

Berkeley City College

**COLLEGE ROUNDTABLE FOR PLANNING AND BUDGETING**

Monday, November 30, 2015

**MEETING MINUTES**

*Chair: Dr. Debbie Budd*

**Attendees:**  Debbie Budd, Diana Bajrami, Joseph J. Bielanski, Jr., Nancy Cayton, May Chen, Paula Coil, Dave Ivan Cruz, Brenda Johnson, Jenny Lowood, Cynthia Reese, Brianna Rogers, Theresa Rowland, Shirley Slaughter, Cleavon Smith, Tram Vo-Kumamoto, Hermia Yam, Rich Berberian, Natalia Fedorova

**Agenda Review**

Dr. May Chen opened the meeting for Dr. Budd who is arriving soon from the Chancellor’s Cabinet meeting held at the district. The agenda was opened for additional topics.

Ms. Ramona Butler mentioned that Care/CalWorks is currently accepting gifts for our student’s children. There is a Christmas tree downstairs in the mailroom where an ornament can be taken for a child. She is requesting that gifts be received by December 3rd.

Also mentioned is that there is a food drive and donations can be placed in the donation bin in front of the ambassadors’ station.

Mr. Dave Ivan Cruz noted that Ms. Nicole Rodgers should be removed from the committee template noted on the left side of the agenda. Ms. Cynthia Reese explained that this information has been updated but the incorrect template was used while she was out on vacation. Today’s agenda will be updated with the correct information and resent for posting on the website.

**Review and Discussion of Equity Plan**

*Draft of Plan*

Dr. Chen reported that last Wednesday, they were able to combine information into one document. Ms. Lenahan is currently reformatted the document. Dr. Loretta Kane will be the editor for the document. A first review has been completed. Some comments were received after information had been sent and have not been incorporated into the document. The committees were recognized by Dr. Chen for their hard work along with Dr. Kane.

*Executive Summary*

The Executive Summary was noted as being important and as a document that will be posted on the Chancellor’s website. The Executive Summary was reviewed for attendees to become familiar with what has been included, and what was requested by the State. The Executive Summary includes:

* Introduction
* Target Groups – Linked with equity indicators
* Goals and Activities
* Student Equity Funding and Other Resources

Ms. Johnson recognized and pointed out that the document being referenced was different from the handout. The November 25th version was distributed with the agenda prior to the Thanksgiving Holidays. The November 30th (and latest version being referenced by Dr. Chen) has not been distributed.

There was a discussion of identifying the gap for English and it being missing from the activities. Dr. Chen took note of this for review and updating.

The 80% index measure provided by federal guidelines means the college will select a college-wide benchmark and all of the subgroups or groups will compare with their benchmark. As an example, Dr. Chen provided the following: For our core success rate, if the college-wide benchmark is 63.35% and if African American students core success rate is 50%, the 80% index means we divide the 50% by the college-wide benchmark of 63.35%. If the percentage comes in lower than 80%, we would then identify them as a target group. These numbers were used as an example, only.

Dr. Budd also referenced Equity Indicator: Course Completion, Goal #1, noting that it is a little confusing because our Educational Master Plan goal which is to 2025 is 70%. She stated that it is important that we call out what the benchmark is but somehow we may want to put in that same language, “with achieving the Ed Master Plan goal of 70% by 2025” so that it is on everyone’s radar.

The remaining Executive Summary handout was reviewed with the group by Dr. Chen.

This is due to the on December 18th and a draft needs to go to the Board next week.

Wednesday is our Equity Committee meeting, 9:30 – 11:30 am. Everyone was encouraged to attend and read the plan that was included in the Equity meeting announcement dated November 29th, to enable productive discussions at the meeting.

Dr. Budd noted that additional meetings being held this week are our Ed Committee and Academic Senate, so all of those comments can come forward to Roundtable next week.

Announced was that Dr. Budd sent an email to everyone sharing that, although it still needs to be ratified next week, San Jose-Evergreen Community College District has recommended to hire Dr. Budd as their next Chancellor. Also announced was Theresa Rowland’s last day which is, Friday, December 3rd. She will become the Associate Vice Chancellor in the San Francisco Community College District.

Ms. Rowland was thanked for her great work with the Math Equity Town Hall along with Ms. Brianna Rogers, BSU and the Latin-American Club.

Stated as “as little bit related to the equity plan” Ms. Rowland asked Dr. Budd if she could share the plan regarding the budget. Dr. Budd noted that the good news is that Mr. Cleavon Smith is on the task force for the Budget Allocation Model (BAM) being reviewed and, Vice Chancellor Ron Little is actually looking at budget allocations. Mr. Smith added that it may be a good exercise for us, at our next meeting, to look at a crosswalk where we look at SSSP, Equity and also have a document stating the purpose of particular funds to educate this body.

There was additional discussion on the Budget Allocation Model and college allocations. It was asked if the task force is working on changing the BAM or implementing the BAM. The response was that it could be two-fold and there could be some adjustments of the BAM looking at CTE funding. It was also stated that the piece being highlighted is what is not showing, which are things that other colleges in district do not have to pay i.e., parking and Securitas. Also noted is that BCC also pays 21.5% of district-wide expenses which includes the sheriff and Securitas that the other colleges have on weekends, yet we pay for our Securitas services off the top.

Dr. Budd stated that the December 7th meeting will be Faculty Prioritization discussions and budget discussions may be premature for the budget discussion to be held at that time.

