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**DRAFT**

Berkeley City College

**COLLEGE ROUNDTABLE FOR PLANNING AND BUDGETING**

Monday, March 23, 2015

**MEETING MINUTES**

*Chairs: Dr. May Chen and Ms. Tram Vo-Kumamoto*

**Attendees:** Antonio Barreiro, Katherine Bergman, Joseph Bielanski, Nancy Cayton, May Chen, Paula Coil, Roberto Gonzalez, Brenda Johnson, Jenny Lowood, Carolyn Martin, Linda McAllister, Catherine Nichols, Cynthia Reese, Shirley Slaughter, Cleavon Smith, Tram Vo-Kumamoto, Hermia Yam, Aman Williams, Bonnie Cherry, Noelle Atkins, A Barnes-Perrilliat, Robert Williamson III, Ryan Jaeger

**Review of Agenda and** **Approval of February 23rd and March 9th Minutes**

Ms. Tram Vo-Kumamoto requested that attendees review the minutes before the official start of the meeting in order to vote for approvals.

Dr. May Chen officially started the meeting by following up on Vo-Kumamoto’s request that the previous meeting minutes be reviewed for approval. It was clarified that the February 23 minutes was distributed at the March 9 meeting, but not approved. Therefore, both meeting minutes are being submitted for approval.

Ms. Brenda Johnson made a motion to approve both minutes.

Dr. Joseph Bielanski second.

All in favor

Objections: none.

Dr. Chen announced that Berkeley City College (BCC) officially has a wellness center on campus. Introduced were: Anastasia Barnes-Perrilliat, a clinical nurse specialist, family nurse practitioner with Peralta. She is currently located in room 122 on Mondays and Thursdays from 9:30 AM to 4:30 PM. Also introduced was Robert Williamson III, medical assistant, who noted that they are from Healthy Communities which is Save A Life Wellness Center. They are hoping to have a complete wellness center. Acupuncture and massages will continue as a part of the wellness center and, they are also partnering with mental health services to provide a complete health package to our students. Mr. Williamson will be located in room 124C.

Mr. Antonio Barreiro took note that they are in need of computers, printers, and phones.

Dr. Chen will confirm if the services are also for faculty and staff members.

Ms. Vo-Kumamoto announced that Dr. Budd is not here today because she is at a CEO conference. Today’s meeting will be chaired by both Ms. Vo-Kumamoto and Dr. Chen. She opened the agenda for additional topics to add. No additional discussion topics or reports were added.

**Next Steps for Ed Master Plan**The Ed Master Plan goal and indicators have been taken through the Ed Committee and it has come through Roundtable once previously, as an information item. It needs to go back a second time for final recommendation and approval to the president. They are waiting for Academic Senate and Classified Senate to provide their approval first. Ms. Vo-Kumamoto indicated that she hopes this will happen in April. In May, the goal will be to set activities and outcomes based upon these goals.

Ms. Vo-Kumamoto continued her overview of the Vision 2024 Ed Master Plan PowerPoint reviewing slides with sub-topics such as:

* The Goal
	+ Eliminate the education gap and advance student access, equity, and success with exemplary programs. The core indicators are:
* Student Performance and Outcome Indicators
*Core*
	+ To increase successful course completion to 70% for all students
	+ Increase the number of students certificate, degree and/or transfer by 5%

These are 10 year outcomes.

 *Milestone*

* Enter a program of study and complete a comprehensive SEP by the end of the 2nd semester.
* Complete a stackable certificate or 20 transferable units by the end of the first year; for students who are looking at a degree or transfer.
* Complete college level math by the end of the 3rd semester.
* Participate in work-based learning opportunities on and off campus.

These four milestone indicators are new for us as a system and will take time to get them established and reporting on a regular basis.

* Institutional Performance Indicators

*New indicators presented were:*

* *Accreditation Status* - Our goal is to be fully accredited and reaffirmed.
* *Fiscal Viability* – With regard to FTES, our funding balance, and audit findings.

These are from the State Chancellor’s Office indicators.

Also shared were:

* How the EMP ties into our other plans and strategies
(This will be discussed in more detail at Wednesday’s Ed Master Plan town hall where the EMP draft document will be shared.)

BCC Prepared for Statewide Conversation

* Institutional Effectiveness Goal Setting Timeline 2015-2016
* California Community Colleges Chancellor’s Office Institutional Effectiveness

Dr. Chen referenced handouts related to an Institutional Effectiveness partnership. A letter of interest was submitted, and a response received from the State Chancellor’s office announcing that BCC was selected for the first group of seven colleges to be visited. It will happen in April or May. This will potentially generate approximately $150K for the college if it materializes.

