  
. **Student Services Council** **Meeting Minutes**  
Tuesday, October 13, 2020 2:00 pm – 3:30pm

Zoom Video Conferencing: https://cccconfer.zoom.us/j/99558212877

**Chair:** Stacey Shears, VP of Student Services  
  
**Mission***:  Berkeley City College’s mission is to promote student success, to provide our diverse community with educational opportunities, and to transform lives. The College achieves its mission through instruction, student support and learning resources, which enable its enrolled students to earn associate degrees and certificates, and to attain college competency, careers, transfer, and skills for lifelong success.*   
**Vision:***Berkeley City College is a premier, diverse, student-centered learning community, dedicated to academic excellence, collaboration, innovation and transformation.*

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| **Agenda Item  & Presenter** | **Description** | **Follow-up  Action** | **Decisions**  **(Shared Agreed/**  **Resolved or Unresolved?)** |
| 1. **Preview Agenda, review meeting notes** | Review agenda and meeting minutes from 9-15-2020 |  | 9-15-20 Minutes Approved (13 votes) |
| 1. **Assessment Status** (Brenda Johnson) | Assessment SLO Surveys. Brenda shared a document at our last meeting of our past, current and future assessments. All Student Services Assessments have all been received. |  |  |
| 1. **APU’s** (Brenda Johnson) | APU Process: The APU template was emailed previously. The template was reviewed on screen and a brief walk through of the document. Brenda shared her spreadsheet to track all of the Student Services assessments and it was updated as it was being discussed. We should also be tracking if it’s been measured, the action plan and was it placed into CurricUNET. Nancy can give a training on how to load documents into CurriUNET and set up assessment labs. | CurricuNET training |  |
| 1. **Electronic Forms** (Jeejun, Jasmine, Hue, Joyce, Gabriel & Gail) | The team has not yet met to go over this. Jeejun will set-up a meeting to move forward with this. An update will be given at the next meeting. | Meeting will be set-up (Jeejun) |  |
| 1. **ISER and Special Report** (Stacey Shears) | ISER and Special Report. This has already been discussed at the Roundtable Meeting. The Special Report will be on the Board agenda for November. The final submission date for the ISER Report is January 2021 to the visiting team. The report is broken into 2 sections, the1st section is the college response and the 2nd section is the district narrative on their portion. It was suggested that we dedicate a web space to keep track of all the reports that can be shared and accumulated throughout the year. There are various options for file sharing that Jeejun shared. Canvas was also suggested as a possible option as well. | TBD on type of shared online space |  |
| 1. **Canvas Training 9-29-2020 Post Training** (Stacey Shears) | Student Services in Canvas: Feedback from training; very informative, may not need to use all the features but can use it for events and be more connected to our programs, would be good to use for scholarships, emergency aid, deadlines, online workshops, and other resources. Susan suggested if it’s possible to have a Student Services section on the navigation menu that would have a direct link to the student services webpage at least until we build out our Canvas shells. Stacey, Susan and John will work on this and reach out to Chris and Cora to inquire on how we can move forward with developing this. So far UCRC, Student Life and EOPS have a Canvas shell. If any student service department would like a Canvas shell please let Stacey know so she can ask Cora & Chris to set up a Canvas shell for you. | Reach out to Cora & Chris for Canvas Shells to be added in Student Services (Stacey) |  |
| 1. **Announcements/Updates** | Admissions: Has daily chat for students with the office staff. \*(Need to have weekend chats turned off). The Application for 2021 is now available, but some students and faculty are having issues with the CCCApply application. Can we have the Ambassadors assist students with this? The Priority Registration dates have been set.  EOPS: Enrollment is doing well; 170 students so far (can serve 290) and still receiving applications. Ramona has been working with Gail and has attended a couple of outreach activities already. CalWORKs partnered with Tango Cards (A Seattle based Company) for eGift Cards for students with retailers like Amazon, footlocker, etc. These eCards can be tailored for our students and made for Target, Office Depot, etc., so student have other options for purchasing school supplies. Ramona is also looking at another Company called SBN, they also have eCards as well for gas and grocery retailers. Every other Friday they have a ZOOM for Student Parent’s in the CalWORKs/CARE program.  PSSD: Working on unifying the four DSPS offices in Peralta for students to apply via online through the AIM program. There is a statewide movement to drop the word “disability” from the department name. The new name is Student Accessibility Services (SAS) office. Our BCC website has already been updated with the new name.  Campus Life: ASBCC and the Ambassadors have teamed up together with supporting events. They recently had the VP Watch Party online. Many other events and a Nutrition workshop coming soon.  Veterans: Applying for a $450k Veterans Federal Grant; grant is over a 3 year period. Online BINGO next week. Veteran Care packages will be mailed out soon.  Enrollment Services: Preparing for Spring 2021. Last week had 3 events; East Bay Consortium Career Fair, Madison Academy and Castro Valley High School. Coming up on October 19th EAOP is going to be with Oakland and the West Contra Costa County schools.  ECMC Emergency Aid program link will be available soon on the Student Services webpage for the application process. There are still chrome books for loan as well as hotspots.  As part of the Latinx Heritage Month Activities, the Latinx Game Night: Loteria & Canciones is this evening at 5pm. |  |  |
| **Next Meeting:** | October 27, 2020 | | |
| **Meeting Adjourned** | 3:56pm | | |

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| **Membership:**  Stacey Shears, Vice President of Student Services  Brenda Johnson, Dean Student Support Services  Martin De Mucha Flores, Associate Dean of  John Nguyen, Director of Student Activities/Campus Life  Loan Nguyen, Financial Aid Officer  Ke Van Valkenburgh, Student Support Services Staff Assistant  Jasmine Martinez, Assistant to VP Student Services  Susan Truong/Gabriel Martinez, Counseling Faculty Department Chair  Hermia Yam, Counselor  Dr. Elissa Jaw, DSP& S Coordinator/Counselor  Ramona Butler, EOPS/CARE Coordinator  Jennifer Lenahan, Veteran Services, Student Services Specialist  Gail Pendleton, Enrollment Services/Coordinator | Jeejun Bertuso, SEA Coordinator  Andrea Williams, Transfer & Career Info. Center Coordinator  Carolina Martinez, UCRC Staff Assistant  Ronda Johnson, Next UP Counselor  Skyler Barton, LC and Umoja Counselor  Christina Taing-Rivera, LC Counselor  Janine Greer, Wellness Center, MH counselor  Joseph Bielanski, Articulation Officer   Elinor Chin, A&R Technician  Guang Chen, College Bursar  Hue Huynh, A&R Technician  Tam Vo, A&R Technician  = Present for meeting |