****

Berkeley City College

**COLLEGE ROUNDTABLE FOR PLANNING AND BUDGETING**

Monday, April 27, 2015

**MEETING MINUTES**

*Chair: Dr. Debbie Budd*

**Attendees:** Katherine Bergman, Joseph Bielanski, Jr., Ramona Butler, Nancy Cayton, May Chen, Paula Coil, Carlos Cortez, Windy Franklin, Roberto Gonzalez, Brenda Johnson, Katie Koelle, Jenny Lowood, Linda McAllister, Catherine Nichols, Cynthia Reese, Shirley Slaughter, Cleavon Smith, Tram Vo-Kumamoto, Hermia Yam, Lisa Gwyn-Laigo, Malique Banks, Bonnie Cherry, Noelle Atkins, Aman Williams

**Agenda Review & Review of Minutes**

Dr. Budd opened the meeting by introducing Ms. Lisa Gwyn-Laigo, the new Staff Assistant to Vice President of Instruction, Ms. Tram Vo-Kumamoto. Ms. Gwyn-Laigo provided a brief history of her background to Roundtable attendees.

Dr. Budd noted that the administrative team led by Dr. Carlos Cortez and Ms. Shirley Slaughter, helped with a fantastic Classified Appreciation week and the administrative team will also help with the faculty appreciation week. The official day for Classified Appreciation was April 22nd and the official day for Teacher Appreciation is May 5th.

The agenda was reviewed by Dr. Budd who requested attendees to review the minutes for approval at the end of today’s meeting.

**Reports from Committees**

* *Facilities Committee Prioritizations and Discussion*

Dr. Carlos Cortez reported that the purpose of the prioritization exercise was not to determine how space in the new building was to be used but instead to think about the college’s need as an institution and, as we acquire additional space, how we can prioritize in that limited additional space, institutional needs. At the beginning of the semester, the process began with the review of the APUs, community feedback, and flex day data. As much as possible they attempted to look at general priorities and as much as possible tried to avoid specific departmental or program facilities requests; looking at broader institutional needs. A site visit was also held in March. In April, a list of 12 institutional priorities was developed based on individuals who participated in those conversations. He stressed that many in the room were not in those meetings and many perspectives were not involved which is why they attempted to be general in regards to the priorities.

He referenced the handout, “BCC Facilities Committee’s 12 Top Priorities for Campus Expansion” noting that the first four priorities were in bold font as the committee decided that 12 priorities may be aggressive with only 20% additional physical space. Also noted was that the four top priorities were not in any specific order; nor are the remaining eight items on the list.

The Department Chairs and Student Services Council were forwarded a copy to include them in the thought process and Dr. Cortez encourages them to provide feedback. The document is a recommendation from Facilities to Roundtable.

Dr. Budd added that this was the first exercise done with the Facilities Committee and important to remember as discussed at the last meeting is that we will create a User Group once the purchase of the building is finalized. The Board will decide on the purchase this Tuesday, April 28th. Should the Board approve ideally would close escrow in May. The planning process will take at least six to eight months before going to the DSA. She stated that by no means is this set in stone nor would we agree today or even this term on the priorities. Once it is approved dates will be identified with a User Group. Her recommendation is that it be forwarded for discussion with the User Groups.

Ms. Jenny Lowood stated that the Department Chairs gave feedback to Dr. Cortez who was very receptive. The feedback was that items 1 and 4 should involve the Department Chairs in the planning. She also added that it would be nice to have the word “flexible” to large smart classrooms. She also stated that the need for a computer lab that could be used for a testing center. As #10 shows a proctor test center, her opinion is that it should be moved up to the bolded category.

Ms. Bonnie Cherry expressed her discouragement and disappointment that child care is not anywhere on the priority list of top 12 priorities. She acknowledged the “Single Parents” reference in #9 and stated that after all single parents have been asked to do for this expansion she feels their work wasn’t heard as child care did not make it on the list.

Dr. Cortez responded that this is just a tentative list and it does not mean that it can’t be added at this time for inclusion in future planning efforts.

There was additional discussion on future processes, timelines, and user group/student involvement.

