****

Berkeley City College

**COLLEGE ROUNDTABLE FOR PLANNING AND BUDGET**

***MINUTES***

Monday, October 7, 2013

*Chairs: Dr. Debbie Budd, President*

**Attendees:** Fabian Banga, Antonio Barreiro, Katherine Bergman, Joseph Bielanski, Valentino Calderon, May Chen, Carlos Cortez, Mostafa Ghous, Roberto Gonzalez, Catalina Herrera, Brenda Johnson, Jenny Lowood, Shirley Slaughter, Cleavon Smith, Gabrielle Padiernos, Tamara Harris-Coleman, Liliana Rojas, Dylan Eret, Windy Franklin

**Agenda Review**

Dr. Budd reviewed the agenda and requested attendees review the previous minutes for approval.

No additional items to add.

**Sharing of Conversation Mapping Results**

Our goal this year is to make sure goals were measurable, meaningful and memorable.

Dr. Budd reviewed the goals document noting the five goals developed and highlighted through the conversation mapping exercise. She restated the charge of Roundtable; to integrate planning and budgeting across the college and identify the goals that will drive the institution for that planning and budgeting.

There was discussion on the wording of the goals and rewording suggestions were made. Katherine Bergman indicated that the document is available online in Word for everyone to manipulate. The pathway is: BCC/Shared Governance/BCC Roundtable/Roundtable Docs/100713.

The direct link to Roundtable documents is: <http://www.berkeleycitycollege.edu/wp/roundtable/schedule-of-meetings/roundtable-documents/>

Dr. Chen will cross-match the student success scorecard with some of the measurements.

Dr. Budd summarized discussions on goals:

* Agree goal to support students to complete certificate and degrees as well as transfer to 4 year programs and goal to support students’ transferability, should be separate
* Came up with plans for measureable outcomes on things we send to the accrediting commission as well as the statewide student success scorecard that will help that be on everyone’s radar and
* Will include the institutional effectiveness piece for accreditation and support programs and services
* Ensuring fiscal stability

Jenny Lowood recommended accepting the goals with slight changes made today.

Second by Dr. May Chen

All in Favor

Dr. Budd stated the goals will be posted and we will make sure they go out to all of the shared governance committees to help with their charge.

**Accreditation**

Lilia Celhay, Interim VPI went over a draft handout of the Standard and sub-Standard membership committees being assembled to do the drafting of the report.

The list consisted of both volunteers and recommended participants. An invitation will be extended to those who have not confirmed, or “recommended” participants, to be committee members.

A training session will take place on October 29th. The hope is to complete the draft of all compiled reports by October 29th of next year.

Jenny Lowood encouraged anyone who has not served on one of the teams to do so as it is a very educational experience. She also added that the fact that someone’s name is not on the list does not mean they are not invited to participate; this includes part-time employees.

Dr. Chen shared that there have been questions about what needs to be done as a committee member and they are drafting a simple set of instructions for roles and responsibilities.

Valentino Calderon, President ASBCC asked about various Standards where student leaders were listed but not identified. Dr. Chen noted that student leaders will be included for all of the groups. Mostafa Ghous, Director of Student Activities and Campus Life, will recruit student leaders to ensure an abundance of participation.

**Student Success Support & Programs**

Dr. Joseph Bielanski began the presentation by reminding attendees that in 1986 there was a matriculation bill that passed and this is essentially trying to rejuvenate that. There were services that were supposed to be provided to students and it would show through research that those services would, in fact, cause students to be completers and move on beyond community college.

He referenced specific services being highlighted at this point in time that go from orientation to assessment to Ed planning to working with at-risk students. The purpose of the summit was to try to get people together again to take this seriously. Every community college was represented at the summit.

Dr. Chen indicated that starting this year we will focus on three core services:

1. Orientation
2. Assessment
3. Counseling/Advising and Follow-up

She reviewed the handout noting that this year and next year none of what was being shown will be used as a foundation for funding. Only two things will be used for funding:

The number of:

1. New students
2. Continuing students

Dr. Chen reported that starting in FY 15/16 a new formula will be used and FY 14/15’s numbers will be used as a base for 15/16 funding. Therefore, it is important that we have a good database for 14/15 and ensure information is being recorded in the right data fields. She indicated that we want to do a test run in the spring of 2014 to see where we are.

Dr. Chen also noted the need for a solid Early Alert system to recommend students for follow-up services such as tutoring, financial aid, etc.

**Other**

Jenny Lowood announced two retreats:

October 18th – Institutional Learning Outcomes Assessment Retreat, 11:00 am – 4:00 pm

November 1st – Degree Qualifications Profile Lumina Retreat, 11:00 am – 4:00 pm

Dr. Budd added:

October 25th – Cracking the Code

Next meeting – October 21st

-End of Minutes-

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