



# Student Services Council Meeting

Tuesday, March 5, 2013  
2:00 p.m. -3:30 p.m. Conference Room 451A



**ATTENDEES:** May Chen, Jasmine Martinez, Paula Coil, Loretta Newsom, Windy Franklin, Roberto Gonzalez, Victor Flint, Brenda Johnson, Ramona Butler, Loan Nguyen, Gabriel Martinez, Jennifer Lenahan and Gail Pendleton.

**CHAIR:** Brenda Johnson, Dean of Student Support Services and May Chen, VPSS, Chairs

## AGENDA

- Composition of BCC SS Council
- Service Coordination, effectiveness, and efficiency:
  - SS Office/Function information sharing, questions and answers
- Items from the floor
- Department Reports

## Handouts:

Agenda only

## Welcome

Budgets 4000-6000 need to be spent ASAP by all department. May would like for you to please send in your requests for your supplies by the end of this week. If you have used up all your funds, please send your additional expenses.

May and Brenda will be both chairing these council meetings; they will each do every other meeting. We will still meet on the 1<sup>st</sup> and 3<sup>rd</sup> Tuesday of each month. The only month it is changed to the 2<sup>nd</sup> & 4<sup>th</sup> Tuesday is the month of April due to it being a longer month and the day Tuesday falls on.

At our next meeting on March 19<sup>th</sup> we will discuss Accreditation. An Accreditation Campus visit will be in mid-April. Ambassadors and Safety Aides will play a key-role with Accreditation.

## Composition of BCC SS Council

In the past we asked for a faculty representative to serve on our committee; so we want to continue to pursue this request. We also would like a staff person from Office of Instruction or the Business office and also from ASBCC. In order to be part of shared governance we need to fulfill this requirement. In return we also need to participate in their Council Meetings.

Shared governance clarification; All Councils such as Roundtable (things are brought to the committee), Leadership (items are discussed and voted on), etc, are open to all, not just invitees. At the next Presidents Cabinet meeting there will be a discussion about shared governance.

## Services Coordination, effectiveness and efficiency

SB1456 is the new senate bill that replaces matriculation; how we ensure student success. There are certain mandates for this new bill, such as a required SEP by the end of their first year.

Early alert is something that we used frequently in the past and have not had a replacement tool since PeopleSoft was implemented. The district is working on many changes and plans to roll out these new changes over the next several months. We hope to see many improvements come out of PeopleSoft.

The Chancellor sent out an email in regards to high school students; they need to be matriculating regardless what courses they plan to take. The specific criteria outline for high school students is posted online.

The 2013-2015 catalog is being worked on now, so please check your area and make sure you are listed in the catalog under staff. There was an email sent out by Johnny Dong of the dates for the planning meetings. This catalog is going to be used as evidence for Accreditation so it is very important that we review our areas for accuracy.

### **Department Reports**

**Dean's Office:** Plans well underway for graduation. We have had two meetings so far this semester. The President sent out an invitation to all staff so please plan to attend. There is a tentative emergency preparedness table top drill schedule for March 22<sup>nd</sup>. Everyone is assigned to a committee, so please attend those meetings and participate in the drill.

**Victor/Outreach:** Working on tabling at our feeder schools; in correlation with Gail in regards to the assessment dates available. This Thursday, Chancellor Ortiz along with Michael Orkin will be at the student ambassadors meeting. Also, he will be coming back on May 16th for another student council meeting. After this spring semester we will be losing 90% of our ambassadors who will be transferring. They are currently recruiting new students for the program now. This recruitment for new ambassador has been very thoroughly screened and interviewed with help of Gail Pendleton.

**Jennifer/Veterans:** Gathering content for the monitors to stream on the counseling monitor; so please send or work with Jennifer if you want something posted. Having the two new counselors hired this semester have made a huge difference; Amy is now able to concentrate more on Veterans now.

**Financial Aid:** The 2<sup>nd</sup> disbursement is ready now. Financial Aid survey email was sent out. The associated students have been working on this survey and the district asked them to do a survey. There is a suggestion box at the Financial Aid counter now.

**Transfer Center:** The center is having some electrical work going on in the evening as well as Roberto's office; so lots of dust. Scholarship deadlines are coming up for many.

**DSPS:** Priority registration coming soon in early April; so getting ready for that. May has been working on increasing the front counter in counseling. We found that the DPSP students often go to that counter for assistance.

**TRIO:** Ramona serves as the advisor for the African American Culture Club. They have a few events coming up this month & next month for the civil rights movement and David King Cook will be one of the speakers. Our classified senate meeting is this Thursday; discussing prioritizing positions list.

**Counseling:** There has been a lot of students coming in for petitions for graduation. Recently went on 2/21 outreach event at BHS; 4 BCC counselors participated in two rotations, 4 groups of student rotated in about 40 students each group. Victor and his Ambassadors assisted with this event where they plugged the BCC Mega Orientation Day. Counseling is working on a project with developing an advising model and collaborating with instructors and academic senate in realm of the student success act. APAHE Conference coming up in April 25th; they will be presenting with May and also Debbie in regards to working with AB540 students (undocumented students) and student success for Asian Pacific students.

**Jasmine/VP Office:** Received the PTK Report for potential Phi Theta Kappans; an email was sent out to all 575 names on the list. Safety Aides have all transitioned into their roles and the schedule is being reviewed to ensure consistency; plan on doing mid semester evaluations for them all. The graduation easel of information has been placed on the 1<sup>st</sup> floor and the website is updated as well. We also plan to have this information displayed on the monitors and more flyers posted on campus this week. A monthly events calendar will also be placed up soon on the first floor and also hope to have it streamed on the monitors as well.

**A & O:** The calendar of assessment dates will be posted on the web on the 15<sup>th</sup> of March. They can begin setting up appointments for scheduling tests on the 18<sup>th</sup> of March. The first assessment begins in early April.

**A & R:** The fall 2012 diplomas are ready for pick up. A&R is currently working on developing a survey. They would like feedback on the forms used, suggestions, concerns, etc. (Service outcome area survey). Summer and Fall applications are online already.

**May:** There is an assessment committee that Jenny Lowood chairs; we have been asked for a student services rep. Therefore, Hermia has been asked to serve on it with Jenny Lowood. Hermia will work with staff to get this developed. The VP's office changed all the SLO's to reflect that they will be a 3 year cycle. The changes have been posted on the web already to the pre-existing ones.

**Items from the floor**

None

**NEXT MEETING: TUESDAY, MARCH 19, 2013**

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

Adjourned at 3:46pm  
J.Martinez