

Berkeley City College

**Leadership Council Meeting**

**MINUTES**

Wednesday, May 14, 2014

*Chair: Debbie Budd, President*

**Attendees:** Fabian Banga, Antonio Barreiro, Katherine Bergman, Lilia Celhay, May Chen, Carlos Cortez, Mostafa Ghous, Roberto Gonzalez, Brenda Johnson, Jenny Lowood, Cynthia Reese, Shirley Slaughter, Cleavon Smith, Jewell Soriano, Gabe Winer, Hermia Yam, Vanessa Vega, Bobby Nakamoto, Fatima Shah

**Agenda Review**

Dr. Budd opened the meeting by thanking Ms. Cynthia Reese for her incredible work in turning around the Roundtable Minutes of May 12th, as the topics will flow into today’s Leadership Council meeting. She also noted that these Minutes will eventually be posted on the website, as well as others such as the Ed Committee, in support of the accreditation update reviews. Dr. Budd reviewed the agenda and noted that this will be our last official Leadership Council Meeting. In the Fall, we will combine Leadership with the Roundtable and Budget Planning Committee.

Classified Senate President, Roberto Gonzalez, confirmed that copies of the Mission, Vision and Values statements have been received for the upcoming Classified Senate meeting. Because of the district senate meeting, however, the college-level senate meeting will not be held and discussions on this topic will be conducted via email. Mr. Gonzalez also confirmed that Classified Senate will meet in June but no meetings will be held in July and August. Dr. Budd felt that although they were requesting feedback by Monday, the discussion could continue in their June meeting.

The meeting was opened for additional topics to add to the agenda. Ms. Gabe Winer requested to add “Flex Day.” This discussion topic was slated first on the agenda.

**Flex Day**

Ms. Winer wants to make sure that important topics, targeted for Flex Day discussions and workshops, are submitted early instead of adding these at the last minute. There is no guarantee that everything requested will be scheduled as the goal is to not pack too much into the schedule; which has been brought up as an issue in the past. Ideas for workshops should be added using post-it notes, on the large wall flip chart currently located in conference room 451A.

Dr. Budd requested that everyone block out Monday and Tuesday, August 11th and 12th for a college-wide retreat; location to be determined.

Ms. Winer reported on an idea for future implementation that came from the Professional Development meeting. The idea is to take topical, information sharing videos and incorporate the videos on the college’s website along with related documents. Examples given were:

* How to apply for grants
* The State of the College
* Budget Reports

She further explained that it can be voiceovers and does not have to follow the whole Granicus process where you have to view the entire video. It would be aggressive to implement for the August Flex Days but is felt to be viable for inclusion in future Flex Day formats.

Ms. Winer also recommended that the breakfast session be longer and include tables for areas such as Academic Senate, Ed Committee, etc. where people can walk around and learn more about the college community and contacts. She indicated that there could be a one-page handout for each table explaining the committee’s role.

All of these ideas were well received by attendees.

There was additional discussion regarding the Student Voices panel, a part-time faculty dinner that would be funded by special projects, and saving the last day, Friday, August 15th for workshops.

Dr. May Chen, Vice President Student Services, requested that an information session for Student Services be included in the Friday workshop as there are numerous process questions from faculty in this area.

Ms. Winer brought up that Joan Berezin will head up a project over the summer of video clips for New Faculty Orientation outlining “who does what” and perhaps this could also be expanded to Student Services.

This idea will be considered by Dr. Chen as she would like to give more thought on how she would like Student Services’ information disseminated i.e., flex day workshop, faculty orientation, etc.

Dr. Budd requested that Dr. Fabian Banga and Mr. Gonzalez ensure that the video is captioned. Dr. Banga indicated that funding may be available at the district level for this type of work. Mr. Gonzalez added that there is a system-wide grant related to distance education classroom/virtual classroom instruction. He stated that it becomes a little more complicated when discussing career and transfer programs that are not really related to the classroom, but feels there may be some flexibility.

