****

Berkeley City College

**COLLEGE ROUNDTABLE FOR PLANNING AND BUDGET**

***MINUTES***

Monday, September 15, 2014

*Chair: Dr. Debbie Budd, President*

**Attendees:** Fabian Banga, Katherine Bergman, Joseph Bielanski, Jr., May Chen, Carlos Cortez, Roberto Gonzalez, Brenda Johnson, Jenny Lowood, Danny McCarty, Siraj Omar, Shirley Slaughter, Cleavon Smith, Tram Vo-Kumamoto, Gabe Winer, Malique Banks, Lydia Bouzida, Carolyn Martin, Thomas Torres-Gil, Scott Hoshida, Cynthia Reese

**Agenda Review**

Dr. Budd opened the meeting and thanked everyone for attending. She noted that during the year, a couple of the College Roundtable for Planning and Budget (Roundtable) meetings are action-packed as we look at:

* Institutional goals at Berkeley City College
* What’s been identified at the district level
* Reviewing what we did the previous year
* Highlights to see where we can move forward

Introductions were made for the benefit of new members to Roundtable.

Dr. Budd reviewed the Roundtable charge. The meeting was well-represented in regards to administrators and student government. Classified Senate President Roberto Gonzalez was asked about three classified staff representatives. An additional classified representative is expected to attend. Academic Senate President Cleavon Smith indicated faculty representation had not been decided as they have not met yet. Faculty was, however, fully represented. Dr. Budd discussed the importance of attendance at these meetings; to assist Roundtable function. She stated that for Classified staff, this was one of the challenges that we had in the past as we would have meetings but information was not brought back and shared.

Mr. Gonzalez and Mr. Smith were requested to help identify two designated members for Roundtable and provide the information to Cynthia Reese. Mr. Thomas Torres-Gil was suggested as an option for classified representation.

Bookstore manager Ms. Lydia Bouzida was welcomed to the meeting and thanked for being an active participant in college-wide meetings.

**Agenda Review**

The Accomplishments and Measurable Outcomes from 2013-2014 were reviewed to assist with the goal-setting exercise. The remainder of the agenda was reviewed by Dr. Budd.

Dr. Budd noted that the revalidation of our Mission, Vision and Values will be submitted to the Board on October 7th instead of September 23rd, as noted on the agenda.

March 9-12, 2015 will be our visit for the accreditation self-evaluation. Everyone will participate in this, not only in March, but prior to the visit. A big piece of the self-evaluation is the work we do in Roundtable. The agenda was opened for additional items. There were no additional topics to add.

One of today’s activities will involve setting our goals and objectives for 2014-2015; in line with the district goals. Last year we had five goals. One was to advance student access, equity, and success and ensure the enrollment targets by having a variety of opportunities for students. Berkeley City College reached resident FTES targets and actually exceeded that with 3840 resident FTES. Our goals for next year should be 3900 or higher. Dr. Budd indicated that it’s a three-year rolling average and right now the district has our target a bit lower but fortunately for us we are growing, and have grown, very efficiently. She thanked BCC staff and the international office highlighting that we served over 456 nonresident students. She also acknowledged the great work of Mr. Torres-Gil, noting that we were able to look at all of the units international students were taking and identify untapped funds.

When we look at access and placement it’s important to note:

* How many students we are serving
* How we are enabling students to get into classes
* How we are serving our students and our different populations
* How students are transferring and,
* How we are able to help students in school with proper finances.

When we look at engaging our community partners, a year and a half ago we set a standard for accreditation and we set a standard of 63% course completion; we did achieve and complete that. She indicated that 70% can be one of our audacious goals that we set. We actually were higher in our overall classes and a bit lower, at 64%, with our CTE. She mentioned that this would be something that we may want to target as increasing.

