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**Student Services Council** **Meeting Minutes**  
Tuesday, September 15, 2020 2:00 pm – 3:30pm

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

Lead: 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** | **Description** | **LEADER** | **OUTCOME** |
| 1. **Preview Agenda, review meeting notes** | Review agenda | Stacey Shears | Reviewed and Approved Meeting Notes |
| 1. **Announcements/Updates** | * Canvas training: Diana Bajrami will come to our next meeting on Sept. 29th to provide Canvas training. 1 hour training and a 20 minute Q & A. * TAG season, so encourage students to apply early so they can get support. * Club rush earlier today, another one during college hour tomorrow. The flyer is on the website. * Kudos from John to Ronda Johnson for her support of the Food Pantry; Gail, Jennifer & Jeejun, thank you for also volunteering each week with the Hot Meal distribution on Friday’s. * BCC in collaboration with the other PCCD colleges will have a virtual transfer fair on October 5th. The flyer will be imbedded in the chat. Please encourage students to attend. * Oct. 6th there will be a Presentation to Madison Park Academy. * E-verify list is available, students getting an ADR should petition before Oct. 9th, hard deadline is 10/30 for A&R staff to complete the final verification for CSU, paper after 10/30. * Hue has a concern about PDF forms students are submitting, they are blank when they are opened-need an instructional video showing students how to complete the online form. Cora and Chris might be able to help with this. Need a taker to follow up, maybe a button to submit? Maybe a small group of folks, A&R/enrollment services, Microsoft forms, * Latino/a/x Heritage month events sugggestions: Send out daily messages, Colegas webinar series, share the origins of Latinx and the history. * BCC BIT Team-Brenda Johnson (lead), Amy Herrera, Sam Gillete, Janine Greer, Elissa Jaw, Denise Jones, and Shirley Slaughter. * Jeejun demonstrated how to fill out forms online and how to have it emailed to staff via Adobe sign. Can we have a quick training session on how to use this method? Small group consisting of some key staff such as Gail, Jasmine, Jeejun, Gabriel, Hue and Joyce. * Save the date for the 3rd Annual CCC LGBTQ+ Summit <http://cccqsummit.blogspot.com>   April 28th & 29th | Susan  John  Andrea  Gail  Hermia  Hue  Brenda  Jeejun | Discussion |
| 1. **Student Learning Outcomes** | Tracking document- finalize by 9/22/20  Areas should prepare to develop and measure their SLOs. Some have already begun working with Nancy in CurricUNET. Everyone has also committed to doing a survey this fall.   * Veterans sent out a survey. * TCIC met with Nancy and will load into CurricUNET * EOPS has a survey, will connect with Nancy to load it into CurricUNET. * Financial Aid needs to upload the 2018 info into CurricUNET & will develop for spring. * Wellness Center-upload survey results into CurricUNET; connect with Nancy. * DSPS-Service Area Outcomes rubric, measuring in Fall 2020-connect with Nancy to upload it into CurricUNET * Terminology- SLO’s, PLO’s, SAO’s, need to clarify levels. * Shared link for one drive folder with Student Services S SLO’s and SAO’s | Brenda  All | Discussion |
| 1. **Student Services Weekly Emails** | Email John your activities/events/announcements, flyer or pictures by 9am every Thursday so he has enough time to get it out to students Friday. Received a transfer Center flyer, TAG workshop, and chat notification from student ambassadors that was shared.  New system (HubSpot) shows John how long students look at the information and see what links are clicked on or not. | John |  |
| 1. **Campus Access Forms** | Martin went through and reviewed this form online. This form can be found on the business services website. Be sure to enter the correct supervisor and Vice President, enter all the rooms you are accessing and submit one every time you access the campus for COVID contact tracing. You can access the building on Tuesdays & Thursdays between 10-2pm. You can only request one day at a time on this form. This form is routed to your area supervisor and this goes on a list to the BCC Security desk.  For the staff volunteers that are on campus for the Friday Hot Meal distribution, a list will be sent to security so there is no confusion-each staff will still need fill out the request form every time. Security access emails are sent every Monday and Wednesday to Shirley and Security via email. | Martin |  |
| 1. **Enrollment Services** | Steps to Enrollment Update-almost done, updating videos. Start date for chat A & R and FA?  Students are interested in intercession courses.  Due to transfer, intercession is important. Local CSU and IGETC GE courses would be good. The required computer class for our Associate’s Degree.  The Enrollment Steps on the BBC website was updated. The video’s on the steps to enrollment need to be completed and are currently being worked on. The videos will be spliced for each step. Gail is working with an Ambassador to gain access to edit and have full control of the video. Hope to have it done by the end of the week. | Brenda  Gabriel  Andrea  Gail |  |
| 1. **Chromebook Update** | We still have Chromebooks to loan out. Tuesday and Thursday they are distributed between 12-2pm including walk ups. If these times don’t work other times can be accommodated; fewer restrictions now and eliminating the contract, using the Alma Primus (SLC) System. Alison Green helps with this from the Library & may need some help when we receive Chromebooks back. | Martin |  |
| 1. **ECMC Emergency Fund Application** | BCC was Awarded $17k at the end of the last Fiscal Year 2020, had to wait for this new FY 2021 to get it set-up. Currently waiting for the VISA Gift cards.  Martin walked us through the online application. Requests need to be for unforeseen circumstances; which COVID -19 and the shelter in place is an unforeseen circumstance. Students do have to provide some evidence of what type of support they are asking for. It cannot be used for tuition/textbooks. The application turnaround time is 24 business hours. Students can request up to $500. The link will be emailed out to the SS council when it’s ready. | Martin |  |
| 1. **Career Ladders Project** | Student Services Professional Learning  Thank you to Loan and Gail, they were part of the team that went to the De Anza College for Career Ladders Project. October 6th will be our first training.  Pathways to Equity Student Leadership Conference (free conference). Put out a call for students to get involved and be leaders at the college, encourage all our students to participate. | Martin, Brenda, John |  |
| **Next Meeting:** | September 29, 2020 at \*2:30pm – Our next meeting will be the Canvas Training and the meeting will begin at 2:30pm instead of our usual 2pm. | | |

These minutes have been approved at the 10-13-2020 Student Services Council meeting.

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