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Berkeley City College

**COLLEGE ROUNDTABLE FOR PLANNING AND BUDGET**

***MINUTES***

Monday, March 3rd, 2014

*Chair: Dr. Debbie Budd, President*

**Attendees:** Fabian Banga, Antonio Barreiro, Katherine Bergman, Valentino Calderon, May Chen, Carlos Cortez, Mostafa Ghous, Roberto Gonzalez, Brenda Johnson, Jenny Lowood, Lee Marrs, Jasmine Martinez, Shirley Slaughter, Cleavon Smith, Gabe Winer, Allene Young, I Mong Lei, Bob Nakamoto

**Agenda Review**

The agenda was reviewed and attendees were asked if there are any topics they would like to add under “Other.” No additional items were noted. The agenda order was adjusted to accommodate Lead Facilitators’ schedules.

**Research and Planning Updates (SSSP) and Accreditation**

Dr. Budd stated that it will be a year from now that we are visited for our Accreditation Self-Study. Dates were sent from the Accreditation Commission for Berkeley City College to note their preferences for the visit. Those dates are: March 2-5, March 9-12 or March 16-19. Spring Break for that year is March 30th – April 5th. March 16th – 19th was the tentative date selected. Attendees were requested to review their calendars to ensure there are no conflicts during the three weeks noted and most importantly during the week of March 16th. The only absolute is that they will not come during Spring Break.

A lot of work has been done with the Accreditation Survey. All of the Standard teams have met and have been working with the criteria. Additionally, all of the Standard teams came forward with research questions. Jenny Lowood indicated that CCSSE information is available. Surveymonkey questions are up for students and those participating will be entered to a drawing to win a prize. There was additional discussion on the possible survey process, accessibility, repeatability, and getting as many people as possible to respond. A test of the survey link will be sent to attendees, providing an opportunity to look at the questions and note any glitches. This test will not affect the final results.

Action item for Cynthia Reese is to provide Roundtable member emails today.

Ms. Lowood indicated that a number of people are interested in interviewing various people for the accreditation self-study. Meetings will be set up for those that that need to be interviewed.

Dr. Budd indicated that this ties into our SSSP and requested that Dr. Carlos Cortez talk a little about the town hall on March 26th.

Dr. Cortez reported that we will host the RP Group here for training. The RP Group collects information, largely from students and various stakeholders at community college campuses across the United States, around student support services. March 26th was identified as the date for the RP Group to come to BCC as there was a town hall already on the master calendar that will focus on SSSP. Dr. Cortez shared the proposed schedule with meeting attendees. He also discussed the work that will need to be done in preparation for the training. He summarized that the morning portion will be identifying:

* What other colleges are doing
* What we are doing
* What’s working well
* What’s not working well
* What we can do better in preparation for SSSP
* Generating conversation around campus and providing more knowledge and awareness around SSSP.

SSSP is a change in funding at the State level surrounding the delivery of student services. Funding will be measured to deliverables i.e., the number of library workshops we provide, orientations, homework labs, tutoring services, information sessions, etc., will be linked to future funding allocations.

The purpose and role of the RP Group is to set the tone and lay the foundation; to launch a task force that then needs to implement that which was discussed and identified at the two-day training.

Counselors are a very important part of the puzzle.

* Day 1 = identifying taskforce members
* Day 2 = convening a taskforce; that starts with a student panel.

Mostafa Ghous was asked to identify ASBCC students to participate. Dr. May Chen noted that the six success factors noted by the RP Group, applies to classroom instructors, as well as counselors. Additional details regarding coordination of the RP Group training was discussed. It was noted that there are a lot of moving parts and a need to do homework in advance.

**Confirm Shared Governance Process Map *-Implement once approved by Senate***

Dr. Budd referenced a copy of the Shared Governance map and requested that Ed Committee be placed next to Institutional Effectiveness. She noted that when reviewing the College Roundtable Committee and Leadership Committee members, virtually everyone who attends Roundtable meetings also attends Leadership meetings. She noted the overlap and previous discussions on whether the groups should be combined. This was discussed at the last Roundtable meeting and she wanted to make sure we have consensus in the room.

There was consensus to combine the meetings. All in favor - to combine Leadership with Roundtable; Opposed: None; Abstentions: None.

This proposal has gone to all groups with the exception of Faculty Senate and Classified Senate. Upon receiving their confirmations, we ideally we hope to start in April, around Spring Break. Recommendation is to keep the meetings on Mondays for the rest of the year, then maybe Wednesdays beginning Fall 2014-2015.

Jenny Lowood distributed the “Proposed Change to Assessment Committee” document for attendees to review and explained the thoughts behind the proposal. The document highlighted:

1. What the Assessment Committee has done
2. What the Teaching Learning Center has done
3. What the Institutional Committee would add to its functions

She noted that it would not be combined with the Ed Committee, just an expansion of the activities of the Assessment Committee. Ms. Lowood stated that the main issue seemed to be against this committee rising up suddenly, too high in the hierarchy; she added that this is not the intent.

Dr. Budd summarized her understanding that it sounds to her that:

* We have agreed about combining the Roundtable and Leadership Council committees
* At the present time it’s going to be shared with the department chairs and Leadership
* We will ensure the Ed Committee meets every other week; chaired by the two VPs, looking at the student success data
* At the present time, the Institutional Effective Committee will then meet on the other Thursdays
* Continue to review as time goes on

No concerns were noted.

Dr. May Chen reported that since the Roundtable was being proposed to combine with Leadership, she drafted a purpose to be included in the Shared Governance Manual.

**Review Faculty Hiring Prioritizations**

Dr. Budd indicated that across the District and State, a big piece is how Faculty hirings are prioritized. She indicated that it needs to be data driven. There is a rubric that the department chairs follows saying exactly why they need another full time faculty. Last year department chairs ranked positions and in Roundtable a couple of things moved around as it was decided, as a committee, that disciplines that did not have enough full time faculty would receive more weight.

Almost all disciplines now have full time faculty members.

Department Chairs shared all of their data last Friday and ranked the positions. Dr. Cortez reviewed the recommendations of department chairs for faculty hires noting there was a private faculty vote via email. A score of 1 was a high score and a score of 11 reflects a low score. The lower the total number, the higher the prioritization.

There was additional discussion on the results and disciplines without full time faculty. Dr. Budd indicated that currently, we do not know how many positions we have and should find out in the next couple of weeks.

**Tech Committee Update**

All decisions were presented in Leadership group. Money divided by FTES. There was mention of a technology budget at the district level and also the campus level. Budget is only 10% of funding needed.

**Facilities Committee Updates**

Mr. Antonio Barriero indicated that they are meeting this Friday – more updates provided at the next meeting. Ms. Shirley Slaughter thanked everyone who identified corrective measures within the building.

**Planning and Budget Council Reports (from last Friday)**

Budget overages and proposed actions were discussed. Dr. Budd expressed that we need to have more participation from BCC, because sometimes people come up with accounts that skew the facts and the dialogue goes forward from there.

**Other**

APUs have gone through all shared governance bodies over the last month and the document is now being revisited for a final time by Chairs and will be edited next week and presented at our next Roundtable meeting.

Next meeting – Monday, March 17th

-End of Minutes-

Minutes taken by: Deborah Beccue/Edited and Finalized by Cynthia Reese, [creese@peralta.edu](mailto:creese@peralta.edu), 510.981.2851