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Berkeley City College

**COLLEGE ROUNDTABLE FOR PLANNING AND BUDGET**

***MINUTES***

Monday, September 9, 2013

*Chairs: Dr. Debbie Budd, President*

**Attendees:** Fabian Banga, Antonio Barreiro, Katherine Bergman, Ramona Butler, Valentino Calderon, Lilia Celhay, May Chen, Carlos Cortez, Mostafa Ghous, Roberto Gonzalez, Catalina Herrera, Brenda Johnson, Jenny Lowood, Lee Marrs, Linda McAllister, Siraj Omar, Kelley Pernell, Shirley Slaughter, Cleavon Smith, Gabrielle Padiernos, Dylan Eret

**Agenda Review**

Dr. Budd welcomed everyone and reviewed the agenda. She discussed moving the future meeting start time to 12:15 instead of 12:10 noting that all Fall classes finish at 12:15.

Dr. Budd stated that the minutes, from the last Roundtable meeting, were distributed prior to this meeting along with the meeting matrix.

**Goals - Results of Assessment and Senate Review**

***- Keeping them simple: The Three M’s - Meaningful, Memorable and Measurable***

***- Conversation Mapping***

Dr. Budd stated that our goal today will be to review some of the overarching goals that have been identified and come up with meaningful, memorable and measureable goals for BCC for 2013-2014.

Katherine Bergman stated that based upon feedback to move forward with goals and to honor purpose and intentionality, she will be introducing Conversation Mapping. Conversation Mapping emerged from New Guinea to map conversations where everyone’s voice could be heard in the collective community process. Conversation Mapping has moved its way across the world and Ms. Bergman last used this tool at the district with the Chancellor’s Advisory Committee on sustainability.

Ms. Bergman reviewed the process of Conversation Mapping with attendees. From this process, she discussed:

1. Purpose: Democratic Divergence
2. Practice: Prompting Little Pens
3. Map!: Wisdom of the Crowd
4. Emergence: Patterns!
5. Close: Next Steps

After the exercise is completed, the maps will be hung in 451A to allow others to participate and add their voices. It will be synthesized and brought back to Leadership Council on Wednesday, September 11th.

Jenny Lowood mentioned that she has five goals based on the CCSSE; on major assessments, including Library assessment, which she brought to this meeting. She was asked to add those goals to the Conversation Map. As a wrap-up, at the end of the meeting, the goals will be shared with the group.

Attendees separated into breakout groups to begin the Conversation Mapping exercise.

* Concerns, Weaknesses, Strengths, Goals, and Activities were identified from the exercise.

Jenny Lowood reviewed the goals from the Assessment Committee.

**Beginning to review Charge of Committees and Meeting Times**

The Shared Governance Manual is being reviewed at by the Academic Senate, as well as the charge. The existing charges were handed out as part of the meeting packet for review. The Ed Committee, Student Success Task Force and the Facilities Committee are also requested to look at their charge.

**Adopted Budget going to board on Tuesday September 10**

Dr. Budd stated that she wanted to be sure everyone looks at a couple of sections of the adopted budget. It is also on the website. She noted incredible progress made through the Budget Allocation Model.

She recommended the group review page 16 and read through the handout to discuss at the next Leadership Council and Roundtable meetings.

**Review of Roundtable Follow up Matrix**

Dr. Budd reviewed the Roundtable Follow-up Matrix developed as a result of Cleavon Smith’s comments on Flex Day. The follow-up activity for today will be reviewing what came out of the exercise.

Through the district office, Shirley Slaughter has been put in touch with those responsible for building signage and she will provide an update at the next meeting.

**Review of Calendar for September**

Dr. Budd review September’s calendar and invited everyone to attend the partnership lecture with Math Science Research Institute on Wednesday, September 11th at 7:00 pm.

**Complete Survey by Thursday, September 12**

So far, approximately 25 people have responded to the survey. Results will be shared at the next Roundtable meeting.

Dr. Budd stated that she would like to revisit all of the Roundtable meetings scheduled to ensure they fit within everyone’s schedule and she thinks the meetings will be moved to a 12:15 start time.

There was additional discussion on whether the charges for the Ed Committee, Student Success Task Force, and Facilities Committee should be written by those committees or through Roundtable. Dr. Budd stated they should be hand-in-hand with the district-wide charges and suggested the draft charges be completed by the committees. She reminded everyone that the goal was that we mirror what was happening at the district level with our Ed Committee, Tech, and Facilities Committees. These committees would report up to our Roundtable; the same way they would go up to the PBC at the district. It is also important that we make sure that the people who serve on committees here, report out at the district level. Time will be set aside at the next Roundtable to discuss this topic further.

Regarding the Mission, Vision, and Values, she indicated that we might want to do something very similar to what we did here to either reaffirm what we have or see if we want to add or change anything.

-End of Minutes-

Minutes taken by: Cynthia Reese, [creese@peralta.edu](mailto:creese@peralta.edu), 510.981.2851