

Berkeley City College

**Leadership Council Minutes**

Wednesday, December 12, 2012

*Chair: Dr. Debbie Budd, President*

**Attendees:** Ramona Butler, May Chen, Denise Jennings, Shirley Slaughter, Linda Berry

**Agenda Review:**

The agenda was reviewed and Dr. Budd opened it up for additional items. Nothing to add.

**Highlights from Ed Committee Meeting/ Topics to include in Accreditation Report/ Shortfalls for improvement/ Assignment to address Shortfalls**

Dr. Budd stated that at the Roundtable meeting faculty and staff shared what they thought was going great that we could add into the accreditation report and things that we could improve upon, as far as shortfalls. Dr. Berry reviewed the “Additions to Report” handout with attendees which outlined these items.

For the list of assignments:

* Dr. Chen asked to add Cleavon Smith and Allene Young to the Faculty Mentors/Advisors assignment.

For the “Shortfalls” list:

* Copiers was requested to be added
* Marilyn Montague should be added to the assigned list for telephones

**Updates on Budget Items in Accreditation Report**

Shirley Slaughter reviewed the charts added. The first chart takes a look at the last five years with 2008 being the base budget and shows our budget has averaged about $13M. The second chart is a chart that gives our budget composition: salaries and benefits makes up about 92% of the budget; books, supplies, and services makes up about 7% of the budget and, equipment makes up the remainder.

An additional chart will be added outlining object codes which will break down items further. The supply amount shown in the chart is General Funds; Fund 1 for the most part.

Salaries include full-time as well as part-time.

There was additional discussion of the remaining charts including discussion around Fund 11, FTE (administrators, faculty, classified staff); administrative capacity, comparisons between actual expenditures and FTE budget expenses and FTEF (unrestricted general fund), etc.

**Prioritizations from Planning Process with Resources Needed *($$ needed for some of the requests)***

At Roundtable great work done on the Prioritization of Requests and shared by Instruction and Student Services.

Dr. Chen provided an overview of the Program Needs document for Student Services and indicated that the numbers in the financial column were estimates. Dr. Budd requested that Dr. Berry also add cost estimates to the Instruction document.

-End of Minutes-

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