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Berkeley City College

**Leadership Council Minutes**

Wednesday, October 3, 2012

*Chair: Dr. Debbie Budd, Interim President*

**Attendees:** Linda Berry, Nancy Cayton, Denise Jennings, Lilia Celhay, Brenda Johnson, Ramona Butler, May Chen, Shirley Slaughter, Gail Pendleton, Jennifer Wilkes, Ben Fagan

**Chair:** Debbie Budd, Interim President

At a previous Leadership Council meeting the importance of developing clear shared governance structure, was discussed. The structure included the Leadership Council, Roundtable and our committees; Education, Technology and Facilities.

The agreed upon structure went to Roundtable and was voted on, and approved. The manual can now be updated with the changes.

**Ed Committee**

Curriculum – Dillon Eret

Assessment – Jenny Lowood

Student Services – Brenda Johnson

Student Success – Ramona Butler (will identify Classified)

Special Programs – Denise Jennings as advisory/ Scott Hoshida for faculty

Recommended to have two Classified staff members on the Education Committee – Ramona Butler will be on the committee and get one more classified. May Chen will get the ASBCC rep.

Ed Committee – May meet next week prior to District Ed Committee

**Facilities**

Shirley Slaughter and Pieter de Haan and Linda Berry

Katherine Kocel (on the district’s Facilities committee)

Pieter is working on the additional people

Mike Lansbarkis

Security

Student Services – Brenda Johnson

Need at least 1 more faculty – may need 2

Currently have 3 classified

Currently have 3 administrators

Jennifer Wilkes will help get one student

Facilities will meet the Friday before the district meeting.

**Technology Committee**

The committee held their first meeting and reviewed new language to be included in the Shared Governance Manual. The Charge and Description was also worked on.

Meetings will tentatively be the first Wednesday of the month. Proposed schedule has to be presented to the committee first.

The structure is set up and will be posted on BCC’s website – Dr. Chen will deliver a request to ASBCC for Tech Committee rep.

**2012-2013 Goals**

Dr. Budd went over the handouts for 2012-2013 goals to clarify BCC’s goals without the overarching district goals. She indicated that they still may need to be reduced. Everyone was asked to take a final look at them and submit any suggested changed to her by 5:00 p.m. on Thursday, October 4th. We should be able to approve them at the Roundtable on Monday, October 8th.

**Program Review/Accreditation Recommendation #5**

Dr. Berry indicated that Program Reviews are due November 1st. We have an opportunity to incorporate into the Program Review some of the issues that have come up in all of the Peralta Colleges. The program review asks us to identify how we have been able to, over the past 2-3 years, maintain quality instructional and student services programs in this era of budget reductions. If each program does that in the program review then we can grab that and put it into Recommendation #5.

ACCJC wants every community college in California to demonstrate that we can offer quality instruction to our students. If we can’t demonstrate that we are doing that then we are not meeting accreditation standards.

Administrative Services Program Review will be sent out. Service areas are a bit different.

Within BCC, Student Services had their internal preparation and Dr. Chen sent the previous year’s program review, making recommendations about updates. The request for data was sent in and has been received from Dr. Orkin. During the second week through fourth week of October Dr. Chen will meet individually with each of the office programs to go through the programs reviews.

For department chairs data will be uploaded to web page. Instead of emailing people updates all of the time it will be easier for people to go to the webpage. The hope is to always have the webpage reflect the most current information.

Staffing needs should be identified and the hope is that everyone is including staffing in their program reviews.

**Budget**

Dr. Budd reviewed the handouts for the Budget Allocation Model. Referencing the number of international students served, BCC serves around 30% of all Peralta’s non-resident students. Serving international students is additional funding. Dr. Budd noted that three years ago we had over $12M that we didn’t get from the State for the number of students served. We served 3,000 students more than we were paid.

Dr. Budd guided the committee over the 2012-2013 Budget Allocation Model worksheet totals vs. the Unrestricted General Fund summaries.

When first looking at BCC’s $14.7M, it appears to be great because what goes into this is the revenue allocation from the FTES plus the out of state/international students. In actually, we will be getting $12.7M plus some funding from the parcel tax which is funding part-time faculty. So we are actually, getting about $13.4M because we haven’t fully implemented the allocation model.

The promise to the voters when we passed the parcel tax was that we will ensure to offer enough sections to serve 17,800 whether we are paid for it or not. If we were to be funded for that, the difference between serving 16,600 and 17,800 and being paid would be $5.5M. If the tax passes in November, we will have an additional $5.5M in the budget which could then allow us to fully realize the Budget Allocation Model.

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