* *Ed Committee*
  + Will report as part of the topics noted under “Strategic Plan.”
* *Tech Committee*
  + Nothing to report
* *Academic Senate*
  + Endorsed the Master Ed Plan at their last meeting.
  + Running elections for Senators concurrent with Department Chairs.
* *Classified Senate*
  + Classified Senate is moving forward with the election process that will occur in May.
  + Should know who the next set of Senate officers are by the end of May.
  + Adopted to create two-year terms.
* *ASBCC*Mr. Malique Banks reported on the 2015-2016 ASBCC elections.
  + There will be a run-off election between Lorenzo Lewis and Brianna Rogers for President.
  + Debates will be held on Tuesday, April 28th
  + Elections will be held on Wednesday, April 29th
  + Ballots will be counted on Thursday, April 30th

**Strategic Plan**Mr. Cleavon Smith was thanked for setting up the Google Docs. Attendees were notified that they would be receiving a link by the end of today’s meeting which Dr. Budd asked Ms. Cynthia Reese to send out. She also requested attendees go into the document to make comments in order that the feedback can be shared. May 4th was given as the desired deadline for submitting comments.

The Strategic Plan sets the overarching goals for the district and then the college annually sets goals and outcomes and annual measure those with accomplishes. It also ties into the Ed Master Plan.

* *Ed Master Plan*Ms. Vo-Kumamoto referenced the April 27th memo on the goal-setting for 15-16 in regards to Successful Course Completion, which is part of the Ed Master Plan goal as well as our Institutional Effectiveness Partnership Initiative goal for the state. She pointed out the trend over the last five years and noted that the Ed Committee along with the Chairs supports 64.5% as a goal set for next year. Looking at the Ed Master Plan goal, we are trying to get to 70% by 2024. By increasing incrementally every year, Ms. Vo-Kumamoto states that the hope is to achieve the goal by 2024.  
    
  She went over the remainder of the memo highlighting activities identified by the committee to help move the need on mathematics success rate.
* *Institutional Effectiveness Partnership Initiative (IEPI)*
  + *Visit*
  + *Plan*
  + *Implementation*
  + *Timeline*
  + *Goal setting and presentation*

Dr. Chen reviewed the most recent document received from the IEPI visiting team. There are four areas of focus outlined in the documentation.

* + Enrollment Management & Fiscal Sustainability
  + Equity and Course Success Rates
  + Equity and Student Learning
  + Professional Development

IEPI Team Leads were noted for each of the above areas.

In the IEPI team’s conversations with Dr. Budd and Dr. Chen, two areas within the framework emerged:

* 1. Enrollment Management & Fiscal Sustainability
  2. Equity and Course Success Rates

For these two areas the team summarized the following details in the document:

* + - Context as described
    - Approach
    - Deliverables
    - Deadline

The visiting team will come on Monday, May 4, 2015. Dr. Chen reviewed the draft schedule with Roundtable Committee attendees.  
  
Dr. Budd will work with the Admin team on participation. Also discussed was faculty/student and classified staff participation.

* *Equity Plan*

Ms. Brenda Johnson reported that an Equity Plan meeting was held last Wednesday. They are looking specifically at benchmarks, objectives and goal obtainment. There were several accomplishments reported including:

* + In the process of hiring an Institutional Researcher
  + Completed the Education Master Plan
  + SSSP is fully implemented
  + BCC Scholars Program
  + FELI training will occur in June and there are a couple of spots remaining.

(Enrollment is available now for any of the remaining session from now through the end of 2016.)

* + Established Financial Aid FAFSA workshops
  + Several town-hall meetings

Ms. Johnson stated that they continue to look at other gaps including age and disability.

Dr. Carlos Cortez reported on a community meeting this past month which included the ribbon cutting for the Dreamers Resource Center. Mr. Gabriel Martinez was recognized for going above and beyond in helping to lead these efforts on campus. Dr. Cortez added that the community meeting involved partners from the mayor’s office, K-12s, Adult schools, four year institutions. Discussed was how they are working to support these student populations. The Dreamers Resource Center received a grant for $10,000 from the Dalia Lama Foundation to help support the launch of the resource center and will provide scholarships for students who can’t pay because they are not documented. Mr. Mostafa Ghous was noted as being instrumental in the effort.

