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Berkeley City College

**COLLEGE ROUNDTABLE FOR PLANNING AND BUDGET**

***MINUTES***

Monday, September 29, 2014

*Chair: Dr. Debbie Budd, President*

**Attendees:** Antonio Barreiro, Joseph Bielanski, Ramona Butler, Nancy Cayton, May Chen, Carlos Cortez, Mostafa Ghous, Roberto Gonzalez, Scott Hoshida, Brenda Johnson, Katie Koelle, Jenny Lowood, Carolyn j Martin, Danny McCarty (ASBCC), Siraj Omar, Shirley Slaughter, Cleavon Smith, Tram Vo-Kumamoto, Gabe Winer, Hermia Yam

**Agenda Review**

Dr. Budd opened the meeting by thanking the administrative team and Ms. Cynthia Reese for meeting preparations and the work that has been happening over the last couple of weeks. A lot of plans are being developed that tie into our Educational Master Plan and ensuring that we meet our goals, mission, values, and vision. The college-wide Town Hall was very well attended by students, many administrators, and a good, select group of faculty. She is hoping that as the year goes on more people will note this monthly meeting on their calendars and plan to attend. The next Town Hall will be held on Wednesday, October 22nd. At that Town Hall, we will be talking about the Equity Plan and looking at how we can put into action plans to close the achievement gap.

Dr. Budd reviewed the agenda and opened it up for additional topics. No additional topics were added. It was reported that the minutes from the September 15th Roundtable meeting will be posted after this meeting and all minutes from Leadership Council and Roundtable meetings in 2013-2014 are also being prepared for posting to the college’s website.

**Institutional Planning and Strategic Goals**

The college Mission, Vision, and Values was reviewed last spring and re-approved with minor changes. This item will be on the next board meeting agenda on October 7th, for adoption by the Board.

Dr. Budd noted that everything we do is in line with the Mission, Vision and Value statements, our strategic plan, and with transforming our students’ lives.

A video was created highlighting several of our students and shown at the Town Hall. It will also be shown at the 40th anniversary celebration. Dr. Hannah Chauvet was thanked for her incredible work on the video. Student participants were also thanked for sharing their stories on how Berkeley City College has helped transform their lives. Dr. Budd stated that these transformations were achieved by

ensuring we provided exemplary programs and services to meet our students’ needs, by ensuring that we are fiscally stable and meeting our student enrollment and faculty assignment targets. Those two things are in our annual goals.

In 2013-2014 we wanted to ensure we had our enrollment targets and that we met our fiscal stability and, that we insured that our students were successful. Our goal was also very clear on increasing degree and transfer programs as well as going into career and college preparation.

Previously, Berkeley City College had 12 Associate Degrees for Transfer and our 13th was just approved by the State; that ADT is Spanish. There are now two ASTs and 11 AATs.

Dr. Budd noted that as we talk about the work we did last year she is hoping to identify upcoming goals for 2014-2015. The goals from last year helped to set targets of what to achieve and helped to measure the work we did to help transfer students’ lives. In addition to setting big audacious goals from now through the next 10 years Dr. Budd wondered if we should adopt some of the same goals set last year, with a few adjustments.

One of the previous goals was briefly discussed, which Dr. Budd suggested coming back to after sharing some audacious goals. As far as the fiscal stability, a part of the overarching goals will come up with activities and measurable outcomes. One of the measurable outcomes that we will be striving for is to ensure that we reach almost 4000 resident student enrollment and almost 4500 total student enrollment next year. Our goal will be to have about 100 additional non-resident students attend Berkeley City College from last year. That will help ensure the district reaches its target as well as ensuring that we reach our FTES and FTEF targets. This means that if we reach those targets, as far as increased student enrollment for resident FTES and nonresident, that comes up to $1.6 million additional funds coming to the district.

Dr. May Chen summarized the handout “BCC Successful Course Completion Rate” which covered a six-year period, 2008 through 2013.

The real piece stated is ensuring students come to Berkeley City College; that they are enrolled as full-time students or as close to that as possible, and ensuring that they complete at least 20 transferable units after that first year.

As we look forward to our Vision 2024 with the goal of eliminating the achievement gap and advancing student access, equity, and success we may fine-tune it but, from the data we see we have about 3000 new students a year. Dr. Budd shared her vision of:

* ensuring that all of those 3000 students would be able to have 20 transferable units or a stackable certificate by the end of the first year
* making sure that they would come in and be in a program of study by that second semester
* ensuring that every student would be in at least one outside classroom activity that helps them be engaged.

As a big audacious goal, as we measure it over six years, perhaps the first year we will find that 60% have 20 or more units and maybe the next year 70%. The other piece is ensuring that all students get to the 70% course completion as part of our closing the achievement gap.

Dr. Budd’s goal is to ensure that everyone realizes that when we talk about the equity plan, SSSP, program reviews, the self-evaluation, or the educational master plan, it’s all about:

* how we plan to serve our students
* how we plan to transform lives
* how we plan to eliminate the achievement gap.

The Educational Master Plan is every 10 years; accreditation self-study is every six years, program reviews every three years and annually, APUs and actions along with annual goals. It is felt that we don’t have to have different goals every year but we should at least make sure to measure them annually.

It is Dr. Budd’s hope that everyone has the Educational Master Plan meeting noted on their calendars for Friday, October 3, 9:00 AM to 12 noon. The year was kicked off on August 11th and 12th with the first stages of looking at educational master planning and that will flow into this meeting. Ms. Tram Vo-Kumamoto will be sending out a reminder later today with a portion of today’s presentation, to receive feedback from those who cannot attend.