**PASS Discussion**

The Peralta Accountability for Student Success (PASS) discussion continued from the May 12th Roundtable for Planning and Budgeting meeting. Dr. Budd indicated that having a variety of times to discuss this topic with the college community has been very important for inclusion. This helps to address the issue of people feeling they don’t have a voice in financial decisions and assists in providing clarity on the shared governance process.

Of value is that PASS will be a new source of funding this year. Other ongoing funding sources are: General Fund, Grants and Special Projects - of which we have Basic Skills, Title III, Perkins, Trio, a 1070 grant, and Staff and Faculty Development. Reference was made to Director Katherine Bergman’s document highlighting available funding. Dr. Budd indicated that these are not separate projects listed and that it is all being developed to improve student success. The document, “BCC Bench with Special Projects,” will be enlarged on Saturday; posted on the wall and Director Bergman will circulate the excel document electronically. Director Bergman provided a brief overview of the available grants, funding duration, as well as details on the grant agreements, and links to the governing rules. She asked that we put on our radar pending grants coming through the pipeline.

Director Bergman pointed out that, with a very few exceptions, grants do not allow supplanting. If it has been paid for previously by general funds; grant funding cannot be used. For some grants no Classified or Administrative expenses can be billed to the grant funds. She is available to share this information with all shared governance committees.

Dr. Budd reiterated that this is a work-in-progress and the information being shared is part of the communications meetings currently being held. The information will also go to the Senates and will be a large focus of the retreat on August 11th and 12th.

At the Basic Skills Initiative conference attended by Director Bergman, many colleges presented information highlighting their efforts to integrate the Basic Skills Initiative committee onto their campus, and into their shared governance. West Valley College shared their model where they felt that the siloing of their Equity Committee, Student Success Committee and their Basic Skills Committee was leading to a lack of collaboration and a lack of shared information. They integrated those three committees into an Institutional Effectiveness Committee. Director Bergman proposed that we integrate the Basic Skills Initiative into our shared governance to partner with student success and equity efforts so that these things aren’t stand-alone.

Interim Vice President of Instruction Lilia Celhay indicated that the PASS initiative is a catalyst to view other funding. She indicated that there have been changes made in the rubric, budgets and that along the way they have listened to suggestions regarding information sharing.

Dr. May Chen added that none of the suggestions or proposals submitted is a surprise and all of the proposals from Student Services came from the APUs. She stated that the Governor’s new budget proposal indicates that we may get additional SSSP funding starting in January.

The Director of Business Services & Administration, Shirley Slaughter, added that we have a number of meetings where we talk about these things and it is important that we also share this information with our colleagues.

Dr. Budd stated that one of the questions is how are we going to implement the rubric? At an earlier communications session it was also asked whether a project that wasn’t identified in an APU, but will not cost very much, do a lot to help in the six success factor areas talked about with the RP Group.

The six success factors help students feel:

1. Connected
2. Engaged
3. Directed
4. Focused
5. Valued
6. Nurtured

Academic Senate President, Cleavon Smith, asked about looking at what needles are going to be moved by these items so we can get beyond the event, or the intervention, and get to the impact. He noted that this process has made things more transparent than he has ever known them to be and he feels good about the next step; as long as we keep in mind those indicators.

Ms. Lowood agreed with Mr. Smith regarding the transparency and added that it is important that people don’t feel APUs are created and then just sit on a shelf, and that APUs are needed to plan budgeting.

Dr. Budd stated that this is the beginning of a process that will be ongoing and asked for thoughts of having a team that will identify priorities for this first draft; with the final document to be provided to the district by June 1st. She also suggested sharing the results at Roundtable next Monday, May 19th. Mr. Smith nominated Hermia Yam as a team member. Clarification was asked on the team’s purpose. Dr. Budd indicated that the team will be looking at priorities that have come forward, post-it notes and what’s been identified; and other comments. She suggested the team meet before Roundtable on Monday morning and share the draft at the meeting. Dr. Chen nominated Jenny Lowood. Ms. Winer nominated Roberto Gonzalez.

The suggested time for the team budget recommendation meeting on Monday, May 19th, is 9:30 a.m. – 11:30 a.m., in conference room 451A. Dr. Budd indicated that ideally the Vice Presidents and Business Director should be in attendance, as well as a student participant. Jewell Soriano (ASBCC) was invited to attend and accepted.

