



BERKELEY CITY COLLEGE

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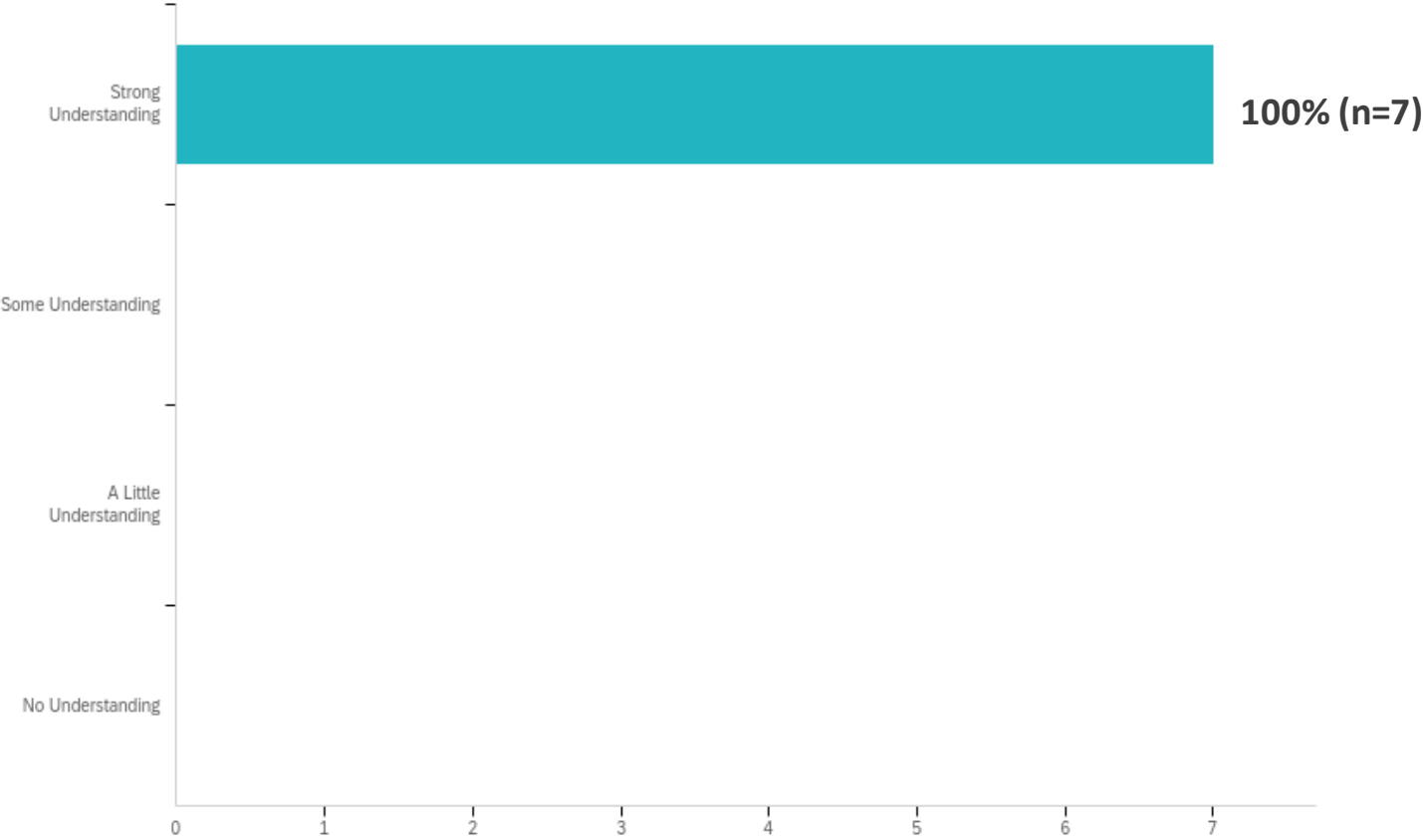
TRANSFORMING LIVES

