

Berkeley City College

**COLLEGE ROUNDTABLE FOR PLANNING AND BUDGETING**

Monday, August 31, 2015

**MEETING MINUTES**

*Chair: Dr. Debbie Budd*

**Attendees:** Tram Vo-Kumamoto, Jennifer Lenahan, Carolyn Martin, Brianna Rogers, Karen Shields, Roberto Gonzalez, Hermia Yam, Theresa Rowland, Cynthia Reese, Cleavon Smith, Antonio Barreiro, Nancy Cayton, Diana Bajrami, Joseph Bielanski, May Chen, Brenda Johnson, Jenny Lowood, Jasmine Martinez, Ramona Butler

Dr. Budd opened the first Roundtable meeting of the year by welcoming attendees and noting that the College Roundtable for Planning and Budgeting meets twice a month on Mondays, 12:15 – 1:30. She thanked everyone for their work last year and thanked the administrative team and staff for their work during the summer in preparation for the Fall semester. She noted that documents will be available on the College Roundtable website for attendees to review.

Noting that college hour is 12:15-1:15 with classes beginning at 1:30, Dr. Budd stated she will do her best to end each meeting by 1:25. She expressed her desire that attendees stay for the entire meeting. Also requested by Dr. Budd was for attendees to review the Minutes as meetings begin to ideally adopt them at the end of the meeting.

**Introductions**

Attendees introduced themselves for the benefit of new committee members, students, staff, administrators and faculty. It was reported that Ms. Brianna Rogers, ASBCC President was sworn in today and the first ASBCC meeting will be held tomorrow. All officers will be sworn in at that time. For new attendees it was also communicated that Roundtable meetings are recorded to allow for later transcribing in an ergonomic setting.

At the completion of introductions, Dr. Budd acknowledged a full agenda for today’s meeting. A lot of information will be discussed and distributed for review. At the September 14th meeting, we will follow-up on the items for our goals, as well as the budget review.

**Review of Shared Governance Process and Planning for the Year**

Our College Roundtable for Planning and Budgeting is the committee that recommendations flow to for approval. Recommendations then go to the President and President’s Cabinet. Communications flow in and out of Roundtable from other committees including the Ed Committee, Technology Committee, Facilities Committee; in addition to work that is done with PIE and Curriculum Committees, and Senates. As we have these planning processes it is important that they are evaluated. As you will see when we review the Minutes from our last meeting in May, it was announced that a survey would be distributed. This did not happen and Dr. Budd apologized. She would still like to send the survey out to members of the various shared governance committees from last year. She indicated that it would be distributed before the end of the month and will ask that responses be returned by the end of the first week of October.

Last year we had our accreditation visit. The visiting team was very happy with the work that we are doing. They identified a couple of areas for us to improve, or for continuous quality improvement, with Student Learning Outcomes and a cycle for assessing those outcomes as well as ensuring that we publish and have procedures to assess our processes. These will be revisited when they come to visit in October 2016. They will come back because there were items identified at the district level that put us on warning as a college. The other colleges will be revisited also for not only the district issues but some areas that were identified for them. A lot of the work that we are doing this year with our planning and Ed Master Plan and Program Review will help us document our process, and the evaluation of our process, for when they come to visit.

**Topics and Focus for the Year**

* ***Core Indicators***
* ***Ensuring Exemplary Programs and Inclusive Excellence***
* ***Transforming Lives***

One of our later exercises today will be to look at our goals and accomplishments for 2014-2015 and to start discussing what we will do for 2015-2016. The committee did a lot of work from this time a year ago.

* Initiated the Ed Master Plan
* Adopted our Core Indicators of:
	+ Closing the Education Gap
	+ Ensuring 70% Success Rate for All Students
	+ Having Students Complete 20 transfer level units or stackable certificates in the first year.

Our overarching goals are really what we determine for our annual goals each year; that’s a part of our core indicators. What we are doing with those core indicators is looking at the data in program reviews. We focused a lot on our SSSP and our Equity Plan last year. We have our mission of transforming lives and Dr. Budd is hoping that we will expand on that term; not just transforming lives but also transforming lives for equity and social justice or transforming lives equitably by closing the achievement gap.

There was a discussion on Inclusive Excellence which ties into exemplary programs. Mr. Antonio Barreiro indicated that our compass heading is to close or end the equity gap here at BCC and everything we do should fall under that. Transforming lives to do that is the best definition of our work in the next 10 years. Inclusive Excellence is a well-known framework by the Association of American Colleges and Universities that can provide us with tools to be able to start thinking about how we operationalize the work that is in the Ed Master Plan, the Equity Plan, and the SSSP Plan. Mr. Barreiro believes that thinking about how to be able to craft our mission in a way that keeps that at the forefront as the central focus makes good sense. At our first equity meeting of the year we should have an opportunity to look at some of that language as well as some of the framework which should fuel that conversation.

