

Berkeley City College

**Leadership Council Meeting**

Minutes -Wednesday, February 6, 2013

*Chair: Debbie Budd, President*

**Attendees:** Ramona Butler, Lilia Celhay, May Chen, Denise Jennings, Brenda Johnson, Jenny Lowood, Hayley Laity, Sarah Dadouch

**Agenda Review**

Dr. Budd reviewed the agenda and opened up the agenda for additional topics. Dean Brenda Johnson requested to add “Graduation” and “Emergency Scenario Training.”

**DSPS Student Presentation**

The students could not make it today but Ramona Butler shared that she attended a presentation where two returning students presented on DSPS from a student’s perspective. Their presentation had a lot to do with services being offered and faculty and other students’ responses to students with disabilities. She wanted us to see the presentation and indicated that it was a very enlightening to hear from the student’s viewpoint in regards to:

* How students may feel
* How they see themselves and how it can affect their learning and attitude towards the courses they take
* How to recognize that they had a learning disability

**Enrollment Management/Strategic Scheduling**

When we do the schedule we need to ensure that not only do the department chairs schedule so a student can complete a program in two years but also that we work together so a student can take one class and go to the next and that they don’t overlap.

Dean Lilia Celhay and Dr. Kerry Compton, Acting VPI presented to the Department Chairs and on the whole people were excited about it.

Dean Celhay went over the proposed scheduling chart with the Leadership Council and stated that it was not just the overlap that prompted this but also utilizing the building to its full capacity.

 There were discussions about the use of the auditorium, annex and a request to adjust the schedule to accommodate college hour on Fridays; starting the class at 1:25 p.m.

Dean Celhay indicated that she has started a matrix to incorporate everyone’s comments and values the feedback.

**Director of Special Projects- Updates**

Congratulations extended to Denise Jennings, Interim Director of Special Projects who will be going to Contra Costa Community College as the Senior Manager, Academic, Economic and Workforce Development.

Dr. Budd hopes to fill the position, full-time, by summer. (Attached job description is being revised.)

**Accreditation**

Dr. Budd feels our response to Recommendation 5 is about 96% complete. It will go to the Board for its first reading on Tuesday, February 12th. The goal will be for it to be adopted by the Board at the February 26th meeting.

Dr. Budd, Jenny Lowood and May Chen reviewed a few key pages of the response with the Leadership Council and addressed questions.

**Discussion on Staff Development**

In reviewing the discussion from the January 28th Roundtable meeting, Dr. Budd discussed staff development and funding at BCC. She indicated that within the college staff development has been ongoing and sustainable through our Teaching Learning Center with our FIGS, APPLES, discussions and DART and, she feels it has been really rich.

Joan Berezin came forward at the Roundtable meeting with a proposal to schedule a meeting to get staff development going for the Spring to include academic senate, classified senate and faculty as committee members; review the budget, and then come up with a plan. The initial thought was to also make sure Gabe Winer was involved.

Dr. Budd opened up the discussion to see if people wanted to serve on the committee and to discuss steps for going forward on how to form the committee.

There was continued discussion on the topic with a suggestion to redesign staff development having it flow up through the Ed Committee. Recommendation made to flow topic through the Senates and revisit at the next meeting.

**Prioritizations from Program Review and Resource Allocations**

Dr Budd stated that as part of the accreditation response, we have been able to dissect and look deeply into the planning that has happened during the past two years and some of the reductions that have happened and notice that while there have been reductions in some areas, with this new funding coming in, we won’t automatically put it back where it came from.

They want to look immediately at all of the Program Reviews that have been done so that we can start to fund the $163K which is in the budget now. A huge amount came from faculty reassign time; some came from student and instructional assistants in the classroom and, supplies and equipment.

Dean Lilia Celhay provided an overview of what has taken place. She indicated that a matrix was created to extract the needs of departments. The needs being looked at included technology, human resources, and supplies. Anything that did not fall within those three categories was put under “other.” They are now in the process of creating a document that estimates the cost of needs. They are also working on prioritizing new faculty positions. There will be upcoming meetings to discuss how those positions will be prioritized.

Dr. Budd shared that it looks like Berkeley City College will be able to hire additional full time faculty and classified staff this year.

Dr. Budd indicated that ideally, department chairs will be prioritizing faculty positions on February 22nd and share with Roundtable on February 25th. She would like to have a combined Roundtable and Leadership meeting on that date to share the information and make sure it also goes to the Senates the following week.

There was additional discussion regarding the timelines, meeting dates and sharing information. Lilia Celhay indicated that all of the Program Reviews are on the website.

**Academic Senate**

Academic Senate will be meeting today. On the agenda is the accreditation recommendation and discussion of the Lumina grant and how that is going to be institutionalized. Coming down from the district Academic senate and some of the conversations that has been happening is that it is possible that the Peralta Foundation may be helping to fund stipends for faculty to either development or use open education resources so we can drive down the cost of textbooks to our students.

**Classified Senate**

Classified Senate has not met since returning from break. Regularly scheduled meeting will be on the 20th. They will talk about graduation at the next meeting.

**Academic Senate**

Academic Senate had their first meeting last Friday. There meetings will be held on Fridays from 12:15 – 1:30. They just voted on a new president because their old president had to leave. They still have two positions open. They voted on Welcome Week and it is going to be the last week of February and will go for five days. Having a retreat this Friday after their meeting to work on communications and issues from last semester. Planning to work closer with the ambassadors and have to laptops that they will be giving them. They are thinking about doing scholarships; one for international students.

**Other**

Brenda Johnson Dean of Student Services and Chair of the Graduation Committee informed the group that graduation will take place on Thursday, May 23rd at Zellerbach Hall. There is a graduation committee meeting next week and she invited anyone interested in serving on the committee to contact her. Additional information regarding graduation will be disseminated as it is developed.

Jenny Lowood provided an overview of the Lumina grant and CCSSE (Community College Survey of Student Engagement.)

Brenda Johnson stated that in alignment with emergency preparedness, they want to do a scenario to become more aware of safety here at Berkeley City College. There was a discussion of when would be a good time and it is felt that Friday afternoons would be a good time. This will happen sometime in March.

Hayley Laity brought up questions regarding public safety; panic buttons, and what is the process for notifying the population about registered sex offenders. Dean Johnson indicated that she sent a message to General Counsel regarding parolees and sex offenders and she is waiting to hear back from her. She also inquired about what kind of material can be put on the new monitors on the first floor. Ramona Butler believes she can check with Jennifer Lenahan and Jasmine Martinez to see who is responsible for monitoring use and material. Dr. Chen will follow-up on this also.

-End of Minutes-

Minutes taken by: Cynthia Reese, creese@peralta.edu, 510.981.2851