

Berkeley City College

**Roundtable Meeting**

Minutes -Monday, January 28, 2013

*Chair: Debbie Budd, President*

**Attendees:** Joseph Bielanski, Jenny Lowood, Lilia Celhay, Brenda Johnson, Joan Berezin, Paula Coil, Linda McAllister, Lee Marrs, Denise Jennings, Jennifer Lenahan, Victor Flint, Cleavon Smith, Katie Koelle, May Chen, Barbara Des Rochers, Ramona Butler, Shirley Slaughter, Siraj Omar, Katherine Kocel, Windy Franklin, Pieter de Haan, Marilyn Clausen, Amora Brown

**Agenda Review and Announcements**

Jenny Lowood and Cleavon Smith were congratulated for receiving the Lumina Foundation grant for ACCJC. Jenny Lowood provided a brief history on the project – 15 colleges were chosen. Cleavon Smith added that Dylan Eret was an integral in the process.

Dr. Budd stated that with the month of May being around the corner, we need to start planning for graduation; making sure everyone knows the date and thinking of a potential commencement speaker. She requested that Cleavon Smith, Academic Senate President and Ramona Butler, Classified Senate President, let Brenda Johnson, Chair 2013 Commencement, know when their next scheduled meeting is so she can attend and make sure it is on everyone’s radar.

The agenda was reviewed by Dr. Budd.

**Timeline and identification of Priorities for Resources Allocations identified through our Program Review Planning Process**

As shared on Flex Day and at the last Roundtable meeting, Prop 30 passed in November and our Parcel Tax passed last June. There is currently about $1.5M of unallocated parcel tax for the year and $4.5M of unallocated Prop 30 funds. As previously discussed, the plan is that this will be for full implementation of the Budget Allocation Model. We are getting 15% of discretionary back that was taken out of 2012-2013, so $163K will come to Berkeley City College (BCC). Dr. Budd went over important steps for the planning process and added that there is still between $300-$500K of additional funds that needs to come to BCC to fully implement the Budget Allocation Model.

Dean Lilia Celhay reviewed the steps related to prioritizing for the Office of Instruction and the rubric and matrix were discussed.

Dr. May Chen, VPSS provided background on Student Services’ approach to identifying timelines and priorities for faculty and classified staff.

Shirley Slaughter, Business & Administration Services Manager indicated that Business Services has not completed its full program review but have begun to identify most pressing needs in the areas of communications, technology, facility/safety and duplicating services. They are also looking at more efficient ways of providing services.

**Discussion on updates to Recommendation 5**

BCC follow-up report is still a work in progress. Dr. Budd commended Jenny Lowood and Dr. May Chen for the work they have done in pulling the information together. She encouraged everyone to read through the draft and also thanked everyone for their input through program reviews.

Jenny Lowood shared that if anyone is interested in knowing about Berkeley City College’s response, but does not have the time to read the entire document in depth, reading pages 31 and 32 will provide an overview of the response. The conclusion on page 73 can also be read. Although the entire report is very important, these pages should provide a sense of the story we are trying to tell.

Dr. Chen went over a couple of handouts that will be inserted into the report.

**Highlights from PBC**

Pieter de Haan provided information on the PBC’s discussion of Administrative Procedure 7125, and on the topic of “Budget Updates; *Discretionary Cut Restoration Recommendation*.” Jennifer Lenahan added that the PCCD Unrestricted General Fund Three Year Projection was interesting as it looks like we should have a balanced budget in 2014-15, which is also the first year estimated for getting COLA again. One of the things that both faculty and classified brought up was having a salary increase prior to COLA. She concluded by adding that an important item brought up by Vice Chancellor Gerhard was the “2013-14 Governor’s Proposed Budget” looking at the 90 semester unit cap on the number of units a student can take for which the District could receive State funding. The PBC January 25, 2013 minutes is attached.

**Strategic Scheduling/ Enrollment Management**

It has been planned to have a Strategic Scheduling/Enrollment Management meeting. The meeting will be held on Thursday, January 31st.

**Development/New Faculty Orientation/Future Retreats and Events**

Proposing to reconstitute the Staff Development Committee in the next two weeks. Faculty has been nominated. Two proposals for Spring put forward are to offer the departments the ability to have half day retreats to talk about college-wide issues as well as departmental issues. The second activity would be to set up new faculty orientation and provide them with mentors.

Dr. Budd stated that as part of institutional effectiveness and creating pathways for success; for not only our students but also faculty and staff to succeed, it is really important that we reconstitute Staff Development. She asked if there is a consensus to have Joan Berezin schedule a meeting to get staff development going for the Spring to include administrators, classified and faculty as committee members; review the budget, and then come up with a plan. A proposal was made that Gabe Winer be one of the faculty members for the staff development committee. Agreement was made by all. No abstentions.

Joan Berezin asked that the Roundtable approve her request to organize a recruitment fair for the college with a proposed date of March 6th, 4:00 – 7:00 p.m.; with a follow-up of doing assessments on Saturday, March 9th. A proposal was made for this event to be held in April. Dates to be discussed at the committee meeting and an update will be provided at the next Roundtable.

One Billion Rising, a Valentine’s Day event to dance against violence will be held 12:15 – 1:15 p.m. in the Atrium.

**Thoughts on first week of classes - *What’s great? - What should we revisit to improve?***

As part of a suggestion on valuable past practices by Paula Coil, the review of this topic will be tabled for the next Afternoon Tea meeting in order to provide more time for an in depth discussion/review and future planning.

-End of Minutes-

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