**Integrated Planning, Resource Development, and Evaluation Progress**

 *Program Review Summaries*

Program Updates are done annually except every 3rd year a larger process is conducted which is our Program Review. It was revised last spring and Dr. Budd shared that in her mind it is made really clear that the real piece behind this updated Program Review is disaggregating the data to be able to look at success, successful course completion, and program completion as a whole and by the different groups.

Ms. Vo-Kumamoto reported that the Office of Instruction’s Program review is in different pieces. Ms. Rowland will share the dean’s overview and Ms. Lowood will share the process validation. Ms. Vo-Kumamoto will finish up with the status of faculty prioritization.

Ms. Rowland provided an overview of the document, *“RT113015-BCC-PROGRAM-REVIEW-THEMES.DEANS-SUMMARY.112415.”*

Four general themes and recommendations for these areas were noted:

1. Technology and Smart Classrooms for discipline specific instruction;
2. Full-time faculty and classified positions;
3. Cross-College Thematic General Education Curriculum;
4. Student Success and Resources

Ms. Lowood noted challenges this time were due with the fact that in the past the district has populated data for us and it was our job to analyze the data and make recommendations. This was not done this time and it was reported that faculty spent hundreds of hours each trying to put data together data. There is hope that this can be resolved prior to the next review. She will be reaching out to the DAS for assistance.

Participation of faculty and classified was a positive note. People reviewed a Program Review that was not their own or closely associated with them. Everyone was very involved in applying the validation form provided by the district. This is a new validation process this cycle.

The Program Reviews general fell into three different areas (this is for Student Services and Instructional areas):

1. Areas where everything was checked off; everything was done with no problems.
2. Various comments which may or may not have been important.
3. One, which we have not had a chance to talk about, was a fifth requirement that resource requests were connected to discipline, department or program planning goals and be aligned to the college goal. They wanted the request to be aligned to college goals, district goals, SLO assessment goals or some other data like the analysis of disaggregated data, for example. There were seven Program Reviews in which this was not done.

*Timing for Faculty and Classified Prioritization*

Ms. Vo-Kumamoto distributed and referenced the handout, *“Berkeley City College Faculty Prioritization Process for 2015-2016.”* This document provided the process for this year along with the rubric scoring they have decided to use. The chairs, along with senate and union have decided to continue with Step 2 as is but a change was made in Step 5 where Chairs will be ranking the narrative as a component of the total scores.

They hope to present the priority list next week.

There was a discussion on the union participation with Dr. Budd noting that they do not sign off on job descriptions anymore. She noted that Administrative procedures were updated last spring.

Dr. Budd shared that Chancellor Laguerre understands the importance of knowing how many new faculty we are going to hire and posting for those with the goal of hiring people in the spring. He also understands the importance of hiring faculty for the beginning of the fall term, and that we need to also look at the Classified hires. The Classified timeline discussed at PBC is for February.

When the request is made to look at budgets, Dr. Budd stated that the first step should be instead of looking at budgets, we need to look at what has come out of the planning process. This is to make sure we have clearly identified the requests that have been made from each of the areas from their Program Reviews and from there look at the budget for funding sources and how we would allocate it. She asked if they will be close to having the budget requests done next week. Ms. Vo-Kumamoto responded that they can present the budget requests but, there are challenges and refinements that will still need to be done.

Dr. Bajrami suggested that PIE can be utilized to answer some of the questions regarding resource allocations.

In Student Services they realized that with this being the first time using the new format, they conducted two workshops. She also recommended for the rubric to be more inclusive of Student Services. Ms. Lowood responded that they are working on a parallel rubric for Student Services. There was additional discussion on the overall process for Instruction, Student Services and Classified Staff.

Dr. Budd added there will be three big things at the next meeting.

1. Faculty Prioritization
2. Review Equity Plan
3. Review Processes and Assessment Tools

Faculty Prioritization is going to Department Chairs on Friday, and will be sent to both Roundtable and Senate for Monday’s meeting.

There was additional discussion on information sharing timelines to the Ed Committee and Academic Senate. A special meeting for Academic Senate’s review on the 9th or 10th was recommended by Dr. Budd.

Dr. Budd asked if anyone was able to share the assessment tool for shared governance with their groups. Everyone was focused on the Program Review so it will be sent out again for sharing with their groups so it can be finalized in early December.

**President’s Awards**

Several people have come forward with nominations which will be shared in February.

**President’s Innovation Fund**

We have about $30K set aside over and above what is in our general fund or the Equity/SSSP. As we look at what has come out of our Program Reviews, the President’s Innovation Fund will be our next conversation, to include other ideas that come forward that tie into innovative ideas that will really help close the achievement opportunity gap.

**Other**

*Academic Senate Report*

* A theme has been decided on for next year. It will be “Social Justice.”

*ASBCC*

* President Brianna Rogers recently returned from a General Assembly Conference.
* Filipino Student Alliance is hosting a Christmas celebration but it is not an ASBCC event.
* A Town Hall will be hosted by ASBCC around the beginning of the Spring semester. They are collaborating with the counseling department on the importance of having a plan.
* Will be discussing Black History Month with the BSU for a more concrete plan.
* Dr. Budd brought up finals week being around the corner and shared last December’s finals week breakfast for students to ensure they were nourished before testing. She will discuss this with Ms. Rogers.

*Classified Senate*

* Professional Development day went well at the district.

High School to College Pathways will be meeting at 3:30 to discuss best practices for equitable success.

-End of Minutes -

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