

Berkeley City College

**Roundtable Meeting**

Minutes -Monday, February 25, 2013

*Chair: Debbie Budd, President*

**Attendees:** Fabian Banga, Joseph Bielanski, Amora Brown, May Chen, Paula Coil, Brenda Johnson, Jenny Lowood, Lee Marrs, Linda McAllister, Shirley Slaughter, Cleavon Smith, Joan Berezin, Stephanie Sanders-Badt, Hayley Laity, Pieter de Haan, Fatima Shah, Jasmine Martinez, Nancy Cayton, Gabrielle Winer, Miles Campbell

**Agenda Review**

The agenda was reviewed by Dr. Budd and opened up for additional topics. No additional topics to add. The PBC Update report will move up on the agenda and Faculty Advising/Mentoring will be discussed before “Accreditation.”

**PBC Update**

Jenny Lowood indicated that the first part of the meeting was a discussion of the Board Policies and Joseph Bielanski is one of the people most involved in this. Vice Chancellor Gerhard talked about new positions and that they will be allocated according to the budget allocation model. They haven’t finalized how they are breaking down the numbers yet. There was a discussion about CTE programs.

Pieter de Haan and Dr. Budd shared information discussed at the PBC from the Budget Allocation Model, related to Non-Resident Enrollment Fees. The Budget Allocation Model can be found on Peralta’s website at <http://web.peralta.edu/pbi/planning-and-budgeting-council/pbc-documents> (BAM revised 2/19/13.)

Dr. May Chen will be the Administrator serving on the PBC for Berkeley City College.

Dr. Chen mentioned that Vice Chancellor Gerhard addressed grants that are not being used that have had to be returned to the State and we really need to pay attention to our grants and, if there is no carryover, we need to use them.

**Events**

Dr. Budd indicated that each college will be able to hire a Director of Campus and Student Life. She is hopeful that the position will be filled as early as June 2013.

 Jasmine Martinez discussed events and a recommendation was made to have an Events Committee. The committee would include key employees who currently handle various aspects of event coordination, and will also include volunteers.

In regards to Brown Bag meeting date notices, Dr. Budd stated that as a guide, Brown Bag meetings are scheduled for the first Thursday of each month and Afternoon Tea meetings are scheduled for the third Wednesday of each month.

***Event Announcements by Joan Berezin***

“Tears for Gaza” - Thursday, February 28th, 7:00 p.m., BCC Auditorium

Dr. Ruth Rosen, Professor Emerita for Women’s History, UC Davis, Tuesday, March 12th, 12:15 p.m.

Business & Administration Manager, Shirley Slaughter discussed the use of BCC facilities by outside vendors and the importance of having these requests directed to the Business Office. Roger Toliver also provided a brief overview of the process and guidelines.

Additional items to note:

* Fee waiver requests should be sent to the Business Office first and not the President’s Office. The Business Office will be responsible for obtaining waiver approval’s from the President.
* The Business Office requires three weeks notification for outside vendor’s facility use requests.

**Faculty Advising/Mentoring**

Cleavon Smith, Academic Senate President, indicated that at the next Department Chairs meeting he wanted to bring up some issues and inconsistencies with the current academic senate constitution. He is seeking to leverage the expertise of the department chairs to make sure that our academic senate is consistent with what is in our governance manual.

Cleavon stated that one of the goals set back in September was faculty advising and implementing a faculty advising model. Since that time, it was brought up at a couple of academic senate meetings and, in late November/early December, a task force came out of the discussions. This subject was revisited at the last two academic senate meetings and he believes that Jenny Lowood and Allene Young will work together to create some kind of model that can be presented to department chairs. In the meantime, he has also been working with the State academic senate because their resolution, back in the spring of 2012, was to try to support more campuses and look into creating such models.

**Faculty Prioritization/Time – Vote Outcome**

Dr. Budd was an observer at the Friday meeting of Department Chairs when each of the departments presented their rationale for priorities of faculty positions. That was the very first time that this was happening. It was a culmination of a very long process of program reviews and all of the department chairs working with their departments looking at any resource requests to include human resources and facilities, technology and additional support for students.

Dean Lilia Celhay discussed the process for faculty prioritizations. Votes were made by department chairs only. There were 19 positions discussed and ranked. Positions with the highest and lowest votes were removed demonstrating little change in the prioritization list.

This is the first viewing of the outcomes. Results will be shared at Academic Senate, Classified Senate, Department Chairs and Leadership Council meetings. It will then come back to Roundtable.

Although positions are ranked, it will be important to keep the radar on all of the positions as the need has already been identified. We do not want positions ranked lower forgotten, as the need will still remain.

**Accreditation**

The report is on the Board agenda for Tuesday, February 26, 2013 for acceptance. As you read through Berkeley City College’s report it gives an excellent overview of our Board Policies and Procedures and also how we have done in the following areas:

* Ensuring fiscal capacity and strength at the district and college levels
* Addressing our audit findings and any budget variances
* Ensuring our programs are strong and we are serving our students

**Flex Day/TLC**

We have talked about a professional development committee and ensuring that it goes hand in hand with the TLC and all the work that is being done. Information was sent out that there will be a meeting on Friday, March 1st to talk about staff development and make sure it ties into the TLC. Staff members and faculty interested in participating are: Jasmine Martinez, Nancy Cayton, Ramona Butler, Fabian Banga, Kelly Pernell, Gabe Winer, Joan Berezin, Hermia Yam and Andrea Jones. Administrators will include Brenda Johnson and Lilia Celhay.

Gabe Winer provided feedback from the surveys on the Spring Flex Day activities and suggestions made for future events. Overall, positive results were received.

**Other**

ASBCC stated that there have been problems with the ordering of transcripts and having them submitted to requested schools.

Dr. Budd requested that the representative bring her specifics and she will be happy to look into any issues students may be having as it is extremely important that transcripts are submitted in a timely manner.

-End of Minutes-

Minutes taken by: Cynthia Reese, creese@peralta.edu, 510.981.2851