Ms. Vo-Kumamoto added that the money will go to additional professional development, infrastructure building and planning, for us to move some of the work that we are doing.

Ms. Jenny Lowood asked if we are leaving old directions behind, if this is our planning document. The response from Ms. Vo-Kumamoto was, “Absolutely not.”

The discussion continued with Ms. Lowood adding that she is not seeing a lot of learning outcomes assessment. She also mentioned instructional programs and the work of the teaching learning center.

Ms. Vo-Kumamoto responded that when we are looking at our indicators; core success, will probably lend very directly to our learning outcomes. If we look at students meeting our learning outcomes but they are not meeting the core success that will give us some indication of what we need to work on. Also, if they both are aligned, that will give us a better picture of what we need to work on as well.

Referencing the institutional effectiveness document from the State Chancellor’s office Ms. Vo-Kumamoto noted that the goals are very similar to ours. For this year the required goals under the student performance outcomes is course success, which is also one of our EMP core indicators. Accreditation status was always our goal. It is now written out and aligned with the state. The required goals under the district are the fiscal viability and our audit findings.

The Senate faculty representatives will go to the training on Friday and will come back with more information.

**Classified Staff Prioritization Rubric – Highlights from First Task Force Meeting**

The task force included Antonio Barreiro, Nancy Cayton, Jenny Lowood, Fabian Banga, and Roberto Gonzalez. Ms. Lowood indicated that initially they were meeting to develop a rubric but as they talked about it they decided that because different items would be weighted differently, for different positions, that a rubric didn’t quite make sense. Instead, they talked about a process that focused on narratives that would be presented by the authors of the APUs that identified classified positions. The notes from the task force meeting were reviewed.

Mr. Gonzalez added that he thinks it is a complicated situation that we have because we are talking about classified positions that are often hard to measure against each other. That is an easier situation with faculty. He feels it is important for people to think about this process and to move towards developing something that we review on a regular basis so we are not reinventing the wheel. He noted that there was also a discussion about the use of a rubric and, if one was going to be used, to see if there is an existing one that other colleges have developed and see if it makes sense to adopt theirs or something similar.

Dr. Linda McAllister recommended that if it is going to be written and not presented orally that there still be a consistent template that the narrative can be placed in so all of the narratives look similar. And if possible, to share that with the narrative writers before the meeting so people can see places where they should have added something, or where they left information out.

There was a discussion on the number of narratives that will be presented. Ms. Cayton noted the amount of time being invested in the process and the importance of not having people spend time on reviewing narratives for positions that are not likely to be considered.

Ms. Lowood stated that they are proposing to ask authors to retract positions if they can wait.

There was a discussion on developing questions to filter positions and identify immediate needs.

A recommendation was made to score questions similar to the interview process.

Ranking Criteria Discussed to Identify Immediate Needs

1 - Critical – must be filled today

2 – Can wait a year or more

Ms. Vo-Kumamoto stated that they will also look at positions that can be funded out of categorical funding versus general funds. This will be done up front to narrow down the list and she will ask people to prioritize their positions and identify the most critical. She noted that a lot of work needs to be done as these will be brought to Roundtable on April 13th and the April 27th; with it being added on the April 13th agenda as a discussion item while being added to the agenda for the 27th as a decision-making item.

In discussing the members to review the narratives it was suggested that for classified staff there be member representation from Office of Instruction, the Business Office, and Student Services and President’s Office. It was also recommended that the Chair of Chairs be a representative for faculty. These would be in addition to the Classified Senate President and the Academic Senate President.

Mr. Aman Williams asked about students filling the position needs since there is a desperate need in the work study program. It was explained that they are regular classified positions and cannot be filled with student workers. Ms. Lowood also recommended that the need be advertised to the college as people may come forward with positions for student workers.

Next step: Dr. McAllister stated that since there are only 2-3 positions that will be filled, discussing how needs are going to be met should be a part of the conversation at a later date.

Action Items:

* Mr. Antonio Barreiro volunteered to create the draft template and distribute to the task force.
* Ms. Vo-Kumamoto will send an email out to the appropriate manager with highlighted points from the conversation requesting priority 1 or 2 first from the listed positions and from there the positions identified as critical will go to narrative.

