

Berkeley City College

**Roundtable Meeting Minutes**Monday, November 5, 2012

*Chair: Debbie Budd, Interim President*

**Attendees:** Michael Bailey, Fabian Banga, Linda Berry, Ramona Butler, Lilia Celhay, May Chen, Victor Flint, Denise Jennings, Linda McAllister, Jenny Lowood, Shirley Slaughter, Cleavon Smith, Lee Marrs, Scott Hoshida, Kelly Pernell, Gail Pendleton, Paul, Coil, Vincent Koo, Hayley Laity, Mathison Ott, Laura Miller, Amora Brown, Vishal Arya,

Handouts:

* PBC Meeting Material of 10/26/12
* Budget Comparisons with Peer Districts
* AP 3900 Time Place and Manner
* Lottery

**Agenda Review**

Dr. Budd reviewed the agenda and opened the meeting up to additional items.

At our last Roundtable meeting the matrix for our goals was share and a request was made for any comments or changes. We didn’t receive any and will move forward with what we shared. The matrix is now approved and final.

The previous minutes is approved and will be posted on the website. It was noted that although all of the minutes have not been posted, all of the shared governance committee information will, in fact, be posted on Berkeley City College’s (BCC) website.

**Highlights from PBC Meeting**

PBC meetings are open meetings, the same as Roundtable meetings here at BCC.

Great information is shared at PBC meetings and BCC has great representation from our faculty and administrative team.

Referring to page 4 of the handout, one of the things that happened at the Planning and Budget Council, has been the adoption of the Budget Allocation Model. We are well on our way to fully implementing the allocation model. However, there are not all of the funds to do that right now.

One of the discussion items at the PBC meeting was the report looking across the state at similar districts, reflecting what percentage there is of full-time faculty, administrators, etc. Dr. Budd noted that the report helps everyone to see that when people submit things to the state, it’s how it submitted that is reflected in the report, and it can look odd.

Dr. Budd shared, from the meeting, the inequities of educational administrators in Peralta compared to other districts. She pointed out that the Classified Administrators shown at zero must be misquoted.

Jenny Lowood added that one of the things talked about is that some things are hidden and there may be a lot of miscoding. She is personally disturbed when she notices we are the second lowest of tenured faculty and also second lowest in terms of classified support. When you put those things together, that creates a bad picture in terms of getting the work done at the college. We have no fat in our college in terms of administration.

The beauty of it is that we are getting more and more information at our fingertips and it really helps for the conversation to be able to look at it at the district level.

Dr. Budd asked everyone to create binder and look through handouts during their leisure.

*Page 9 –* As part of our response for Recommendation #5, that we are serving our students with the reduced budget, the process includes looking at what the budget trends have been over the last five years. This is an analysis that we are doing as a part of accreditation and the real piece is to look at the overall increase of FTES over the years and what is the overall increase or decrease of the budget over the years.

Paula Coil noted that headcount is more important when you look at the numbers.

*Page 11* - Things have improved and the budget allocation model is going in the right direction but we are still under where we should be in terms of contract FTEF.

**Budget Discussion**

Business and Administrative Manager, Shirley Slaughter, passed out a budget booklet for review based upon Dr. Budd’s request that she validate the numbers that are in the district’s final adopted budget.

Definitions

Discretionary Provides an opportunity to move funds as we see fit. Areas included are books, supplies, services, etc.

Non-discretionary Cannot be readily transferred to other areas of the budget.

Ms. Slaughter briefly reviewed the areas of the booklet and went through our budget; looking at the number the district provided us and validated each one of those on page 3. Under “Other Faculty” the budget is as the district indicated. On page 2, however, in drilling down we had moved from our Other Faculty about $68K and we did that to fund the hourly librarian. Once we hire our full-time librarian we’ll get that back to full-time salaries.

Ms. Slaughter also walked the group through the expense for part-time academic and what categories made up the number.

She offered to go over the budget spreadsheets in more detail with anyone who has questions.

These numbers only include our non-restricted general fund. They do not include our restricted funds such as Measure A or EOPS or CalWorks.

It was noted that there were pages with writing cut-off at the bottom. For clarification, these are:

* Full-Time Faculty
* Part Time Academic
* Classified Salaries

**AP3900 - Time Place and Manner**

This is still in the draft stages and they are asking for discussion/comments.

Under Public Form - Reference 2B, the underlined portion states:

*The designated public forum areas are to be developed or modified by the President of the college in consultation with the appropriate college shared governance group.* (That would be Roundtable, Leadership, Senate and ASBCC.) *The specific area so designated shall be included as part of the free speech notification forum referred to in paragraph 4.*

Q. Is there a reason why the atrium couldn’t be used?

A. In theory it hasn’t been an adopted procedure but yes it would be decided here to agree to that area.

It is important to also consider outside vendors as we rent space.

Dr. Budd stated that this is the first stage and she offered that she and Shirley Slaughter attend the ASBCC meeting to discuss this draft administrative procedure.

Paula Coil inquired if this would apply to activities that are scheduled through different departments? It was stated that it is something other than that.

There was a suggestion to increase the number of days for college notifications.

* *We as a college pick our time, place and manner. However, the district-wide policy and procedure is where we need to bring that up.*

Send suggested changes to jlowood@peralta.edu or lberry @peralta.edu.

