  
. **Student Services Council** **Meeting Minutes**  
Tuesday, March 2, 2021 1:45 pm – 2:30pm

Zoom Video Conferencing: <https://cccconfer.zoom.us/j/94488323755> Passcode: 826346

**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** | Previewed Agenda |  |  |
| 1. **Announcements** | Campus Life: ASBCC election period has closed. John will be releasing the list on the ASBCC site. Commencement plan is set. There are many events happening this month; there is a ZOOM link on the BCC front page, please feel free to share this information. If you have events you would like posted, fill out the events forms and please submit it 1-2 weeks in advance of the event.  Counseling: Certificate/Degree Petition Deadline is March 12th, please refer students to schedule an appointment to have it completed by March 12. Recognition for Norma Guido, she began as an intern with us and has been our longest part-time counselor. Norma also works full-time at De Anza College and recently was offered an extra assignment there for an opportunity to work with undocumented students. Therefore, she will no longer be able to continue with us part-time. She will be greatly missed!  Dean of Student Support Services: Down a staff person in A&R. In the process of acquiring a new database system called Maxient; in the process of entering data for it now.  EOP&S: This Friday is CalWORKs student parent check-in from 3-4pm, Dr. Laurie Cameron, Pediatrician will be talking about COVID-19 and in regards to children. EOPS is down in number of students, some are slowly trickling in from Learning communities. Umoja is still accepting students. PAAA still taking, the deadline is April 9th ; link is on the PCCD Website.  TCIC: Students have begun receiving their acceptance letters from the colleges they applied to. Next few weeks into April-May there are workshops on acceptance letters, Financial Aid workshops, Transfer, picking a campus, etc. Sending out invitations to students to go out for this. The 22nd Chicano/Latino Foundation Scholarship Foundation-Yanelit Madriz was awarded this last time so she is conducting the Workshop this time.  DSP&S: Reviewing MIS data and comparing the list from year to year and following up with students to see where they are with needing support services. Working on website to make it easier for them to connect with the office. Hope to have completed the training for the new software Maxient.  Veterans: Having an audit this week. Discovered that the VA students are using Discord to keep in touch with each other. ASBCC President also confirmed that they are going to be using Discord with their members. Still getting in new students, 8 new students so far.  Financial Aid: Reminding students to join the Financial Aid ZOOM Workshops daily (all have different links) with 3 types of workshops with application support, specialist answering on spot questions and other questions.  <https://www.berkeleycitycollege.edu/wp/financial_aid/financial-aid-workshops/> |  |  |
| 1. **Mid Semester Flex: Moving from Transactional to Transformational Student Services** | Working with Career Ladders Project with Guided Pathways, what activities do we want to take on as a project? We participated in two workshops in the Fall and two this Spring with a third one at Mid Flex in March. This will be considered one of our Student Services meetings at Flex Day. John will get students to be included at this meeting as well. |  |  |
| 1. **PeopleSoft Upgrade:** | PeopleSoft is now called Campus Solutions. We no longer have PASSPORT for the student portal. Students have been reaching out to the Ambassador for assistance, however, the feedback from student is that it is much easier to use and is user friendly.  <https://web.peralta.edu/admissions/video-tutorials-for-student-campus-solutions/> |  |  |
| 1. **MIS Data Collection** | With our last student count, we had declining numbers. We need to get tighter with our tracking methods as well as regularly reviewing it since this determines our funding. We need to be looking at being better at reconciling and looking at who we are serving. We are going to have a harder time pulling down funds later. The 320 report has historically had its reporting all done at the district level and is now to shifting to the campuses, each college will now be a part this process. Need to get FA, PELL Grants up and clear on the number of students who completed certificates and degrees. Will be using AIM accommodations software and eSARS to gather reports.  Veterans for the past 10 years been trying to get the MIS Data from the district; Jennifer has been tracking this on her own. Numbers are now matching what is being reported to the State.  It was mentioned that there is a BI Tool for student profile that provides a list where you have option to manipulate the categories. This is something to look into. |  |  |
| **Next Meeting:** | March 16, 2021 | | |
| **Meeting Adjourned** | 2:37pm | | |

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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  Jasmine Martinez, Assistant to VP Student Services  Jeejun Bertuso, SEA Coordinator  Ke Van Valkenburgh, Student Support Services Staff Assistant  Dana Cabello, Staff Assistant/Counseling  Dr. Elissa Jaw, DSP& S Coordinator/Counselor  Ramona Butler, EOPS/CARE Coordinator  Jennifer Lenahan, Veteran Services, Student Services Specialist  Gail Pendleton, Enrollment Services/Coordinator  Andrea Williams, Transfer & Career Info. Center Coordinator | Susan Truong/Gabriel Martinez, Counseling Faculty Department Chair  Skyler Barton, LC and Umoja Counselor  Christina Taing-Rivera, LC Counselor  Janine Greer, Wellness Center, MH counselor  Ronda Johnson, Next UP Counselor  Carolina Martinez, UCRC Staff Assistant  Joseph Bielanski, Articulation Officer   Elinor Chin, A&R Technician  Guang Chen, College Bursar  Hue Huynh, A&R Technician  Tam Vo, A&R Technician  Guest:  Damien Pena (ACCJC Visit)  = Present for meeting |