



Berkeley City College Technology Prioritization Process Spring 2017

- STEP 1:** Gather and create a list of technology and equipment requests from Program Reviews/APU's.
- STEP 2:** Confirm accuracy of the list, as well as potential categorical funding sources, with Deans and Department Chairs.
- STEP 3:** Remove items that can be funded with categorical funding sources.
- STEP 4:** Review the remaining list of technology and equipment requests to determine a "critical need" list:
- Level 1 – Identify "critical need" list based on the three criteria below
 - Critical to classroom instruction – instruction would be compromised without
 - Can not use redeployed machines
 - Meets specific funding requirements (i.e. Instructional Technology and Equipment)
 - Level 2 – Rank "critical need" list based on the end of life information, meaning that the oldest equipment on the "critical need" list is the first to be replaced
- STEP 5:** Fund technology equipment using the Level 1 and 2 ranking process until the funds available are depleted.
- STEP 6:** Provide list for funding to Roundtable for review and recommendation to forward to President.
- STEP 7:** President provides announcement of final decision and explanations as necessary.



Berkeley City College
College Roundtable for Planning and Budgeting
MINUTES
Monday, February 27, 2017

Present: Vivian Allen, Ramona Butler, Jason Cifra, Francisco Gamez, Roberto Gonzalez, Brenda Johnson, Thomas Kies, Kelly Pernell, Cynthia Reese, Phoumy Sayavong, Karen Shields, Tiffany Taylor, Alejandria Tomas, Hermia Yam, Joseph Bielanski, Jr., Jenny Lowood, Jasmine Martinez, Barbara Des Rochers

Chair: Kelly Pernell, Academic Senate President

AGENDA AND DISCUSSION ITEMS

1. Agenda Review and Approve January 30, 2017 and February 13, 2013 Meeting Minutes

The meeting was called to order by Academic Senate President, Kelly Pernell. President Tomaneng is away attending a conference.

It was reported that the February 13th meeting minutes were not available.

January 30, 2017 meeting minutes.

Alejandria Tomas moved to approve the January 30, 2017 meeting minutes.

Second by Karen Shields

All in favor

Abstentions: None

Opposed: None

Agenda Review

- The Student Services Reorganization Chart was added under Other Business.
- Item #2 – Technology and Instruction Equipment Prioritization List
 - Added to subject title: “...and Process”

Brenda Johnson moved to approve the agenda, as revised.

Second by Tram Vo-Kumamoto

All in favor

Abstentions: None

Opposed: None

2. Technology and Instructional Equipment Prioritization List and Process

Facilitated by: Tram Vo-Kumamoto

Documents referenced: Technology Prioritization Process – 2.21.17 and Recom for Tech Purchases 2.27.17

VPI Vo-Kumamoto is co-chairing the Tech Committee with Joe Bay and Justin Hoffman. She reported that they documented the process



Berkeley City College
College Roundtable for Planning and Budgeting
MINUTES
Monday, February 27, 2017

used over the last couple of years. Steps 1-7 of the *Technology Prioritization Process* document was then reviewed with the committee.

Referencing the *Recom for Tech Purchases* document VPI noted that we had a total of about \$340K to spend and the proposal for expenses that will happen in the next month are for a little over \$338K. The difference is for any changes in cost estimations. The categories of projected expenses were reviewed.

Classrooms

- They are looking at replacing all of the technology in the classrooms
 - Teachers stations
 - Document cameras
- They are leaving the overhead projectors.

Computer Labs

- The yellow highlights in the document are the ones that will be replaced.
- If the equipment is not going to be replaced, they have identified whether that area could use redeployed equipment or could wait until next year.
- Alternate funding sources are also noted, i.e., Strong Workforce or BSI Transformation.

Q. Is room 321 classified as a classroom or Math Lab?

A. They didn't put in the computer carts for those rooms but the classroom itself will be updated. It was not put on the list to begin with as they knew BSI funding would cover it.

It was recommended that for future reference, in terms of inventory, they may want to consider adding it to the list.

Q. Are all of the ELMO document cameras being replaced?

A. Once we replace the computers the ability for them to talk to the document cameras will cease. We will need to get new ones in order for them to interface in the same way.

Q. Regarding Room 313. Is it low priority because it is being funded by a different funding source (BSI Transformation)?

A. Yes.

It was noted that they are using a document that is historical and the areas being brought up have not been updated and should probably have been deleted.



Berkeley City College
College Roundtable for Planning and Budgeting
MINUTES
Monday, February 27, 2017

Q. There are more and more requests for laptop carts from faculty for using computers within social science classes. Are these going to be limited to specific programs?

A. At this moment in time, because we are using the program reviews that were in existence, the laptop carts are connected to the particular programs. Under the BSI Transformation, they put those carts in to get funded. Next year is the last cycle of this program review, programs wanting to move in that direction will need to add that as a technology tool.

There has been a lot of conversation regarding the question of doing a cart per a certain number of rooms. What is really challenging, depending on the program needs, is that we are not clear on how we would proceed on that as some rooms actually need multiple carts, in order for the program to be effective. The other piece is the question of how many of our students come in with laptops already versus not at all. While we want to make sure that we are able to provide them for students who don't have access, but to what extent. We are finding that we might not need to do a cart to meet the capacity of the class but, as an example we may need to do 70% of the class size.

IT Support

It was reported that the funds are instructional technology and equipment and has to be used for instructional purposes. The two areas shown on the hand-out were the areas that connected to instruction directly. Storage is important as it stores all of the students' work. The other is the battery back-up so that information isn't lost during a power outage.

There were other items on the list of requests:

- Individual faculty stations
- Laptops for faculty
- Individual staff stations
- Infrastructure needs that are not appearing on this list because it was outside of the scope of the funding that we had for this year.

They are hoping to address the faculty laptops, connected to instruction, next year. In this process, they are also hoping to redeploy some of the equipment that might still work as desktop stations, for faculty.

This group has to forward it to the president and mainly it is the process, not the list. There are a couple of things that came up for the group:

1. Things that didn't appear on program reviews or APUs having to wait.
2. Any new items.

These are two things they will probably be looking at refining during next year's process.



Berkeley City College
College Roundtable for Planning and Budgeting
MINUTES
Monday, February 27, 2017

Thomas Kies moved to approve the Technology and Instructional Equipment Prioritization and Process

Second by: Roberto Gonzalez

All in favor

Opposed: None

Abstentions: None

3. 2017-2018 College Resource Requests - 2nd year of 3 year program review cycle

Facilitated by: Tram Vo-Kumamoto (presenting on behalf of President Tomaneng)

This document was presented last Friday at PBC. We are technically in the 2nd year of a 3 year cycle of program review. The document contains the goals for BCC and the Peralta goals are identified.

Recommendations on staffing needs.

Because we have not technically gone through our Classified Staff Prioritization this year, this is previous years' information that is being put forward, with some additional information with regards to the Chem Lab Tech. It is something that was identified and funded under the Strong Workforce.

Barbara Des Rochers asked, if in terms of the Strong Workforce monies and the need to develop an infrastructure for the CTE programs and really understanding what students need, what the jobs are, who's getting what job, etc., is it possible to think of having whoever is in charge of all of that be either a director or a dean. The need is felt to be critical for future grants. She feels the Career and Transfer Center could be built up and with more depth. It was also asked how the Dean of Enrollment Services and the Dean of Learning Technology and Resources might fit to compliment something that is going to be really needed with these Strong Workforce monies coming in every year?

