

Berkeley City College

**COLLEGE ROUNDTABLE FOR PLANNING AND BUDGETING**

Monday, February 8, 2016

**MEETING MINUTES**

*Chair: Dr. Krista Johns*

**Attendees:**  Krista Johns, May Chen, Joseph Bielanski, Shirley Slaughter, Antonio Barreiro, Nancy Cayton, Jasmine Martinez, Gail Pendleton, Cynthia Reese, Jennifer Lenahan, Hermia Yam, Roberto Gonzalez, Karen Shields, Tanya Moore, Jenny Lowood, Josie Baltodano, Andre Singleton, Natalia Fedorova, Ramona Butler, Omar Siraj, Brianna Rogers

The Roundtable meeting was called to order at 12:16 pm by Dr. Johns.

Dr. Johns introduced herself to the College Roundtable for Planning and Budgeting Committee and also asked attendees to introduce themselves, including what is on their mind today or this week. After the self-introductions, she noted that we have a lot of things that we have to get through and the goal for the group is to be up to speed on what is coming ahead, in order to get good input from the group for decision making purposes.

**Agenda Review**

Today’s agenda was set to discuss what is on our schedule for the Spring semester. We need to get a handle on where we are in terms of planning processes and what has to be accomplished. We also need to be mindful of what we are achieving, or not.

**Spring 2016 – planning stages for which we should prepare (across the college and project plans and their timelines.)***SSSP Expenditure Report for 2014-2015*

Ms. Hermia Yam reported that the SSSP Expenditure Report for 2014-15 is due Friday, February 12th. Additional contributors are Ms. Jennifer Lenahan, Dr. May Chen, and Ms. Shirley Slaughter.

* + - Ms. Slaughter asked if it included the adjustments to 2014-2015 for $32K.
		- Ms. Lenahan is working on balancing the report based upon the additional information received from Ms. Slaughter.

*Planning for ACCJC Visit/Follow-up Report*

Ms. Jenny Lowood reported on planning that, in part, has to do with the upcoming ACCJC visit. The follow-up report will be due in October, 2016. Dr. Chen indicated that the next midyear review would be 3 ½ years from March, 2015.

*Maintaining strong programs with high standards*

As we are looking at increasing the course success rate to 70% along with increasing the numbers of certificates and degrees, Ms. Lowood stated that it is important to maintain strong programs with high standards.

* + - Some of the assessment work, and the work on action plans by the PIE Committee and department chairs, address this.

Ms. Lowood suggested that maybe we could say something about plans related to high-quality instruction and programs. This is in looking at assessment, as an example.

*Moving forward with plans for Classified hiring prioritization*

Mr. Roberto Gonzales reported that one of the things they want to keep on the radar, from the perspective of Classified Senate, is to be sure we are moving forward with plans that we had from last year in respect to hiring prioritization.

*Subcommittee outcomes*Outcomes from the subcommittee were reviewed with Roundtable attendees by Mr. Gonzales. This included:

1. Ensuring follow through based on the rubric and funding.
2. That there should be funding for a number of positions that exists within our current funding model to be able to move forward with the hiring.

In clarifying the process, Mr. Gonzalez stated that they basically created a rubric based on funding that they believed was coming to the campus. And also based on existing funding around campus where they were able to take those positions out of the rubric.

*Purchasing cut-off*

Ms. Slaughter brought to everyone’s attention that we are approaching the cut-off for purchasing specifically unrestricted funds. There was a discussion with the district about receiving an extension on the grants. There are monies that have not been spent that could possibly be used for purchasing equipment or items noted in Program Reviews.

*Prioritizing resources based on Program Review objectives*

Under the Integrated Planning and Budget Development calendar we are supposed to prioritize based on the Program Review objectives, our resources to include additional resources. This is due to the district by the 28th. Dr. Johns indicated that they are running behind. Even though this is the case, Ms. Slaughter stated it is good for us to be on top of these based upon the calendar.

*Classified hiring due date/staffing needs*

Due to the district is the prioritization for Classified hiring by March 30th, along with any additional staffing needs.

*Budget Development Worksheet*

In April, we should complete our budget development worksheet.

*Fall and Summer 2016 schedules*

Ms. Nancy Cayton reported on the Office of Instruction planning the Fall and Summer 2016 schedules. Once it is submitted, Ms. Fogarino has a lot of work involving the printer’s schedule which also rolls into the flipbook that the district provides.

The download for Summer 2016 is almost ready for Wednesday of this week. Mr. Antonio Barreiro reported that it just went back out to the Chairs this morning. There will be some opportunities for initial edits before the download, but then we have a week for final edits. The download for Fall is on February 17th. The very last changes for the Fall schedule will be at the end of February.

