

**Chairs Council**

**Date: April 28, 2023**

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

**Agenda:**

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| Time | Agenda Topics | Facilitators | Minutes/Notes |
| 1:30-1:40 | Welcome – Check In  Approval: Agenda and Minutes from 4/14/23 | Claudia | Agenda approval: motion: Carolyn; Second: Pieter. results : 10 yes Minutes: motion: Catherine; Second: Fabian  Results: 10 yes, one abstention  Agreed to move textbooks and tutoring for further meeting |
| 1:40-1:55 | 23-24 Chair Release Augmentation request using HERF funds | Matt Freeman | A lot of communication for allocation for chairs release; thanks to VPI VPSS for working on this. 3.5 fFTEF for 23-24; higher FTEF for 23-24; net loss of allocation in comparison to past; first time that VPI and AS president and PFT to revise and deploy the FTEF allocation; College president allocated funds to augment the reduction in 2022-23. Using the same methodology the allocation was arrived at by diminished the reassign time for certain departments; some chairs have contacted Matt to ask for AS to support a motion  Steps: 1) Chairs discuss recommendation – take action; create a recommendation to present to AS for endorsement.  2) Chair of chairs asks AS president to present recommendation to AS for formal endorsement and referral of recommendation to college president.  3) Item is put on the AS agenda. 4) Chair of Chairs presents recommendation at AS meeting.  5) AS votes to endorse or not endorse recommendation.  6) If recommendation is endorsed, AS president recommends the recommendation to college president.  7) President responds.  For a formally recommended proposal to AS  Last year was a one time contribution to chairs release allocation to align with the reassign time restored to 2022-2023.  The amount being asked is .06. Not a huge amount of fund  Carolyn: supports the motion to present recommendation to augment the reassign time.  Fabian: seconds motion. But we need to do this where it’s not something with a long-term solution.  Matt: long-term solution is necessary. But it needs to start with Chairs Council. We should not be required – Chairs was to create recommendations. Chairs Council should form a working group.  Tim: In chairs council we did make efforts to create a working group for reassign time in fall 2022. Administrators told chairs that this was outside of their purview. Also, participation in developing guidelines for allocation of reassign time among chairs would pit chairs against chairs in the process. This is unnecessarily divisive. The contract states that decisions on chair reassign time should be done by VPI, AS president, and PFT rep. It is sensible that this is the process.  Kuni: Since 2007, 4 colleges have been given a total of 15.3FTE per article 14.A., we have a finite total that we are trying to divide per the criteria indicated (14.D.1). It will be great if this can be increased. It is not to be received as our non-appreciation of all of your amazing and hard work because we really do appreciate it. With this confined circumstance, we are welcomed to get your input as to how better to distribute this amount for this time around for the year after, working group or whatever you decide. We are here to work with you as always...  Chris: There were discussions in two of the chair meeting last fall, but you are correct there was no follow-up. Admin recommended pursuing the matter with Senate and PFT  Matt: agrees with points made by Tim. Two working groups had been discussed  Vote for moving resolution to AS: 10 yes – 0 no |
| 1:55-2:05 | Zero Cost Textbook Grant | Heather/Jenny | Move to May 10 |
| 2:05-2:15 | BCC Tutoring | Jenny Lowood | Move to May 10 |
| 2:15-2:25 | Summer/Fall Registration  Fall 2023 is free!! | Kuni/Lisa/Chris | Kuni: summer and fall registeration has started. We are also continuing to work with the high schools. Encouraging the pipeline from HS with the guided pathways in mind.  BCC has had meetings with local high school principals. Dual enrollment growth in mind, incentivizing schools and student parents for students to enroll in BCC  Martin: Express registration has been taking place and building momentum.  Claudia: fall is free but summer is not.  Kuni: share out with departments that verification rosters are due. |
| 2:25-2:35 | 23-24 Chairs Election Results   * voting ended 4/26/23 * Chair of Chair Election on 5/12/23 meeting | Kuni/Justin | Kuni: thanking chairs; and Justin, Phoumy, and Claudia for the great work in pulling this together.  Justin: good to work with a collaborative group.  Kuni: shows results. Congratulations to all newly elected chairs.  Kuni will send out a message  For May 12 we will need to select the next chair of chairs. |
| 2:40 | Announcements  Next Meeting: May 12, 2023 | Claudia | No announcements |
| 2:45 | Meeting Adjourned |  |  |
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Meeting adjourned:

Minutes taken by: Tim Rose