

Berkeley City College

**Leadership Council Meeting**

**MINUTES**

Wednesday, September 11, 2013

*Chair: Debbie Budd, President*

**Attendees:** Shirley Slaughter, May Chen, Carlos Cortez, Katherine Bergman, Roberto Gonzalez, Ramona Butler, Cleavon Smith, Doris Cuellar, Nate Heller, Jenny Lowood, Mostafa Ghous, Antonio Barreiro, Brenda Johnson, Windy Franklin

**Agenda Review**

Dr. Budd welcomed everyone and introductions were made for the benefit of new committee members. The agenda was reviewed and opened for additional discussion items. Katherine Bergman stated that with respect to accreditation she wanted to mention the opportunity for everyone to participate in the training online.

**Review of Shared Governance Manual - Charge of Committees – Review and Make up**

A large piece of the discussion that is happening at the Academic Senate and here at Roundtable and Leadership is the review of the Shared Governance model and charge. The Ed Committee has grown to include assessments and student success and we need to have the charge of the committees.

Jenny Lowood added that she would like to discuss the flow of meetings so recommendations can flow efficiently.

There was brief conversation about the discussion flow from the previous year’s meetings including to Leadership and Roundtable and sub-committees reporting out to/from district meetings. This needs improvement this year.

Of equal importance is the scheduled meeting times. Dr. Budd requested that nothing be scheduled on top of previously scheduled meetings. The master calendar should be checked. To add to the master calendar contact Eboni Floyd at [Eboni\_me@gmail.com](mailto:Eboni_me@gmail.com).

Katherine Bergman stressed the importance of checking what has already been scheduled on the master calendar prior to scheduling meetings. She also mentioned the Depiction of Planning and Budget Integration and Decision Making flow chart which is shown in the Shared Governance Manual and the different variation of the one in the ACCJC report. Dr. Chen stated that the one in the ACCJC report is the most up-to-date flow chart.

Dr. Budd indicated that the flow charts will be distributed for review before the next Leadership Council meeting and, as a part of our ongoing goal for continuous improvement, she encouraged everyone to complete the survey distributed by Fabian Banga to provide feedback on the 2012-2013 shared governance meeting process. New ASBCC members inquired about the location of the survey. Cynthia Reese redistributed the survey to BCC-FAS and included the new ASBCC representatives in the distribution. It was noted, however, that it is not applicable to attendees who were not committee members last year.

Dr. Budd stated that she and Cleavon Smith had a discussion about the Ed Committee, because initially it looked like it was going to be an incredibly important committee that would have a major bulk of the conversations and discussions regarding student success. She stated that as we start the new year, it is important that we consider the Student Success Support Programs (SSSP) that came out of an assembly bill that had a task force of what we are doing. Now there is a document saying what needs to happen for us to ensure student success and get funded. Degree programs, ensuring students know about our AATs and ASTs, and getting certificates and degrees are part of how we are evaluated at the State and how we get funding and, how students are doing with persistence. Because of that, part of the conversation was, should we consider that being some of the overarching charge of the Ed Committee.

Mr. Smith added that the reason the conversation came about was appointments to the SSSP locally, and how that would flow to the district. Also, wanting to make sure that group was much more integrated into the college conversations and planning and not marginalized like the original version of the student success task force on campus.

There was a brief discussion regarding the Scorecard and looking at more recent data.

Dr. Budd stated that it would be a great focus to meld the Student Success Committee and Ed Committee with the same charge.

* The Ed committee meets every 2nd and 4th Thursday.
* Dean Johnson will ensure the Ed Committee charge follows Student Success.

Shirley Slaughter requested two additional faculty members for the Facilities Committee.

**Fund for Innovation**

Dr. Budd stated that those who attended Flex Day heard Katherine Bergman talk about mini grants through Title III and she mentioned that through our President’s Circle, $10,000 will be made available for fund for innovation. People will bring projects that they would like to work on to improve student success and meet our mission and goals.

Examples given were:

* Faculty Mentor Program
* Open Educational Resources
* To use an initiative to help create a goal for reducing the cost of textbooks
* Multi-disciplinary curriculum development
* Looking at an honors curriculum

More details to follow.