A reminder was given to attendees that any projects that they are working on that have to do with having classes, schedules or expending money, this information is very helpful. She encouraged everyone to ensure our projects stay in alignment.

*Enrollment Management*

Ms. Lowood added that there has been a conversation around enrollment management and now that we have not only learning communities but also many ADTs, it would be good to get people together to work on enrollment management which would help with graduation, transfer as well as help our students achieve their goals.

*Campus Events/Grants Initiative/Other Projects*

The other thing not officially discussed within planning, according to Dr. Johns is some of the events on campus and how they fit into our grants initiative and other projects. We will have to find a way to make sure there is a cycle where that information is disseminated around the community.

*Equity Expenditures*

Dr. May Chen reported that equity expenditures for 2014-15 have been completed and forwarded to the district for their review. Indications are that they have pretty much accepted our report. There is a portion where the funding part happens at the district level and Dr. Chen informed them that the portion at the district level will be reported through the college. The 2014-15 SSSP expenditures still need to be completed.

*ACCJC Annual Report*

There is an ACCJC annual report due in March and we have to consult with the Vice President there about the reporting information. We pretty much saw what the ACCJC asks for and it did not really change from last year. However, within that part there is one of the CTE certificate degree receivers back in 2013-14 where we need to track their employment rate in order to report that information. So far it looks like this year we need to do our internal survey again. The district has sent Dr. Chen contact information for those to be surveyed, and we will have to work with many of the CTE faculty members to help out.

Q. Referencing the 2014-15 equity plan report sent to the district, Ms. Slaughter asked if it excluded the overage, as about $26K needs to be adjusted.

A. Dr. Chen stated there is no problem as we asked for $250K and actually received $212K so the other portion is being claimed from the district expenditures.

*ADT Certification*

Ms. Yam reported that the Associated Degree for Transfer (ADT) certification needs to be done by March 15th. She asked if anyone has a chance to work with the students, to remind them that they have to submit a petition to counselors on March 7th so they can complete the State certification.

Dr. Johns requested:

* + The distribution of an email communication asking faculty members to make an announcement.
	+ That an announcement be made through student government.

**Spring 2016 – Implementation of plans, objectives being met.**

Requested from Dr. Johns was information on any projects reported on for which a deadline is due, where information still needs to be gather or and any difficulties with implementation have come up.

Mr. Barreiro stated that although it doesn’t exactly fall into this category there are multiple significant search committees in progress. The logistics of trying to schedule interview times for the number of committee members is pretty challenging. He requested help from department heads, managers, and department chairs to provide their teams who are serving with the support they need to attend the committee meetings. He noted 10 positions in various stages of the hiring process.

Dr. Johns expressed her support and stated that it is a priority for BCC, for our students, our staff, and for our community to be fully staffed. She stated it is important for the college to have the input that we receive when the committees are filled with the people who are supposed to be there.

Suggested by Ms. Lowood was to advertise to faculty that we will support them with subs should they choose.

It was also suggested by Dr. Laura Ruberto to also support faculty making the choices they want to make by not having a sub. This has been an issue sometimes as well. It was stated that faculty needs to be able to stay in the classroom if that is what they choose.

There was continued discussion on faculty participation in the service they have agreed to do and scheduling of the hiring committee meetings to make them work for everyone.

Ms. Jasmine Martinez reported on the need for advisors for Phi Theta Kappa (PTK) Honor Society.

* Ms. Brianna Rogers noted that there are so many students eligible for Phi Theta Kappa and bypass it. She agrees that it is important to spread the word and have faculty come on as advisors to help encourage students, as it also opens other doors to scholarships.
* Ms. Lowood suggested bringing it to the faculty advisors and adding being a co-advisor to PTK as part of the advising.

Siraj Omar brought up the problem with waste collections in the labs and the payment of the vendors in a timely fashion. Proper handling of the waste is a requirement of OSHA standards. This falls under the district’s Risk Management department.

Dr. Johns will follow-up on this.

**Budget requests – a discussion of where we are on faculty, staff, hourly/temp, other expense budget planning (status in Spring; needs for 2016-2017.)**

1. *Budget update and review of budgeting timeline and known budget realignment needed for 2016-2017*Ms. Shirley Slaughter reviewed the handout 2016 Actual vs. Budget Year-to-Date for Fund 1 only.

She indicated that what was passed out to the group included the object code and description of what the object codes represents. What was shown is what has been expended to date under the actuals and what the budget is for that particular object code. With reference to full-time versus what has been expensed, she indicated that there are probably vacant positions, which is why we are at 62% of budget at this time. She is not sure if there was a request to adjust that by putting those monies into our part-time hourly budget.

The handout represents information as of February 1, 2016, for the period of July 1, 2015-January 31, 2016.

The next document reviewed was the Restricted Funds/Designated Funds.