VPI responded on the Dean of Learning Technology and Resources position stating that in the instructional services area this position does not exist and she is handling those duties along with Dean Lisa Cook. Also, learning resources is somewhat done through Dean Francisco Gamez with tutoring. She agrees that the need for career services and transfer is also there, it just wasn't identified in the past.

Additional discussion points from this topic.

- The current plan right now is to hire the Career and Transfer Coordinator.
- Transfer and career are two different tracks, especially when we think about CTE.
- All of our students need career guidance.
- Why not have a Coordinator of Learning Resources and a Dean of Career and Transfer?



Berkeley City College
College Roundtable for Planning and Budgeting
MINUTES
Monday, February 27, 2017

- Usually Dean roles are for areas that have faculty.
 - Learning Technology and Resources includes Library.
- Directors are usually areas that do not oversee faculty.
- Are these administrative positions district driven?
 - No.
- Is there a prioritization process for administrative positions?
 - No. The process is usually driven by the amount of positions they have to oversee. Recommendations come from a review of their areas on how many positions they would need to support the work identified.
 - This does not mean that they can't define the process better and have something that is much more open.
 - For Instruction it is carried to the Department Chairs as a vetting tool.
- In terms of funding/transparency it is always a scramble for Classified Staff to be hired.
- Feels as if administrative positions are always filled.
- BCC, in terms of administration, is underfunded.
- There are faculty and classified positions that need to be filled urgently.
- If we were to consider a process (for administrative positions) it might be something we could pass along to the district as well. It would be good for there to be an open process.

Alejandria Tomas motioned to approve the Prioritized Summary of New Resource Needs for 2017/2018.

Second by: Karen Shields

All in favor

Opposed: None

Abstentions: None

4. Shared Governance Reports: Academic Senate, Classified Senate, ASBCC

Academic Senate (Report by Kelly Pernel)

- Meeting will be held this Wednesday in room 3:15
- Will address their Shared Governance Manual update
- Also happening are a couple of faculty enrollment management informational events.
 - Tuesday in the Boardroom there is an enrollment management meeting from 2:30-4:30 pm.
 - They will be going over the State Academic Senate's enrollment management revisited article and also reviewing the enrollment management plan that Peralta had in place from 2012.
 - On Thursday, they will be visited by representatives from the Executive Committee of the State Academic Senate to help and guide them on best practices for enrollment management for multi-college districts.



Berkeley City College
College Roundtable for Planning and Budgeting
MINUTES
Monday, February 27, 2017

- Friday at Merritt there is an enrollment management summit from 9am-3pm.

Classified Senate (Report by Karen Shields)

- Thanked VPSS Jason Cifra for coming in and presenting the new reorganization chart for Student Services.
- They didn't get to discuss their upgrade to the Shared Governance Manual and are still working on updating it.

Associated Students of Berkeley City College (ASBCC) (Report by Vivian Allen)

- They have had a little trouble filling vacancies that tends to occur during Spring semester.
- They have a new VP of Administration, Abbie Tuning.
- Currently focusing on pushing priorities that fall within their other committees such as petitions for graduation and elections committees.
 - Applications for student government are due by March 9th by 5:00 pm and are all online.
 - The BCC deadline for petitions to graduate is March 10th. Appointments with the counselors are required for the petitions.

4. Other Business – Shared Governance Manual Update / Campus Leadership Training / Announcements

Shared Governance Manual Update (Presented by Roundtable co-chair and Academic Senate President, Kelly Pernell)

Kelly will be distributing to the chairs of the various committees from the Shared Governance Manual, the existing text that is listed in the document. The work group (Kelly Pernell, Phoumy Sayavong, Karen Shields, Roberto Gonzalez, and Vivian Allen) is asking that you present and work with your committees to update the information for the manual. It should then be passed through your various Senates and then it should be brought to the work group. The shared governance work group will bring the collective updates to Roundtable.

Campus Leadership Training (Presented by Dean Lisa Cook on behalf of Campus & Student Life Director, Tiffany Taylor)

Report on student leadership attending Camp Wellstone. This is organized by Trustee Gonzalez-Yuen. Students attended this training approximately three weeks ago. Some of the things they learned were:

- Their leadership style through the scope of organizing around a cause
- How to develop members for their causes
- How to build community, structure, capacity
- How to find allies
- How to engage their causes from the individual community level to the electoral level
- Knowing their audience
- How to pitch what to whom and when and where
- Individual action
- Electoral action
- Community action



Berkeley City College
College Roundtable for Planning and Budgeting
MINUTES
Monday, February 27, 2017

Some standout moments:

- Attendees sharing different protest chants they have done or have been a part of and in many different languages
- Taught each other a chant together
- A share their talent evening where our very own danced
- Getting an opportunity to sit with other faculty/staff to talk about how we can better understand processes, systems and funding to help our students submit their causes
- Working together to help clean and maintain the camp for all to use to build community quickly
- Gabriel and Tiffany will be bringing two of the facilitators here to help with some of the work of future programs
- Great to see our very own students connect and speak clearly about how to bring the colleges more closely together especially as it relates to supporting their causes.

Student Services Reorganization Chart (Presented by VPSS Cifra)

VPSS appreciates the time that he has been able to get to present the information to the various groups. They have looked at this at the Ed Committee, the Classified Senate group and the Student Services Council. He is bringing it to Roundtable to also give an opportunity to provide feedback.

The idea is to create clusters of similar and streamlined functions. This will mean creating a cluster for enrollment services. The four clusters report to the VPSS.

The key major funding sources they have are: SSSP, Equity and any other major grants that they get in the future. They organized the budget and activities together but then the managers will be responsible for the activities, assessments and the numbers, while his staff and the budget coordinator will look at maintaining and assisting with expenditures.

Another key feature is the one-stop student center. They have discussed this and many of the managers feel the need for a strong one-stop area where students can get robust, first level assistance and information. Hopefully this will also become one of the more welcoming areas on the lower floor.

The Dean of Enrollment Services is the second position that is critical; hiring that person.

Admissions and Records (and Financial Aid) were decentralized around 3-4 years ago. They report to the college. Should the district change their model, we still need to make sure that Admissions is a key component of that onboarding.



Berkeley City College
College Roundtable for Planning and Budgeting
MINUTES
Monday, February 27, 2017

- Q. Regarding the Dean of Enrollment Services. Sometimes they have a situation where they might call the district to ask questions, will this position be taking on that role?
- A. Questions that can answer on campus, we should instead of floating to the district. Hopefully have the Dean of Enrollment Services will facilitate the questions and answers better.

Counseling co-chairs are Susan Truong and Gabriel Martinez. It was clarified that the Counseling Dept. reports directly to the VPSS. The area was brought to question as the other areas in alignment on the organization chart were administrative positions.

VPSS requested that any questions can be submitted to him at jcifra@peralta.edu. The more feedback they received, the better. He noted that the information presented is dynamic and it will still move and change as they receive information from their unit reviews and from any feedback received.

