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Berkeley City College

**COLLEGE ROUNDTABLE FOR PLANNING AND BUDGETING**

***MINUTES***

Monday, December 8, 2014

*Chair: Dr. Debbie Budd, President*

**Attendees:** Antonio Barreiro, Maeve Katherine Bergman, Joseph Bielanski, Lydia Boudiza, May Chen, Paula Coil, Mostafa Ghous, Roberto Gonzalez, Scott Hoshida, Brenda Johnson, Jenny Lowood, Carolyn Martin, Catherine Nichols, Gail Pendleton, Cynthia Reese, Cleavon Smith, Tram Vo-Kumamoto, Hermia Yam, Victor Flint, Malique Banks, Bonnie Cherry, Leila Mansour, Naheim Haile, Miles Campbell, Aman Williams

**Agenda Review**

Dr. Budd opened the meeting by noting we have quite a few agenda topics for today’s meeting. She took a few moments to update staff regarding recent protests in Berkeley and safety concerns for the BCC community due to the proximity of the demonstrations to the campus. Due to this, she announced that the campus will close at 3:30 p.m. The campus will reopen tomorrow at 7:30 a.m.

She reviewed the agenda and is excited to share the final version of the accreditation report clarifying that it is only final in regards to the information and text. The Multimedia Department will be working on finalizing the graphic design and layout.

The meeting will wrap up with exciting news about our property acquisition. We are in escrow and will discuss how we will ensure all of our shared governance groups are involved in the planning process. The Facilities Committee met last week and will be involved with the planning of the building. They are hoping to organize a tour of the new building sometime in January. Dr. Budd is anticipating that it may be scheduled during Flex Day to allow everyone to walk through the building to get an idea of the space.

The agenda was opened for additional topics. No additional topics were added.

Dr. Budd acknowledged Ms. Lydia Boudiza, Bookstore Manager, and asked if she wanted to provide any Bookstore highlights.

Ms. Boudiza stated that a lot of exciting things are happening at the bookstore. A couple of highlights include are:

* Based upon numerous faculty requests, she has received approval to add a vending machine in the bookstore to sell supplies, exam books, etc. They are currently planning the location.
* Sales in the bookstore are up.

Dr. Budd thanked Ms. Boudiza for all of her work with the faculty and for ensuring the timeliness of orders and availability of merchandise; so students can get the best price possible.

**Review of Accreditation Self-Evaluation**

To begin the review of the accreditation self-evaluation, Dr. Chen acknowledged the work of everyone and noted that it is a documentary of everything that we have been doing during the past six years. She stated that they are opening up to everyone the opportunity to select the cover and end pages. She reviewed and circulated a sample of the draft document, with proposed graphics.

Ms. Jenny Lowood added that the self-evaluation is looking pretty good with minor edits to make. When looking at how many transfers and how many more graduates we have had as well is full time faculty, we have come a long way.

Highlights of the first 15 pages of the ACCJC document distributed for discussion, was reviewed by Dr. Budd.

The report will be completed and mailed to the ACCJC by January 9th. However, as reported by Dr. Chen, between that time and March 9-12, they will continuously work with everyone in preparation for the site interviews.

**Summary of Annual Program Updates**Every three years at Berkeley City College we do a full program review and every year we have an Annual Program Update. Some of the areas we look at are:

* Data
* Degree and certificate completion in the different areas
* Needs such as Technology, Supplies, and Space

Dean Antonio Barreiro shared that from the academic departments they have received somewhere between 12- and 18 annual program updates. He and Dean Carlos Cortez have been reviewing these and looking for themes that cross multiple areas. For example, a particular need where six or eight departments may essentially be saying the same thing. In some cases, every department’s program review said the same thing. This was broken up into approximately eight different categories. Although not comprehensive or fully analyzed, he went through some of them to provide examples.

* *Marketing*
* A lot of feedback was provided about the need for improved program, degree and certificate marketing and communication strategies.
* *General Area of Student Support*
* More informative and accurate student council and faculty advising information for students
* Standard tutoring services; both in the classroom embedded tutoring and outside of the classroom and basic skills support.
* Extended hours for student services.
* Additional library materials and resources; particularly in areas where we have new programs or revised programs.
* *Faculty Support*
* Need for more comprehensive program level data.
	+ What happens to our alumni when they leave?
	+ What are the employment trajectories?
	+ How much are they earning?
	+ Where are they transferring to?
* Faculty Advising Program Development especially for program development in areas where we are doing interdepartmental and community collaborations with our K-12 partners.
* New full-time faculty and part-time faculty
* Professional development
* *Human Resources*
* Program and course level assessment support
* Department level administrative support
* ADT Coordinator
* Learning Community Counselors
* Stipends for part-time faculty planning
* *Facilities*
* Additional tutoring and out of class study spaces
* Spaces where faculty can work with groups of students
* Faculty office and private meeting spaces
* Dedicated special purpose spaces
* *Technology*
* Additional computer labs
* Update of existing labs
* Updates classroom instructional technology
* Addition of new software
* *Non-Technology Equipment*
* Maintenance agreements particularly for some of the high-cost, complex equipment
* Strategy for equipment replacement or refreshing of equipment

Ms. Tram Vo-Kumamoto shared information from Dr. Carlos Cortez’ areas as he was not in attendance. She noted that there are similarities in themes that are coming up.

* *Marketing and Recruitment*
* *Dedicated Counselors*
* *Technology Needs – Instructional software and computer equipment*
* *Facilities – Creating more flexible use of the current facility that we have*

There will be a more formal presentation at Flex Day.

