enrollment as well as training new ambassadors. The ambassador program is going through a major revamping of training new ambassadors as the program is losing 70% of it's current students that will be transferring after this semester.

Financial Aid: Busy with getting 2nd/final disbursement to students next week. Students are already asking for 2013-14 applications but they are not ready yet. There will be many federal changes happening for the next academic year.

Transfer Center: The construction/installation of electrical outlets are still in process. Scholarship deadlines are still approaching. There is going to be a 4/10 College Career Expo highlighting our academics programs.

DSPS: They are still working on April 8th priority registration, working on grad petitions and still preparing for the. The DSPS files are complete; it's the MIS reporting that is the problem. Per Brenda, she has been looking at the budgets and the staffing is more stable now and also looking at the next FY 2013-14 budget already. Roberto attended some local conferences recently for IT related products.

Jasmine/VP Office: The PTK Honor Society membership has picked up some since the recent communication to them about joining; but not as much as hoped for. Our chapter is still without an Advisor; students are still wanting to be active but no one to work with them on this.

A & O: The office has begun taking appointments for the next sessions beginning in April. The Ambassadors have been helping out with staffing the LRC desk since current work-study students are running out of time/money from the Financial Aid office.

EOPS: They are currently working on progress reports. There has been training for the new counselors hired and they have already begun interviewing for the next year interns from SF State.

A & R: Elinor and Loretta went to a workshop last week and came back with a lot of information. They are gearing up for peak registration with already having a high volume of phone calls. Tam is very busy right now and will be for the next several weeks with working on the evaluations for graduation.

VPSS: May just came back from a weeklong accreditation site visit. May plans to offer workshops on Accreditation, how to complete the SLO survey findings and also work with us to address the student success initiative. The accreditation standards are facilitated to help our services and are linked to help our students.

Counseling: They are working on the graduation Petitions. On April 3rd there will be a district wide counseling meeting where they get together once a semester to meet.

The Graduation Petition deadline is March 22nd. April 3rd is the last day for counselors to submit the petitions they are working on. The graduation list is expected from Tam around mid April or sooner. The President has agreed to rent the regalia for all staff wishing to participate.

Items from the floor

None

NEXT MEETING: TUESDAY, APRIL 9, 2013

PLEASE SEND AGENDA ITEMS NO LATER THAN THE FRIDAY BEFORE THE MEETING.

Adjourned at 3:32pm
J.Martinez