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Berkeley City College

**COLLEGE ROUNDTABLE FOR PLANNING AND BUDGET**

***MINUTES***

Monday, August 26, 2013

*Chairs: Dr. Kerry Compton, Interim VPI*

*Dr. May Chen, VPSS*

*Lilia Celhay, Dean*

**Attendees:** Fabian Banga, M. Katherine Bergman, Joseph Bielanski, Ramona Butler, Nancy Cayton, Valentino Calderon, Carlos Cortez, Mostafa Ghous, Roberto Gonzalez, Catalina Herrera, Brenda Johnson, Thomas Kies, Jennifer Lenahan, Jenny Lowood, Lee Marrs, Jasmine Martinez, Hassan Moore, Linda McAllister, Siraj Omar, Kelly Pernell, Shirley Slaughter, Cleavon Smith

**Agenda Review**

Dr. Kerry Compton began the meeting with introductions. The agenda was reviewed and opened for additional topics. Jenny Lowood requested that the group also discuss getting the Community College Survey of Student Engagement (CCSSE) results added to the goals. Dr. Compton agreed to future discussion of the results and goals.

**Mission, Vision and Values**

Dr. Chen reviewed Berkeley City College’s Mission, Vision and Values. She indicated that with Accreditation coming in 2015, we will either reapprove the Mission, Vision and Values statement and send it to the Board for adoption, or revise it. Dr. Chen indicated that there will probably be a subcommittee formed to review the statement and, any changes will be brought to Roundtable for approval followed by submitting the approved changes to the Board for adoption.

Jenny Lowood added that she feels it should be captured somewhere that the development of the Mission, Vision and Values encompassed almost everyone on campus at the time it was done. The process of putting together the Mission and Vision was extremely inclusive and she feels it would be good to note this fact somewhere, as it appears to have gotten lost over the years. Dr. Joseph Bielanski added that the process also included an outside consultant.

Dr. Chen indicated that the comprehensive process will be documented.

**Shared Governance Structure at BCC**

The shared governance structure was looked at to see if there were any concerns with how it worked in 2012-2013 and what should be improved or changed. Dr. Chen went over the current Table of Contents. She noted the three “Standing Committees” stating that there have been a lot of changes/additions that line up with the district-wide Planning and Budget Committee, such as the Facilities Committee and the Ed Committee. As a result of this, this area will be updated to include these changes.

Technology Committee has also been changed to a “Standing Committee.” There has also been a discussion about the possibility of forming a Student Success Task Force into a Student Success sub-committee that will report directly to the Ed Committee here on campus.

There will be a major restructuring of the Shared Governance Manual and administrators will be working with everyone throughout the entire process of updating the manual.

Mr. Cleavon Smith, Academic Senate President, indicated that from the faculty senate perspective, they are looking at reviewing the shared governance structure in order to be more effective in their representation on the Standing Committees and Ad Hoc Committees.

Dr. Chen stated that as a result of discussions on Flex Day to be more communicative and transparent, a mechanism will be developed to note meeting Action/Follow-up items and Concerns/Dissenting Comments; noting the meeting date and who is responsible for follow-through. She indicated that administrators will work with everyone to improve the process as they look at the matrix.

Mr. Smith indicated that when he brought up the subject on Flex Day, part of the intent was not so much a case of win or lose when it comes to opposing points of views, as that has not been the culture here at BCC. But, as we are growing and trying to get new people to engage with us, we just want to make sure we are really more explicit about moving the conversations and initiatives along and using concerns and dissenting comments as ways of calibrating, correcting and assessing the work we do as a Roundtable.

Ms. Lowood indicated that since the governance manual was put together, we sent a report to ACCJC about the governance structure of the college and included the Education Committee which is not shown in the manual currently. It was agreed that the manual needs to be upgraded.

Dr. Fabian Banga indicated that Dr. Budd requested that he prototype the survey from the district about different committees which he completed during the summer. Dr. Budd was going to present it today and it would be sent out to get feedback about the efficiency of these committees; specifically, committees such as Technology, Education, Staff Development and Facilities.

Dr. Compton stated that maybe the survey will be the first step in review of the shared governance process.

A timeframe had not be determined to bring back a modified version of the manual to Roundtable and Mr. Smith added that in the meantime, Academic Senate will work on their own language and membership structure.

This topic will be reviewed at the next Roundtable meeting. Dr. Banga will create a survey to see what people think about the governance structure and follow-up with changes, if any.

Dr. Chen indicated that we will update the matrix terminology.