Dr. Cortez also discussed some of the challenges with student recruitment for the summer bridge program. It will be from 9-5 and most students work more hours during summer months. On a positive note is that students who would be eligible for the summer bridge program are actually enrolling much sooner in our existing learning communities like PERSIST and First Year Experience.

Dr. Budd announced a computer give-a-way last week through CalWorks where 42 students received laptops with bags.

In response to Ms. Noelle Atkin’s question regarding ASBCC assisting in the summer bridge program, Dr. Cortez mentioned an ambassador mentorship and model that is supposed to be built into the program. They are waiting on the details to be finalized.

There was additional discussion on addressing some of the challenges with the summer bridge program recruitment and maintaining some type of bridge for students transitioning from high school to college and those in their first year.

**Classified Position Prioritization**

Dr. Budd thanked Mr. Roberto Gonzalez, Mr. Antonio Barriero and Ms. Tram Vo-Kumamoto for their work on the Classified prioritization.

Ms. Vo-Kumamoto reviewed presentation highlights on what worked well and what needed improvement during the prioritization process. She noted that not included was feedback from Classified Senate which was received this morning.

From the presentation the following areas were summarized.

Step 1: Gather requests from APU

* + *Classified Senate felt this step of the process was fluid and similar concerns with regards to specified positions and consideration beyond the APUs and program review.*
  + *Some of the issues were due to the time constraint.*

Step 2: Positions priority

* + *Will have to add into the process some way of addressing need and not particular titles of positions.*

Step 3: Narrative Template

Step 4: Final Ranking

The last slide reviewed was in regards to allocations. Additional comments were expressed to include that situations may change and the 50/50 divide may not be feasible in a given year. Ms. Lowood added that in the future, there may be a time where it would be 75/25. The idea of 50/50 on the instruction side and on the support side is a good start, as expressed by Ms. Shirley Slaughter. As things change then the process can be reviewed.

Dr. Budd stated that we do not know the positions yet that we will be receiving and are hoping to find that out by the end of April and at the very least, the beginning of May. She would like to put this topic back on the agenda for the next Roundtable meeting.

**2015-16 Budget Development**

* *Budget Workshop April, 29th, 12:20-1:20 p.m.*

Ms. Slaughter stated that they on are currently working on developing the budget (this includes the VPs and herself) based upon last year’s expenditures and also taking a look at any new funding that comes in. For the workshop on Wednesday, it will be about understanding the Budget Allocation Model. Ms. Susan Rinne, Interim Vice Chancellor of Finance and Administration will be here and the workshop will be held in the auditorium.

Dr. Budd is hoping we will have time during the workshop to share some of our discretionary budgets. The district office and the college presidents were asked to help share the discretionary dollars. As per the Budget Allocation Model, we are supposed to do a 3-year rolling average of FTES. If that were to happen, our three year rolling average would go from what was about 20% last year to 21.5%; but we were only funding at 18.5%. If you look at that, our district-wide budget at $120M; if we were to get 20% of $100M, we should get about $20-$21M. If we were to get 18% that is a $3M swing. We will develop our base budget and highlight the needs whether it is additional equipment as in computers, or additional supplies or tutoring/assistance. Once we find that funding, then we can do that. It is a two-step process. That should be fine-tuned by our next meeting but we won’t officially know until the preliminary budget gets adopted by the budget in June.

**Graduation - May 21, 2015, 7:00 p.m.**The list for honor students has not been given to the bookstore. Students have been going up but would like to have everything in one package. They are still working on petitions and the deadline is being extended so that is the reason that the list has not been submitted. Dr. Budd suggested putting what is currently available there, so that we can have the ones that are complete. If they are not on that list, we can then say come and see us and we will help. Ms. Hermia Yam agreed that this could be done. Mr. Rich Berberian will work with Ms. Yam on this.

**Approve Minutes**

Ms. Jenny Lowood moved to adopt the April 13th Roundtable Minutes.

Second by Dr. May Chen

All in favor

Opposed: None

Abstentions: None

**Other**

Dr. Chen acknowledge the two very successful student success days which occurred the last two Fridays.

-End of Minutes -

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