

Berkeley City College

**Leadership Council Meeting**

**MINUTES**

Wednesday, October 2, 2013

*Chair: Debbie Budd, President*

**Attendees:** Antonio Barreiro, Katherine Bergman, Ramona Butler, Lilia Celhay, May Chen, Carlos Cortez, Shirley Fogarino, Mostafa Ghous, Roberto Gonzalez, Brenda Johnson, Jenny Lowood, Lee Marrs, Shirley Slaughter, Cleavon Smith, Sevan Taimoorian, Nate Heller

**Agenda Review**

Prior to the agenda review, Dr. Budd noted that some attendees participated in the ACCJC Online Training held in Room 125 this morning. The training session took approximately one hour and Dr. Budd feels it to be valuable training for any faculty, staff, student or administrator to complete. The self-evaluation visit will be in the spring of 2015 and a lot of what we are doing to prepare for this was highlighted in the training.

The training can be accessed via BCC’s website: <http://www.berkeleycitycollege.edu/wp/accreditation/bcc-accreditation-self-study-training/>

Or, it can be accessed via ACCJC’s website via the link below.

<http://www.accjc.org/events/accjc-accreditation-training/accreditation-basics-%E2%80%93-an-online-workshop-on-the-basic-principles-of-accreditation>

Dr. Budd reviewed the agenda and opened it up for additional topics.

**Shared Governance Manual / Process Review / Committee Charges**

Referencing the Shared Governance Dr. Budd indicated that some of the committees have looked at their charges. She reminded everyone that the role of the Leadership Council is to evaluate the committee structure and verify that the charges are in alignment with our mission, as well as the planning process.

The flow of the shared governance process was discussed:

* College Roundtable and Leadership Council

Other committees reporting to the above

* + Ed Committee, Facilities Committee and Tech Committee

These were developed last year to mirror what is happening at the district level i.e., *(Roundtable equals Planning and Budget Council at the district.)*

* + ASBCC, Classified Senate and Faculty Senate

The standing committees and the role they play in feeding up to our different committees is a piece the Faculty Senate has been looking at since the beginning of the term.

This is what will be discussed today to ensure we are all on the right track.

* The Assessment Committee should report to the Faculty Senate and Ed Committee.
* The Curriculum Committee is an arm of the Faculty Senate
* The Staff Development Committee which has not been operating for a while has been re-institutionalized.

Jenny Lowood discussed the charge for Assessment and indicated suggested changes were brought to Faculty Senate. She distributed a handout stating the language is very close to what had been submitted at the Faculty Senate meeting.

Cleavon Smith indicated that he was charged to take the recommendations to Roundtable.

There was additional discussion on the process for reviewing changes and a suggestion to indicate what changes were made i.e., using italics or underlines to identify changes.

Dr. Budd summarized the model to follow for reviewing Charges:

* Take existing charge and, if new committee develop a charge
* Committee approves the charge
* If it deals with academic or professional matters it goes to the Senate
* Submit to Leadership;
* Leadership will approve and put together in the document to send to Roundtable
* Roundtable reviews and approves

Referencing the Assessment charge, Ms. Lowood suggested adding, “Approved by Faculty Senate.” Stating that, if there is another body that needs to look at the charge, that may be a good piece of information that should go on the document.

It was clarified that existing committees such as Facilities and Technology will use the same process to tentatively change charges.

Ms. Slaughter recommended combining the Safety Committee with the Facilities Committee as oftentimes safety concerns that they receive have to do with hazards or security; and/or, taking a look at the crisis management team and instead think of it as Safety and Crisis Management Committee.

In regards to combining with Crisis Management, Dr. Budd believes this would be based upon how Crisis Management is defined. She also expressed the opinion of Facilities being one thing, and Safety and Disaster Preparedness to be the same thing.

There was additional discussion on this subject.