It was brought up that most of the time classified staff needs are not taken into account. It was requested that once the reorganization takes place that classified needs are taken into account. Looking at the Dean of Enrollment Services, the staff assistant for that person should have come with that position otherwise we are overworking staff currently working in that area; even if we are paying overtime.

VPSS indicated that they will be looking at that and he would love to have more classified assistance as the work that has to be done is tremendous.

- Q. If we identify that there is a need for this classified position, how do we go about funding the position? This question was stated to have been posed a number of times. And, at the district level, there isn't a process at all.

Jenny Lowood added that she served on the PBIM for a number of years and one of the things that was true that they saw every time they looked at the budget is, as much as we are underfunded in terms of the BAM for faculty and administrators, the area in which we are most underfunded in relation to the other colleges is Classified Staff.

VPI Vo-Kumamoto also added that one of the biggest challenges for figuring out where monies are to be able to hire staff positions, as well as administrators, is that we have not seen any addition of general fund coming to the campus in a few years. If we want to take matters into our own hands, the question is if we want to look at any funds that are left, which is discretionary, that are in the general funds pot. If we want to reconsider how we are spending those funds then it could be a place where we can look at reallocating those dollars to more permanent staffing, as opposed to using it the way it is currently used. This would mean we would have to do a hard review at where we are spending our discretionary funds now, and where we might have some flexibility. We have to ask ourselves as



Berkeley City College
College Roundtable for Planning and Budgeting
MINUTES
Monday, February 27, 2017

a college if we want to continue just waiting or do we want to take some level of the situation into our own hands.

When we have big grants that we are applying for, VPSS Cifra stated we should look at fiscal support and classified support.

Q. What happens when that grant ends or we are no longer receiving funds?

A. The institution can say we are institutionalizing this because we have seen “X” amount of student success and it has grown our budget, or it just goes away.

In the space where we institutionalize a position like that, what we are doing is going to that discretionary fund to then continue that.

Roberto Gonzalez stated that he was at the PBC this past week and the issue of funding for Classified is on the table and is definitely something the Classified Senate is interested in. The one thing we are missing here is that although we went through the prioritization process a couple of years ago and we have repeated it last year, what we identified is that nothing happened. Even though we had existing funding for positions for a variety of reasons such as attrition, there was no movement on it. Fortunately, with President Tomaneng here she was able to prioritize that and have moved a lot of positions forward. Part of our concern is that we don’t have a mechanism that reboots us on an annual basis to keep things moving. We have seen where we have a new dean and having to make the necessary staffing shifts to support that dean. We have to get a process built into what we do on a regular basis.

A request to receive a copy of the organization chart with names in it was made and agreed to.

VPI Kumamoto stated that before the next Roundtable they will be contacting the various constituency groups to get their recommendations of faculty and classified representatives to participate in the Classified Prioritization process.

Announcements

They are working on the Active Shooter training.

Next Meeting: Monday, March 13, 2017, 12:15 p.m., Room 451A/B

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



Berkeley City College
College Roundtable for Planning and Budgeting
 MINUTES
 Monday, March 7, 2016

Present: Krista Johns, Andre Singleton, Brenda Johnson, Jennifer Lenahan, Nancy Cayton, Rich Berberian, Carolyn Martin, Hermia Yam, Roberto Gonzalez, Brianna Rogers, Karen Shields, Josie Baltodano, Cleavon Smith, Joe Doyle, Ramona Butler, Sam Gillette, May Chen, Laura Roberto, Tanya Moore, Natalia Fedorova, Gail Pendleton, Antonio Barreiro, Shirley Slaughter, Tram Vo-Kumamoto, Cynthia Reese

Chair: Krista Johns, Interim President

Meeting Called to Order: 12:16 PM	
AGENDA AND DISCUSSION ITEMS	FOLLOW-UP/ ACTION ITEM
1.	Agenda Review /Approval of 02/22/16 Roundtable Minutes
<p>The agenda was reviewed by Dr. Johns.</p> <p>A motion was made by Mr. Cleavon Smith to approve the February 22nd Roundtable Minutes Second by Dr. Josefina Baltodano All in favor</p>	
2.	Revise BCC Mission Statement
<p>The need for revising our mission statement came up during planning for our update of the Educational Master Plan. The mission statement as currently written did not meet the requirements of the accreditation standards.</p> <p>The suggestion was to add an explanatory phrase. The revision would be added language for alignment/compliance with the 2014 Accreditation Standards.</p> <p>The current statement would remain unchanged: Berkeley City College’s mission is to promote student success, to provide our diverse community with educational opportunities, and to transform lives.</p> <p>The suggested added language is: <i>The College achieves its mission through instruction, student support and learning resources which enable its enrolled students to earn associate degrees and certificates, and to attain college competency, careers, transfer, and skills for lifelong success.</i></p>	



Berkeley City College
College Roundtable for Planning and Budgeting
MINUTES
Monday, March 7, 2016

Thoughts and comments were requested in regards to the suggested added language of the mission statement.

After a brief discussion it was recommended to revise the added language as follows:

The College achieves its mission through instruction, student support and learning resources which enable its enrolled students to earn associate degrees and certificates, to attain college competency, and to prepare for careers, transfer, and lifelong success.

A motion was made by Ms. Brianna Rogers to approve the mission statement as amended.

Second by Ms. Karen Shields

All in favor

3. Facilities: Swing Space Rental & 2118 Milvia Building Updates

2118 Milvia Street

Last week Ms. Tram Vo-Kumamoto and Dr. Krista Johns met with Chancellor Jowel Laguerre, Dr. Sadiq Ikhara and our architects. They were reminded that in the planning process, we had agreed that we should have double the space we have now by the mid-2020s. The current space at 2050 Center is about 165,000 square feet but the usable space is a little less than 100,000 square feet. The new building is about 25,000 square feet.

The architects shared that the user group conversations have been very helpful and they are at a point now where they can develop a cost model to go out for bid. They have concluded that the building will never be exactly what we are looking for, if we only did a remodel. Money being allocated for the remodel is around \$11M and at least half of that would be directed to redoing the foundation. The remodel does not include changing the ceiling height nor restroom relocations.

The other item discussed was that the remodel would be 3-4 years and, in four years, we could be well into demolishing the building to construct the desired structure for our needs. As a result of information shared by the architect, what came out of the meeting was to request cost models.

- What would the model be for a 5-6 story building?
- What would the model be for a well-designed 3 story building?

The architect's perspective on the limitations of the remodel approach has opened the door to possibly do more.



Berkeley City College
College Roundtable for Planning and Budgeting
MINUTES
Monday, March 7, 2016

There was a question presented regarding the current occupants of the building. The lease of the current tenant has been extended to December.

Discussion regarding parking

- It was noted that parking is up for discussion and the Downtown Berkeley plan is to eliminate usage of cars in the immediate vicinity and encourage use of public transportation.
- It has been proposed that BCC would be able to have parking allocated in the new parking garage that is being built.
- In regards to the use of public transportation, it was stated that we will need to take into consideration the fact that many of our faculty members are adjunct and it is impractical to expect them to use public transportation due to their work at multiple colleges/universities.

Referencing the discussion on the cost models, it was asked if there is a possibility for the new space to be dedicated to administrative services and remodeling the space at 2050 Center Street.

- Dr. Johns responded that was going to have to be the case with the current layout.

It was discussed with the architects that if the building itself were not used for students, would we need to spend as much on the foundation.