Mr. Gonzalez requested that a meeting request be sent out. It was noted that it already has been but we will send a reminder. Ms. Lowood requested that the latest version of the rubric be included in the meeting invitation.

**Shared Governance Flow Chart**

There was one more reiteration for the flow chart. The main addition and changes are in the area of “Inputs to Program Review.” Dr. Chen indicated we have the Facility and Technology plans up-to-date and they are updating the Education plan. She continued the flow chart review and noted that the lower box was a new addition. She also reviewed the Committee Flow Chart.

Ms. Lowood suggested that for clarity, the shapes/color of the boxes be changed to reflect input, groups, etc. She noted that people had difficulty following the flow. Ms. Lowood added that the 10+1 is different than everything else on the flow chart. She recommends keeping the information but separating out things that are different.

Dr. Budd asked how everyone felt about sharing this at Roundtable once the changes have been made and ideally approving this version moving forward. Ms. Winer was nominated to review the final version. She suggested that they look at it at the Planning for Institutional Effectiveness (PIE) meeting which meets on Thursday. This recommendation was accepted.

**Mission, Vision, Values**

The Mission, Vision, and Values was reviewed by Standard IA and validated that it identified the population we served. They wanted to have it reapproved. Academic Senate approved it and it will go to Classified Senate this week. We will review this again and approve it at Roundtable. What would be changed is, “Adopted by Peralta Board of Trustees” with the new adoption date added. All were in agreement to have it move forward to Roundtable. Opposed: None; Abstentions: None.

**Accreditation**

Ms. Lowood reported on Standards I and II and reported they are moving along. Some of the writers have requested an extension which she thinks is fine. She does not want to change the deadline date, however.

Dr. Chen indicated that the core group for accreditation has been working on all aspects of the self-evaluation including responding to the previous recommendations. They are creating demographic information for both students as well as the service areas. She is happy to report that Dr. Vanessa Vega is working with them and is creating a student data format that will show student retention, persistence and success by ethnicity, etc. We will be able to use the same data for accreditation, student success, and the student equity plan.

**ASBCC**

* Focusing on “Passing the Torch Initiative” with the next student government.
* Planning a retreat towards the end of summer and before the beginning of the Fall semester.
* Invitations will be sent to faculty, staff and administrators who can come and give presentations and explain processes to the new student government.
* The Marketing Committee made brochures for transferring students to inform them of their next steps. They will ask Hermia Yam to review the brochures to see if the information is correct.
* A communications/shared governance meeting will be held on Monday, May 19th and they all plan to attend.
* Continuing to attend shared governance meetings and students are participating in the accreditation review process.

**Classified Senate**

* Elections will be held in two weeks.

**Academic Senate**

* Holding elections for executive officers – Mr. Cleavon Smith is running for President for a second term; Ms. Kelly Pernell for Vice President and Josh Boatright for Secretary. He is excited to go into the year with a full executive board.
* He is excited also to share with the senate what has been coming out of these meetings the past few weeks.
* Happy that PIE is going to review some of these things to take back to the senate.
* Hopefully they can endorse the process if not the actual recommendations in their meeting next week.

**Professional Development**

* Requested the use of the distributed document for Flex Day requests.
* Requested that everyone who put meetings on the calendar add “meeting times” on it by the next Roundtable. The Teaching Learning Center (TLC) can be scheduled by Ms. Winer and conference room reservations by Ms. Marilyn Montague.

**Other**

* Mr. Antonio Barreiro asked if he should move the Tech Committee’s post-its today since they were attempting to free up Wednesdays; clarifying that the schedules are for next year. Ms. Winer responded, “Yes.”
* Dr. Banga reported that the shells for voting are completed.
* Dr. Budd shared with iPad users that they make sure they always have everything on iCloud. A training session for iPad users, on securing information, was suggested.
* Ms. Lowood added that she is feeling this to be a very historic and profound moment as we now have a calendar and we are communicating; so we are not stepping on each other’s toes. We have transparency in the budget and she is very hopeful.

-End of Minutes-

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