****

Berkeley City College

**Roundtable Meeting Minutes**

Monday, October 8, 2012

*Chair: Debbie Budd, Interim President*

**Attendees:** Cleavon Smith, Fatima Shah, Gail Pendleton, Hayley Laity, Amora Brown, Nazik Aytajanova, Joseph Bielanski, Jenny Lowood, Lilia Celhay, Brenda Johnson, Lee Marrs, Denise Jennings, Ramona Butler, Linda Berry, Victor Flint, May Chen, Joshua Boatright, Linda McAllister, Fabian Banga, Paula Coil, Siraj Omar, Gabe Winer, Shirley Slaughter

**Agenda Review:** The agenda was reviewed by Dr. Budd and opened to attendees for additional agenda topics. No additional items to add.

**Prioritization Process for Classified Staff**

* Good process currently set up for Faculty requests
* Comes with a Program Review
* Is forwarded to the Deans and Vice Presidents
* Gets shared at Department Chairs meeting
* Their recommendations comes forward to our Shared Governance (which is the Leadership and Roundtable

If within a department or program there is a need for new classified staff it should be identified through the program review process highlighting what additional resources would be needed to increase student success.

Q. Is there an administrative review process where classified staffing needs would emerge?

A. It would absolutely come out of the administrative service review. Once it is in the Administrative Service review, where do we share those?

In Technology there may be a need for classified staff that may not come through in an Instructional or Student Services review, and there might be others. Would the best process be to then submit it to an administrator, or maybe the Roundtable?

Dr. Chen provided an overview of Student Services’ staffing needs review process.

MMART has expressed classified needs in the program review. It seemed that just including the need in the review did not move the request further.

Suggested that since program reviews are due November 1, that at the November Leadership and Roundtable, classified staffing requests go forward to those meetings.

Classified Senate President, Ramona Butler voiced concern that if a department is working, or if the administrative teams thinks the department is working, then how urgent does it become to add additional staff? For example, if someone is doing two jobs and they seem to be able to balance that well, then there may not be urgency for another classified staff person to be hired, or the process to go forward by an administrator. She is hearing that theoretically, yes, it goes in the program review but she hopes classified members within departments have input into the staffing needs.

Dean Celhay indicated that she sees two things that that need to happen:

1. How do you identify the needs?
2. How do you prioritize the needs?

The process for faculty hires go through department chairs and for classified, once the program reviews are completed, we should also make sure the Classified Senate review those and do a matrix.

Dr. Berry is working on a rubric or matrix. Laney did a nice job last year and out of their program reviews and APUs they had a matrix that showed what they needed for facilities, human resources, technology and equipment. The resources were classified and faculty.

There is concern that the process will get stuck and stay on a piece of paper.

It is critical that when we identify staffing needs we think about the positions, and not individual people. People should not be punished for being efficient by having more work piled on them. Even though we have a lot of stability among faculty and staff, what we put in motion has to work, even if someone else were in those positions. In the past we have always gotten a list from classified staff and we should continue to do that but the state is also saying, and there is a good reason for it, that our planning is supposed to drive the decisions we make.

When you have this information coming from classified staff, the committee and program reviews, how do you prioritize? That’s the missing process.

In Student Services, staff is very involved in the program review process. Don’t believe the same is true for Office of Instruction and Business Office staff. Credit was given to May Chen and Brenda Johnson who works with the Student Services group in this process. Dr. Budd indicated that we just need to make sure we do that in the other areas.

Everyone should continue to take program reviews seriously to make sure they come forward in a variety of venues and in helping to prioritize for when they come up to Leadership and Roundtable.

**Final Review of 2012-2013 Goals**

Dr. Budd acknowledged the incredible work that happened with the goals during the previous meeting’s breakout groups. We have been able to synthesize everything that came up. Final formatting is still needed. BCC’s goals are in line with the district’s institutional goals and outcomes. A few of the goals were highlighted and were determined to be clear and measurable.

* C3.2 was clarified to mean the entire UC system.
* Recommendation to include: Increasing the number of associate degrees for transfer keeping with SB 1440.

Other minor changes were suggested.

* Cross out everything up to ensuring and state: Ensure that student support and course evaluation in online classes are equivalent to those in BCC’s face-to-face classes.
* In A.2.1 remove colon
* A.2.3 = capital O
* A.4.2 would add the word “each” before adopting.
* “A” is felt to be quite extensive.
* A.4.1 first sentence up to outcomes,” in conjunction with the assessment of instruction.”

This should drive our decision making. When we are looking at program reviews, resource allocation, we should be able to say, “Is it in line with our goals for the year.”

Jenny Lowood motioned to approve goals with recommended changes

Second by May Chen

Approved by all

No abstentions

**Highlights of Student Success Conference**

Handouts were distributed:

* Thought to be an incredible conference.
* Important that we continue to find different things available to keep us fresh
* Important that we look at how we can use some of our existing funds in Title III or Trio to continue that
* Equally, if not more important, is how we bring that back and share.
* Consider doing something for flex day but in the meantime post on the website and then come up with common meeting times.

BCC’s presentation went well. Now that they have given the presentation they will be writing the article.

**Grants**

A matrix has been developed that has a list of all of the grants and the services provided but it is incomplete and will be shared at another meeting.

Have been working several months to put together a special projects coordinating committee which will report to an oversight committee and roundtable with the goal of clearly communicating what is happening with the grants. Will look, together, at how we can expend those funds collaboratively and develop a process to better manage all of the money coming to the college through the grants.

For the budget handouts regarding parcel tax and international students - bring packet back to the next meeting and it will be reviewed more in depth.

**Committee reports**

Title III grant is running out and have been talking about institutionalizing.

**Tech Committee Meeting**

* Next meeting is the first Wednesday of the month.
* Really trying to get a very clear assessment of where we are in terms of funding.
* Trying to ascertain what is the remaining balance for the Measure A funding that we received.
* To come up with an annual budget, the committee is trying to look at how technology budgets exist in various areas of the college.
* They are also creating a list of technology issues.

**Facilities**

* Developed a mission statement.
* Discussed funding that has come through Berkeley City College from Measure A. Need clarification on previous bonds.
* Will meet Friday before the District’s meeting.

**Education Committee**

* Pulling together first meeting with a proposed meeting date of 10/16.
* Classified names were received from Ramona Butler, Classified Senate President
* Have also received Academic Senate names from Cleavon Smith, Academic Senate President
* Working on the website posting so that anyone can look at what has been discussed and it can be documented.

**Accreditation**

* Topic is top on agenda at next meeting
* Program reviews are due November 1st. Have added three questions into the program reviews. (Not sure if it was added to the Student Services but was added to Instruction.)
* Passed out timeline for addressing follow-up report. VP Berry can send electronically to anyone who would like to receive it.
* The “almost” final draft to the Chancellor will happen on December 17th. The final draft to the Chancellor is January 31st.

- End of Minutes -

Minutes transcribed from recorder by Cynthia Reese in absence of meeting note taker.