Recommendation summary from discussion:

* Facilities Committee
* Disaster Preparedness and Safety Committee
* Crisis Management (Suggestion that it reports to Student Services/Instruction joint meeting.) Dr. Chen stated that this will be taken into consideration.

Ms. Lowood referenced the handout created by Dr. Budd and Dr. Chen, expressing that:

* It is an excellent document
* She feels all of the Standing Committees should report to at least one governance committee, (Ed, Facilities, and Tech).
* Perhaps there is a way to clarify the flow
* In regards to the Curriculum Committee, who reports to the Faculty Senate, she felt it will not be harmful to say, “and the Education Committee” as we should have that understanding.

She then brought the discussion back to the Assessment Committee and the reporting flow.

* Requested to add, “and Roundtable” for the Assessment Committee’s reporting flow.

Mr. Smith added that it would help if we knew what it means to say, “Reports to?” If we know what it means that would help us understand where something can flow laterally and expedite the process. He added that we need: Speed, transparency, accountability, knowledge sharing, knowledge building.

Dr. Budd added that the flow noted in the document will hopefully prevent things from being slowed down during the approval process and provide transparency.

Dr. Chen stated that they will continue to revise the information in the handout.

Lilia Celhay, Interim VPI recommended creating a digest to capture important updates from the various committees.

Roberto Gonzales, Classified Senate President recommended sending committee meeting notices out to BCC-FAS to give people an opportunity to attend. He added that Classified Senate is still trying to figure out where they fit into the picture. They know they are on the chart, but feel there isn’t much beyond being listed. He would like to recommend that if Classified Senate is not represented that Student Services, specifically, be represented on the Assessment Committee.

Dr. Budd stated it is the responsibility of every committee to communicate their meeting notices.

Windy Franklin is noted as the Student Services representative for the Assessment Committee. Ms. Lowood added that they can use more.

Katherine Bergman reported that the Staff Development Committee is now the Professional Development Committee. Classified and Administrators were given equal voting rights in this group.

Shirley Fogarino responded to Ms. Celhay’s recommendation and stated that committees must host their own digest and those digests and decisions must be made available online.

Nate Heller added that unless we are capturing these conversations through a medium that projects information, and does that precisely, then this isn’t going to be heard except by those who dig through website archives; and still it will be only four or five individuals who do that.

Mr. Smith will distribute links to other colleges’ Shared Governance manuals. He also asked, “How do we leverage technology to reach out and share information in ways that people are used to getting them?” Volunteers were solicited to work with him on this. Lee Marrs and Nate Heller volunteered.

Ms. Celhay’s thoughts on the information sharing process would be more like headlines or blogging; creating a page where chairs could post, “You Should Know.”

Mostafa Ghous suggested that we look to see who is on the various committees and, if there’s a lot of overlap in staffing the committees.

A suggestion was made to also bring in people who may not be serving on committees.

**Review of Goals Developed at 09/23/13 Roundtable**

Katherine Bergman discussed the matrix and noted that she has a copy with the votes in red. Votes were broken down by faculty, staff, students, classified, and the different committees. She noted that several things emerged from the process including the need to adapt the process so it can be used by everyone, allowing everyone’s voice to be heard.

She reviewed the results with the group.

Ms. Bergman will send the document as a Word document and has asked that edits be made in red.

Dr. Budd indicated that we will follow up on the charge of committees at the next Leadership committee. The Goals document will be shared again at the next Roundtable meeting. We did not get to Accreditation today or hear from the Senates and she requested that time be allotted at Roundtable.

Regarding accreditation, Ms. Celhay indicated that an invitation went out last Friday inviting people to participation in the report. The timelines were included as well as the organization chart created by Dr. Chen. She requested that anyone wanting to participate, respond to the invitation.

**Academic Senate**

* Meeting following this Leadership Council meeting.

**Classified Senate**

* Need to realign Senate meeting as they meet after Leadership

**ASBCC Update**

* Going through review and rewrite of bylaws
* Making changes about how club funding is allocated
* Vending machines

-End of Minutes-

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