

Berkeley City College

**Roundtable Meeting Minutes**

Wednesday, April 22, 2013

*Chair: Debbie Budd, President*

**Attendees:** Joan Berezin, Katherine Bergman, Jennifer Lenahan, Brenda Johnson, Kerry Compton, May Chen, Cleavon Smith, Siraj Omar, Pieter de Haan, Paula Coil, Hayley Laity, Linda McAllister, Kelly Pernell, Scott Hoshida

**Agenda Review**

Dr. Budd reviewed the agenda. Action item for Cynthia Reese - locate landscape document from Leadership and post - (the link was previously sent from May Chen.) The agenda was opened up for additional items. Joan Berezin requested that Roundtable look at who is serving on all college committees in order to solicit new participants for the Fall semester. Dr. Budd requested that this item be put on the Academic and Classified Senate agendas. Joan Berezin also provided feedback on Jr. College Day at Berkeley High. A lot of interest was shown from students regarding summer school and parents were interested in our transfer rate.

**Position Postings**

Dr. Compton stated that the Dean of Academic Pathways Workforce Development Student Success position is about to be posted. There are two Classified positions, one is the Curriculum Specialist/Assessment Specialist approved by the college. We do not have the final position title but Dr. Compton, Jenny Lowood and Dylan Eret are working on the job description for the position. Once agreed upon internally, it will then be forwarded to HR and then shared governance.

Dr. Chen inquired if we had received the official number from the district of classified positions to be posted as she thought BCC was submitted for three positions.

Dr. Compton indicated that there are currently two new positions and Dr. Budd added that there is the PBC this Friday and neither the Classified nor Faculty numbers are official yet but we feel confident with the two for now.

Chemistry Technician is the second new position. The department wants this position to be more of a coordinator.

Dr. Budd added that when we were approved for the nine new faculty positions, in that group were biology and chemistry. There was funding from the parcel tax and, at that time, the chancellor stated that we need to make sure that we hire a classified position in the instructional area that is going to go with these positions. The position could have been posted in September. There has been work within the science department to look at the job descriptions as they exist. So, in theory there could be the two in the sciences; a coordinator and an instructional assistant. We will know for sure after PBC but it appears there will be two more over and above that; the curriculum/assessment specialist and the one other one that we had on the list – the one in counseling. It was clarified that vacant positions, such as the position previously held by Marc Chan, are not included in this count.

Dr. Budd provided additional history on the seven position numbers. She also indicated that once the process is complete, interviews can take place in the summer if people are willing to come in, and they can start in the Fall.

Cleavon noted that HR stated that we can announce those positions and close them later, and at least they can close towards August and September.

**Grants**

Katherine Bergman indicated that Perkins is well underway. She indicated that the application is posted with all of the other documents from Roundtable/Leadership. The applications are due today at 4:30 p.m. If extensions are needed, please contact Katherine.

Katherine learned from Title III evaluator that the total amount awarded to the district was $800K. The $800K is down from last year. CTE community collaborative to post next month and that’s the $30M from the State. They still have not released how they are going to allow us to apply for that; whether it will be regional, district or college level applications. They are thinking they will release this information sometime in mid-May.

Title III evaluations are into the evaluators and the Perkins report was just completed.

**University of Phoenix (UOP)**

The University of Phoenix has been interested in a partnership with colleges in the Peralta district for a couple of years. BCC is the only college in the district that has not signed an MOU with the University of Phoenix. They are proposing is to give 5% reduction to students and employees. Dr. Budd asked if there are scholarships and if it has ever presented here? Dean Johnson recalls it being presented at a Deans/VP meeting with VC Orkin, but not at BCC.

Dr. Chen requested that Paula Coil follow-up and do research on the advantage to BCC. She also wanted to know what they are asking from BCC. Dr. Compton indicated that they want our catalog, and that we work with them to communicate the opportunities available at UOP.

