

Berkeley City College

**Leadership Council Meeting Minutes**

Wednesday, April 3, 2013

*Chair: Debbie Budd, President*

**Attendees:** Jenny Lowood, Kerry Compton, Brenda Johnson, May Chen, Sarah Dadouch, Ramona Butler, Katherine Bergman, Victor Flint, Joan Berezin, Cleavon Smith, Scott Hoshida, Hayley Laity, Shirley Fogarino, Lilia Celhay, Shirley Slaughter

**Agenda Review**

Dr. Budd reviewed the agenda and opened it up for additional topics. Sarah Dadouch would like to add the Berkeley City College Service Community (BCCSC).

**First Year Experience - *Ensuring Instruction and Student Services re on the Same Path - Plan for Fall 2013***

Prior to the Leadership Council meeting, Scott Hoshida shared with Dr. Budd, Dr. Chen and Dr. Compton some of the work that has been done on the First Year Experience. Dr. Compton provided an overview and outlined options that are being considered for the Fall. She indicated that the thought is that we need to start with something that comes out of that work and that this is a much simplified version than what the work the committee has done. What they have so far is that the Outreach and Admissions, Assessment, Orientation and Enrollment process would occur but the meat of the first year experience, which would be one semester, would be four or five classes. The English class; either 1A or 204, a math class; depending on how the student assess, counseling; possibly a 224 or 24; possibly the learning resources 220 which is the Academy of College Excellence, and an elective.

The number of tracks will depend on where the students assess. The pilot will perhaps just target Berkeley High School students. Need to do tracking in order to decide what the next step is in order to go into a fuller First Year Experience for students.

It was stated that this is unofficial information and is being provided to start the conversation at Leadership.

Katherine Bergman shared that she thinks First Year Experience is poised to receive Title III funding and that many groups in Washington D.C. shared phenomenal results by supporting this process.

Dr. Budd added that a lot of the work that Bob Barr did years ago showed that students that enter a program of study are three times more successful than those who don’t.

Scott Hoshida provided a summary background on the group’s discussion and indicated that they tried to figure out what they wanted to have accomplished by the end, and by the end of the student’s second semester. They were looking at data; how many students last from the first semester to the second semester as that transition is the toughest one.

He indicated that a lot of the discussion was setting goals of how many units they would like for students to accomplish and what level of English and Math they would like for them to finish. He stated that the goal of the discussion was to bring as many people to the table to bring this forward.

There was additional discussion from various Leadership Council attendees on this topic including scaling, linking classes, and scheduling. Dr. Budd also solicited feedback from ASBCC students, Sarah Dadouch and Hayley Laity, on how they would have felt if they were told when they arrived that they would have had to take English and Math their first semester. Both students felt that it would have been practical.

**Events**

Dr. Budd discussed April events and noted that it is a busy month. Additional activities include:

* April 11 – Lecture on the origin of dinosaurs as a part of the science lecture series- 7:00 p.m. in the auditorium
* April 24th – same sponsors – Vitamin and mineral deficiencies contribute to aging - 7:00 in the auditorium
* April 24th at 12:15 Global Studies Club is showing Pipe Dreams w/discussion. Joan stated that it would be nice to have Ambassadors help communicate the event and put on billboards/flip charts.
* BCCSC Service Faire – April 16th, 12:15 p.m. – 3:00 p.m. in the Atrium. Organizations will come and table for a few hours for various resources that we have access to for students.

Jenny Lowood spoke on CCSSE and stated that she has the list of courses, There are about 35 classes and she needs to get the information to department chairs but they are also going to be sending it to faculty. The booklets have arrived and are in the mailroom. It is benchmarked against national averages and we will be able to find out what the response of the student is and how it compares to the national average of community colleges. There will be a two-week window to administer the survey she is hoping it can be done by the end of April. This information will also be discussed at Roundtable. The communication process and timeline was further discussed.

Lumina Project – Conference is April 25th and April 26th – Dillon Eret suggested as an attendee and Jenny Lowood feels it is important to have someone from the Arts and Cultural Studies and Social Sciences departments as they will be very impacted by this project.

Recruitment Fair - event for continuing, high students and their parents on April 10th – There will be 20 tables. Be there at 2:15 to set up. 2:30 – 6:30. People are responsible for taking down what they have left. Ambassadors asked to flyer next week for continuing students. BCC has been invited to go to the Berkeley High college fair on April 21st.

Shirley Fogarino encouraged that catalogs be given out to students at these events. The catalogs are in room 111A.

The Spring 2013 Retreat was also discussed.

