  
. **Student Services Council** **Meeting Minutes**  
Tuesday, March 16, 2021 2:00 pm – 3:30pm

Zoom Video Conferencing: <https://cccconfer.zoom.us/j/91518120903>

**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 & approved Minutes from 3-2-21. |  |  |
| 1. **Cranium Update** | We had our Cranium update kick off earlier this week. Vicki Ferguson is our lead for this. Special thanks to Gabriel for his work and getting ConexEd initiated. This will replace our eSARS Appointment system. |  |  |
| 1. **HEERF II Update** | Stacey shared the HEERF Allocations and Expenditure power point.  This is a higher education relief fund that provides $14 billion in emergency funds, more than $6 billion has to go to students for emergency grants related to COVID -19. We want to maximize the funds that go directly to students and ensure that the funds also support teaching and learning including instruction, student support and safe/healthy facilities for teaching and learning.  Things allowed to spend it on are lost revenue, reimbursements for expenses already incurred, technology costs, faculty & staff trainings, student support and additional financial grants to students. For the Allocations & Timelines for Round I and Round II please refer to power point slide for those details.  The powerpoint displayed the HEERF I Expenditure Summary (May 23, 2020- May 22, 2021).  HEERF II is the Corona Response and relief supplement.  Our Planning assumption is the same. The Allocations are  (Jun 1, 2021-June 1, 2022) $4,706.  HEEERF II Community Input-Spring 2021, shared the criteria for the funds with, the BCC allocations and facilities needs.  HERF I Spent by May 2021 and HEERF II by July 2022  Martin shared on screen the Student Survey questions.  Will be using a company called Ed-Quity to disburse the funds to students; instead of Bank Mobile. With Ed-Quity they can get the funds as a debit card and there’s no fees. The VPSS office has shifted from physical VISA Cards to Tango ecards for the emergency funds available from their office. |  |  |
| 1. **Strategic Enrollment Management** | Had a meeting/presentation this morning with Jim Black, Consultant helping with enrollment strategy. Received feedback on what we need to improve upon and what we need to do, got a quick guide on what we need to evaluate with the various student services areas and departments. Moving forward, will be working on a plan where we can keep accountable and ensure we address all of our areas of improvement in a timely manner and streamline this process so we can accomplish and complete these tasks, increase our retention, enrollment as well as student success rates.  They also evaluated our sister colleges. John shared an example, “Strengths and Opportunities Analysis”, next steps working together to ensure we have an action plan, so we all know what to do to support out students, deadlines so we have a goal to finish this and work together. When we get the actual presentation from Jim Black that he shared with the Administration team this morning, it will be sent out; it includes scheduling and instruction as well.  Some things mentioned from Jim were that we have to Invest in our staff and knowledge based building. Some other items noted were that our pre-req form was good as well as our social media embedded in our pages. |  |  |
| 1. **Communication Campaign** | Some of the ideas that came from the enrollment management meeting were; ask and think about communication broadly, get better with customizing our messages and better response time from students. Will be reaching out to folks for help to do this together using the commination tool Gail is using with ambassadors. Focus on retaining our matriculating students, what is next for them and be more constructive and action orientated, and clear action steps.  The degree petition deadline ended last week and this Friday is the deadline for counselors to finish with turning those into A&R. Counseling ran a report for all students with 45 degree units to see if they are eligible to petition, and those with over 100 students to see if they will complete an ADT. Working on the eVerify list (ADT) and were able to connect with 90% of those students. |  |  |
| 1. **Express Registration** | The dates have been selected for Express Registration and sent out. Using the tier system to focus on certain groups for the registration process, different groups that are allotted priority registration and dates for the regular express registration students; still in the planning phase of that. Flyers to be sent out.  1st flyer: Open enrollment flyer with priory enrollment dates for all the groups will be placed on the website very soon.  2nd flyer: express registration flyer, more simple, easier to navigate, less text and very simple  Received student feedback of the recent update for Campus Solutions that it has been very difficult to navigate. The Ambassadors have created a workshop that will be hosted during our express registration week in April on how to add/drop, add with a permission number, transcripts, etc. There will be multiple sessions for students.  High School Students/ New Students, no activities planned yet for summer and fall and no timeline yet for this, but will begin planning for this very soon. Can we map these dates out for the next academic year so we know what to expect?  The Summer & Fall Schedules are in development now.  John shared in chat the BCC Master Calendar of Events:  <https://docs.google.com/spreadsheets/d/19xGPru5PFMNyNW3C1-WhGcJfTzEpJ3wkVP3yUFrdjck/edit?usp=sharing>  Target Express Registration Dates by Tier (Priority Registration) All Express Registration from 3:00 – 5:00. Monday, April 12, 2021 - Tier 1 Monday, April 19, 2021 - Tier 2 Wednesday, April 21, 2021, Tier 3 Monday, April 26, 2021, Tier 4 Express Registration April 20 - 22, 2021 April 27 - 29, 2021 |  |  |
| 1. **Online Orientation** | In the process of updating the online orientation, it has been in the works now for a couple of years and it will include the new initiatives, AB705, remote services and other updates in the other areas. Gail and Brenda have been going through the orientation slide by slide and working with Paul Zimmerman; his company did the last online orientations for us.  Gail already drafted the Video Edits and sections for each area of the orientation. Gail shared screen of their planning guide for this project. All links will need to be checked and replaced if invalid. Each section will be assigned to each area responsible and a timeline will also be sent out. Gail will be reaching out to all the SS Areas for input and updates. Would like to bring this to the enrollment management committee as well as set up its own meeting and invite other areas for input. Hope to have this completed Fall 2021. |  |  |
| **Other** | Announcement from Brenda:  Some students have received a notice that they cannot enroll if their funds are not paid for out of state and international students. Brenda reached out to Joyce Brown-Wilis at the district for an answer on this issue. Therefore, if you get this concern from a student, please let Brenda know. | | |
| **Next Meeting:** | March 18, 2021- Flex Day | | |
| **Meeting Adjourned** | 3:22pm | | |

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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  Kent Nguyen, Financial Aid Specialist  Jaimie Redmon, Financial Aid Specialist  Nghi Dong, Financial Aid Specialist  Jasmine Martinez, Executive 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  Dolores Harshaw, DSP&S  Lynn Massey, DSPS Staff Assistant  Danielle Spencer, EOPS Assistant  Guest:  Damien Pena (ACCJC Visit)  = Present for meeting |