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**Peralta Community College District
Board Student Services Committee Meeting Minutes
December 2, 2010**

Present: Trustee Linda Handy, Trustee Nicky Gonzalez Yuen, Trustee Abel Guillen (by phone), Joseph Belanski, Tina Vasconcellas, Jacob Ng, Donald Moore, May Chen, Anthony Powell, Eric Gravenberg, Kerry Compton

Guests: Judy Cohen, Indra Thadani, Robert Adams, Drew Gebhart

Absent: Brenda Johnson, Alexis Montevirgen

Agenda Item and Presenter(s)	Discussion	Follow-up Action
Meeting Called to Order	4:44 p.m.	
I. Review and Approve Agenda	<p>Moved to approve the agenda by Linda Handy.</p> <ul style="list-style-type: none"> • Approved as presented. 	
II. Review and Approve Minutes	<p>Minutes from the October 7, 2010 meeting.</p> <ul style="list-style-type: none"> • Approved as presented. 	
<p>III. Health Services Update</p> <p>Jacob Ng</p>	<p>Dr. Ng reported that the new health services program started on October 13 and we have had 67 medical appointments. The clinic will be moving to the Student Center at Laney College on December 16.</p> <p>Indra Thadani stated that she would like to see more integration between Peralta students and Asian Health Services. The health services work group will discuss this issue with Jen Lee.</p> <p>Dr. Ng stated that a video has been produced about the health services that are now provided and that the agreement with Asian Health services was finalized last week. It was noted that if the numbers for SingleStop don't increase, we may lose those services.</p>	
<p>IV. Financial Aid Process</p> <p>Judy Cohen</p>	<p>Judy Cohen reported that 1,256 financial aid checks were produced in November which is up 20% from last year. There are 3,084 students still to be served. It was noted that financial aid staffing numbers have gone down and student count has gone up which makes it difficult to process all the files in a timely manner.</p> <p>It was suggested that an effort be made to get the word out to students to get their applications in early. Some suggestions were to get faculty involved, to notify students by email, and to involve the Marketing department. The Marketing department will need to take action immediately.</p> <p>It was requested that electronic depositing of financial aid checks be researched. Dr. Ng stated that he will speak to Chancellor Allen about who could look into best practices for automated financial aid payments.</p>	<p>Dr. Ng to look into best practices at Fresno City College.</p> <p>Dr. Ng to discuss marketing plan with Judy Cohen and Jeff Heyman.</p> <p>Dr. Ng to meet with Chancellor Allen about automated FA payments.</p>

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<p>V. Student Financial Holds</p> <p>Jacob Ng</p>	<p>Dr. Ng reported that we have started placing holds on the accounts of students who have outstanding fees. Over 7 million dollars have been collected for Fall 2010. Students will be notified and then dropped from classes two weeks prior to the first day of class if they haven't paid their outstanding balances.</p>	
<p>VI. Update on Textbook Costs</p>	<p>It was reported that the availability of electronic books and the rental textbook program have made an improvement in the cost of textbooks. There were many suggestions about how to further reduce textbook costs. The Board will go to Chancellor Allen for a comprehensive approach to lowering the cost of textbooks.</p> <p>It was noted that Follett will not be issuing book cards anymore but will use the money to put books on reserve at the campus libraries.</p>	<p>Board to talk to Chancellor Allen about an approach to lowering the cost of textbooks.</p>
<p>Adjournment:</p>	<p>6:32 PM</p>	
<p>Next meeting:</p>	<p>January 6, 2011</p>	

Minutes taken: Karen Croley

PERALTA COMMUNITY COLLEGE DISTRICT
BOARD OF TRUSTEES
STUDENT SERVICES AND STUDENT EQUITY COMMITTEE
JANUARY 6, 2011
4:30 – 6:30 P.M.
PHYSICAL PLANT CONFERENCE ROOM

Agenda

1. Review and approve the agenda.
2. Review and approve the minutes of the last meeting.
3. Health Services Update
4. Financial Aid
 - a. Report on best practices at Fresno City College
 - b. Update on automated payments to students
 - c. Marketing
5. Update on Textbook Costs