**Facilities Usage** **- Hours, Cost, Accountability**

* There have been a couple of events going past the hour of the building being open. Nothing should go past building hours.
* There will be a charge for extra staff.
* For Student Groups there has to be student advisor available for those.
* Outside vendors wanting to rent the facility – do not quote rates.
* Start w/Business office for fee waivers.

**STEM Event**

 The draft agenda was distributed. The event is in partnership with Cal State East Bay and Bayer. Barbara Lee has confirmed. They are also asking Nancy Skinner, Loni Hancock to come and speak. This will be an opportunity for students from Berkeley High, Albany, Skyline, Emery, McClymonds, and Richmond to come in and hear about what is expected of a student studying STEM; the opportunities for those students to find employment and, some of the obstacles.

**Development of Job Descriptions/New Dean Posting/ Programs**

Dr. Compton reviewed the handout job description, “Berkeley City College 2013.” This is the other dean position which is being advertised. The title has been changed to Academic Pathways Workforce Development and Student Success. The title of the other instructional dean has also been changed (Dean Lilia Celhay’s position) so that both titles will read the same. This allows for flexibility in departments the deans may lead and also to not just track all of the CTE into one dean, and all of the academic into the other dean. It is a generic job description that will be advertised soon.

Jenny Lowood expressed that she doesn’t see in the duties or minimum qualifications an emphasis on innovation, student success and shared governance; which she would like to see more prominent in the description. Dr. Budd stated that it is certainly possible to add those and this flows into creating the jobs for the new faculty positions. Dr. Compton pointed out that the description does say, “commitment to participatory governance” which is the non-California term for shared governance.

The BCC Faculty Positions 2013-2014 handout was also reviewed. At the District Planning and Budget Council, they learned that the number of positions may be 7 and not 9. It depends on how the Budget Allocation Model is administered. Dr. Compton is hoping to advertise at least the top 7 positions by the end of April. The list for Classified will be brought to Roundtable. Dr. Compton indicated that it was a less clear about how many classified positions we would get.

**Accreditation Visit**

At yesterday’s accreditation follow-up visit we had one team member came to Berkeley City College. The visit was to validate everything we had written and what the district was saying was concise and matched. Jenny Lowood, Shirley Slaughter, May Chen and Cleavon Smith attended as representatives working on the report and with the senate and Dr. Budd feels the visit went well.

**Classified Senate**

Ramona Butler provided an overview of an event last week called “Classified Matters” that was held at Laney College. Approximately 150 classified staff members attended. There was an opening statement from the Chancellor and Laney’s President, Dr. Webb. She is hoping the event can be held for a longer period of time in the future. There is also a Classified Senate meeting tomorrow.

**ASBCC**

* Finished ordering supplies for the next ASBCC
* Worked on scholarships - ASBCC allocate $4,000 for scholarships that are for everyone and not based on GPAs. Instead, the scholarship awards will be based on other criteria such as leadership, essays, etc. 1- $1000, 4 – $500, 10 - $100.
* ASBCC debate April 24th & 25th
* Need advisor for the summer
* Voting Friday for internet routers and extra outlet strips for the LRC. Dr. Budd suggested that they work with IT first and Dr. Compton also suggested Measure A funds be used. It was recommended that Sarah provide ASBCC with an update on administration’s plan to assist with the purchase.
* BCCSC
	+ Service Fair on April 16th
	+ Biggest event is Shadow Day happening on April 13th. This event happens at UC Berkeley.

Q. Are scholarships being coordinated with the Career Transfer Center announcements?

A. Sarah indicated that the scholarship program has to be officially approved at the ASBCC meeting and then she planned to speak with Paula Coil (or May Chen.)

**Academic Senate**

Cleavon Smith reported that they are moving towards trying to amend bylaws so that they can have representative that is more in line with the structure of departments on campus. He presented at dept chairs to get their feedback. After voting process, working towards Fall implementation.

The State Academic Plenary is coming up. Some of the resolutions being voted on are on requirements for student online enrollment, looking at certification for teaching distance education, credit by exam for high school courses, and regional conjoint programs.

Additional discussion was held on the Student Activities Advisor position and the proposed position description.

Regarding ASBCC scholarships

* Dr. Chen will look into whether they are able to have their own criteria
* Dr. Compton stated it is really important that the origin of the scholarship is not from public funds. No Fund 1, Fund 7 is questionable and certainly not Fund 84 or Fund 81.

**Other**

* For Cal Day on April 20th Shirley Fogarino will be speaking to the Ambassadors about volunteering for two hour shifts – 9am - 4 p.m. (two member teams.)
* Fall class scheduled in the works.
* Event on the 10th – Victor will go back on Friday to reinforce commitments and looking forward to a great turnout.

-End of Minutes-

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