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Berkeley City College

**COLLEGE ROUNDTABLE FOR PLANNING AND BUDGET**

***MINUTES***

Monday, October 21, 2013

*Chair: Dr. Debbie Budd, President*

**Attendees:** Fabian Banga, Antonio Barreiro, Katherine Bergman, Joseph Bielanski, Lilia Celhay, May Chen, Carlos Cortez, Dylan Eret, Mostafa Ghous, Brenda Johnson, Lee Marrs, Linda McAllister, Gail Pendleton, Cleavon Smith, Mariella Thaning, Fatima Shah, Tamara Harris-Coleman, Gabe Winer, Jasmine Martinez/ Marilyn Clausen: Classified Representation in the absence of Roberto Gonzalez

**Agenda Review**

Dr. Budd opened the meeting by thanking Dr. Chen and Lilia Celhay for facilitating the Leadership Council meeting in her absence and making sure things continued to run smooth. She noted that there is a lot to accomplish during the next eight weeks; prior to winter break. Dr. Budd reviewed the agenda opened up the discussion to additional topics. There was nothing to add and no questions regarding the agenda.

**Accreditation**

Lilia Celhay, Interim Vice President Instruction began the discussion and updates on Accreditation. She indicated there will be two sets of meetings. Here at the college we are having a steering committee and are also meeting with the other campuses to ensure what we are doing is in alignment with what the district is doing. We are at the point of finalizing the recruitment of those who will be serving as writers and chairs of the committees and sub-committees.

The training will be held on October 29th, 9:00 am – 3:00 pm at Merritt College.

Ms. Celhay indicated that the steering committee (May Chen, Lilia Celhay, Debbie Budd, Cleavon Smith, Jenny Lowood, Roberto Gonzalez, Shirley Slaughter and Joseph Bielanski) is meeting today to develop a budget proposal for the district. One of the main needs is getting someone to provide data and research. The main focus now is finalizing recruitment of the people who will be helping with the report.

Dr. Chen indicated that she made a brief presentation to Classified Staff members on accreditation and recruitment for committee participants was conducted at this meeting. Many if not all Classified Staff members will participate.

Also on the subject of recruitment for accreditation, Cleavon Smith, Academic Senate President, distributed a message to Faculty members and indicated he was really impressed with the number of faculty members who stepped up to participate. As such, most of the chairs and writer positions have been assigned. Dr. Chen is waiting for confirmation for a few areas.

Although previously shared, the timeline will be shared more in-depth later.

Jasmine Martinez, Vice President Classified Senate, has scanned the self-evaluation guide and is in the process of converting it to Word format. Each section in the guide will be sent to the writers, chairs and co-chairs. Dr. Chen indicated that those are the questions team members will need to work on and the data needed.

Mr. Smith asked if this could also be delivered to the chairs of the shared governance committees.

Dr. Budd agreed and stated that ensuring that we are addressing the accreditation standards will be a lot of the charge of the committees over the coming months, as previously discussed. She also discussed the annex on Allston Way and stated the time period, if we were to extend our rent, is soon. She indicated that several other possibilities were looked at for leasing and some looked great but presented access issues.

**Student Success and Support Program Plan – BCC Updates**

Dr. Bielanski indicated that there is a push to do the counseling 200A and 200B and to use that as orientation - ½ unit for A and ½ unit for B. He indicated that there is a counselors’ meeting next Wednesday at Merritt to make sure all counselors are aware of what’s being put together and how to move forward. He also stated that there is supposed to be a presentation by Oracle with regards to a function in PeopleSoft in regards to educational planning.

Dr. Budd stated that when you talk about Oracle and PeopleSoft there are different modules that we had that just need to be set up. It was 90% ready to go with about 10% more to be done with some real dedicated hours of counseling staff input.

There was additional discussion regarding students who attend different colleges and the Ed plan that’s developed at one particular college. Where is the Ed plan and how can the counselors at the different colleges can see it?

Tamara Coleman indicated that are in the process of eliminating individual folders from the W: drive and alphabetizing information.

Dr. Chen shared the draft of Student Success 3-Core Services plan developed through the consultation process. For the orientation, we have our initial orientation that’s given with assessment by Gail Pendleton. She reported that in the Fall of 2012 over 2000 students received orientation through Gail and for Spring 2013 she provided even more orientations to students. Replacing orientation with Counseling 200A with 50 students would mean offering 40 sessions. They are looking into the feasibility but for the time being, initial orientations will continue to be provided by Gail. Dr. Chen also looked at the online orientation developed and used by Laney. In future BCC will do orientation and online orientation; making sure that distance education students get some sort of orientation.

