

* Berkeley City College
* **Roundtable Meeting Minutes**
* Monday, August 27, 2012

Attendees: Lilia Celhay, Brenda Johnson, Ramona Butler, May Chen, Joseph Bielanski, Linda McAllister, Cleavon Smith, Jenny Lowood, Katie Koelle, Shirley Slaughter, Denise Jennings, Fabian Banga, Lee Marrs, Siraj Omar, Victor Flint, Pieter De Haan, Scott Hoshida, Kelly Pernell.

Michael Bailey, Miles Campbell, Haley Laity, Kristophe Green

* Chair: Debbie Budd, President
* The meeting commenced with introductions.
* The president stated that when she was Vice President at BCC five years ago, there was only the curriculum committee where decisions were made. The development of the Roundtable was a long process. It is important that these are open meetings and that people who are supposed to attend do. She discussed composition of the Roundtable meeting. She went over the College Roundtable for Planning and Budget handout. President Budd asked Cleavon Smith, Joseph Bielanski and Ramona Butler to identify appointees for the Roundtable meeting. She stated that by the September meeting, we need to have the representatives identified.
* **Professional Development Discussion Responses**
* At our College Flex Day, we had time at the end of the meeting to get feedback, including what they liked about BCC and suggestions for the future. Lilia Celhay went over the Discussion Responses, highlighting the themes. We will provide a suggestion box to be placed by the Student Ambassador desk. There will be a website as well [ideasforBCC@peralta.edu](mailto:ideasforBCC@peralta.edu). People can send ideas and suggestions to the website and via the suggestion box. We need to keep in the forefront our goals for the year.

Academic Senate and Classified Senate presidents both indicated that this top is on their meeting agendas.

* The goals of the Roundtable should be the culmination of the goals of the committees and the senates. As a follow-up, there will be other venues for staff and students to provide feedback, including Brown Bag Lunches and Afternoon Tea gatherings.
  + The first Afternoon Tea will take place on September12 from 3-4:30 in the 451 conference room. Snacks and treats will be provided.
  + The first Brown Bag Lunch will take place on September 26 from 12-1. People will be asked to bring their lunches. During this gathering, we will ask for ideas for the college goals.

The plan for these is to listen to suggestions and go into more depth into areas that we need to focus as a college.

* During the PBI Summit on Friday, institutional goals and outcomes were discussed. (These are online.) We should have a website for Roundtable and our shared governance for each of the committees. We will post the documents discussed in the meetings. The reason we have PBI Summit is to ensure that everyone has the same goals and focus for the year. Discussion of the District Strategic Goals followed:
* We have a strategic plan that was developed and approved at the District level in 2008. It is typical to review a strategic plan every six years. By 2014, we should have amendments that will go through all the shared governance structures. While you have strategic plans that exist for six years, it is typical that you would have annual goals, objectives and outcomes to be achieved. That is exactly what this document is trying to achieve, and it is up to the colleges to achieve these goals.
* For our goals, we will highlight student success and equity. We’ll talk about how we leverage our partners. BCC does an incredible job of transferring. There are 112 community colleges, and we are number 2 in the percent of students who transfer to UC Berkeley, and we are number 4 in the percent of transfer to northern California UC’s, including Davis, Santa Cruz and Cal. This will help with our community outreach. We have incredible programs such as Multimedia, English, modular math.
* We need to discuss what we want STEAM to be, i.e., applied arts, or general education. It will be good to have a definition for when we go out in the community.
* Everyone has their copy of the strategic goals and will be on the website of Please share with your groups, and come up with ideas to achieve goals. Each leader to send ideas to Debbie ahead of time to guide discussions.
* **Implementation of Budget Allocation Model**
* President Budd went over the budget allocation model. Before there was no discussion at the District level as to how resources would be allocated: how resources for classified, and faculty would be allocated. It was a long process, but the new budget allocation model was approved last year. This year as the adopted budget goes to the board, it will be set up making great strides for the allocation model. We are still are not at 100% there, which is actually good news, because when we hire 9 new faculty members this year, there is still the possibility of additional resources through a variety of means.
* There is a possibility of a State Tax. The way the budget is built, and if the State Tax does not pass, it will decrease our apportionment, or the number of students we can serve. Part of the promise to our voters is that if the Parcel Tax passed, we would serve 17,800 students; if the State Tax does not pass, it would reduce our apportionment to 16,600. We get paid about $4,600 per student. This will mean that we will be serving our 17,800 students but we will be receiving almost $5.5 million less in apportionment. Chancellor Ortiz approved the hiring of 20 new faculty and new classified staff. In the past, resources would be divided fairly equally, with these new hires they have been distributed to assist in the full implementation of the budget allocation model.

**New Faculty Positions**

* As part of the new Budget Allocation Model, BCC will add 9 new faculty positions (Laney will get 8; Alameda will get 4, and Merritt will have to give up one position). The list below came from the Department Chairs and was approved in the Roundtable:
  + 2 counselors
  + Anthropology
  + English
  + Multimedia
  + Librarian
  + Biology
  + Chemistry
  + Sociology: Last year we had a transfer, but we were only able to bring him at .4.
* Of the list that was brought forward from this group, there were 3 other positions: ASL, Art and Music. I want to make sure that we look at various criteria when looking at hires. President Budd went over FTEF Type and Totals by Department at Berkley City College.

Our next meetings will be on September 17 and then on September 24 due to the holiday.

We have a pretty new administrative team. Please let us know if you have any agenda items that need to be moved forward.

**Accreditation – Recommendation Number 5**

For accreditation, we remained on warning. We have a report that is due on March 15. We need to be removed from sanctions. As a college, we need to draft how are serving our students, ensuring institutional effectiveness through administrative capacity, course offerings and students services, proving that although we are experiencing reductions, we are still serving our students. Hiring nine faculty will certainly help. We will address this topic in future Roundtable meetings. When we are responding to recommendation number 5, we need to state how we are serving our students.

Before the end of the year, our goal is to have BCC be the largest Peralta college serving international students.

Lilia Celhay provided an overview of the PBI Summit.

**The Chancellor talked about 3 Burning Imperatives.**

* Technology
* Finance: Parcel Tax
* Accreditation – Recommendation 5: The college needs to address this response.

**Mike Orkin’s Presentation**

* Online learning
* Aligning goals of PBI committees to strategic goals
* Collaboration and thinking outside the box

**Technology Committee**

* Monitor and support IT plan, looking at priorities A and B
* Email
* Portal
* Consider staff and resources needed
* Formalize communication

**Action Items**

* Senates to report appointees to Roundtable
* Review goals and objectives of committees to develop this year’s college goals.
* Need membership list from committees.
* - End of Minutes -

Minutes taken by Lilia Celhay, [lcelhay@peralta.edu](mailto:lcelhay@peralta.edu), 510.981.2881