****

Berkeley City College

**COLLEGE ROUNDTABLE FOR PLANNING AND BUDGET**

***MINUTES***

Monday, February 3rd, 2014

*Chair: Dr. Debbie Budd, President*

**Attendees:** Fabian Banga, Antonio Barreiro, Katherine Bergman, Joseph Bielanski, Valentino Calderon, Carlos Cortez, Mostafa Ghous, Roberto Gonzalez, Brenda Johnson, Jenny Lowood, Cleavon Smith, Gabrielle Winer, Hermia Yam, Allene Young

**Agenda Review**

Dr. Budd briefly reviewed the agenda, noting that there were quite a few items to be addressed. Professional Development was added to the topic list. She suggested the meeting begin with Annual Program Review Updates and the Planning Calendar for Shared Governance Committees due to interview committee meetings and scheduling conflicts for some attendees.

**Annual Program Review Updates - Planning Calendar for Shared Governance Review**

Dr. Budd discussed faculty’s and staff’s progress on Annual Program reviews noting that data from the reviews is now accessible for analysis. What became evident for her is the need for Roundtable participants to review and refresh their memories regarding the Planning and Budget Integration (PBI) decision-making model and process. The process includes an Annual Program Update, as well as a full Program Review every three years.

Dr. Budd reviewed the Shared Governance Flowchart with meeting attendees.

The Program Review deadline had been pushed forward from December, with review by the administrative team in January, 2014. Dr. Budd proposed a new goal of March 17th for final viewing of the Program Reviews and final decisions.

Antonio Barreiro shared a rough version of the Summary Matrix of Programs. He and Dr. Carlos Cortez will meet with the Department Chairs on Tuesday, February 11th, to review and approve a final draft of the summary document. The draft will then be brought to the Shared Governance committees. Meeting dates in the first half of February were confirmed as scheduled for all affected committees and groups, with the exception of Facilities, who may need to hold an ad hoc committee meeting.

Dr. Budd announced that on February 24th, the Roundtable Committee will participate in one of the many activities scheduled for Black History Month, a program entitled “The Living Room Revolution: The Race Dialogues,” by English and creative writing instructor Mary Webb.

**Sharing from PBC 1/31/14**

Dr. Joseph Bielanski summarized events of the last Planning and Budgeting Council.

* Many relevant PBC documents are available on the Planning and Budgeting Integration webpage, including a budget development calendar; as well as policy summaries and timelines.
* PBC meeting attendees were introduced to John Hendrickson, the new Interim Deputy Chancellor and COO, who gave the impression that he will be attending most or all future district planning meetings in his role in District Office oversight.
* There was a review of the State Budget update but, there is not much to report as it was just to look at what is being proposed. Susan Rinne, Interim Vice Chancellor, Finance and Administration walked through the recommendations and said it looks decent for Peralta.
* The External Audit Report, which had gone to the Board in January and then to the PBC, noted 14 audit findings of material weakness, some of them at specific colleges in the areas of grants and student government, but no such deficiencies were noted at BCC. Dr. Budd acknowledged the exemplary efforts and contributions of Shirley Slaughter, Dr. May Chen, Brenda Johnson, and Katherine Bergman in this outcome.

A discussion followed of carry-over dollars; how they go to the colleges and, will they be used for technology matching and projects that went to the DTC for review earlier during the year.

Dr. Bielanski reported that there was something about the parcel tax report that was done:

* 2.1 million dollars rolled into next year; the majority of which would have to be used for full-time faculty.

Dr. Budd stated that in regards to our productivity level for our resident students, right now we are doing better but our resident student productivity is only about 16.3 and as a district, our resident productivity is probably about 16. For each one point that we are below the 17.5 as a district, it costs about $1.5M. She indicated that we want to grow to get that additional funding and that we have had years when all of the colleges were about 18 for resident productivity.

**Grants Update/Fund for Innovation - MiniGrants**

Katherine Bergman announced that the district Career Technical Education (CTE) committee has re-emerged with the support of Chancellor Ortiz and a new Development Lead, Karen Engel, the former Executive Director of the East Bay Economic Development Association.

Ms. Bergman distributed a document summarizing recent developments in BCC Special Projects:

* Ongoing collaborative discussions between Berkeley High School and BCC instructors re: possibilities for alignment, assessment, outreach and articulation. BCC is now featured in the BHS catalogue that goes out to all BHS students, parents, and faculty. Ms. Bergman worked with the BHS Vice-Principal to develop career pathways which feature post-secondary options at BCC.
* Collaboration with Berkeley Adult School, including the creation of an ESL advisory council to proactively assess community needs and communicate about available services. Committee members include BAS. BCC, UC Berkeley and the City of Berkeley.
* AB 86 funding of $330K has been secured for the purpose of developing coordinated regional plans for East Bay Adult Education. A 10-member regional consortium with participants from six local Adult Schools, PCCD and sister colleges will address programs in basic skills, citizenship, ESL, adults with disabilities, CTE and apprenticeship programs. SB1070 will provide $1.8 million in grant monies for the Northeast Bay Region over 3 years to develop regional infrastructure for sustainable CTE pathways from HS to CC. Additionally, we will be applying as a district for $250 million in AB 86 Career Pathways funding. Dr. Engel is holding open meetings on Fridays and Thursdays leading up to the March 28th application deadline.
* The mini-grants program has received $11,000 worth of requests from a wide range of departments and campus programs. Requests will be reviewed and responses given as early as the week of February 10th.