- Given the various scenarios, the architects were very adamant that there would not be any scenario where we would not have students present in the building for support or services.

Cost models being looked at:

- Price out as is
- Move 3rd floor air conditioning equipment, etc. to the roof creating 3 full stories but not changing the general layout.
- New build
 - Looking at different floor levels, 3, 4, 5, 6
 - Looking at possible partnership for high-rise including affordable housing for faculty and staff

The reality is that we would be looking at how far we could get with our budget and what more we would need to seek through other funding sources.



Berkeley City College
College Roundtable for Planning and Budgeting
MINUTES
 Monday, March 7, 2016

	<p><i>Swing Space</i> The swing space at Allston Way will end on June 30, 2016. The new swing space will be located at 2000 Center Street, 1st floor and will be available on June 1st.</p> <p>Dr. Johns provided a brief overview of some of the proposed space allocations. The reason this information was shared was so that there were no assumptions that what was previously at Allston Way would now be in the swing space on Center Street.</p> <p>There was additional discussion on:</p> <ul style="list-style-type: none"> • Construction that will be happening. • The square footage for the 2050 Center St. building and the future goal to double the space in 2020. • That it is more than a goal but really a demographic projection regarding the need for Berkeley City College's services in our area and the student population, where ideally we would need to be at 200% of that by the mid-2020s. • The classroom space at 2000 Center St., student capacity, and how that was determined. • Furniture size with respect to class size and the types of classes assigned to the space. • Smart classrooms – they will not have internal wiring. • Student Services' communication sharing regarding allocation of space and moving plans. 	
4.	Classified Hiring Prioritization – Committee Update & Recommendation	
	<p><i>Document referenced: Classified Prioritization Committee Recommendations</i></p> <ol style="list-style-type: none"> 1. The General Fund is the grouping of jobs for which we would need to get extra money from the district General Fund. 2. Categorical Funds are special funding streams that already have the positions allocated. 3. College Operational Needs (unranked) are needs that have been identified. There was not a process for ranking them in part because the number was small. 4. Programmatic Needs (unranked) are additional requests for General Fund new positions that did not get ranked. <p>The positions listed under General Funds were reviewed and is the same list that came out of last year's process. The one slight adjustment made was that the PIO position was listed last year and it pulled out as it was approved for recruitment this year.</p>	



Berkeley City College
College Roundtable for Planning and Budgeting
MINUTES
Monday, March 7, 2016

Under Programmatic Needs it was stated that the positions with asterisks may be positions where there are no existing job description but there is an explicit need for the function.

For clarification of the positions under College Operation Needs (unranked) it was stated by Dr. Johns that generally when those positions have been able to be filled, they have gone through a bucket of money that has been housed in General Services and they have not gone through a General Fund process. The other thing is that there has been a recommendation regarding some of these areas that there be a different prioritization process, not only because of the funding stream, but because it is hard to compare importance.

Mr. Cleavon Smith stated that this speaks to the way we need to communicate with our representatives for District Facilities. If General Services is going through their own particular Program Review and making recommendations for allocation of resources, that are going to be vetted at Facilities, and not necessarily at the colleges, we need to make sure people know about this.

There was additional discussion regarding Student Services positions in the Programmatic Needs (unranked) areas as well as the IT Staff position in the College Operation Needs (unranked) area.

- The group agreed on the top six, as the number of requests outnumbered the number of positions. We will probably get permission to fill the top 1-2 on the list.
- The IT position was identified as a need but it could not be confirmed as the current unfilled position.

Dr. Laura Roberto reported that part of the reason positions are divided between College Operational and Programmatic is that these are positions that are all unranked as the committee realized that this is the second year that we have asked for positions that were not received. Instead of spending time ranking them, they wanted to resubmit what we didn't get last year. It was divided out to provide a clearer picture for committee members, as it would be difficult to rank the positions using the same rubric. Also we are so far away from funding for Priority 2 that what the committee hopes to do between now and the end of the school year is rank it, but the primary focus is getting Priority 1 filled.

Ms. Slaughter indicated that the IT position should probably be pulled on the same lines as the PIO position because we have a vacant position and that position is currently in our budget and has been unfilled for a couple of years.

Dr. Johns agrees with this and will note.



Berkeley City College
College Roundtable for Planning and Budgeting
MINUTES
Monday, March 7, 2016

It was requested that Mr. Barreiro help look into whether we should just hire the job that's open or if there is more to it than that.

It was also brought up that there is a Library Technician position in the budget.

Dr. Johns indicated that there needs to be another step in the prioritization process:

- Once the needs are compiled, the list needs to be submitted to our Chief Business Officer, Ms. Slaughter, to identify whether it is a vacant position that there is funding for or not.

Career Services Specialist was reported by Dr. May Chen as being listed for several years and the job description was developed and sent to the district with CTE funding identified for the hiring.

Mr. Roberto Gonzalez added that it seems like this there has been a repeated theme over the years where there is a vacancy but there is not a lot of consistency in knowing what to do, when to do it, or whether to do it. There are several examples where there have vacancies for different reasons and it seems we need a process within the college to determine whether we can move forward with that hire given the funding. The discussion at the prioritization meeting last week was that many of them were sitting at the table a year ago with 4 to 5 positions, mostly categorical, identified as having existing funding to implement the hiring process and a year has gone by without any of those positions being filled.

Dr. Johns stated that when we have a vacancy there still needs to be a conversation and consideration of whether it is a position that needs to be rolled over and rehired as is or is there something that has changed. This is part of the same consideration that happens with faculty based on programming or student demographic, or demand changes. That doesn't excuse leaving vacancies sitting if there is a need to fill them.

It was agreed that Ms. Slaughter would provide a list of open funded, but unfilled positions as part of the prioritization process as opposed to lists being sent to her from committee members for confirmation.

There was additional discussion for clarification on the Distance Ed Analyst position, the Library Technician and the Veterans Program Staff position. It was stated that additional answers to any questions or concerns can be found by reviewing the Program Reviews.



Berkeley City College
College Roundtable for Planning and Budgeting
MINUTES
Monday, March 7, 2016

A motion was made by Ms. Shirley Slaughter to adopt the General Fund ranking (1-6) as proposed through the Classified Prioritization process.

Second by Ms. Brenda Johnson

All in favor with one abstention, Dr. Josie Baltodano

A motion was made by Ms. Nancy Cayton that we ask the Classified Prioritization committee to meet one or two more times to look at the overall way in which we do classified prioritizations in terms of the Categorical hirings, the rubric use for operational jobs, as well as identifying any General Fund positions that could be hired now due to vacancies; look at questions that have come up today around hiring and hiring prioritization before we embark on next year's process.

Second by Dr. Josie Baltodano

All in favor

Opposed: None

5. Equipment Prioritization - Committee Update & Recommendation

The Technology Committee started the year in January looking at BCC technology requests across the college from Program Reviews. It became clear that the requests far outpaced what the available funds were. They made the decision to focus on end of life equipment replacements in order to get a subset of workable technology requests. They have been working on this for the last month. The end of life requests are estimated at \$1.4M for equipment that is between 5 and 17 years old.

- Faculty and staff workstations
- Classrooms
- All of the different domains of the college

A list was sent out on Friday. Mr. Barreiro will resend the list to all Roundtable members.