* Fund 12 – Concern was expressed about Project 2550.

Mr. Barreiro presented a question that came up at a faculty meeting.

Q. Given that our initial allocation of PASS funds is going on now for two years, is there an opportunity for us to take a second look and do some reallocation that may be more timely than the current definitions and line items that are in there.

A. This was felt to be a conversation for the district/Instruction Vice Chancellor. They will ask, noting that there was a plan submitted for this, and now we are amending the plan.

If the possibility exists, Mr. Barreiro would like to pursue it. Ms. Slaughter requested to add, “with the caveat that it is linked to Program Review.”

1. *Staff hiring prioritization*

Mr. Barreiro distributed the process implemented last year. Last year we began classified prioritization around this time. We are doing that as we speak, collecting from all of the program reviews that we have right now; the classified requests that were imbedded in program reviews. We are on track for matching the timeline of last year. The difference is that it sounds like there is a more aggressive timeline this year.

The handout *“Berkeley City College Classified Prioritization Process Spring 2015”* was reviewed by Mr. Barreiro. The following overview was shared and discussed in alignment with the handout.

* Classified prioritization and Program Reviews are being collected now. The Program Reviews are complete it is a matter of pulling the classified prioritizations from the reviews.
* There will be a secondary outreach to department heads and Chairs for the various departments that had classified requests asking for an initial triage from them.
* This is an urgent request needed now or, this is a request that can wait a year.
* This was done last year and was helpful in trimming the list of initial requests from Program Reviews by roughly 1/3.
* A Classified prioritization committee has to be identified. It is a cross-functional team comprised of classified staff, faculty and administrators. From the handout he noted the agreement from last year in regards to the committee’s composition.
* This year’s committee will be charged with doing an initial evaluation of requests.
* Once the high priority hire requests for this year have been determined, the departments who have submitted those requests will need to complete the narrative form.
* The narrative collects additional information highlighting:
	+ Why that classified request is important for college strategic and district goals.
	+ What the impact is on students or different units on campus, etc.

Shared by Mr. Barreiro was that the most effective ones from last year were roughly a page with all of the questions answered. The areas that the committee had challenges with were narratives received that were lacking information or background.

Ms. Lowood requested the form in electronic format.

Q. Ms. Ramona Butler inquired if categorical programs requesting hires are affected by this.

A. Mr. Barreiro provided an overview of how this was handled last year stating that they looked at places where they had funding and took that position out of the list of recommendations.
This created a list of funded positions and unfunded positions by which they were waiting an allocation from the district for new position hires. Mr. Barreiro noted a few categorical positions from the previous year where funding was identified and stated he would send the list out to everyone.

Any additional questions related to the Classified hiring process were requested to be directed to Mr. Barreiro via email.

In closing, Mr. Barriero added that the feedback received at the end of last year at Roundtable included:

1. Have a rubric to help with scoring the narratives.
2. Separate the prioritization into two categories:
	1. College operational
	2. Student support

He believes these recommends represent how they will be moving forward with the initial plan.

**Project to align multiple initiatives and plans (at BCC, and to influence district-wide.)**

The budget information shared by Ms. Slaughter was used as an example by Dr. May Chen to show how many funding sources are available. When looking at PASS funding, she stated that it is concerning as we went through many processes to identify projects to be awarded yet there is no implementation.

Dr. Chen reviewed the handout, “Proposal for Plan Implementation Integration.” This is the first draft of the process. Using Education Master Plan as that is the overarching plan, and also the simple indicators there that include Core Success and Program Completion, those indicators align with SSSP, the Equity Plan and BSI and therefore, our first attempt, we want to at least align them together and merge them into fewer teams. The proposal at this moment is to talk in greater detail this Thursday at the Ed Committee meeting.

Referencing equity plan indicators, goals and activities, Dr. Chen noted that these are 2015-16 goals listed in our Equity Plan. The funding sources are noted in the 3rd column.

Ms. Jenny Lowood noted that Team II. Course Success was previously lead by Theresa Rowland and reminded attendees that the team decided that they would also be the BSI group. She recommended Cleavon Smith to head this team.

Dr. Chen continued and stated that this Thursday they will begin to do the planning and the following Ed Committee on February 25th they would like to hold a 2-hour meeting workshop (lunch included) to identify details.

Dr. Johns stated that we need to make sure that we are giving credit for our work in every place we have to report it and that our efforts are going towards shared goals.

There was mention of the Ed Master Plan in alignment with preparations for the draft Facilities Plan. Dr. Johns indicated she is having a meeting regarding the Ed Master plan next week and has made a note of the due dates to add to her cabinet discussion.

A motion was made by Ms. Shirley Slaughter to approve the December 7, 2015 minutes.

Second by Dr. Joseph Bielanski

All in favor.

- End of Minutes -

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