There was a discussion on the funding for Laney’s online orientation and Measure B which brings in about $7.5 million or $8M rounded up, for eight years. Dr. Budd indicated that the premise was that it was to come out of Fund 12 as it fits the criteria.

Dr. Chen stated that it is BCC’s responsibility to go through Laney’s content and update the information so that it is appropriate for BCC. She reported that when attended the state conference the state indicated that they are not giving the SSSP money if it is an FTES generating class.

Q. When student does assessment with Gail currently, those 4,000 students on an average of three hours each, those three hours are not going to be part of the 200A or B?

A. No.

Everyone will be part of placement assessment. We will document the multiple measures used to place the students.

*Counseling Advisement*

Counselors diligently input each time they see a student. The counseling faculty and instructional faculty are going to launch our academic advising. During the beginning of Fall we had one-stop service. We had counseling and registration teams ready to help students and found this to be efficient and effective. We hope to be able to continue that with more counseling personnel.

*SEP*

Dr. Chen also reviewed information on SEP. She indicated that they are trying to organize SEP based on students’ last name and first name so that students and everyone will be able to look for it.

The district office has been working hard to develop SEP online. When we are able to do that, we are also going to put SEP online.

Follow-up for risk students will be maybe 15% of the funding. Overall follow-up will be about 5% of the funding. The definition of at risk students includes students on academic probation and undecided students. The third is students enrolled in basic skills classes.

Dr. Cortez stated that collectively keep in the back of our minds the possibility of using the learning communities as experimental territory for various types of programs that we want to roll out across the campus.

The funding formula will start for 2015-2016; however, they will use our 2014-2015 data as the foundation to allocate money.

Dylan Eret stated that regarding SB 440, we need to create additional degrees for programs of emphasis such as Arts and Humanities and Social Behavioral Sciences but there is a component where it specifically addresses TRiO or other programs that allow advising or other student services that occur that would be somehow funded or we could adopt that from the state.

[*SB 440 Public Postsecondary Education - Student Transfer Achievement Reform Act.pdf*](file:///D%3A%5CCyn%5CShared%20Governance%5C111513%20homework%5C102113%5CSB%20440%20Public%20Postsecondary%20Education%20-%20Student%20Transfer%20Achievement%20Reform%20Act.pdf)

**Annual Program Update, Position and Resources Priority Timeline**

Lilia Celhay, Interim Vice President Instruction provided a sample template for review. This version was reviewed at the District Education Committee last Friday. Dr. Budd noted Fall 2012 data was included in the sample and stated we have a much different Fall than we did in 2012 so it needs to be updated as the data is skewed.

Ms. Celhay indicated that the update will be due this Fall and will inform budget planning in the Spring. They are asking for a timeline from the district.

Dr. Budd said it is important to make sure in #11, the Needs, to have the spreadsheets developed last spring. She indicated that the only piece she sees at the district level is the Measure B parcel tax. All of the pieces are at the college level.

Ms. Celhay indicated that there are two templates; the one for the Instructional side and one for the Student Services side.

Dr. Budd stated that last year it was discussed that when any of the colleges had any discretionary funds at the end of the year, they would stay at the college. If you used that for equipment/technology the district would match it. She reported that, at the last board meeting Vice Chancellor Ron Gerhard presented the 311 Quarterly Report, after they closed out the budget. It is just being finalized and discussed. She states BCC did have some money saved and now we are saying we need that funding. The other piece is this year they are funding Securitas. This hasn’t happened yet as the contract has not been signed. The other thing being worked on is money for the parking lot to be built. That won’t happen overnight.

Dr. Budd requested that faculty and staff that work with the Annual Program Update be made aware that this is on the radar. By the end of October all of the information should be ready to distribute.

**Other**

Katherine Bergman noted that Dr. Orkin announced at the District Ed Committee four new hires coming in Institutional Research.

1. Associate Vice Chancellor of Academic Affairs
2. Full-time Researcher to replace Joanne Phillips
3. Full-time Data Analyst that will be distributed to the colleges according to the BAM model
4. An ICC to assist with ACCJC self-study

-End of Minutes-

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