Ms. Bergman raised questions about current methods of tracking data re: progress of specific learning communities. Dr. Budd mentioned the need to coordinate with our sister schools that have parallel reporting needs, as well as obtaining extra research help at the district level.

Dr. Fabian Banga spoke of the need for more training on the existing database and data extraction tools, which he said can be powerful and do allow for user-defined queries. Cleavon Smith suggested that converging or coordinating our data requests with other schools would make it easier for the district to respond to those requests. Dr. Banga noted that a database training session will take place on Friday, February 28th from 1 p.m. - 2 p.m. and additional sessions can be arranged.

**Professional Development**

Dr. Budd noted that she was really pleased by the high level of participation in Flex Day.

Gabe Winer reported that the overall survey response was positive with only a few mixed reviews and the “Student Voices” Panel Discussions were a huge hit. Professional Development sent a number of faculty and classified staff to conferences, including: the Association for Occupational Education, Veteran’s Affairs Summit, Association of Writers and Writing Programs to build their capacity to do basic skills work in English, the Undocumented Student conference at UC Berkeley, and several other conferences.

The Teaching and Learning Center is offering an upcoming series of DART (Discuss-Apply-Reflect Tools) workshops addressing ways to teach that build student engagement and equity: Reading Apprenticeship, Writing Across Curricula, Making Assignments Visual, Successful Student Presentations. These are two-part workshops allowing instructors to apply new concepts in class before returning for the second workshop session. Ms. Winer requested help in announcing and advertising the workshops.

Other developments: A Peer Observation Pool with 22 members; Focused Inquiry Groups on better integrating technology, devices such as smart pens, or library services; a Pedagogy for Equity reading group. Upcoming workshops: March 10th on Supporting International Students with Thomas Torres-Gil; March 31st on Supporting Undocumented Students.

**Facility Usage/Conference Hosting**

Dr. Budd spoke of conference hosting opportunities as more great leaders are attending events across the state and can be attracted to BCC’s central location.

Cleavon Smith has been in communication with Dr. Lauren Wintermeyer of Santa Barbara CC, where the SBCC Dual Enrollment Program presently delivers part of the college-level curriculum at local high schools, including college and career readiness, informed declared major and 10-year career and education plan. SBCC works with a private, for-profit publisher offering educational workshops up and down the state. The conference organizers extend discounts to the hosting college which then can be distributed to college faculty or local high school counselors. BCC would only need to waive $400 in fees for facility charges.

An event targeting local college and high school counselors is proposed to take place at BCC on March 28th from 8:30 a.m. - 3:00 p.m. The Roundtable reached a consensus, all in favor to host this event without facilities charges. Mr. Smith volunteered to coordinate, with assistance from Antonio Barreiro.

Dr. Banga announced a Modern Languages Association conference hosted on Nov 8th in the BCC atrium, with 500 attendees. BCC will gain $2000 in fees.

**Accreditation Survey**

Jenny Lowood said the Accreditation Steering Committee is trying to expedite communication with the teams as the first draft is due at the end of this semester. Ms. Lowood has created two Google groups to facilitate information exchange: one for the team leaders, one for the writers. The steering committee is developing a survey; the proposed deadline for survey questions and data requests is Feb 21st.

Ms. Lowood demonstrated a multi-table chart developed as a tool to help organize the workflow, data needs or needs for evidence, organized by college. She noted that the accreditation questions have changed since last time and need to be closely reviewed.

**Technology Committee**

Dr. Banga enumerated upcoming issues before the Technology Committee, including Alternative Media and a proposal for a district-wide Help Desk with a centralized number, an idea that has met with resistance from some areas. The other option would be to create a Help Desk for each campus as the current contact numbers are overloaded with unrelated inquiries. Mr. Barreiro noted that there is a matrix being developed to coordinate college tech planning to the district’s technology strategic plan.

**Ed Committee**

* The Ed Committee did not meet this past Thursday but will be meet on the 13th.

**Facilities Committee**

* Next meeting upcoming.

**Students/ Student Life**

* Club Rush
* Valentines’ events
* Music on Wednesday and Thursday (Wednesday: DJ and Thursday: Previous winners of UC Berkeley’s Battle of the Bears)
* Elections kickoff for student government
* Reviewing the student governing documents
* Black History month for which several events are planned.

**Other**

Next meeting – Monday, February 24th

-End of Minutes-

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