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Berkeley City College

**COLLEGE ROUNDTABLE FOR PLANNING AND BUDGET**

***MINUTES***

Monday, September 23, 2013

*Chairs: Dr. Debbie Budd, President*

**Attendees:** Fabian Banga, Antonio Barreiro, Katherine Bergman, Ramona Butler, Valentino Calderon, Lilia Celhay, Mostafa Ghous, Roberto Gonzalez, Catalina Herrera, Jenny Lowood, Lee Marrs, Shirley Slaughter, Gabe Winer, Gabby Padiernos, Kate Koelle, Lanfu Zhang, Mariella Thaning, Dylan Eret

**Agenda Review**

The agenda was reviewed by Dr. Budd. Added to the agenda was the Accreditation Timeline Update. More in-depth time will be spent on this topic at the next Roundtable meeting.

Dr. Budd felt the Conversation Mapping to be a great exercise and indicated that we are thinking about doing something very similar for our Mission, Vision and Values, once we finalize our goals for the year.

Every six years a college has their accreditation reaffirmed and one of our tasks as a college will be to review the Mission to ensure it is meeting our goals and what we want to accomplish as an institution. She is hoping to begin the update review in the Fall.

She would like to get commitment from Roundtable members to share the information within their groups, i.e., Academic Senate, Classified Senate, ASBCC, etc.

Dr. Budd will ensure that the current Values statement is brought to the next meeting, as well as the information that came back from the survey.

When asked if there are any groups that looked at the Shared Governance decision making structure, Jenny Lowood indicated that the Assessment Committee looked at their charge and would like to make a slight change. She also indicated that they voted on it and brought it to Faculty Senate, where it was approved. It will be put on the agenda for the Education Committee followed by Leadership Council who looks at all of the charges. The final approval is the Roundtable Committee.

**Sharing of Conversation Mapping Results**

The meeting was directed back to the Conversation Mapping results and turned over to Katherine Bergman.

Ms. Bergman indicated that all of what was written at the last meeting is summarized into a grid and included as a handout. The next step of the process is looking and deciding as a group, where to devote our energy. She noted that from the process it is evident that data-driven decision making is very critical.

Jenny Lowood added that she thinks this is a great process and a process that we would continue but, it would be ideal in the future to begin with a data review so everyone is aware of the most pertinent data from various groups on campus, and then do this.

Dr. Budd stated that this is exactly the drilling down that needs to happen at all of the other committees. The Roundtable will set the overarching planning and budget roadmap for the work that is going to happen at the other committees. She also stated that what was very evident in reviewing the shared governance structure this past year is that the other committees need to look at data to inform their discussions.

Ms. Bergman stated that Ms. Lowood’s feedback brought to the surface that although Ms. Bergman assumed that was happening, it was not.

There was additional discussion on suggestions that have not reached Roundtable as they have not gone through other committees to be approved.

Ms. Bergman then provided instructions for the next step in the process breaking down the group’s voting identifiers as follows:

Orange = Student/ASBCC

Red = Faculty/Faculty Senate/Department Chairs

Blue = Administrators/President’s Cabinet

Green = Classified/Classified Senate

Yellow = Committees: Ed/Tech/Facilities/Outreach/Professional Development/Assessment

*(Participants can have more than one color based upon their roles in the college and participation in shared governance committees.)*

The dots were then placed on previously identified BCC Goals/Activities to indicate agreement or support of the stated Goal as a priority for 2013-14.

Upon completion of the exercise, Ms. Bergman indicated that she will place the worksheets in 451, as she did the Conversation Map, and will also summarize the information into a grid; noting the dots and the group identified with the dots. She will also note new items added.

**Survey – Report out and Discussion about Shared Governance Committees**

The survey results were shared including an overview of the ratings and comments.

* There were 30 respondents.
* Shared Governance areas assessed for 2012-2013 were: Leadership Council, Roundtable, Ed Committee, Tech Committee, Facilities Committee
* Results were reviewed.

**Accreditation**

Lilia Celhay, Interim VP Instruction, referenced two handouts:

1. The Organization for the Accreditation Self Evaluation 2009-2015
2. BCC Self Evaluation Time – Academic Year 2013-14

She wanted to make everyone aware of the work that will be happening. The organization chart gives an idea of the committees that will be created so that all of the Standards will be addressed. People will be asked to serve on the various committees.

An overview of the timeline was also provided.

Ms. Celhay also noted that the documents are drafts.

**Professional Development**

Interim VP Celhay indicated that she is happy to announce that we now have a Professional Development Committee.

Information about the Professional Development Committee:

* Will plan for Flex Days
* Will approve sabbaticals
* Will approve conference (any professional development activity will be submitted to the committee)
* There are 3 Administrators, 3 faculty members, and 3 classified staff members; all with voting rights.
* The chair of the committee is Gabe Winer.
* Funding will come from various sources. (There will be a common application for funding.)
* Meetings are held once a month. Dates are posted online.

Jenny Lowood indicated that in discussing communications in terms of what goes on in Assessment and Professional Development, they thought they would start a newsletter. Gabe named it, “The Monthly Innovator.”

Dr. Budd stated that it is important that we always have this on the Roundtable because what’s happening with Professional Development is very often how we lead innovation in our institution. We need to make sure that as we are refocusing with Professional Development that it shares the institutional goals that we review in Roundtable.

Gabe Winer also reported that Catalina Herrera has been named Treasurer of the Professional Development Committee.

**Other**

Mariella Thaning encouraged support of students this week for National Hispanic Heritage month’s activities and celebrations. The students are decorating the basement and showcasing the different cultures in Latin America and have different themes and competitions among them. A guest speaker is scheduled for Wednesday, September 25th from 12:00 – 1:00 pm.

Kate Koelle reported that during a math class they were discussing applied learning and the Assessment Committee. They discussed the possibility of conducting a student input survey and having the statistic classes tabulate the results, as this would be applied learning. She just wanted to share that thought and have people think about the idea.

-End of Minutes-

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