A quick review of the Budget topic bullets was performed by Dr. Budd. Ms. Brenda Johnson asked if the district has determined how much each of the colleges will receive in regards to Equity funding. This has not been stated for sure but they are estimating about $250,000 as part of the Budget Allocation Model.

Ms. Tram Vo-Kumamoto reviewed information received from some of the shared governance groups over the past couple of weeks which was added to some of the work we did for our activities, to meet our goals for the next year. She indicated that there are still committees who need to meet and report back. The list was not inclusive but included feedback from the PIE committee, Department Chairs and Ed Committee. Additional information will be added and synthesized when received.

Dr. Budd indicated that the activities all fit in with our overarching goals. She revisited the suggestion of keeping the goals developed in 2013-2014, and coming up with new activities. Mr. Roberto Gonzalez indicated while Classified provided feedback generally in alignment with the goals, they mostly focused on activities and less on redefining or defining new goals. He shared Classified Senates first revision with attendees; providing a summary of some of the highlights.

Mr. Cleavon Smith and Mr. Danny McCarty will be presenting the goals and activities to Academic Senate and the ASBCC, respectively.

Ms. Lowood requested clarity on a previously suggested change. Dr. Budd indicated that she feels it can go under goal number two. This states:

*“Increase certificate/degree completion and transfers to four-year colleges or universities by inspiring and supporting students.”* It was suggested to add**: …*and maintaining high-quality educational programs****.*

Upon adding this, Dr. Budd recommended adopting these goals for developing activities for the upcoming year, with the overarching goal of meeting our audacious goal of closing the achievement gap, for everyone; with course completion at 70% or higher, and at least 20 transferable units after the first year.

A motion was made to accept the goals.

Ms. Jenny Lowood motioned to accept with the stated changes. Ms. Brenda Johnson seconded the motion. The motion was changed to include, “Pending approval of the Senate.”

Motion carried: All in Favor: Opposed: None. Abstentions: None

**Equity Plan – Eliminating the Achievement Gap**

Ms. Brenda Johnson was recognized for the great work she is doing with the Equity Plan. Ms. Johnson thanked everyone who has participated to date on the Equity Plan update. She indicated that last Friday she attended an Academic Senate regional workshop. It was reported that we are pretty far ahead of other colleges in developing a plan. At previous meetings Ms. Johnson passed out the template that the State Chancellor’s office has issued which outlines the indicators and also crosswalk questions in order to respond to the indicators. She has learned that the template will change. For now, they are continuing with the original template that was distributed and expect to receive a revised template by the end of the year, which will include new portions of the law.

A three-year plan is being developed. In addition to this they are to work with other categorical programs including SSSP, EOPS, CARE, CalWorks, and Basic Skills Initiative in developing our Equity plan. She mentioned the use of a drop box for accessing and updating information. She will be working with Dr. Carlos Cortez, and possibly another individual to be determined, to lend assistance with the indicator groups as they go through their work. Wednesday’s meeting will be a working session.

Mr. Smith reported that each year the Academic Senate has an institute and this year the institutes focus will be on equity.

Data and measures focused on based upon state guidelines were briefly summarized by Dr. Chen. Two groups, African-Americans and Pacific islanders, were identified as the first priority groups but, focus will also be on other groups such as Latino and multiple ethnicity groups.

Dr. Budd indicated that other colleges do have programs in place and she thinks that we should be looking at that, as well as the budget piece, and identify funds for pilot programs.

**Budget**

* + *SSSP funding $800,000 to the college (SSSP funds/Equity funds handout )*
  + *Equity funding $1,372,828 to the district*
  + *BSI funding $90,000 to the college*
  + *How do we leverage these different funding sources to do the work to come?*
  + *Are other funds that we need to include in this conversation?*
  + *What other needs have been identified through our planning process that still need funding?*

As this topic is discussed Dr. Budd hopes we keep in mind the last three bullets above.

The Student Success and Support Program (SSSP) plan was reviewed by Dr. May Chen. The draft copy distributed is expected to be updated as early as this afternoon. The state has provided a very descript template to answer each and every question. Also referenced was the draft BCC SSSP Program and Budget Plan dated September 29, 2014. Funding for the Student Success and Support Program is targeted to fully implement core services:

* Orientation
* Assessment
* Counseling, advising, student education plans (SEP), and follow up of at risk students.

The draft’s highlights and updates were also summarized by Dr. Chen. It was stressed by Dr. Budd that document is in draft form. A clarification was made to the draft at the very top of page 5 indicating that the institutional match dollars required is $1.7M, and not the $17M reflected. Also highlighted was that this is due to the state on Friday, October 17th.

**Shared Governance Manual**

The next Roundtable meeting is scheduled for Monday, October 13th. The draft of the Shared Governance Manual will be sent prior to that meeting for review and approval of updates at the meeting.

**Accreditation Update**

The deadline for writers to provide information is tomorrow, Tuesday, September 30th. Look for the draft soon. It is due to the district on November 5th. Everyone was requested to look at it as this will be the opportunity to have input into the college’s report.

Dr. Budd concluded that there is still quite a bit of work to do but the report is coming together.

**Other**

Mr. Danny McCarty, ASBCC President, inquired about the Student Center Use Fee noted on the “Additional Sources of Funding” handout. He indicated that it is his understanding that it is ASBCC’s responsibility in determining how those funds would be spent.

It was clarified for him that this information was pulled together for a board meeting to help share what the general fund is, and also what other sources of funding are available.

Ms. Shirley Slaughter clarified that the Student Center Use Fee is a part of the general fund and budget. For that reason it is a part of the report and, in terms of the use of the funds that use is to be identified by the Associate Students.

-End of Minutes -

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