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Berkeley City College

**Leadership Council Minutes**

Wednesday, December 5, 2012

*Chair: Debbie Budd, Interim President*

**Attendees:** Ramona Butler, Lee Marrs, Brenda Johnson, Shirley Fogarino, Cleavon Smith, Jenny Lowood, May Chen, Linda Berry, Lilia Celhay, Denise Jennings Shirley Slaughter

**Agenda Review**

Dr. Budd reviewed the agenda. Included in discussions will be:

* Updates to Proposition 30 items discussed at a previous Roundtable meeting.
* BCC Accreditation Response Presentation by Dr. Berry
* Development of Accreditation Steering Committee.

Dr. Budd thanked Student Services for an incredible counselor orientation. Dr. Chen added that approximately 65 people showed up to the event on Saturday and about 20 counselors this morning.

**Proposition 30 – Additional FTES/Enrollment Target 18,500**

Dr. Budd began the discussion by reviewing handouts:

Attachment A – “2012-13 Budget Allocation Model Worksheet Continued”

Attachment B – “12/1/12 Updated 2012-2013 Budget Allocation Model Worksheet”

Attachment C - “FTES FTEF Targets 11-23-2013”

Attachment A is what is in the adopted budget and as stated by Vice Chancellor Ron Gerhard, there is still some room for what would come out in 1351.

Referencing Attachment A, and looking at the $1.3M that BCC should be getting, Dr. Budd noticed that on the third line from the bottom, “Parcel Tax Allocation,” it shows $704,068; the same number Merritt is showing.

Attachment B, the 12/1/12 updated document, has $1.7M for the Parcel Tax Allocations for BCC. As a result, when we fully implement the Budget Allocation Model, instead of the $1.3M, it will more than likely be $300K – which is better than nothing – and, we will also ideally be getting the 15% reductions back, so it will be closer to $500K.

Dr. Budd indicated that there is another spreadsheet on positions and we now have an updated spreadsheet with classified. She believes we need to go through one more review but it looks as if we will get approximately 6 new positions, between instructional assistants, and FT faculty to get us up to the BAM. It is believed that this will happen within this year and we will see it in January. It is still a work in progress but is being shared to ease us in to that piece on the 12/1/12 update.

The other piece she shared is that it did swing for the PT faculty and she noted that while Laney is showing $1M, before they were getting $1.6M. However the other colleges are still over. She indicated that when we do get growth or additional funds, that’s how the plan is to be right-sized. The funds will not automatically be taken away from the other colleges.

Q. On the old one under Parcel Tax Allocations you have $704,068 and on the updated one you have $1,748,755. So the new one is the latest and this is what we can expect, right?

A. At the present time. That, in addition to the 15% being put back in the budget.

Q. And the administrator you refer to is the Dean?

A. That’s on the spreadsheet because we have all reduced. We only have one dean currently paid out of the general fund where previously we had three. So that’s being discussed at all of the colleges and it was brought up at Roundtable.

Q. For clarification, the bottom line literally is, after we have accounted for the six positions we will be getting additional funds?

A. Dr. Budd believes so. She is just sharing now what was handed out recently.

Q. So they are actually using Parcel Tax Allocations to bring us closer to the budget allocation?

A. Exactly.

Q. And if we get growth money, do we get to claim the growth money?

A. Dr. Budd wanted to be clear that it won’t necessarily be growth because we were up over 20K FTES before. It will be partial restoration.

Dr. Chen shared that on Monday afternoon there was a VP/Dean meeting and Ron Gerhard gave a little further explanation about the impact and there were two questions presented. The first question was referred to the State level where there have been talks in Prop 30 about the student success initiative so the question was, “How is that coming so far?” And the second question was, “Are they going to use the money to bring back some of the categorical cuts back over the years?” VC Gerhard, at the time, wasn’t certain but if those two things materialize it may help BCC even further.

Dr. Budd stated that it is still a bit of a moving target but she wanted to share the update.

The other piece shared was regarding the FTES targets as discussed at Roundtable. Our target as a district is now 18,500 as opposed to 17,800. That 18,500 when that’s divvied up through the budget allocation model have BCC being able to serve 1,768 total FTES for the spring. For 2012-2013 our target will now be 3,608 for the year. We have scheduled enough to reach that target. Some of our classes are full so we are looking at possibly adding a few sections online; something that will help the pathways. We will work with student services to see what the counselors are hearing and talk with department chairs to see what is happening.

Dr. Budd thinks it is important to serve as many students as we can in the spring and she believes that if some colleges were to go over what has been scheduled, that could then go to the college as part of the rolling average.

Q. Did we meet our fall FTES target?

A. Yes, our fall target was 1,350 and we were at 1,406. We did not meet our summer target which was 550 and we were at 477. Productivity should be about 17.5 and we were about 15.

We are working with the instructional dean to look at our classrooms to make sure that when we have the tiered lecture hall, that we have that fully scheduled. If there is room for 100 in that class and the pedagogy suits that maybe we would do a large lecture and then do the split-outs for the labs.

All of the information that came from the program reviews will be synthesized in the January’s extended Roundtable meeting. The additional positions will happen in the spring. But again, this has not been finalized yet.

Dean Celhay noted that all of the program reviews were reviewed and synthesized and there is a matrix that will have all of the needs including personnel and technology. There will be an opportunity for everyone to review it once again and include things that were not added.

Dr. Budd requested that this be included on the agenda for Monday, December 10th.

Dr. Chen added that the matrix Dean Celhay spoke of, both Student Services and Instruction have been putting their needs on the matrix and have noted personnel, supplies, equipment, financial and facilities. Student Services also went through internal ranking of positions.

This can be used as evidence in the accreditation report.

**Accreditation**

*Development of Steering Committee*

Dr. Berry and Dr. Budd previously discussed having a steering committee that at this point would be available to review and give feedback of what is not the final draft but has most of the information in it. The work will be done sometime in January for the final review. The names mentioned were also members of the Education Committee (Cleavon, Jenny, Ramona, Paula, and a student.) Therefore, it was recommended that she work with the Ed Committee.

*Status of BCC Response/Highlights from Other Colleges*

Dr. Berry presented an overview of BCC’s Response documentation to date and reviewed with the group tables, graphs and highlights from the PowerPoint presentation.

A lengthy discussion followed with several suggestions/comments noted. (Discussion notes available upon request.)

*Next steps:*

Send notes to Linda and Debbie – just bullets of the emphasis.

Dr. Budd will forward the reports for the Leadership Council to review in case there are things noted that absolutely should be in the response.

-End of Minutes-

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