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Berkeley City College

**COLLEGE ROUNDTABLE FOR PLANNING AND BUDGET**

***MINUTES***

Monday, April 21, 2014

*Chair: Dr. Debbie Budd, President*

**Attendees:** Fabian Banga, Antonio Barreiro, Katherine Bergman, Joseph Bielanski, Ramona Butler, Lilia Celhay, May Chen, Carlos Cortez, Mostafa Ghous, Roberto Gonzalez, Brenda Johnson, Jenny Lowood, Gail Pendleton, Shirley Slaughter Cleavon Smith, Gabrielle Winer, Hermia Yam, Allene Young, I Mong Lei (ASBCC)

**Agenda Review**

Dr. Budd called the meeting to order and welcomed every back from Spring break. The agenda was reviewed and opened up for additional topics. None to add. Dr. Budd noted that in alignment with the PCCD PASS topic, we are reviewing the previous Educational Master Plan and, as it is updated over the next few months we will also review it with our Facilities Master Plan.

**Survey Results / Communication Improvement**

*Shared Governance*

Dr. Budd thanked all of the Standard chairs and in particular Jenny Lowood and Gabe Winer for their work on the survey. As a result of that we were able to obtain a lot of data. Trends were looked at such as communication and shared governance involvement. Dr. Budd reported that a breakfast meeting, brown bag, and afternoon meetings will be held on Wednesdays and Thursdays, to gather information on the following questions:

* How do you like to receive communication?
* What’s going well about communication in Berkeley City College and what are areas for improvement?
* What’s going well with our Shared Governance process and areas for improvement?
* What can we do to improve the communication about our Shared Governance process?

Dr. Budd discussed currently scheduled meetings:

* An early morning breakfast meeting on April 30th
* Faculty Appreciation is on May 7th
* An evening meeting on May 7th
* On May 8th, an opportunity for people to attend at: 8:00 – 9:30 am, 12:15 – 1:30 pm or 5:00 – 6:00 pm.

Attendance is only required once and, from these meetings, she will ask for volunteers to serve on a task force to bring the information together.

She will attend the Academic Senate meeting on May 7th and also requested to attend the following meetings:

* Classified Senate
* ASBCC

Ms. Jenny Lowood reviewed the survey results which can be located at:

* Go to “Berkeley City College” page
* Scroll down and click “BCC Resources”
* Scroll down to “Accreditation Overview”
* Type in “BCCselfevaluation” as the password

Anything to be added should be emailed to Ms. Lowood.

321 students responded to the survey. Generally speaking students were positive in their responses. Ms. Lowood reported that a document about trends will be published.

The deadline to get all of the information to the writers is May 9th and May 23rd is the due date for the first draft to come to her.

Ms. Lowood also provided the group with a brief overview of the Standard IVb draft.

*Coordination of Campus-wide Calendar*

Attendees performed an exercise of completing planning calendars for 2014-2015. Large flip charts reflecting the months of August through December 2014 were placed on the walls and attendees placed post-its on proposed meeting dates (also noting meeting times) for various Shared governance and other committee meetings. There were discussions on overlaps and a suggestion that some meetings change to every third week, as opposed to every other week.

What was evident from the planning exercise was that there were few days when there were not meetings taking place.

Dr. Budd stated that we need to look at this and evaluate:

* Does this work for our students?
* Does this work for us to be involved with the student ASBCC?
* Do we need to look at different times to meet?

Dr. Budd noted several meetings that were not reflected such as Tenure Review, Staff Meetings, etc. She stated the need to also look at whether some meetings needed to be held during college hour.

Mr. Antonio Barriero noted the need to prioritize meetings.

Participants’ commitment to district and state meetings was also discussed.

Dr. Fabian Banga brought up having the same people on many committees and how that needs to change.

Next step is to go back and identify other meetings such as department meetings.

**Accreditation Updates –** *Standard Update – ACCJC Annual Report*

Dr. Chen reviewed several highlights from the ACCJC Report. This document was distributed via email prior to the meeting for everyone’s review.

She specifically reviewed the Student Achievement Data discussing #14, the institution-set standard for successful student course completion, and noting an increase for the Fall 2013 semester to 64.3% from 64%. For #15 she indicated all of our certificates need to be eligible for students to receive financial aid to be counted and ACCJC wants the student headcount instead of the number of awards. She indicated that because of the short notice, she used the last two years of students receiving degrees and students receiving certificates as the institution-set standards. She also reviewed # 16 and #17 of the report.

Based on Ms. Lowood’s request, Dr. Chen will provide a table of progress for the accreditation report.

Dr. Chen also reviewed the Function Map which she indicated was sent for review in advance of the meeting. There were discussions on several of the items.

**PCCD PASS Proposal (Peralta Accountability for Student Success**

*Information/Discussion/Possible Proposal for Funding*

Dr. Chen briefly reviewed the draft to consider a Peralta Accountability for Student Success (PASS) program which was sent to attendees prior to the meeting. She noted that none of the language is final for implementation. This document was also reviewed and discussed at the March 28, 2014 Budget and Planning Council meeting.

Ms. Lowood noted that she wants to ensure that we strive for full implementation of the BAM.

**Shared Governance Reports**

*Technology Committee*

* No Report

*Ed Committee*

* Language previously sent to be included in shared governance; Dr. Chen asked were there any objections to add to proposed membership Instruction and Student Services administrators.
* Gateway to College went through Education Committee; looks like we will move forward with conversations with Berkeley’s Office of the Mayor and USD to discuss the possibility of developing a Memorandum of Understanding (MOU).

*Facilities Committee*

* Recommendations from ASBCC that students want to fund; such as plants for the building.
* First Dance on Saturday, May 1st, 6:00 pm – 11:00 pm.
* The committee also decided to come up with guidelines to assist the Art Council.
* Following up on APUs related to facilities.
* Started polishing the interior walls in the elevators to help remove graffiti.

-End of Minutes-

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