The semester’s first Equity Meeting will be held this Wednesday, September 2 at 9:30 AM in rooms 451 A/B.

Other topics for the year will be our Budget Allocation Model. An additional topic added by Dr. Joseph Bielanski is the status of the accreditation report and the work that is done.

* Review of Addressing Accreditation Recommendations and Ensuring Sustainable, Continuous Quality Improvement.

**Roundtable for Planning and Budgeting**

* *Develop and Publish a Process to review our Processes*
	+ *Planning-Ed Master Plan, Enrollment Management, Human Resources, SSSP, Equity*
	+ *Program Review*
	+ *SLO’s*
	+ *Mission*
	+ *Budget*

Dr. May Chen referenced a draft flowchart handout. In the pie chart she indicated that she tried to link almost all of our activities. The design of the pie chart demonstrates that our Mission, Vision, and Values serve as the core, as that is our foundation for everything.

An additional handout reviewed by Dr. Chen was the 10-year integrated planning calendar. She indicated that some of the timelines were up to our discretion while others are set schedules. She also reviewed a draft template 2016-17 planning and evaluation calendar. Dr. Chen indicated that the dates are all proposals. We may want to wait for our annual program review to link a lot of recommendations and plans into the master plan. In discussing the dark red portion of the handout Dr. Chen interpreted her understanding of the first accreditation recommendation.

1. Integrate all of the plans
2. Publish
3. Evaluate our own processes

Dr. Budd added that we have a three-year cycle for the program review where we look at the data, and are looking at our course completion success. Ms. Tram Vo-Kumamoto worked with her assistant Ms. Lisa Gwyn-Laigo and has done great work disaggregating some of that data for department chairs and the disciplines to look at. More data will come this week and we have been assured that all of the data will be here prior to the Labor Day weekend so that we can make our timeline of having those completed by the end of October. This will allow us to go through our planning cycles here.

Ms. Lowood asked for clarification on the years at the top of the Integrated Planning Calendar. Dr. Chen will revise this to make the academic year clearer. Ms. Lowood added that they starting the 3rd 3-year cycle for SLO assessment for this year (it can mirror the Program Review timeline.)

There was a question on the relationship between the rectangular squares in the back of the pie chart on the BCC Plan Flow Chart. Attendees were encouraged to identify better formats and send them to Dr. Chen. The idea was to capture a visual of all of the different types of plans and how we generate action. The document is still in the formation stage.

Ms. Vo-Kumamoto referenced the handout “BCC Goals-Activities” indicated that the goal breaks up into three different categories:

1. Access, Equity and Success
2. Exemplary Programs
3. Institutional Effectiveness

The annual goals will be discussed today and within the next month, and then refined/improved. Ms. Vo-Kumamoto noted this was her first draft of Exemplary Program indicators. She indicated that the idea was to try to create a visual of the plans that would help feed the discussion.

BFAP = Board Financial Assistance Program

As we look to set our new goals for the year, Dr. Budd stated that it is important to remember that we did not have our Ed Master Plan goal identified last year at this time; eliminating the education gap, and we did not have all of the milestones identified and we may find after the next exercise that when we come back next week you may want to add to our goals.

**Highlights from Planning and Budget Summit held Friday, August 28**

The summit was to kick off the year to help set the tone for the goals we want to achieve as a district and how we want the shared governance process to work at the district and college levels. It turned out to be was a lot of reports and the very end of the day was trying to set the goals for the year. It became very evident to Dr. Budd that you cannot expect to set your goals for the year until you have looked at where you have come from and what you have accomplished the prior year. This was missing at the summit. A year ago we all presented our goals and accomplishments from the year before and this time this was not done. The document referenced for this discussion was “Berkeley City College Institutional Goals and Accomplishments with Measurable Outcomes.” Also referenced was the document from the district meeting on Friday, “Strategic Goals and Institutional Objectives 2014-2015.” These were approved last year and 2015-16 is what they are proposing for the new year.

**BCC Goals and Accomplishments for 2014-15**

 *Development of 2015-16 BCC Goals and Outcomes*

* *Discussion*
* *Timeline for Adoption*

Select BCC 2014-2015 Accomplishments were highlighted:

* Annual certificates and degrees awarded: Increased by almost 28%.
* SSSP – Increase in drop-ins (9.6%) and appointments (45.8%)
* Increase in SEPs developed, 25.4%

Dr. Budd requested attendees put at the top of the document “8/26/15.” She encouraged everyone to read through the document and also share with their groups.

Also noted is that goals could fit in more than one area. An example given was Goal 2 when talking about degree and certificate completion, which could also fit under Access, Equity and Success, as well as Programs of Distinction.

In reading through the document, the hope is that we can reframe it for our goals for the new year, fine tune them, and identify our baseline data so we can know where we are going.

Mr. Cleavon Smith suggested having the goals align to the accomplishments and measurable outcomes or perhaps also adding the goal at the end, in parenthesis, in the right-hand column.

