

**Chairs Council**

**Date: September 23 2022**

**Location: TLC or** **Zoom**

**Zoom Link:** [**https://us06web.zoom.us/j/95403090667**](https://us06web.zoom.us/j/95403090667)

**Time: 1:30-3:30**

**Chair: Claudia Abadia**

**Mission***:  Berkeley City College’s mission is to promote student success, to provide our diverse community with educational opportunities, and to transform lives. The College achieves its mission through instruction, student support and learning resources, which enable its enrolled students to earn associate degrees and certificates and to attain college competency, careers, transfer, and skills for lifelong success.*

**Vision:***Berkeley City College is a premier, diverse, student-centered learning community, dedicated to academic excellence, collaboration, innovation and transformation.*

**Charge:***Keeping in mind BCC’s mission, vision, values, and learning outcomes the Department Chairs Council will serve as the leadership advisory group for matters related to:*

* *schedule and program development*
* *enrollment management*
* *faculty hiring*
* *administration of the instructional units including facilities, technology, assessment, and curriculum*
* *policies, practices, procedures and processes as they pertain to department affairs*

Members of Chairs Council

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| \_x\_American Sign Language - Jenny Gough  \_\_xArts, Humanities, Cultural Studies - Carolyn Martin  \_x\_Arts, Humanities, Cultural Studies – Ari Krupnik  \_x\_CIS/Business/Econ: Paramsothy Thananjeyan  \_x\_Counseling – Emmie Mitsuno Hernandez  \_x\_Counseling – Catherine Nichols  \_x\_English - Adán Olmedo  \_x\_English - Jenny Lowood  \_x ESOL - Gabriel Winer  \_x\_ESOL – Sepi Hosseini | \_X\_Library - Heather Dodge  \_X\_Math – Claudia Abadia  \_X Modern Languages - Fabian Banga  \_X\_MMART – Justin Hoffman  \_X\_MMART – Dru Kim  \_X\_Science/Bio/Chemistry - Pieter de Haan  \_X\_Science/Bio/Chemistry - Sam Gillette  \_X\_Social Sciences - Tim Rose  Also in attendance:  Matt Freeman |