Highlights:

- \$360K of network infrastructure equipment to replace end of life equipment
- \$840K of computer laboratory equipment
- \$150K faculty and staff workstations



Berkeley City College
College Roundtable for Planning and Budgeting
 MINUTES
 Monday, March 7, 2016

<p>Available Funding: Unlike last year, this year we have approximately \$200K to work with. Approximately \$100K is from salary savings and an additional \$110K is one-time funding for technology replacements.</p> <p>This Wednesday, March 9th, the Technology Committee has a 5.5 hour allotment of time to accommodate all of the different schedules, where they will take the list of what is roughly \$1.4M and distilling it down to actionable items using that roughly \$200K of funding. The focus will be on the end of life replacements that touch students and focus on instruction. There are also urgent needs in terms of faculty and staff workstations that they will be looking at as well. An invitation was extended by Mr. Barreiro for anyone who wishes to come to that session in the TLC, 12:30 – 5:00 pm. At the end of that they will send out the prioritize list of available funding with brief rationale bullet points. This will be sent via email to Roundtable. There will be a few days provided for comments which will be collected and an electronic motion will be made to approve the prioritized list.</p>		
<p>6. Reports: Classified Senate/Academic Senate/ASBCC/Department Chairs</p> <p>Classified Senate: Nothing to report at this time. Department Chairs: Working to try to streamline some processes between Chairs and some services.</p>		
<p>7. Other Business</p> <p>None.</p>		
<p>Next meeting: April 4, 2016, 12:15 pm, Room 451A/B</p>		

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



Berkeley City College
College Roundtable for Planning and Budgeting
 MINUTES
 Monday, March 7, 2016

Present: Krista Johns, Andre Singleton, Brenda Johnson, Jennifer Lenahan, Nancy Cayton, Rich Berberian, Carolyn Martin, Hermia Yam, Roberto Gonzalez, Brianna Rogers, Karen Shields, Josie Baltodano, Cleavon Smith, Joe Doyle, Ramona Butler, Sam Gillette, May Chen, Laura Roberto, Tanya Moore, Natalia Fedorova, Gail Pendleton, Antonio Barreiro, Shirley Slaughter, Tram Vo-Kumamoto, Cynthia Reese

Chair: Krista Johns, Interim President

Meeting Called to Order: 12:16 PM	
AGENDA AND DISCUSSION ITEMS	FOLLOW-UP/ ACTION ITEM
1.	Agenda Review /Approval of 02/22/16 Roundtable Minutes
<p>The agenda was reviewed by Dr. Johns.</p> <p>A motion was made by Mr. Cleavon Smith to approve the February 22nd Roundtable Minutes Second by Dr. Josefina Baltodano All in favor</p>	
2.	Revise BCC Mission Statement
<p>The need for revising our mission statement came up during planning for our update of the Educational Master Plan. The mission statement as currently written did not meet the requirements of the accreditation standards.</p> <p>The suggestion was to add an explanatory phrase. The revision would be added language for alignment/compliance with the 2014 Accreditation Standards.</p> <p>The current statement would remain unchanged: Berkeley City College’s mission is to promote student success, to provide our diverse community with educational opportunities, and to transform lives.</p> <p>The suggested added language is: <i>The College achieves its mission through instruction, student support and learning resources which enable its enrolled students to earn associate degrees and certificates, and to attain college competency, careers, transfer, and skills for lifelong success.</i></p>	



Berkeley City College
College Roundtable for Planning and Budgeting
MINUTES
Monday, March 7, 2016

Thoughts and comments were requested in regards to the suggested added language of the mission statement.

After a brief discussion it was recommended to revise the added language as follows:

The College achieves its mission through instruction, student support and learning resources which enable its enrolled students to earn associate degrees and certificates, to attain college competency, and to prepare for careers, transfer, and lifelong success.

A motion was made by Ms. Brianna Rogers to approve the mission statement as amended.

Second by Ms. Karen Shields

All in favor

3. Facilities: Swing Space Rental & 2118 Milvia Building Updates

2118 Milvia Street

Last week Ms. Tram Vo-Kumamoto and Dr. Krista Johns met with Chancellor Jowel Laguerre, Dr. Sadiq Ikharo and our architects. They were reminded that in the planning process, we had agreed that we should have double the space we have now by the mid-2020s. The current space at 2050 Center is about 165,000 square feet but the usable space is a little less than 100,000 square feet. The new building is about 25,000 square feet.

The architects shared that the user group conversations have been very helpful and they are at a point now where they can develop a cost model to go out for bid. They have concluded that the building will never be exactly what we are looking for, if we only did a remodel. Money being allocated for the remodel is around \$11M and at least half of that would be directed to redoing the foundation. The remodel does not include changing the ceiling height nor restroom relocations.

The other item discussed was that the remodel would be 3-4 years and, in four years, we could be well into demolishing the building to construct the desired structure for our needs. As a result of information shared by the architect, what came out of the meeting was to request cost models.

- What would the model be for a 5-6 story building?
- What would the model be for a well-designed 3 story building?

The architect's perspective on the limitations of the remodel approach has opened the door to possibly do more.



Berkeley City College
College Roundtable for Planning and Budgeting
MINUTES
Monday, March 7, 2016

There was a question presented regarding the current occupants of the building. The lease of the current tenant has been extended to December.

Discussion regarding parking

- It was noted that parking is up for discussion and the Downtown Berkeley plan is to eliminate usage of cars in the immediate vicinity and encourage use of public transportation.
- It has been proposed that BCC would be able to have parking allocated in the new parking garage that is being built.
- In regards to the use of public transportation, it was stated that we will need to take into consideration the fact that many of our faculty members are adjunct and it is impractical to expect them to use public transportation due to their work at multiple colleges/universities.

Referencing the discussion on the cost models, it was asked if there is a possibility for the new space to be dedicated to administrative services and remodeling the space at 2050 Center Street.

- Dr. Johns responded that was going to have to be the case with the current layout.

It was discussed with the architects that if the building itself were not used for students, would we need to spend as much on the foundation.

- Given the various scenarios, the architects were very adamant that there would not be any scenario where we would not have students present in the building for support or services.

Cost models being looked at:

- Price out as is
- Move 3rd floor air conditioning equipment, etc. to the roof creating 3 full stories but not changing the general layout.
- New build
 - Looking at different floor levels, 3, 4, 5, 6
 - Looking at possible partnership for high-rise including affordable housing for faculty and staff

The reality is that we would be looking at how far we could get with our budget and what more we would need to seek through other funding sources.