Dr. Budd stated that a huge piece in developing our equity plan is the diversity that we have. It is a pretty equal mix of Asians, White, African American and Latino students. When looking at that, and looking at the data from last year, Asian and White students both had successful course completion at about 70%. When you look at our Latino students it was about 60% course completion success rate, and our African-American students was about 50%. She indicated that we should be looking at what we can do to help increase that success and noted that it is a lot of what we’re looking at doing with our Peralta Accountability for Student Success (PASS) funding.

Dr. Budd thanked our office of Special Programs for being instrumental in helping us achieve our grant for Career Pathways Trust in the amount of $15 million. A lot of that is working with the high schools and helping students be successful in transferring in and, our ultimate goal will be to increase the completion rate for all students. She stated that when looking at strengthening student support, we should be incredibly proud of the work our faculty has done with Associate Degrees for Transfers (ADTs.) With Spanish added in September, 2014, we now have 13 ADTs to help students (once they complete those units) get automatic acceptance into a CSU in that area. We continue to increase our transfers into the UC’s.

Dr. Budd acknowledged the great work happening with our Student Learning Outcomes and Assessments; how we continue to make improvements, as well as the work we are doing with our accreditation. Along with this, is our continuous, sustainable quality improvement, and fiscal stability; ensuring all of the funding needed for international and out-of-state students, as well as our Budget Allocation Model and ensuring everyone understands the financial piece. Many who participated last year with our PASS funding saw all of the different funding sources, whether it was from special programs, from our parcel tax funding, equity plan funding, SSSP, or general funds. All of these measurable outcomes would not have been possible without the great work of faculty, staff, the administrative team and students.

Dr. Budd turned the meeting over to Katherine Bergman. Ms. Bergman shared with everyone that at the administrative retreat another college picked up our 2013-2014 institutional goals and accomplishments and pointed out that we were the only college that had numbers attached to our outcomes and how we were setting the example.

Ms. Tram Vo-Kumamoto provided instructions for the conversation map exercise. Each table had one of the following phases:

* Connection
* Entry and Transition-in
* Progress
* Transition-out and Completion

A form was provided to be completed and forwarded back to Ms. Bergman to synthesize, for guiding future work. The hope is for attendees to gather information and submit it by the end of this month. It was indicated that there are equity conversations underway that this information will help to inform, as well as the Educational Master Plan conversation.

Ms. Bergman reviewed the template that will be sent to everyone electronically to fill in. They are requesting that in individual shared governance groups attendees should have everyone walk through the goals and make sure everyone feels okay about those. It is important to make sure that the goals align with what the district is asking and what we are doing here at BCC.

Ms. Bergman reviewed the conversation mapping process for those who had not heard how it emerged. She noted for the exercise that each piece of paper on the tables had two prompts. She requested that the prompts be responded to and, as attendees move around the table they should respond to each other’s responses. Attendees will spend about 10 minutes on each prompt.

Attendees broke into groups and participated in the conversation mapping exercise. At the end the “Completion” group provided an overview of their results.

The meeting was turned over to Dr. Budd who noted that a couple of things from the exercise lead into the conversation of the shared governance flowchart. She also stated that everything is driven by our Mission, Vision, and Values, as well as the Strategic Plan and Educational Master Plan. Work from the Education Master Plan retreat was posted and Dr. Budd hopes that the realization is that it is not a variety of different activities happening but instead, all are common activities focusing on how we are helping students with completion and how we set our goals to help close the achievement gap and ensure access equity and success in everything we do.

**Shared Governance Flowchart**

Dr. Budd stated that we have a new flowchart that helps to spell out our constituency governance committees as well as our implementation committees.

In alignment with the work that was done on equity Ms. Brenda Johnson provided information on the next equity review committee meeting. That meeting will be held on Wednesday, September 17th from 9:00 a.m. to 12:00 p.m. in Room 451. The meetings are essentially every other week until the plan is forwarded to the Board for approval, which will be in late November.