**Agenda:**

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| Time | Agenda Topics | Facilitators | Minutes/Notes |
| 1:30-1:45 | Welcome – Check In  Approval: Agenda and Minutes from 9/9/22 | Claudia | Minutes: Carolyn moved to approve minutes from previous meeting  Peter second  Agenda: Sam moves to approve  Catherine seconds |
| 1:45-2:00 | Debrief from New Chairs Orientation | Kuni/Lisa/Chris | Kuni – powerpoint from orientation will be in chairs folder. Asking for feedback now.  Claudia: covered the job responsibilities in contract; discussed the roles and experiences with new chairs.  Tim: good to welcome new chairs. Lets make this a regular thing  Kuni: part 1 is done, part 2 is coming for new chairs orientation; returning chairs should look over the powerpoint for additions and use the checklist. |
| 2:00-2:15 | Spring 2023 schedule development – Draft 1  Coming to you 9/23/22 | Kuni | Kuni: Johnny is entering the 1st draft now. Hopefully Monday Johnny will have the draft to return after inputting; appreciation of getting schedules done in a timely fashion; in accordance with PFT and timeline.  Lisa: everyone did a good job that fits the allocation or offers a rationale for additions above allocation; we will need to have discussions regarding building new programs at a time when our allocation is tight and we are reducing from years gone by rather than increasing.  Stacey: scheduling more 10 and 14 week semesters are in demand according to students consulting with counselors. A good example is ENGL 1A. Catherine and Emie agree.  Kuni: How many have been going to the PCCD townhall for the budget? Good way to see where things are going for 2023 schedule. PCCD identified an error in the budget. What that correction means is that we have $11million deficit that we need to reconcile this year. PCCD has said it will look at the vacant position to reduce the deficit. PCCD possible cut different % or vacant positions. For spring 2023, we are moving forward with what we planned. Same scale as fall schedule.  Matt: Sits on two committees that participate in PCCD planning. (From PGC) VC of finance changed and discovered the $11 millon deficit. There are 96 positions distict wide as vacant  8 – admin  29 facutly  59 – classified  Presidents of colleges have been asked by PCCD to submit suggestions for freezing. BCC is not going to accept the freezing of positions. 9 faculty vacant positions are at BCC.  Jenny: we should not offset PCCD budget woes by reducing full-time faculty at our college.  Tim: will the five positions allocated last year go forward despite the budget issue? Matt: All vacant positions are under consideration for freeze. But our position at BCC is committed to protecting the allocation as is.  Discussion of instructor/counselor assignment.  <https://pft1603.org/wp-content/uploads/2022/02/Berkeley-Part-Time-Faculty-Workload-History-Spring-2022.pdf>  Emie: What do chairs do for the assignments of FTers and scheduling. Seniority, how it works with class assignments.  Jenny: we develop the schedule, then staff according to the seniority list and preferred schedule forms submitted by PTers  Lisa: load average taken from priority list.  Catherine: what about for FTers? How do we assign in an equitable way.  Chris: discretionary approach  Fabian: there is no priority in the contract for either FTers.  Lisa: contract provides for seniority hiring according to the preferential pool. For FTers, it’s different in application and different in different areas. Most often FTers are assigned according to expertise. It’s different in counseling.  Fabian: what about when the assumption is that an instructor is not proficient in a particular class. It’s a complicated area. Best if this was at some point put into the contract.  Emie: when Ally was chair she was the only one who got to teach counseling (1?). That’s not what the rest of counseling wanted.  Kuni: different process works in different departments. PTers are assigned according to the pool. For FTers, the departments will have to come to a best practice on this.  Stacey: consider a possibility grievance issue.  Lisa: departments should be clear on what’s being done for assignments; collaboration and agreement.  Claudia: Scheduling done working for best of department, students, instructors.  Lisa: the contract can’t specify grounds for assignment – complicated schedules for individual faculty might have, for example. |
| 2:15-2:35 | Brown act and Chair’s Council – Information/Discussion | Matt Freeman | Matt: context – district as a body got placed in a space whether there were violations or lack of understanding at BoT and PCCD AS. Litigation on the issue of noncompliance with Brown Act. ASCCC came and presented the rules of the Brown Act. Committees of legislative bodies  ASCCC and BCC AS not offering legal advice. Just knowledge of the Brown Act.  Brown Act = law to ensure transparency. Informing the public of what’s being done with their tax money  Changes due to pandemic. Gov. passed bills to make temporary changes to Brown Act, to have a remote or virtual meetings. Legal authorization of remote or virtual meeting extended into January 2023 (2024?).  Not all of our standing committees at BCC or PCCD fully “there yet” in terms of compliance.   Anytime we deliberate as a body we need to follow the Brown Act.  Chairs Council had not sent out its agenda or invitations to attend. BCC chairs has changed to be in compliance with Brown Act. This is a legal requirement.  Question of holding closed session. Basically, you have to have legal counsel to agree to allow a body move to closed session.  All items must still be made public.  In certain very narrow instances, governance bodies can hold closed sessions.  Look to the charge of the Chairs that gives legislative authority over a particular point established on the list of reasons for closed session.  Chairs does not have the role in spaces that are applicable for parameters of closed sessions.  Committees throughout BCC have been moving toward getting fully in line with Brown Act.  Catherine: do department meetings need to follow the Brown Act? Matt: Bodies created by legislative act are governed by Brown Act. Not every committee or body established within the college. It’s about legislative bodies.  Kuni: Chairs only meeting, they need to be open  Matt: Chairs council can have a closed session if it is justified by Act. If the Council holds closed session needs then to be shared publicly.  Matt: when you have a “serial meeting,” it needs to follow Brown Act. If a number of the body are meeting to discuss  Lisa: we can’t close the Chairs meeting due to what the charge of chairs is.  Kuni: shall all identified members of the committee attend every meeting – in direct response to the “chairs only” meetings regularly scheduled.  Tim: our charge, created last year stipulates that one meeting per month shall be “chairs only.”  Jenny: put in the framework of a request for the chairs to meet among themselves.  Kuni: need to address questions with ASCCC. Or get language into the PCCD/PFT contract to define the chairs roles in a way to address this.  Jenny: recommends we get a taskforce to look at the handbook. Recommendation to  Move to form a taskforce.  Matt: chairs should be an open meeting. Anytime any governing body makes decisions with lack of transparency, this is troubling. |
| 2:35-2:50 | Chair Reassign Time allocation Formula-Taskforce  Reassigned time formula | Kuni | Kuni: first time in many years that allocation had been assessed. Allocation will be the same as last year, even though the overall allocation was reduced this academic year. We need to know the allocation for the district early enough to do the allocation within the college. (Shows language for contract.) Reading the contract. With Matt and Justin, Kuni did the formula. Hoping to avoid the appeals process for allocation. Challenging conversation. Opportunity for chairs to provide feedback about how they were looking at the allocation factors. Would like to continue to hear feedback for recommendations. Shows the allocation rubric/formula. Chairs caught errors and revisions were made.  Claudia: idea is to begin to move the process forward in order for chairs to have knowledge of what reassign time is before elections.  Justin: a collaborative process for OoI, AS, PFT.  Lisa: chairs should go to AS and PFT to provide input into the allocation process.  Tim: I thought we were asked as chairs council to offer recommendations?  Jenny: things outside of the list that require time for chairs. Too many problems with initial rubric used for assessing allocation.  Fabian: we have never had enough money to support chairs.  Kuni: the assessment rubric was rushed and suboptimal. But it was revised and worked.  Next year the allocation is going to be different. SCFF will change the way in which funding is managed. |
| 2:50-3:00 | Other announcements and updates | Claudia |  |
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| 3:30 | Adjournment | Claudia |  |
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Meeting adjourned:

Minutes taken by: Tim Rose