In summarizing follow-up actions, the Shared Governance Manual’s “Standing Committees” will include the addition of the Ed Committee, Facilities, and Staff Development Committees; with the Student Success Committee shown as a sub-committee, under the Ed Committee.

In looking at the committees:

* Not all committees have the same mission or status
* There are committees that are shared governance committees where members make recommendations and move them to the next level
* There are committees that are operational; they carry out an important task
* Shared governance committees include the Faculty Senate, for the most part; 10+1, and include the Classified Senate, Student Senate, Roundtable, Leadership, Ed Committee, Facilities, and Tech committees.

Shirley Slaughter added that the Facilities Committee needs:

* 3 Classified Staff
* 3 Faculty Staff

Ms. Slaughter requested recommendations within the next week or two (ideally by the first week in September) as the committee will begin developing the five-year plan.

ASBCC will also submit a name.

Note: We should review the definition of “Standing Committee” versus “Shared Governance Committee.”

**Facilities Resources**

In anticipation of accreditation and other things, Dr. Compton recommended that administrators, staff, and faculty review the items stored in offices. We don’t want extra items to collect in the building due to space challenges. Another reason is because we never want to put items in the path of travel of any person with a disability. The hallways and classrooms were designed with ADA specs in mind so we don’t want to put boxes, bookcases or other items in the paths of travel. Everyone is encouraged to proactively look in their areas to ensure a clean and safe environment. Documents requiring long-term retention can be boxed and sent to offsite storage.

Roberto Gonzales indicated that it would be good to follow-up on the Emergency Evacuation Drill feedback. The Galvan Group, who the system consults with for a variety of DSPS issues, observed that there are no visible emergency evacuation chairs for students/staff in wheelchairs who may have trouble dealing with stairs in the event the elevators are out. Mr. Gonzalez offered to participate on the Facilities Committee.

Ms. Slaughter added that this would be better addressed by the Health and Safety Committee who reports to the Facilities Committee and coordinates evacuation drills and emergency preparedness. She also added that they would love to have Mr. Gonzalez serve on that committee.

By default John Pang along with Mike Lansbarkis, who co-chairs the district Facilities Committee, will serve on BCC’s Facilities Committee.

Ramona Butler noted signage problems and hopes it is something we can move forward on. Examples were for area such as Financial Aid and Admissions and Records. Also noted were signage updates of department locations. Maps will also help students.

Dr. Compton briefly discussed mapping out internal service flow for better customer service and the benefit of students.

Siraj Omar added that we want to have access to all students including library access in the evening. He also expressed BCC’s need for another building. Dr. Chen assured the group that acquiring needed space is a major goal of the college’s president.

For the signage updates, Shirley Slaughter volunteered to take the lead for this project.

**Review of Goals**

Dean Celhay briefly reviewed the district’s goals noting that the colleges, in turn, developed a set of goals that are in alignment with the district’s goals. Included/to be included in the process:

* Managers had a retreat in early August where they reviewed the district goals for the year.
* BCC had a leadership retreat in mid August where they started to draft the goals.
* Looking at last year’s goals to identify activities, objectives and outcomes that need to be completed.
* Focus on fewer goals.
* Review of spring retreat notes led by Nancy Cayton and Joan Berezin.
* Feedback from Professional Development activities that will be incorporated into the goals.
* CCSSE data

Jenny Lowood stated that how we measure our goals should be data driven. Action item to follow up and provide status: Link goals with ACCJC, district goals, Program Review and CCSSE.

Dr. Linda McAllister asked if have developed the faculty advisory program. Mr. Smith indicated that it has not been implemented but the program was developed by the Counseling Department. Counseling will develop the training to implement the program.

There was additional discussion on setting and achieving goals, CCSSE data and the Assessment Committee.

Dr. Compton asked if there are any key areas that the group feel should be focused on for this year. The responses were as follows:

* Opportunity to work on partnerships and outreach.
* Programs of distinction such as Multimedia needs to be supported and maintained; particularly financially.
* Looking at how we want to grow and where we want to grow.
* Set processes on decision making and strengthen our communication.
* Program reviews and how we are linking that to our SLO assessments and resource allocations.

BCC’s goals, objectives and activities will be reviewed by the Assessment Committee and then the Academic Senate prior to the next Roundtable meeting.

**Highlights of the Planning and Budget Summit**

Dr. Chen reviewed the PBIM presentation from August 23rd and provided an overview on agenda Items for this meeting which included:

* State Budget
* Peralta’s 2013-14 Final Budget
	+ Unrestricted General Fund
	+ Parcel Tax Fund
* 2013-14 Budget Allocation Model

See PBIM Summit 8-23-13 document to review entire presentation.

-End of Minutes-

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