Ms. Bergman strongly welcomes applications for the mini grants. She asks that they align with the goals of our Title II grant which is the Department of Education grant that looks to build a culture of assessment and evidence; really strong professional development and curriculum development; first year experience basic skills education and community based college and career readiness. It is a promise from the point of entry until transfer or satisfying career that we ensure students, especially those facing multiple barriers and basic skill students, are supported.

*Review of Goals from September 9th Roundtable*

The goals from the Conversation Mapping exercise at the September 9th Roundtable meeting were synthesized by Ms. Bergman, along with the strengths, weaknesses and concerns identified.

There was a question on FTE which Dr. Budd addressed. As the discussion on the topic expanded Dr. Budd stated that perhaps we can do a brown bag on the subject.

**Mission/Vision/Values - – Task Force Next Steps for Review**

Dr. Budd suggested utilizing conversation mapping to update the Mission/Vision/Values.

Jenny Lowood provided a brief history on the process for putting the current statements together. She indicated that part of the process was going beyond a single group. There was mentioned of a survey being conducted.

Dr. Budd indicated that this will not be a one-time deal and it may take the entire term to do but, it needs to be on our radar to start working on it.

* Start with conversation mapping
* Make sure it is communicated for people to attend the exercise
* Conduct a survey

Katherine Bergman added that according to the ACCJC the mission statement must define:

* Purpose
* Intended Student Population
* Commitment to student learning

Next Steps:

Dr. Budd felt the suggestion to have a contact expert come and explain what is needed, and to look at the standards, great ideas. Before reviewing the Mission/Vision/Values we will look at the accreditation guidelines.

**Accreditation Time Line**

Dr. Chen provided an overview of the Accreditation Time Line. She indicated that our site visit will happen in March 2015. This means that by January 2015 we should have completed all of the self-evaluations, including the evidence. We need to finish everything no later than December 2014. To ensure everyone understands the process and requirements, Dr. Chen feels a college-wide presentation on accreditation needs to be conducted as everyone will play a role in the process.

Katherine Bergman provided an overview of an ACCJC online training session that offers a comprehensive overview of higher education accreditation.

The question was asked, if the training is something that a group of people could do together. There was discussion about this to include; on an overhead; in the tutoring lab or, a possible training session at a Leadership Council meeting where participants come a little earlier for the training. Ms. Bergman indicated that her session took approximately 45 minutes. The next Leadership Council meeting was agreed upon for the ACCJC online training session and, beginning the meeting earlier.

**Academic Senate**

* Last meeting had great attendance and participation
* Discussed workload for the year
* Delineated workload from goals
* Full participation on the committees including the district level
* Next meeting this coming Wednesday, September 18th
* Tech Conference at Foothill October 24th and 25th
* For the Shared Governance manual, Academic Senate will be bringing their recommendations forward.
* Will be setting Senate goals

Dr. Budd expressed a little concern with the conflict on October 25th as this is also “Cracking the Codes” film screening and discussion by Dr. Shakti Butler, here at BCC.

She encouraged both events and noted that Tech Conference attendees could go to one of the other colleges on another day for the “Cracking the Codes” event.

**Classified Senate**

* Had first meeting last Thursday. Moderate turnout.
* Looking at updating the Classified Senate constitution.
* Looking at fundraising to bring in funds to senate for activities.
* Seeing more participation on committee attendance.
* A lot of interest in health and safety sub-committees.

**ASBCC (Nate Heller)**

* A lot of initiatives and conversations around process reviews
* Mostafa Ghous’ (Director of Student Activities and Campus Life) presence is great and transformative.
* They are looking at the ASBCC constitution.
* They have been engaging with student clubs
* Interested in sending three students to the Congressional Black Caucus.
* Discussions on vending machines, flowers on campus, fresh fruit.

**Other**

* 9/11 reflections
* BCC T-shirts were discussed

-End of Minutes-

Minutes taken by: Cynthia Reese, [creese@peralta.edu](mailto:creese@peralta.edu), 510.981.2851