Linda McAllister asked, “What is the advantage to our students?” Dr. Compton stated that the advantage stated in the MOU is the offering of the 5% reduction in tuition cost.

It was noted that with the partnership, UOP will offer access to their public library which, according to UOP is the largest online library second to the Library of Congress.

**Student Election Process and Timeline**

At the last leadership meeting there was conversation about elections. We want to make sure all of the students are clear on the election policies and procedures.

Dr. Chen passed out and reviewed the ASBCC Election Timelines and indicated that it is online and far more comprehensive than we have had in the past.

Open forums will be on Tuesday, April 30th and Wednesday, May 1st. Election dates are Tuesday, May 7th and Wednesday, May 8th. Votes will be tallied on May 9th in Room 57. This year, the League of Women Voters will assist with monitoring the elections.

Hayley Laity indicated that candidates have been issued job descriptions and ASBCC are trying to make sure that they really publicize themselves and what their goals are. Expectations of successful candidates, regarding their ongoing responsibilities, have also been communicated.

**Graduation Status**

Dean Johnson stated that a great graduation is being planned for Thursday, May 23rd at 7:00 p.m. at Zellerbach Hall. Over 18 faculty members have reserved regalia to date. Faculty and staff with a baccalaureate or above are being asked to join administrators on stage.

Procession decisions need to be discussed and finalized. Attendees are being asked to come as close to 5:00 as possible.

It was noted that some faculty members did not rent regalia because they have it already. Dean Johnson will put out a notification asking for confirmation on attendance.

There will be a possible run through in BCC’s auditorium.

*The following was noted:*

Faculty Senate Address: Allene Young

Classified Senate Address: Fatima Shah

Readers: Joan Berezin and Stephanie Sanders-Badt

As of April 12th there were 380 students receiving degrees or certificates. This is double last year’s number.

Dean Johnson requested that if attendees are not wearing regalia but plan to attend she hopes for volunteers and assistance. The next graduation committee meeting will be next Wednesday, May 1st in Room 451A.

Dr. Budd discussed reviewing denials. Dr. Chen requested that she be contacted directly, if faculty sees or hears anything regarding graduation requirements that sound abnormal, so she can communicate with both A&R and Counselors, as soon as possible.

**Beginning to Review Our Success Data by Ethnicity - Highlighting What We Still Need and What We Can Do**, will be moved to the next agenda.

Volunteers interested in looking at Student Success data; Kelly, May, Jenny, Paula, Brenda, Linda M.

**Next Steps for Assessing the Achievement of Our Goals and Accomplishments**

Send Goals Matrix Spreadsheet to BCC-FAS – To be returned to Debbie Budd and Cynthia Reese before 9:00 a.m. Thursday morning, May 2nd. Cynthia will add Activities and Accomplishment columns to the spreadsheet prior to distribution.

**Committee Update Reports**

*Education Committee*: Jenny Lowood reported that they talked a lot about the scorecard. One of the things that came out of it is that they were asked to make a presentation about what had been done in the English Department. They talked about how to respond to something like this. The college Education Committee is in the process of being scheduled.

*Facilities*: Pieter de Haan reported that repairs at the colleges were discussed at the district. BCC has no real repairs. The only pressing BCC item was the security cameras.

*Tech Committee*: They have done a great job with the list of needs.

Jenny Lowood reported that CCSSE is going pretty well. They do have a little crisis as they want a 2/3 response level in every class but are not quite there. In discussing the process, it was noted that it is possible that students can take the CCSSE more than once and, the directions allow for it to happen. BCC is telling students that they do not need to take the survey more than once if it is received in different classes.

*PBC*: Jenny Lowood indicated that there is a big push at the PBC to revisit the budget allocation model. She feels it is important that as many BCC employees as possible attend next time and, if possible, defer a vote. Additional discussion regarding the BAM and the PBC meeting occurred.

-End of Minutes-

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