**Accreditation Updates and Highlights from Program Reviews**

Good things are happening at BCC based upon the overall review of Program Reviews.

*Page 16* - Had asked instructional and student services units to respond to 3 questions that tied very closely to accreditation response to Recommendation #5. From the Program Reviews, the goal was to collect information on:

* What was the impact of the budget reduction on the Instruction Department and the Student Services Department?
* How have those departments and disciplines survived?
* What have they done in response?

As you read through the handout, you will find some of the great things that the departments are doing that serves students better 4-5 years ago. Attendees were encouraged to read the handout.

*Page 24* – Includes two stories from ESL program. Will go back to the Program Reviews and look for specific examples of stories that can be put into the accreditation response. Dr. Berry requested that department chairs and faculty send stories to her that were not included in their Program Reviews, regarding successes in serving students better.

***Student Services***

*Page 2- 3 – Assessment and Orientation:* On the last page referring to data generated by the district, it shows BCC students, after orientation, has highest retention rate, success rate, and persistence rate among the four colleges.

*Page 3 – Admissions & Records:* Did a tremendous job with their Program Review. They did not forget to thank our student ambassadors; acknowledging the fact that they play an important role in helping students go through entry level registration and helping out in peak registration time.

The above summary is presented to share the very first step of the work that department chairs have done, looking at where we were and where we are today.

**Leading from the Middle Academy**

There is the possibility of BCC doing great work with the Leading from the Middle Academy. Refer to handout. Information was shared at the Leadership Council meeting with absolute consensus to bring forward to Roundtable to share in greater detail.

This is an opportunity, as we grow in our administrative capacity as well as faculty and classified, to support our own in their development of their leadership skills. Would be beneficial for whomever the 3 or 4 people who attend the academy to come back and share what they have learned.

First thoughts are:

1. Can we find the funds?
2. Is it worthwhile?

Agreement was made to move forward and plan for this project.

For those interested in attending, it was suggested that they write an essay on why they want to go and the benefits they anticipate receiving from attending, for themselves and the college.

Deadline to apply is December 1st.

Dr. Budd asked people to send their interest to Cynthia Reese by December 13th. It was recommended that both Academic and Classified Senate presidents share with senate members and forward names to Cynthia.

President’s Cabinet will share and discuss.

A suggestion was also made to have 3-4 people go to workshops and others participate in webinars. This was found to be a good suggestion and, once the interest is determined, this will be discussed further.

**Tech Committee**

Need to make sure we have the priorities from the committees and make sure that the planning drives the budget.

*Page 15 –* Shows $1.7M for IT Phase II. We have funding and need to plan. We also need to have a refresh plan as many computers have not been refreshed at BCC since we moved into the building.

Whatever is submitted before we go away for winter break, will go out in the first bulk order of purchases from the district office.

Tech Committee has been gathering information on the remaining balance of Measure A. Also talked about the matrix that was approved by Roundtable that gave specific breakdowns on how to prioritize purchases related to IT. It is posted on the website.

To come up with a plan, the Tech Committee:

1. Will extract information from the Program Reviews which lists needs in terms of computer equipment.
2. Will have three columns, Facilities, HR/Staffing, Technology.
3. Will be looking at Vincent Koo’s inventory list of all of the computers that need to be refreshed.

Vincent Koo reviewed the computer inventory list, where we are in the process, and the plan for moving forward.

Dr. Budd requested an update from the Tech Committee at the next Roundtable meeting, which will be rescheduled from the 19th to the 26th.

**Education Committee**

Nothing new to report. Next meeting on November 15th.

**Facilities Committee**

From the Leadership Committee, it was recommended that the Facilities Committee take on the art work project going up on the walls. The Facilities Committee, instead, wants to be responsible for developing criteria for placing artwork on the wall but felt that the committee who decides what should go up should be comprised of art instructors, student representation, etc.

**ASBCC**

This flows into making sure everyone knows that it was approved at the last year’s Roundtable that we would join Democracy Commitment.

Upcoming event from DeVry was announced. Accounting professionals will be coming in to teach students about the right procedure for looking for internships. This will take place on November 17th.

Last week they discussed ideas to help with counseling, such as peer counseling. It was requested that it be discussed at the next meeting.

Dr. Budd felt it was a good idea to find different ways to serve our students and also suggested that it sounds like a good topic for the Education Committee. ASBCC will work with Dr. Chen on this.

Cleavon Smith mentioned that at the Academic Senate meeting they will be discussing faculty advising in reference to the cycle of advising– counseling services, peer advising, and faculty advising.

Mathison Ott discussed the Tobaccoless Club here at BCC which has been in existence for the last three years. They have been working with the County and the City of Berkeley.

Peralta has banned smoking on all of their campuses but whereas Laney has the sheriff involved enforcing regulations, BCC only has private security here and smoking exists in some areas in front of the building.

We have a right to fine the students but there is no way to follow-up to enforce payment. It was noted that it is still a smoke-free zone in front of the building, and we do not allow smoking in the building. This is a great first conversation for student government and possibly Facilities.

Other/Closing

-End of Minutes-

Minutes taken by: Cynthia Reese, 981.2851, creese@peralta.edu