**Educational Master Plan**

Ms. Vo-Kumamoto reported that instead of adding on another meeting, as the equity conversation is critical to their work, she is taking the work from the equity retreat to existing committees and is hoping to get to the student group sometime this month. She sent out a save the date for October 3rd for the next conversation from 9:00 a.m. to 12:00 p.m., which is the first Friday of the month. She will send out a feedback survey two weeks ahead of time so they can gather information from those who cannot make the meeting, and time can be spent at the meeting synthesizing information gathered; identifying Educational Master Plan goals that all of this will feed into.

**Planning and Decision-Making Flowchart-September 9, 2014**

A lot of time was spent last spring amending the shared governance manual and developing a flowchart that clearly noted the different committee structures.

Ms. Lowood reported that she has been working on Standard 1B for the accreditation report and how this flow is really important to the writing of Standard 1B, in particular paying attention to what ACCJC is requesting. She suggested taking the program review, college-wide plans, educational master plan and program review, and put them one above the other instead of side-by-side; and call that Planning and Assessment documents so that there is planning and assessment documents leading into constituency and implementation committees. The other thing is to have the box on the far left for the Mission, Vision, Values and Goals which should be driving everything. Dr. Budd noted that the diagram would be updated and distributed. Everyone agreed with the changes. Dr. Joseph Bielanski suggested that if it is posted; to post the updated version on the same page where the current one is posted in case the previous version has been used for evidence.

**Accreditation Highlights**

Dr. May Chen reported on accreditation and Student Success and Support Program (SSSP) budget. Referencing accreditation, she noted that they can actually see the end of the tunnel and, this coming Thursday they will have another accreditation steering committee meeting. Ms. Lowood added that it is all coming together and emphasized that what we are going to have is a complete draft. It will not be the final document. The purpose of having the draft this early is so that it can be sent to everyone around the college campus for input. She is certain additional information will be added and changes will be made.

Dr. Chen then addressed SSSP referencing two handouts: 1) Funding and guidelines and 2) Plan as of September 12. The state has clearly defined what we need to do, how we need to do it, and when to accomplish it. At this point the core services the colleges need to offer are orientation, assessment, counseling and advising, and other educational plan services. As of today, we will be getting around $400,000 to $800,000. This is very good news. There is, however, a 2 to 1 match.

Dr. Chen continued outlining what would need to be reported in the budget plan. She summarized the handouts and the state requirements. Between now and mid-October she will communicate with many groups to collect input on meeting the match and how to accomplish this.

Dr. Budd thanked Dr. Chen for being on top of this and clarifying the funding available. She noted that this goes hand-in-hand with the planning just talked about in the meeting. What was talked about for equity planning, basic skills and student success and completion all fits right within the Educational Master Plan.

Mr. Roberto Gonzales stated that one of the issues that have come up related to the budget in student success is that we seem to have a repeat theme at the beginning of the year that often hinders our ability to sometimes just do our jobs. He is wondering if we can talk in the future about how we can work better with the district to ensure budgets are being loaded in a timely manner. We seem to have a systemic problem at the beginning of the fiscal year. Many agreed with this issue.

Ms. Bergman expressed that the Peralta CTE committee voted to send a letter to the district Ed committee that the failure to load budgets in a timely way was impacting our ability to be compliant under grants, as well as serve students. Dr. Budd added that fiscal stability could be part of our goals.

The final approval for the shared governance manual is anticipated for September 29th. Department chairs are submitting changes but 90% remains the same. The phrase recommended for change will be highlighted.

Dr. Budd indicated that there has been a lot of fine tuning on the shared governance manual and the goal will be to send the updated manual for final approval to Roundtable. Additional discussion was held on the department chair charge. Ms. Lowood noted the recommended changes and will take them back to the department chair’s council.

**Professional Development**

Ms. Gabe Winer reported that there are no applications for sabbaticals yet and if anyone would like to apply they should do so. In regards to the Teaching and Learning Center activities flyers have been sent out. Peer observation pool has started up, Fig and Apple applications are due October 13th.

-End of Minutes -

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