Berkeley City College
College Roundtable for Planning and Budgeting
MINUTES
 Monday, March 7, 2016

	<p><i>Swing Space</i> The swing space at Allston Way will end on June 30, 2016. The new swing space will be located at 2000 Center Street, 1st floor and will be available on June 1st.</p> <p>Dr. Johns provided a brief overview of some of the proposed space allocations. The reason this information was shared was so that there were no assumptions that what was previously at Allston Way would now be in the swing space on Center Street.</p> <p>There was additional discussion on:</p> <ul style="list-style-type: none"> • Construction that will be happening. • The square footage for the 2050 Center St. building and the future goal to double the space in 2020. • That it is more than a goal but really a demographic projection regarding the need for Berkeley City College's services in our area and the student population, where ideally we would need to be at 200% of that by the mid-2020s. • The classroom space at 2000 Center St., student capacity, and how that was determined. • Furniture size with respect to class size and the types of classes assigned to the space. • Smart classrooms – they will not have internal wiring. • Student Services' communication sharing regarding allocation of space and moving plans. 	
4.	Classified Hiring Prioritization – Committee Update & Recommendation	
	<p><i>Document referenced: Classified Prioritization Committee Recommendations</i></p> <ol style="list-style-type: none"> 1. The General Fund is the grouping of jobs for which we would need to get extra money from the district General Fund. 2. Categorical Funds are special funding streams that already have the positions allocated. 3. College Operational Needs (unranked) are needs that have been identified. There was not a process for ranking them in part because the number was small. 4. Programmatic Needs (unranked) are additional requests for General Fund new positions that did not get ranked. <p>The positions listed under General Funds were reviewed and is the same list that came out of last year's process. The one slight adjustment made was that the PIO position was listed last year and it pulled out as it was approved for recruitment this year.</p>	



Berkeley City College
College Roundtable for Planning and Budgeting
MINUTES
Monday, March 7, 2016

Under Programmatic Needs it was stated that the positions with asterisks may be positions where there are no existing job description but there is an explicit need for the function.

For clarification of the positions under College Operation Needs (unranked) it was stated by Dr. Johns that generally when those positions have been able to be filled, they have gone through a bucket of money that has been housed in General Services and they have not gone through a General Fund process. The other thing is that there has been a recommendation regarding some of these areas that there be a different prioritization process, not only because of the funding stream, but because it is hard to compare importance.

Mr. Cleavon Smith stated that this speaks to the way we need to communicate with our representatives for District Facilities. If General Services is going through their own particular Program Review and making recommendations for allocation of resources, that are going to be vetted at Facilities, and not necessarily at the colleges, we need to make sure people know about this.

There was additional discussion regarding Student Services positions in the Programmatic Needs (unranked) areas as well as the IT Staff position in the College Operation Needs (unranked) area.

- The group agreed on the top six, as the number of requests outnumbered the number of positions. We will probably get permission to fill the top 1-2 on the list.
- The IT position was identified as a need but it could not be confirmed as the current unfilled position.

Dr. Laura Roberto reported that part of the reason positions are divided between College Operational and Programmatic is that these are positions that are all unranked as the committee realized that this is the second year that we have asked for positions that were not received. Instead of spending time ranking them, they wanted to resubmit what we didn't get last year. It was divided out to provide a clearer picture for committee members, as it would be difficult to rank the positions using the same rubric. Also we are so far away from funding for Priority 2 that what the committee hopes to do between now and the end of the school year is rank it, but the primary focus is getting Priority 1 filled.

Ms. Slaughter indicated that the IT position should probably be pulled on the same lines as the PIO position because we have a vacant position and that position is currently in our budget and has been unfilled for a couple of years.

Dr. Johns agrees with this and will note.



Berkeley City College
College Roundtable for Planning and Budgeting
MINUTES
Monday, March 7, 2016

It was requested that Mr. Barreiro help look into whether we should just hire the job that's open or if there is more to it than that.

It was also brought up that there is a Library Technician position in the budget.

Dr. Johns indicated that there needs to be another step in the prioritization process:

- Once the needs are compiled, the list needs to be submitted to our Chief Business Officer, Ms. Slaughter, to identify whether it is a vacant position that there is funding for or not.

Career Services Specialist was reported by Dr. May Chen as being listed for several years and the job description was developed and sent to the district with CTE funding identified for the hiring.

Mr. Roberto Gonzalez added that it seems like this there has been a repeated theme over the years where there is a vacancy but there is not a lot of consistency in knowing what to do, when to do it, or whether to do it. There are several examples where there have vacancies for different reasons and it seems we need a process within the college to determine whether we can move forward with that hire given the funding. The discussion at the prioritization meeting last week was that many of them were sitting at the table a year ago with 4 to 5 positions, mostly categorical, identified as having existing funding to implement the hiring process and a year has gone by without any of those positions being filled.

Dr. Johns stated that when we have a vacancy there still needs to be a conversation and consideration of whether it is a position that needs to be rolled over and rehired as is or is there something that has changed. This is part of the same consideration that happens with faculty based on programming or student demographic, or demand changes. That doesn't excuse leaving vacancies sitting if there is a need to fill them.

It was agreed that Ms. Slaughter would provide a list of open funded, but unfilled positions as part of the prioritization process as opposed to lists being sent to her from committee members for confirmation.

There was additional discussion for clarification on the Distance Ed Analyst position, the Library Technician and the Veterans Program Staff position. It was stated that additional answers to any questions or concerns can be found by reviewing the Program Reviews.



Berkeley City College
College Roundtable for Planning and Budgeting
MINUTES
Monday, March 7, 2016

A motion was made by Ms. Shirley Slaughter to adopt the General Fund ranking (1-6) as proposed through the Classified Prioritization process.

Second by Ms. Brenda Johnson

All in favor with one abstention, Dr. Josie Baltodano

A motion was made by Ms. Nancy Cayton that we ask the Classified Prioritization committee to meet one or two more times to look at the overall way in which we do classified prioritizations in terms of the Categorical hirings, the rubric use for operational jobs, as well as identifying any General Fund positions that could be hired now due to vacancies; look at questions that have come up today around hiring and hiring prioritization before we embark on next year's process.

Second by Dr. Josie Baltodano

All in favor

Opposed: None

5. Equipment Prioritization - Committee Update & Recommendation

The Technology Committee started the year in January looking at BCC technology requests across the college from Program Reviews. It became clear that the requests far outpaced what the available funds were. They made the decision to focus on end of life equipment replacements in order to get a subset of workable technology requests. They have been working on this for the last month. The end of life requests are estimated at \$1.4M for equipment that is between 5 and 17 years old.

- Faculty and staff workstations
- Classrooms
- All of the different domains of the college

A list was sent out on Friday. Mr. Barreiro will resend the list to all Roundtable members.

Highlights:

- \$360K of network infrastructure equipment to replace end of life equipment
- \$840K of computer laboratory equipment
- \$150K faculty and staff workstations



Berkeley City College
College Roundtable for Planning and Budgeting
 MINUTES
 Monday, March 7, 2016

<p>Available Funding: Unlike last year, this year we have approximately \$200K to work with. Approximately \$100K is from salary savings and an additional \$110K is one-time funding for technology replacements.</p> <p>This Wednesday, March 9th, the Technology Committee has a 5.5 hour allotment of time to accommodate all of the different schedules, where they will take the list of what is roughly \$1.4M and distilling it down to actionable items using that roughly \$200K of funding. The focus will be on the end of life replacements that touch students and focus on instruction. There are also urgent needs in terms of faculty and staff workstations that they will be looking at as well. An invitation was extended by Mr. Barreiro for anyone who wishes to come to that session in the TLC, 12:30 – 5:00 pm. At the end of that they will send out the prioritize list of available funding with brief rationale bullet points. This will be sent via email to Roundtable. There will be a few days provided for comments which will be collected and an electronic motion will be made to approve the prioritized list.</p>		
<p>6. Reports: Classified Senate/Academic Senate/ASBCC/Department Chairs</p> <p>Classified Senate: Nothing to report at this time. Department Chairs: Working to try to streamline some processes between Chairs and some services.</p>		
<p>7. Other Business</p> <p>None.</p>		
<p>Next meeting: April 4, 2016, 12:15 pm, Room 451A/B</p>		

