****

Berkeley City College

**Leadership Council Minutes**

Wednesday, September 19, 2012

*Chair: Dr. Debbie Budd, Interim President*

Attendees: Scott Hoshida, Lilia Celhay, May Chen, Brenda Johnson, Linda Berry, Jenny Lowood, Pieter deHaan, Denise Jennings, Shirley Slaughter, Gail Pendleton, Ramona Butler, Fatima Shah, Cleavon Smith

Dr. Budd, reminded the group that the Leadership Council will convene on a regular basis from 10:30 a.m. – noon.

The agenda was reviewed and opened to add additional topics. No additional topics to add at this time.

Handouts:

* + 2012-2013 Draft Goals
  + 2011-2012 Goals
  + Excerpts from Fall 2013 Budget – VC Gerhardt
  + Outline and Timeline for Accreditation – Dr. Berry

**Shared Governance Structure, Committees & Membership**

At the last Leadership Council meeting the charge of the meeting was discussed as well as whether members felt it necessary to still meet, in addition to Roundtable. The members felt it was important as a lot of topics are discussed and then shared at Roundtable.

Dr. Budd indicated that at the next Roundtable meeting she would like to review the Shared Governance model with the additional committees and talk about the membership. She acknowledged that Berkeley City College has done a great job with the manual.

The goal is to set up the structure similar to what we do at the District level. Currently the Technology Committee is considered an Ad Hoc committee. It is important to have the three committees, Education, Technology, Facilities as standing committees.

One of the issues that came up at the District Facilities Committee was that communication is the most difficult to achieve from the college committees to the district and vice versa. This will assist in formalizing the structure for communicating.

It was recommended to get feedback from Faculty in regards to Education Committee members.

Dr. Budd indicated that her thoughts are that Leadership would decide if the committee structures should be recommended and shared at Roundtable.

Leadership Council/President’s Cabinet

College Roundtable for Planning and Budget

Plan/Assess

Education Committee

Consists of Representation from:

Facilities

Technology

Curriculum

TLC/Staff Development

Assessment

Student Services

Special Programs/Grants

Student Success Task Force

Shirley/Pieter -Linda

May/Lilia/Fabian

Cleavon/Linda/Brenda

For the flow chart, positions will be used, not specific names of employees in the position.

*Reporting is extended to district committees. All committees will also report back to the college Roundtable important discussion topics from district committee meetings.*

*Education Committee*

Curriculum - chair or designee

Assessment - chair or designee

Special Programs/Grants - Faculty (Director of Special Projects can be advisory/ad hoc)

Student Services – Dean (Brenda Johnson)

Student Success – Classified

Articulation Officer

TLC/Staff Development

Recommended to have two (2) Classified staff members as part of the Ed Committee + one (1) ASBCC student representative. Classified Senate President, Ramona Butler, will discuss the proposed participation of classified staff at the next meeting.

Recommendation also made to start a discussion about meeting date/times with Faculty Senate.

*Facilities Committee*

Faculty (Katherine Kocel)

Classified (Dwayne Cain)

Faculty (Pieter deHaan)

Classified (Mike Lansbarkis – Engineer)

Classified (John Pang)

Security

***Recommendation is for:***

3 Faculty

3 Classified

3 Administrators

1 Student

Security

Agreed that a discussion with designated committee members is needed to ensure they are willing to serve on the committees and regularly attend meetings.

*Technology Committee*

**Current Committee Members:**

Dr. May Chen Vice President of Student Services

Leonard Chung Instructor, Computer Information Sciences/Business

Dr. Fabian Banga Department Chair, Modern Language; Distance Education Coordinator

Dr. Linda Berry Vice President of Instruction

Joshua Boatright Department Chair, Librarian

Ramona Butler Secretary, Student Services

Shirley Fogarino Public Relations Officer; Instructor, Business

Bryan Gibbs Multimedia Services   
Vincent Koo Campus Network Coordinator

Roberto Gonzalez Alternate Media Specialist

Brenda Johnson Dean, Student Support Services

Lee Marrs Department Chair and Instructor, Multimedia Arts

Loretta Newsom Admissions and Records Specialist

Dr. Siraj Omar Department co-chair, Science; Instructor, Chemistry

John Pang Supervisor, Business Office

TBD Student representative

Q. What are the goals, or charge, of the Technology Committee?

A. In Fall 2011 it was decided that Berkeley City College needed the committee. In the Spring the committee was formed. The four major college functions: Presidents Office, Business, Instruction, and Student Services all had representatives in the first layer. The second layer was those whose positions were related to the function such as IT and Multimedia. The next were four faculty senate nominations, as well as Classified and Student representatives. The committee members met twice.

The charge of the committee is to ensure we have all technology necessary to support student success.

Recommended that the committee be approved as part of the Shared Governance structure, as opposed to an Ad Hoc committee.

Ideally, the above committees should meet at least once a month.

**2012-2013 Goals**

The goal is to work on this through Friday and share at the Roundtable Committee meeting on Monday, September 24.

What is the desired outcome?

* Cleaner
* Measurable goals
* More manageable

Dr. Budd will send out the 2011-2012 and 2012-2013. She will also include BCC’s 2010-2012 Accomplishments document.

Request that the goals be reviewed by attendees and any suggestions to the document be sent to Cynthia Reese (with a copy to Debbie) by noon on Friday, September 21.

**ACCREDITATION**

Dr. Linda Berry, VPI read Recommendation #5 and stated that we have continued to offer quality instruction and student services programs. She then reviewed the proposed outline for BCC’s Response.

It was recommended to add what we are doing within “a structure” in alignment with goals for the year.

Recommended that a “thinking document, for a plan that’s moving forward” be shared from the report. It really is not just for the ACCJC visit on March 15th - it is about looking at what we are doing and seeing how we addressing our students needs and how we are moving and making changes for improvement. The Institutional Effectiveness piece will look at the demographic data, ethnicity, success, transfer, what we are doing with our projects, how we are doing with the rubrics, planning, program review, and student learning outcome and assessments.

**Budget Allocation Model**

Dr. Budd reviewed the budget handouts. She wanted to make sure everyone understands we are working towards fully implementing the Budget Allocation Model. The loop has not been closed on all of the questions and parity, but great progress is being made.

**Classified Senate**

Met during the week of September 10th. Discussed goals and things Classified is interested in this semester.

Would like to set up a meeting with Dr. Budd to discuss items that they will bring to Roundtable.

**Academic Senate**

* Working on protocol for hiring committees
* Non-disciplined faculty to sit on committees
* Input from Faculty Senate for open president hiring position.
* Encourage departments to include students.

**ASBCC**

No representation. Dr. Chen will follow-up with ASBCC regarding attendance.

Minutes taken by: Cynthia Reese, 981.2851, creese@peralta.edu