COLLEGE ROUNDTABLE FOR PLANNING & BUDGETING

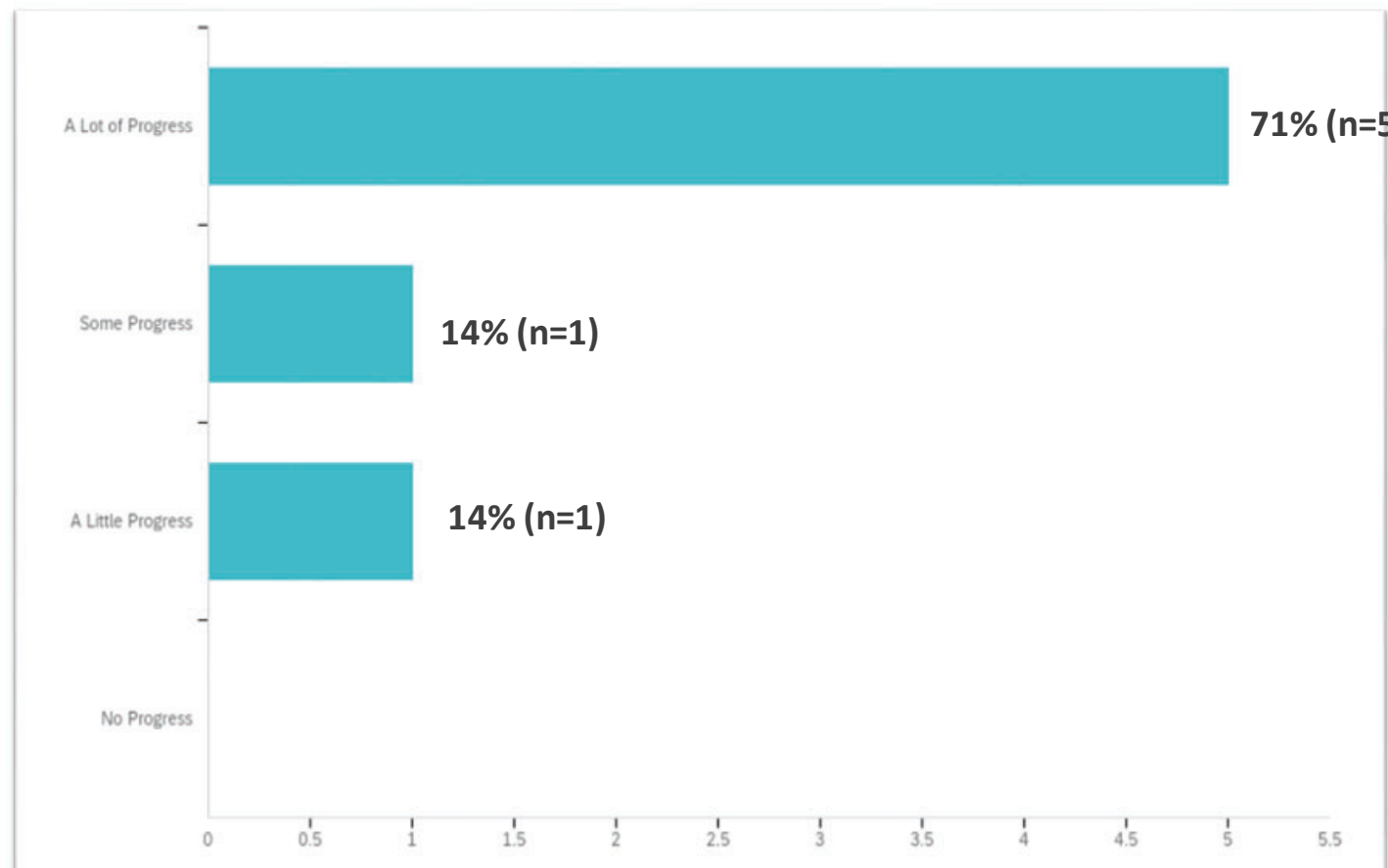
Self-Evaluation Survey Results

Spring 2022

COLLEGE ROUNDTABLE FOR PLANNING & BUDGETING CHARGE



How much progress has the College Roundtable for Planning & Budgeting Committee made towards its charge and objectives this year?