**Implementation updates from Equity Plan**

The last equity meeting was held this past Wednesday. Ms. Brenda Johnson noted that one of the ACCJC visitors commented on our Equity Plan and what we are doing; giving us high marks on what we are doing with student equity. In terms of implementation, they are looking at the Peralta Scholars program and have decided to move the summer bridge component of the Peralta Scholars (PS) program from four to six weeks. This will be to ensure students retain the information that they learn over the summer. She indicated that students will take a psychology and humanities class or transfer level class and a foundation class. They are recruiting from local high schools and the students will qualify for PS; for example it will be income-based and we will provide services. As a result of our equity plan other groups were found that could have gaps that prevent them from being successful here. Groups mentioned include:

* Over 40 or Experienced students
* Student parents
* Foster care
* Dreamers

Ms. Johnson noted that for some of the groups they have very little data and stated that the equity plan is not just about saying what we are going to do but also proving we need to do it and noting the outcomes. Data is very important throughout the process of addressing equity at Berkeley City College.

In looking at student parents at Berkeley City College they initially started looking at single parents. It was determined that it needed to be broader as the lack of childcare can hinder student success.

Ms. Bonnie Cherry reported on a survey which Dean Johnson credits her for being very instrumental in developing. Ms. Cherry stated that she and Heather Dodge developed an online survey which they have been distributing. She believes EOPS and TRiO have sent it out as well. She reported that so far they have had about 40 responses and will continue surveying for the remainder of the week, and will be tabling on the first floor as well. They have received a lot of feedback and once the results have been compiled they will present it to Roundtable. So far, approximately 98% of those who have responded have said that their lives would be a lot easier if they were offered childcare or some kind of childcare option near or on campus. She noted that, at the very least, it is giving them an option to talk to people about resources that are currently available.

One of the ideas in discussion, as reported by Ms. Johnson, is a partnership the YMCA. She noted that the survey is really important as it is identifying the age range where childcare is needed.

Ms. Johnson provided an overview of services provided by the YMCA which currently would not fulfill our students’ needs. She noted that they are exploring additional options both through the YMCA and Bananas, a program that coordinates childcare services for students.

The next meeting will be held on Wednesday, April 15th in room 451A/B, 9:30 - 11:30 AM.

Mr. Cleavon Smith asked if there are learning outcomes for the bridge posted and have they been vetted. He suggests the consideration of effective domain as an outcome from participating. He added that if they are targeting students from Berkeley High, the City of Berkeley has a summer youth program and have expressed, in the past, a willingness to relieve some of those students from their obligation if they were participating in academic bridge programs.

**Review of Program Review Process for 2015**

In the fall we will be heading into our comprehensive program review. Ms. Vo-Kumamoto reviewed the draft Program Review/APU and Integrated Resource Allocation Process timelines.

In discussing the Enrollment Management Plan and Data, Ms. Vo-Kumamoto stated that this is new for us as we usually would do enrollment management in spring to build the summer and fall schedules. The hope is to move that into fall so that we can build our schedules with more time.

Reports that are due in October and November are based on current deadlines. If the state changes any deadlines, these will be adjusted as well.

Handout : RT032315 – PROPOSED Annual Timeline for Program Review-APU Budget FY15-16V3 is an information item. If there is something that does not work, Ms. Vo-Kumamoto stated to let her know. Also reviewed by Ms. Vo-Kumamoto was the Program Review Task Force meeting notes update. There is a program review task force at the District level with all four colleges being represented. She hopes to attend this week’s meeting and add milestone indicators in order to build that data, and for it to be able to give a dashboard for us as a college.

Ms. Lowood commented on the draft program review item; Human, Technological, and Physical Resources. The feedback to the task group working at the district level is to add a table where you have your request and identify how it is linked to the factors earlier in the report, including college goals.

**Activities/Highlights**

* *Classified Senate*
	+ Much of their discussion has been focused around the Classified prioritization. He feels the conversation is flowing well.
	+ They are about to finish the draft and a proposal for the Senate constitution and by-laws. Part of this too is that at a recent Leadership Cabinet meeting it was suggested that they come up with a similar 10+1 to Academic Senate. They have this and will make it official. It is basically 5 points and Mr. Gonzalez feels it does a very good job of describing the senate’s charge and purpose.
* ASBCC
	+ Working on mental health awareness week, May 4-8th, 2015
		- Consent Workshop
		- Club Fair
		- Research Fair
		- Self-care; things to de-stress, yoga workshop, acupuncture, massage table
	+ In the early stages of planning an art week in the middle of April. Each day will have a different focus.
		- Mr. Barriero will work with the student leader working on this to see what support they may need.

Dr. Chen thanked student leaders for organizing the BCC Student Success Days happening on Friday, April 17th and April 24th.

**Other**

No additional topics discussed.

-End of Minutes -

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