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Berkeley City College

**Roundtable Minutes**

Monday, February 11, 2013

*Chair: Debbie Budd, President*

**Attendees:** Joseph Bielanski, May Chen, Kerry Compton (Acting VP of Instruction), Victor Flint, Denise Jennings, Brenda Johnson, Linda McAllister, Jenny Lowood, Siraj Omar, Shirley Slaughter, Cleavon Smith, Amora Brown, Paula Coil, Jennifer Lenahan, Pieter de Haan, Paramsothy Thananjeyan, Lee Marrs, Kelly Pernell, Gail Pendleton, Jasmine Martinez, Barbara Des Rochers

**Agenda Review**

The agenda was reviewed by Dr. Budd and opened up for additional topics. No additional topics to add. A brief discussion regarding internal and external spending cut-off dates occurred.

**Enrollment Management/ Strategic Scheduling**

A great task force meeting occurred a couple of weeks ago which then filtered to the Department Chair and Leadership Council meetings with some highlights. Dr. May Chen, Dean Lilia Celhay and Dr. Kerry Compton, were very involved, along with some key faculty members.

Dr. Compton reviewed Version 8 of the Proposed Strategic Scheduling Plan for 2013. An in-depth discussion occurred and concerns were noted. Further discussion, input, and updates will occur prior to finalizing the scheduling plan.

**Accreditation**

Dr. Budd thanked Dr. Chan and Jenny Lowood for their great work in pulling the document together as it gives a great in-depth look at what Berkeley City College has done over the year and in the three years with budget reductions and budget variations and how we have still ensured we are serving our students.

Jenny Lowood noted that the Table of Contents provides an overview of the different topics covered. She inquired if there was an understanding of what Recommendation 5 is and what we were asked to do? She stated that in the report we are talking about the mission of the college drives our planning which drives our budgeting; that we have administrative capacity and staff sufficiency, both in terms of quality and quantity to serve our mission; that our financial resources have undergone some variations over the last few years but because of the implementation of the budget allocation model, of use of grants over the last five years to appropriately address areas where we needed support, and the implementation of Measure A, Measure B and Prop 30, we have been able to insure institutional effectiveness despite those variations. The report shows our transfer AS-T and AA-T degrees and other measures that we are using student successfulness beyond financial.

Dr. Chen added that information from program reviews are contained in the document and thanked everyone for their contributions. She noted that where there were budget cuts over the last several years our grants were instrumental in Berkeley City College’s sustainability.

Barbara Des Rochers noted that in the report the California Institute for Regenerative Medicine is not a local grant, but instead a state grant. The total is also $2.4M instead of the $1M.

Dean Brenda Johnson added that the Trio section needs to be updated to include “financial literacy” as that is one of the main things that Trio must do.

**Discussion of Staff Development**

Dr. Budd stated that at the last meeting we talked about doing some professional development; staff and faculty development and feels it took a different twist requiring further discussion. Dr. Budd’s thought was that it is very important that we continue to have professional development for faculty and staff whether it is paid for by the district as part of the contract, or not. She feels it is really important that we don’t just have it for faculty but make sure we include developing classified staff and have a time to help new faculty coming on board, as well as new part-time faculty so they can understand everything going on in Berkeley City College. She further discussed ideas to fund meetings, in addition to flex day at the term, to look at what are our goals going forward for the next year.

Q. The money set aside for faculty for professional development; you are now going to use for faculty and staff?

A. No. That money is not being touched. It is still under PFT. Dr. Budd clarified that she is saying they would find funds under Title III; having people involved who are working with the TLC, and making sure that student services, instructional services and classified staff are all working closely together.

It was expressed that as a college, it should be expected of faculty that they maintain their discipline but that really does involve getting release time. Is the idea of sabbaticals off the table?

Dr. Budd responded that she the sabbatical leave is within the contract, and when funded they will return.

The real important thing is that we keep ensuring staff, faculty and professional development this spring.

A recommendation was made for the President to send a college-wide communications out for interest in serving on the professional development committee. Interested employees would submit a letter of interest. The committee would include three administrators, three faculty members and three classified staff members.

Dr. Budd indicated that she will send that out and ask for responses by next week.

Dr. Budd made it clear that this isn’t through the contract but should it be set up we will be ready to move forward should that happen.

Linda McAllister suggested that adjunct faculty also be considered as they rarely have opportunity to build upon their resumes by participating in college activities.