COMMITTEE PERFORMANCE

Question	YES		NO		I DON'T KNOW		Total
Is the charge of this Committee current?	71.43%	5	14.29%	1	14.29%	1	7
Does the charge of this Committee need to be modified?	14.29%	1	42.86%	3	42.86%	3	7
Did the committee establish clearly stated goals for the academic year?	57.14%	4	14.29%	1	28.57%	2	7
Were Racial Equity, Student Success and Student Outcomes explicitly and regularly discussed?	71.43%	5	14.29%	1	14.29%	1	7
Did the Committee discuss topics and worked on tasks directly related to the charge?	85.71%	6	0.00%	0	14.29%	1	7
Did the committee review and discuss previous year's survey results in order to make improvements for this year?	28.57%	2	28.57%	2	42.86%	3	7

What modifications do you recommend to the College Roundtable for Planning & Budgeting Committee's charge?

- Emphasize Planning and Budgeting.

Describe the College Roundtable for Planning & Budgeting Committee's strengths.
Follows an organized outline. Opportunities for all groups to present. Receive Agendas and Minutes in advance.
Discussed and obtained updates on the college-related information. Aligned the work with the charge.
Clear agenda and progress on items
A lot of communication and transparency.
Good leadership. Open space for discussion.
Strong leadership

Describe the College Roundtable for Planning & Budgeting Committee's opportunities for growth:

Considerable effort goes into each Roundtable meeting and certainly things are accomplished, but there is much that is missing, and changes are needed. Roundtable has become too controlled, too rigid and frankly, too mundane. I am sure it meets the check-off needs of accreditation, but, with the exception of the student body report and some of the presentations, it fails to engage. The present charge of this committee is unclear as subcommittees (apparently) have taken the place of any real discussion regarding the college's planning and budgeting. On too many occasions, the report of each subcommittee is reduced to "we have not met...", "we are planning to meet..." or "we have nothing to report". And yet, when a member of the Roundtable raises a question, they are referred to the very same committees for answers. Lively discussions on pertinent issues that were a key part of Roundtable in the past, have been reduced to a few comments before a vote, and the budget, which should be the cornerstone of this committee, is rarely presented or addressed – except, presumably, in a subcommittee.

1. Start each semester with a presentation of the college's budget, including existing grants and available discretionary funds. Explain the different pockets of monies available to the college, e.g. Fund 1, Measure G, Lottery, so all new members can learn the terminology and understand what is available and how it must be used. It is difficult to make an informed vote on a new position or a major expenditure if you do not understand how much is in the pot.

Following a presentation of budgets, provide a list of (a) goals (b) upcoming expenses, and (c) new positions the administration deems essential and why. At the end of the semester or year, show the budget again so that members are aware of what monies remain. Also show the list of goals set at the beginning of the year and ask if they have been accomplished. Finally, at the start of the semester, list the charges of each subcommittee, and when they meet.

2. The Executive council (not sure if this is the name of the President's decision making committee) should be expected to give a monthly report along with the other committee reports. It is critical that members of this committee understand the direction the administration is taking the college, i.e. their vision and the types of topics that are under consideration in their meetings.

Describe the College Roundtable for Planning & Budgeting Committee's opportunities for growth:

3. Reserve 10+ minutes each meeting for one department to present an update of their needs and plans for the future. Annual Program Reviews do not tell the whole story and do not include unforeseen events. Many members of this council have no idea of the challenges facing the departments as they attempt to provide quality programs and courses for their students – quick surveys of monetary requests for equipment items and staff is meaningless. An informative presentation by a faculty member (not a dean) would allow a personal and down to earth look at the ‘whys’ behind the requests, allow committee members to quickly grasp the needs of students in the different programs, and might even offer some unscripted and lively discussions!

4. Include the dates and times of subcommittees and their responsibilities at the bottom of the Roundtable Agenda – and spell out the acronyms! Prior to printing the agenda, have each committee relay key discussions or topics slated for upcoming subcommittee meetings so Roundtable members can make arrangements to attend if they can.

5. Try and refrain from admonishing members for not attending subcommittee meetings when they have legitimate questions and concerns. Someone from a committee ought to be able to answer most questions in 1-2 minutes.

6. Have each subcommittee bring to Roundtable a topic they struggled with and open it up for discussion.

Additional retreats

Not sure how much budgeting is discussed in this setting. Maybe that word is not needed in the committee title now that IPAR is on board?

Constituency group reps need to bring information back to their constituencies.