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Berkeley City College

**COLLEGE ROUNDTABLE FOR PLANNING AND BUDGET**

***MINUTES***

Monday, March 17, 2014

*Chair: Dr. Debbie Budd, President*

**Attendees:** Fabian Banga, Antonio Barreiro, Joseph Bielanski, Ramona Butler, May Chen, Carlos Cortez, Mostafa Ghous, Roberto Gonzalez, Brenda Johnson, Jenny Lowood, Linda McAllister, Gail Pendleton, Kelly Pernell, Shirley Slaughter, Cleavon Smith, Gabe Winer, Hermia Yam, Alley Young, I Mong Lei (ASBCC), Joanna Louie

**Agenda Review**

Dr. Budd reviewed the agenda and reminded everyone that whenever we have meetings for Roundtable and Leadership it’s imperative that the students, faculty, and administrative team share what is talked about here in their groups. She recognized the number of people stepping up to contribute to the work being done for accreditation and acknowledged Jenny Lowood and Gabe Winer for their contributions, along with Dr. Joseph Bielanski.

**Review of Annual Program Updates**

*Faculty Prioritization/First Review of Staff Requests / Timing for Supplies and Materials Purchases*

Dr. Budd reminded attendees that every three years we do our Program Reviews and annually, an Annual Program Update.

The first thing to come out of the program review was the faculty requests. The next thing that needs to happen is to look at the classified requests.

This Friday, March 22nd, the District Ed Committee is asking that we present our recommendations for the faculty and classified requests.

Ms. Alley Young noted that although it is shown, they have not designated the two contract counselors for learning communities.

Dr. May Chen stated that Student Services went through an exercise and produced personnel, supply, equipment and technology needs and the next step at the Student Services’ meeting tomorrow will be to the prioritization of classified needs.

Dr. Carlos Cortez addressed Ms. Young’s concern about the two contract counselors for Learning Communities noting that the document was from the Office of Instruction which included APUs from learning communities. It is not based on the faculty prioritization.

Dr. Budd indicated that every Fall we will review our goals and ensure that they are in line with our mission. As we are looking at our program updates and resource requests, we will ensure that they fall within the goals and mission and that it will be on the radar for October/November, as it has in the past.

Mr. Gonzalez feels that Classified Senate needs a little clarification on the prioritization process with the Friday deadline looming as he is not sure about the expectation.

Dr. Budd indicated that we don’t know how many faculty or classified positions we will be getting and she will ask again tomorrow at Chancellor’s Cabinet. She also noted that classified positions have not been prioritized the way faculty has.

Jenny Lowood reported that when the PBC looked at all the colleges and compared what they had in different areas, the area of greatest disparity was classified staff; Berkeley City College is significantly lower in terms of classified staff than any of the other colleges.

Dr. Budd recommended that a group look at this tomorrow and Thursday and come up with an overarching draft that will be shared on Friday and bring that back to our shared governance meeting.

Dr. Fabian Banga suggested that the departments that are actually requesting classified positions be present in the process, such as the Chairs. With a one or two-day turnaround, it was recognized that people may not be able to attend.

Dr. Budd proposed to have the administrative team help look through these and assist with the initial draft prioritization. This has already happened in Student Services. Business Services also has prioritized their needs through their APU. A draft of classified needs was shared with the committee.

Dr. Budd asked if it is possible that we look at what has been submitted from the Department Chairs and Instruction and at least bring that forward. And, that they gather together on Tuesday, after Student Services meets and share that draft form with classified on Thursday.

Dr. Cortez reported that the Education Committee made two recommendations to Chairs that they reconsider their initial prioritization based on two developments: 1) information about the library position which they thought had already been approved for hire and, 2) department chairs re-voted over the weekend and were asked to take into consideration departments or programs without full-time faculty. Dr. Cortez and Joanna Louie will review the votes after the meeting to ensure the data is accurate and includes original Chair prioritizations, if a new one was not submitted.

Shirley Slaughter shared the cut-off dates for Fund 1 - April 4th for purchases; May 5th for services.

**Accreditation Updates**

*Survey Distribution/Prizes*

Ms. Lowood reported that the student, faculty, classified staff and administrative surveys are complete. They are ready to go and the links are ready to be distributed.

Dr. Budd would like to have Cleavon Smith, Roberto Gonzalez and Valentino Calderon sign a letter along with her to be distributed to the college community highlighting the accreditation survey and requesting feedback through SurveyMonkey. There was discussion on hard copies and using Room 126 in Assessment to complete the survey. They have talked about working with student government and the ambassadors to get as many students as possible to complete the survey. The survey can also be taken on smart phones. Incentives will be offered to students (bookstore gift cards, iPad) and faculty and staff (iPad) to encourage completion of the survey. Dr. Banga will also add the link to Moodle for students to access the survey.

Summary:

* Cleavon will get a note to send out to faculty
* Debbie will send out a letter
* Department chairs will send out a letter about the faculty survey and give information about room 126
* Fabian will put it on Moodle
* Mostafa will work with student ambassadors/student government.
* Roberto will work with Classified Staff

Jenny Lowood referenced the “Interview Requests for BCC Self-Evaluation” document. She stated that these came from the Team Leaders and requested feedback on how this should be approached.

Recommendation was to find a date before spring break.

*Review of Annual Report Data Requests*

A year ago we were setting standards for the ACCJC report. There is a new report due to the ACCJC at the end of this month. In addition to data this is also a quantitative and qualitative review. Dr. Chen will share the report submitted to ACCJC upon completion.

**Aspirations to Achievement**

*Equity Conference / Men of Color and Community Colleges*

The report is posted on the website and was done by the Center for Student Engagement. Conference attendees shared their experience/thoughts from the conference.

* Diversity is extremely important
* There is money behind ideas this time to put programs into effect.
* A lot of laws now that help us diversify
* Good to see that we are not alone in our concern about our students
* Be realistic and have realistic dialogue.
* Need to close the achievement gap

Topic will be the main conversation at the next Leadership Committee.

**Other items**

Dr. Cortez reported that in alignment with Equity we have several activities happening on campus next week.

* The RP Group is coming on Wednesday, March 26th, 10:30 p.m.
* Town Hall – College Hour
* Faculty including non-instructional faculty will meet with the RP Group at 2:30 pm
* Hopes to identify task force for SSSP
* Next Tuesday, BHS, BCC and Mayor’s office to review Gateway to College at Contra Costa
* Here on Thursday morning, 9:30 – 10:30 am
* Friday - Launch Your Freshman workshop (anyone interested should send an email to Dr. Cortez with a copy to Joanna Louie, who will make sure your registration fees are paid to attend.)

**Shared Governance Reports**

*Ed Committee – Discussion of Online Orientation and Review of Data*

* Good job of going through online orientation material. Going to submit draft copy to Laney.

*Technology Committee*

* Nothing reported.

*Facilities Committee*

* Reviewed APU Facilities requests last Friday. Most of what was in APUs needs to be redistributed to other categories.
* Solar panel initiative rebates was discussed by Ms. Slaughter. We would only receive a one-time rebate and she is going to check into why?

-End of Minutes-

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