**Prioritization from Program Review and Resource Allocation**

***Timing for process - Human Resources (Faculty, Admin, Staff) / Supplies and Equipment Requests***

Dr. Chen distributed the Student Services Council Proposed Position Rankings. She reviewed the Faculty positions from Instruction’s and Student Services’ program reviews noting that Student Services were ranked but Instruction was not ranked yet.

Classified positions came from Student Services’ program review and were discussed and ranked at Student Service’s council meeting. Recommendations were forwarded to Classified Senate for their recommendation.

The remainder of the document is supporting documentation highlighting Student Services Programs; Executive Summary, Success Stories, Action Plan, and Program Needs.

Dr. Budd stated that she believes Dean Celhay and Dr. Compton, have the timetable all set for department chairs on the Instruction side to prioritize this and have that go through the process there; have it go through the Senate, and then have it be able to come to Roundtable the end of February/beginning of March, so that we can have the faculty and staff positions prioritized. Her other hope is to very quickly have the supplies funding available so we can get those purchased now.

Dr. Compton indicated that Instruction has added a little to the faculty rubric but basically believes it is the same one Department Chairs agreed upon last spring. The rubrics will be due this Thursday, February 14th. There is a special meeting on February 22nd to discuss prioritization of new faculty primarily. We need further information on the cost of items in the program review for instance for supplies and equipment. We could possibly estimate but it would be safer for department chairs to give us information to compile. For the faculty prioritization there will be an opportunity to vote all weekend, electronically, and the results will be presented at Roundtable on the 25th of February, Leadership on March 6th and final decision on March 11th at Roundtable.

Paula Coil stated that Classified Senate was hoping to look at a college-wide comprehensive staffing list at the next meeting to include Student Services, Instruction and the Business Office. The next meeting is February 21st and stated that if it is possible to get that input, it would be great to look at the campus as a whole.

**Priorities funded by $163,000**

***15% in line with program reviews***

Business and Administration Services Manager, Shirley Slaughter stated that with reference to the lottery fund, the good thing is that it does carry over. There is no threat of losing those funds. The monies have been available since August and we have until May 3rd to spend those monies. Ms. Slaughter suggested that orders be placed as soon as possible as they need to be received on or before June 30th.

Ms. Slaughter reviewed the Fiscal Year-End 2012-2013 Cut-off Dates and noted the Business Office due dates versus the District’s due dates.

**Graduation**

Graduation is Thursday, May 23rd at Zellerbach Hall. Additional information regarding regalia and your assistance in the planning processing will be sent. Anyone interested in the planning should contact Dean Johnson. Remind students that March 22nd is the deadline for petitioning AA, AS degrees and Certificates.

**Emergency Training**

As a follow-up to the discussion at the last Leadership meeting regarding a scenario drill Dean Johnson is working with the Berkeley Police and has provided tentative dates: March 1st, 15th or 22nd. It is important that we go through different scenarios and important that we let everyone know that it is a drill.

Concern was voiced regarding the drills being on a Friday, as Friday classes have less instruction days scheduled than other classes. It was recommended that it happen during college hour.

It is important that all Leaders of Emergency Preparedness have met with their teams and are prepared for the March 1st drill.

The scenario of the emergency drill was briefly discussed and will be revisited.

**Go Print**

Dr. Compton provided an overview of “Go Print” which is a way of charging students for printing. The quote for five stations is $15K. It was noted that the other three Peralta colleges have this set up. Most attendees had not heard of Go Print previously as it had never been a topic of discussion. Go Print stations would need to be added on designed floors, or on all floors. Funds collected are typically used to refurnish paper and the print account. More logistics on the costs and capabilities were requested.

It was also suggested that the information be shared with ASBCC.

*Other questions:*

What is the cost of printing for student work in the lab?

What is the impact if there are technical problems; if it doesn’t work?

How can we come up with scholarships for students who can’t afford to buy the card?

Who is going to maintain the stations?

It was agreed that more conversation is needed after additional information is provided.

**Tutoring Center - Discussion and brainstorm for the future**

We have had two retirements of full time staff and now is the time to think about how we can best serve our students. Dr. Compton stated that it’s an opportunity now to reconceptualize what we would like to see for tutoring.

Dr. Budd added that she sees Math, Sciences (when the instructor himself was down there). We have English and the Writing lab. How do we talk about it all encompassing?

Dean Johnson noted that a group had previously been identifying for Tutoring. The group will call a meeting to begin the discussion.

**Upcoming Events (Feb 14, March 1, March 8, April 12)**

February 14th - One Billion Rising

March 1st - Emergency Drill (Tentative)

March 8th – California Community College Success Network Presentation (3CSN)

April 12th - Working with Biotech partners for event with Bayer and local high schools

-End of Minutes-

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