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



Berkeley City College Technology Prioritization Process Spring 2017

- STEP 1:** Gather and create a list of technology and equipment requests from Program Reviews/APU's.
- STEP 2:** Confirm accuracy of the list, as well as potential categorical funding sources, with Deans and Department Chairs.
- STEP 3:** Remove items that can be funded with categorical funding sources.
- STEP 4:** Review the remaining list of technology and equipment requests to determine a "critical need" list:
- Level 1 – Identify "critical need" list based on the three criteria below
 - Critical to classroom instruction – instruction would be compromised without
 - Can not use redeployed machines
 - Meets specific funding requirements (i.e. Instructional Technology and Equipment)
 - Level 2 – Rank "critical need" list based on the end of life information, meaning that the oldest equipment on the "critical need" list is the first to be replaced
- STEP 5:** Fund technology equipment using the Level 1 and 2 ranking process until the funds available are depleted.
- STEP 6:** Provide list for funding to Roundtable for review and recommendation to forward to President.
- STEP 7:** President provides announcement of final decision and explanations as necessary.



Berkeley City College
College Roundtable for Planning and Budgeting
 MINUTES
 Monday, March 7, 2016

Present: Krista Johns, Andre Singleton, Brenda Johnson, Jennifer Lenahan, Nancy Cayton, Rich Berberian, Carolyn Martin, Hermia Yam, Roberto Gonzalez, Brianna Rogers, Karen Shields, Josie Baltodano, Cleavon Smith, Joe Doyle, Ramona Butler, Sam Gillette, May Chen, Laura Roberto, Tanya Moore, Natalia Fedorova, Gail Pendleton, Antonio Barreiro, Shirley Slaughter, Tram Vo-Kumamoto, Cynthia Reese

Chair: Krista Johns, Interim President

Meeting Called to Order: 12:16 PM	
AGENDA AND DISCUSSION ITEMS	FOLLOW-UP/ ACTION ITEM
1.	Agenda Review /Approval of 02/22/16 Roundtable Minutes
<p>The agenda was reviewed by Dr. Johns.</p> <p>A motion was made by Mr. Cleavon Smith to approve the February 22nd Roundtable Minutes Second by Dr. Josefina Baltodano All in favor</p>	
2.	Revise BCC Mission Statement
<p>The need for revising our mission statement came up during planning for our update of the Educational Master Plan. The mission statement as currently written did not meet the requirements of the accreditation standards.</p> <p>The suggestion was to add an explanatory phrase. The revision would be added language for alignment/compliance with the 2014 Accreditation Standards.</p> <p>The current statement would remain unchanged: Berkeley City College’s mission is to promote student success, to provide our diverse community with educational opportunities, and to transform lives.</p> <p>The suggested added language is: <i>The College achieves its mission through instruction, student support and learning resources which enable its enrolled students to earn associate degrees and certificates, and to attain college competency, careers, transfer, and skills for lifelong success.</i></p>	



Berkeley City College
College Roundtable for Planning and Budgeting
MINUTES
Monday, March 7, 2016

Thoughts and comments were requested in regards to the suggested added language of the mission statement.

After a brief discussion it was recommended to revise the added language as follows:

The College achieves its mission through instruction, student support and learning resources which enable its enrolled students to earn associate degrees and certificates, to attain college competency, and to prepare for careers, transfer, and lifelong success.

A motion was made by Ms. Brianna Rogers to approve the mission statement as amended.

Second by Ms. Karen Shields

All in favor

3. Facilities: Swing Space Rental & 2118 Milvia Building Updates

2118 Milvia Street

Last week Ms. Tram Vo-Kumamoto and Dr. Krista Johns met with Chancellor Jowel Laguerre, Dr. Sadiq Ikharo and our architects. They were reminded that in the planning process, we had agreed that we should have double the space we have now by the mid-2020s. The current space at 2050 Center is about 165,000 square feet but the usable space is a little less than 100,000 square feet. The new building is about 25,000 square feet.

The architects shared that the user group conversations have been very helpful and they are at a point now where they can develop a cost model to go out for bid. They have concluded that the building will never be exactly what we are looking for, if we only did a remodel. Money being allocated for the remodel is around \$11M and at least half of that would be directed to redoing the foundation. The remodel does not include changing the ceiling height nor restroom relocations.

The other item discussed was that the remodel would be 3-4 years and, in four years, we could be well into demolishing the building to construct the desired structure for our needs. As a result of information shared by the architect, what came out of the meeting was to request cost models.

- What would the model be for a 5-6 story building?
- What would the model be for a well-designed 3 story building?

The architect's perspective on the limitations of the remodel approach has opened the door to possibly do more.



Berkeley City College
College Roundtable for Planning and Budgeting
MINUTES
Monday, March 7, 2016

There was a question presented regarding the current occupants of the building. The lease of the current tenant has been extended to December.

Discussion regarding parking

- It was noted that parking is up for discussion and the Downtown Berkeley plan is to eliminate usage of cars in the immediate vicinity and encourage use of public transportation.
- It has been proposed that BCC would be able to have parking allocated in the new parking garage that is being built.
- In regards to the use of public transportation, it was stated that we will need to take into consideration the fact that many of our faculty members are adjunct and it is impractical to expect them to use public transportation due to their work at multiple colleges/universities.

Referencing the discussion on the cost models, it was asked if there is a possibility for the new space to be dedicated to administrative services and remodeling the space at 2050 Center Street.

- Dr. Johns responded that was going to have to be the case with the current layout.

It was discussed with the architects that if the building itself were not used for students, would we need to spend as much on the foundation.

- Given the various scenarios, the architects were very adamant that there would not be any scenario where we would not have students present in the building for support or services.

Cost models being looked at:

- Price out as is
- Move 3rd floor air conditioning equipment, etc. to the roof creating 3 full stories but not changing the general layout.
- New build
 - Looking at different floor levels, 3, 4, 5, 6
 - Looking at possible partnership for high-rise including affordable housing for faculty and staff

The reality is that we would be looking at how far we could get with our budget and what more we would need to seek through other funding sources.