Dean Brenda Johnson presented information Student Services. She noted that they have identified a lot of the same needs:

* *Personnel – Support staff*
* We have grown by leaps and bounds but our staffing has not followed our growth.
* Additional staffing in Assessment
* *Facilities*
* As an example, expanded counter space in A&R
* Space for DSPS testing
* One-on-one or group testing
* *Health Services*
* *Services for special groups like foster youth*
* *Counseling*
* A need identified for additional counselors to support some of the initiatives
* *Technology*
* Assistive technology lab for students in need of different ways to access material
* Software

In additional to APUs for all departments, Students Services also has an Executive Summary where they have looked at all services required, success stories, program needs, and where they should be. The information will be available via the internet soon.

Ms. Vo-Kumamoto reviewed the timeline below.

***Timeline for Spring***

* Flex Day – APU Summary & Ed Master Plan Goal, Strategies and Present Program Gaps
* January 30 & February 7 – Faculty Prioritization (Senate and Chairs) 2-5 Develop Rubric Based on Needs on January 30. February 6 Prioritize
* March – Budget Presentation/Development
* April/May – Prepare for 2015-2016 Program Review and Finalize Education **Master Plan**

Ms. Lowood pointed out that we have a rubric. Ms. Vo-Kumamoto stated that they would review it to see if it is still meeting their needs and either enhance it or use it again.

**Review of Equity Plan**

The first 35 pages of the 162 page Equity Plan was copied and distributed for discussion highlights. Dr. Budd thanked Ms. Johnson for all of her work organizing the college-wide meetings.

Dr. Budd highlighted page 4 of the plan which outlines the target groups. She also noted the philosophical framework and RP Group’s six success factors; beginning on page 6 of the plan. Other areas noted were:

* Goals
* Things that have worked well
* Things that need to be expanded
* Things that came from the student groups
* Data, and the need for additional data in some areas

Attendees were encouraged to read the plan in its entirety. Ms. Johnson added that they are fully committed to make it a living breathing document.

Following up on Ms. Johnson’s statement, Dr. Budd added that this Roundtable is the “Roundtable for Planning and Budgeting.” She stated that we have talked a lot about plans but we also have the resources. A huge piece of what’s in these plans, the program review, SSSP is how we are going to spend those funds through the planning process to ensure student success.

Unlike many years previous to this, we have a general fund budget where about 90% goes to salaries and benefits of faculty, staff and administrators and there is very little extra funding to do innovative programs; to make change, and to look at things that come up. As discussed in the last year, we received $586K from our Measure B parcel tax. Currently we get almost $8M/year, for eight years, from the local voters that voted for improving student success. This was to offer additional classes and develop innovative programs and, a lot of that money goes into our instruction areas to help students.

Additional, we received Peralta Accountability Student Success (PASS) funding of $586K for areas identified last spring:

* Additional tutoring services
* Peer mentoring
* Ambassador programs
* Looking at what we could do for the African American and Latino population for increased success

Dr. Budd indicates that this ties right into what we have talked about in the Equity Plan and that it becomes more and more evident that hiring a researcher is needed. She stated that received $850K for SSSP this year and, if we don’t put programs in place and don’t ensure that we have students come in with assessment and, develop multiple measures, get counseling, SEP, and get a degree and completion, we won’t continue to get this type of funding; it will decrease. These budgets will be reviewed at our January Roundtable meeting.

When reflecting on this semester and the work that we have done, Ms. Vo-Kumamoto shared that what was really exciting for her is what came about with all of the efforts from the different perspectives whether it was the Ed Master Plan conversation or SSSP and Equity.

Dr. Chen mentioned that we may be the model and thanked the student leaders who stepped forward to host two student success events in spring; making connections with our feeder high schools.

Mr. Miles Campbell reported that BSU has been working on Black History Month and thanked those who have been supporting their efforts.

**Review of Shared Governance Flow of Information and Recommendations**

The College Roundtable for Planning and Budgeting is the recommending group to the President and President’s cabinet and the group that receives recommendations from the other shared governance groups. She noted that we are looking at how we can expand all of the communication whether it’s on the website, social media, or different flyers that we send out. Also noted was the importance of ensuring that the groups that we represent across the campus are meeting and bringing to us, their recommendations and the Roundtable members sharing with their constituent groups.

Dr. Budd opened up the discussion to talk about how the flow of shared governance information is going, or questions and thoughts. There was a lengthy discussion on the importance of all committees sharing recommendations in a timely fashion so they can be reviewed in their shared governance groups and recommendations made to College Roundtable.

The Equity Plan was discussed and it was noted that it is a living, breathing document and was endorsed by the Roundtable with the request that all members will share it in their committees in the Spring term.

**Property Acquisition and Timing - Debbie**

The Board approved us moving into Escrow for the new building. In early January, we will do a tour. We still need to meet with architects, do structural work and meet with the entire college to talk about what will go in there. In those discussions, the cost comes into play. There will be larger conversations in the Facilities Committee meeting and Planning Committee meeting. These will be open meetings.

The goal is that the Board will move on the final approval that we will close at the end of spring. The hope is that we will move into the building in Fall, 2016.

Mr. Naheim Haile inquired about a gym and a cafeteria within the new site. Dr. Budd stated that we have an excellent partnership with the YMCA that provides discounts to include for students. With only 25,000 square feet, Dr. Budd is sure we will not be able to accommodate an onsite gym after assessing all of our needs.

**Other**

During Flex week Bookstore Manager, Ms. Boudiza, will have three days dedicated to faculty and staff appreciation where an extra 20% off will be given on items in the bookstore. Food and drinks will also be provided. Information will be distributed in January.

Mr. Haile stated that in regards to the LRC, he isn’t sure who runs it and he thinks it is “Ms. Gail” (Pendleton) but, every time he goes in there, even without an appointment, he gets help and that it’s a great place.

-End of Minutes -

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