Ms. Vo-Kumamoto stated that part of the Roundtable conversation is to also help facilitate these types of conversations in your committees, she questioned if it would be cleaner for committee discussions to have a document with just BCC goals, activities and accomplishments. As a talking point, have a document without the statewide initiatives as that can be referenced on the website when an understanding of the goal alignment is needed.

She is not sure if this can be ready for use immediately but definitely in the future.

Also suggested was to flip the 2nd and 3rd columns. For committee conversations, however, the cleaner version is recommended.

When we return for the next Roundtable, we will be fine-tuning what our 15-16 goals will be.

There was additional discussion on district level goals which Dr. Budd believes will also be updated. She has a question on C1. She believes it is, however, important to have district-wide conversations and promising practices.

Ms. Brianna Rogers referenced “Bridging Enrollment and Achievement Gap” on page five of the BCC Institutional Goals and Accomplishments 2014-2015 document, noting the absence of emancipated foster youth. Dr. Budd stated that what is being referenced is for accomplishments. If there were no major accomplishes or a big jump, then the data is not shown. For foster youth, we do not have a baseline. This is being addressed. There was additional discussion on foster youth and the work that is also tied into the Equity Plan. This will be discussed more at Wednesday’s Equity meeting.

Mr. Smith asked if we want to assign homework. He indicated that these conversations can be lengthy and wondered if is it possible, in preparation for the meeting on the 14th, to send suggestions to May, as a draft and get them Friday when Ms. Cynthia Reese sends out the meeting agenda. We can then come back and look at what the other committees discussed and be ready to have the conversation at the next meeting.

Ms. Vo-Kumamoto indicated that there are two pieces to the homework. The first piece is feedback if there are things that we would like to enhance in this document for next year. The second piece is looking at our goals and accomplishments this year. Do we want to adjust our goals for next year and what activities are we going to connect to those goals so that next year when we are building the accomplishments document, we will have that connector and be better at collecting the data upfront.

Dr. Budd asked everyone to take to their groups and have any additions to the goals and outcomes and activities for 14-15 and send to Ms. Reese by Thursday, noon, September 10th. We could add that to what is sent out on Friday for the meeting on the 14th. Mr. Smith requested later in the day so the deadline was changed to 5:00 p.m.

Dr. Diana Bajrami added that counseling had the same conversation on the need to have a program for foster youth. She will bring to the next counseling department meeting whatever pertains to counseling, student services and Ms. Brenda Johnson will bring to the Equity committee, to see what we can add.

Dr. Budd asked if it is feasible for committees to have this by September 10th. No objection to the deadline noted. We will stick with September 10th for people to look with their groups and note what they want us to talk about and look at for adding goals.

Ms. Karen Shields asked if BCC would lose students to other campuses since we no longer have the TRiO program. Ms. Johnson clarified that Peralta as a whole no longer has a TRiO program and that today, August 31st is the last day of the program. Those students are more than likely a part of another program such as EOPS, DSPS. We won’t lose them so to speak; they won’t have the additional TRiO services or a lot of the hands on experiences such as how to apply. Dr. Budd added that she believes a lot of the programs were already duplicative and we should be doing that for everyone. It is up to us to see how we can continue our services with other funding sources.

**Equity Plan Activities and Review of Data**

*Equity Committee Meeting:  Wed., Sept 2, 2015, 9:30 - 11:30, 451A/B*

**Handout of Budget Comparisons for September Roundtable Discussion**

Our 4000, 5000 accounts were looked at and compared to other colleges. Dr. Budd reviewed the budgets from the following documents

* District Wide College Discretionary Budget Comparisons 2
* Fund 2 Copy of District Wide College Discretionary Budget Comparisons (3)

Noted from this review:

* Independent Contractors - $250K is for Securitas. The other colleges all have that coming out of General Services.
* Power – Was under the impression other colleges paid more for light and power; this is not so.
* Facility/Building Leases - $300K for parking structure the other 224K is for the south campus that we lease.
* The only areas where the other colleges actually pay more than we pay, is for water. To summarize, $700K that we pay which no one else pays, should be subtracted from the $1.6M.

Dr. Budd requested that attendees keep the handouts to bring back to the next meeting as it would be discussed more in depth at that time.

**Thoughts on Committees - (PIE and ED Committee)**

As we have our continuous improvement and our evaluation of our processes, Dr. Budd felt we should look at our committee structures the same way we did with Roundtable and Leadership years ago. Do we have an overarching committee, perhaps Institutional Effectiveness of which both the PIE and Ed Committee report as we are doing our work for program reviews, looking at SLOs and student services? Do we want to have a budget task force that meets to spend more time on this and then come up to the Planning and Budget Committee? Dr. Budd indicated she is sharing ideas and we can discuss at our next meeting.

**Other**

A motion was made to approve the Minutes by Dr. Joseph Bielanski

Second by: Ms. Brenda Johnson

All in Favor

Opposed: None

Abstentions: None

-End of Minutes -

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