

Berkeley City College

**Roundtable Meeting**

Minutes -Monday, December 3, 2012

*Chair: Debbie Budd, Interim President*

**Attendees:** Paula Coil, Linda Berry, Shirley Slaughter, Jenny Lowood, Pieter de Haan, Jennifer Lenahan, Kelly Pernell, May Chen, Ramona Butler, Lilia Celhay, Denise Jennings, Brenda Johnson, Linda McAllister, Siraj Omar, Cleavon Smith, Amora Brown, Victor Flint, Fatima Shah

**Agenda Review**

Dr. Budd thanked everyone for coming. Handouts were distributed and she indicated that additional handouts would be distributed when the accreditation report is discussed later. The agenda was reviewed and she asked everyone to put next Monday, December 10th on their calendars as there will be another Roundtable meeting to go over updates in the accreditation report.

**Proposition 30/Additional FTES/Enrollment Target 18,500**

Dr. Budd indicated that with the passage of Prop 30, Berkeley City College (BCC) will get funding from the State for 17,800 FTES as opposed to the 16,600 we would have gotten had that not passed. In addition to that we are going to get additional funding. Our funded FTES will be over 18,000 again. She is hopeful that down the line there may be additional funding left on the table across the State; that we might receive more funding if we serve more students.

BCC’s target was about 3500 and, as a result of these additional funds, our target will be about 3600. About another 91 FTES will be added for this Spring.

*FTES = Full Time Equivalent Student; a student who attends for 15 hours is the equivalent of full time equivalent student. If you have a student that takes 6 units and another student takes 9 units, those students together equal one (1) FTES.*

Prop 30 means we will get funded from the State for what we have scheduled and we will be able to add a little more. In addition to this, because we are going to get funded for the students we are serving, that will allow us to use our parcel tax fund to help implement the Budget Allocation Model.

**Follow-up from PBC Meeting**

There was some discussion that we need to have services to support our students and we can’t keep adding classes without allocating some of the funds towards classified staff, counselors and services.

It will be up to the colleges to allocate the funding that we get but the real key will be to ensure we get the funding needed.

Q. What about replacing positions where employees have left?

A. What’s in the budget is there for this year. However from previous years, that budget hasn’t rolled over.

**Accreditation**

Dr. Budd reviewed information from a BCC, Merritt and College of Alameda handout related to the colleges’ five year history as some of this information was highlighted in the accreditation report. She noted that in the “FTES & Year to Year Change” area, BCC has a higher target than we had five years ago. As a comparison, she reviewed data in other areas including Fringe Benefits and Classified Salary.

Paula Coil added that in the past due to budget constraints, we had to place some classified positions at a much lower pay level. She is hoping that part of these funds will allow for reclassification of positions based upon the work actually performed.

Dr. Budd asked that the group read through the Five Year History analysis, at their leisure.

Jenny Lowood discussed instructional assistant and support needs in regards to classified staff. Kelley Pernell also expressed a need for instructional assistants in the math lab.

Shirley Slaughter highlighted the need for copiers to address the college’s duplicating needs.

Dr. Chen provided information on Student Services’ needs. Counseling counter; student clubs advisor; and, support in assessment.

The conversation was then rolled into the accreditation update.

Dr. Berry distributed the draft of BCC’s Response to Recommendation 5; the draft of Merritt College’s response and the draft of College of Alameda’s response. Copies will also be sent electronically.

Dr. Berry reviewed BCC’s response and the data contained in the report. She also provided details on how questions were addressed that was presented by the ACCJC. Next steps were discussed by the group.

**Other**

ASBCC asked there was a plan to hire additional counselors. The importance of having someone at the front desk was noted as a lot of the issues that students wait to see counselors for can be easily addressed by having a knowledgeable person regularly at the counseling desk. Dr. Budd applauded student services for looking at new ways to address counseling needs.

Dr. Budd added that focusing on the accreditation report is very important and that we absolutely have to get off sanction. The goal is to be able to focus on programs and services and build on those and not need to do a report for another two years when they come for the self-study. The additional benefit of the work we are doing now is that it helps us document and have the evidence when we do the full self-study.

Dr. Budd asked for thoughts for Flex Day in January and asked if there should be a couple of hours set aside for Roundtable? The committee felt that this would be a great idea.

-End of Minutes-

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