Berkeley City College
College Roundtable for Planning and Budgeting
MINUTES
 Monday, March 7, 2016

	<p><i>Swing Space</i> The swing space at Allston Way will end on June 30, 2016. The new swing space will be located at 2000 Center Street, 1st floor and will be available on June 1st.</p> <p>Dr. Johns provided a brief overview of some of the proposed space allocations. The reason this information was shared was so that there were no assumptions that what was previously at Allston Way would now be in the swing space on Center Street.</p> <p>There was additional discussion on:</p> <ul style="list-style-type: none"> • Construction that will be happening. • The square footage for the 2050 Center St. building and the future goal to double the space in 2020. • That it is more than a goal but really a demographic projection regarding the need for Berkeley City College's services in our area and the student population, where ideally we would need to be at 200% of that by the mid-2020s. • The classroom space at 2000 Center St., student capacity, and how that was determined. • Furniture size with respect to class size and the types of classes assigned to the space. • Smart classrooms – they will not have internal wiring. • Student Services' communication sharing regarding allocation of space and moving plans. 	
4.	Classified Hiring Prioritization – Committee Update & Recommendation	
	<p><i>Document referenced: Classified Prioritization Committee Recommendations</i></p> <ol style="list-style-type: none"> 1. The General Fund is the grouping of jobs for which we would need to get extra money from the district General Fund. 2. Categorical Funds are special funding streams that already have the positions allocated. 3. College Operational Needs (unranked) are needs that have been identified. There was not a process for ranking them in part because the number was small. 4. Programmatic Needs (unranked) are additional requests for General Fund new positions that did not get ranked. <p>The positions listed under General Funds were reviewed and is the same list that came out of last year's process. The one slight adjustment made was that the PIO position was listed last year and it pulled out as it was approved for recruitment this year.</p>	



Berkeley City College
College Roundtable for Planning and Budgeting
MINUTES
Monday, March 7, 2016

Under Programmatic Needs it was stated that the positions with asterisks may be positions where there are no existing job description but there is an explicit need for the function.

For clarification of the positions under College Operation Needs (unranked) it was stated by Dr. Johns that generally when those positions have been able to be filled, they have gone through a bucket of money that has been housed in General Services and they have not gone through a General Fund process. The other thing is that there has been a recommendation regarding some of these areas that there be a different prioritization process, not only because of the funding stream, but because it is hard to compare importance.

Mr. Cleavon Smith stated that this speaks to the way we need to communicate with our representatives for District Facilities. If General Services is going through their own particular Program Review and making recommendations for allocation of resources, that are going to be vetted at Facilities, and not necessarily at the colleges, we need to make sure people know about this.

There was additional discussion regarding Student Services positions in the Programmatic Needs (unranked) areas as well as the IT Staff position in the College Operation Needs (unranked) area.

- The group agreed on the top six, as the number of requests outnumbered the number of positions. We will probably get permission to fill the top 1-2 on the list.
- The IT position was identified as a need but it could not be confirmed as the current unfilled position.

Dr. Laura Roberto reported that part of the reason positions are divided between College Operational and Programmatic is that these are positions that are all unranked as the committee realized that this is the second year that we have asked for positions that were not received. Instead of spending time ranking them, they wanted to resubmit what we didn't get last year. It was divided out to provide a clearer picture for committee members, as it would be difficult to rank the positions using the same rubric. Also we are so far away from funding for Priority 2 that what the committee hopes to do between now and the end of the school year is rank it, but the primary focus is getting Priority 1 filled.

Ms. Slaughter indicated that the IT position should probably be pulled on the same lines as the PIO position because we have a vacant position and that position is currently in our budget and has been unfilled for a couple of years.

Dr. Johns agrees with this and will note.



Berkeley City College
College Roundtable for Planning and Budgeting
MINUTES
Monday, March 7, 2016

It was requested that Mr. Barreiro help look into whether we should just hire the job that's open or if there is more to it than that.

It was also brought up that there is a Library Technician position in the budget.

Dr. Johns indicated that there needs to be another step in the prioritization process:

- Once the needs are compiled, the list needs to be submitted to our Chief Business Officer, Ms. Slaughter, to identify whether it is a vacant position that there is funding for or not.

Career Services Specialist was reported by Dr. May Chen as being listed for several years and the job description was developed and sent to the district with CTE funding identified for the hiring.

Mr. Roberto Gonzalez added that it seems like this there has been a repeated theme over the years where there is a vacancy but there is not a lot of consistency in knowing what to do, when to do it, or whether to do it. There are several examples where there have vacancies for different reasons and it seems we need a process within the college to determine whether we can move forward with that hire given the funding. The discussion at the prioritization meeting last week was that many of them were sitting at the table a year ago with 4 to 5 positions, mostly categorical, identified as having existing funding to implement the hiring process and a year has gone by without any of those positions being filled.

Dr. Johns stated that when we have a vacancy there still needs to be a conversation and consideration of whether it is a position that needs to be rolled over and rehired as is or is there something that has changed. This is part of the same consideration that happens with faculty based on programming or student demographic, or demand changes. That doesn't excuse leaving vacancies sitting if there is a need to fill them.

It was agreed that Ms. Slaughter would provide a list of open funded, but unfilled positions as part of the prioritization process as opposed to lists being sent to her from committee members for confirmation.

There was additional discussion for clarification on the Distance Ed Analyst position, the Library Technician and the Veterans Program Staff position. It was stated that additional answers to any questions or concerns can be found by reviewing the Program Reviews.



Berkeley City College
College Roundtable for Planning and Budgeting
MINUTES
Monday, March 7, 2016

A motion was made by Ms. Shirley Slaughter to adopt the General Fund ranking (1-6) as proposed through the Classified Prioritization process.

Second by Ms. Brenda Johnson

All in favor with one abstention, Dr. Josie Baltodano

A motion was made by Ms. Nancy Cayton that we ask the Classified Prioritization committee to meet one or two more times to look at the overall way in which we do classified prioritizations in terms of the Categorical hirings, the rubric use for operational jobs, as well as identifying any General Fund positions that could be hired now due to vacancies; look at questions that have come up today around hiring and hiring prioritization before we embark on next year's process.

Second by Dr. Josie Baltodano

All in favor

Opposed: None

5. Equipment Prioritization - Committee Update & Recommendation

The Technology Committee started the year in January looking at BCC technology requests across the college from Program Reviews. It became clear that the requests far outpaced what the available funds were. They made the decision to focus on end of life equipment replacements in order to get a subset of workable technology requests. They have been working on this for the last month. The end of life requests are estimated at \$1.4M for equipment that is between 5 and 17 years old.

- Faculty and staff workstations
- Classrooms
- All of the different domains of the college

A list was sent out on Friday. Mr. Barreiro will resend the list to all Roundtable members.

Highlights:

- \$360K of network infrastructure equipment to replace end of life equipment
- \$840K of computer laboratory equipment
- \$150K faculty and staff workstations



Berkeley City College
College Roundtable for Planning and Budgeting
 MINUTES
 Monday, March 7, 2016

<p>Available Funding: Unlike last year, this year we have approximately \$200K to work with. Approximately \$100K is from salary savings and an additional \$110K is one-time funding for technology replacements.</p> <p>This Wednesday, March 9th, the Technology Committee has a 5.5 hour allotment of time to accommodate all of the different schedules, where they will take the list of what is roughly \$1.4M and distilling it down to actionable items using that roughly \$200K of funding. The focus will be on the end of life replacements that touch students and focus on instruction. There are also urgent needs in terms of faculty and staff workstations that they will be looking at as well. An invitation was extended by Mr. Barreiro for anyone who wishes to come to that session in the TLC, 12:30 – 5:00 pm. At the end of that they will send out the prioritize list of available funding with brief rationale bullet points. This will be sent via email to Roundtable. There will be a few days provided for comments which will be collected and an electronic motion will be made to approve the prioritized list.</p>		
6. Reports: Classified Senate/Academic Senate/ASBCC/Department Chairs		
Classified Senate: Nothing to report at this time. Department Chairs: Working to try to streamline some processes between Chairs and some services.		
7. Other Business		
None.		
Next meeting:	April 4, 2016, 12:15 pm, Room 451A/B	

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