Co-Chairs: Brenda Johnson & Ava Lee-Pang

Present: Johnny Dong, Natalia Fedorova, Scott Barringer, Vincent Koo, Cynthia Reese, Francine Lewis, Roger Toliver, Brian Gasca, Alejandra Oseguera, Michael Alvillar, Loan Nguyen, Sharon Ahazie

Guests: VPSS- Stacey Shears, Associate Dean- Martin De Mucha Flores, Director of Campus Life- John Nguyen

Absent: Marilyn Montague, Janine Greer, Gail Pendleton, Ramona Butler, Sylvia Espinosa, Jasmine Martinez, Tam Vo

Recorder: Joanna Louie

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| **Agenda Item** | **Discussion** | **Follow-up Action** |
| 1. **Call to Order**
 | Call to order- 12:32pmHealth & Safety Committee 2020-2021 meeting dates confirmed- please mark your calendars! * ~~Tuesday,~~ **~~September 22~~**~~, 2020 12:15-1:30pm Zoom~~
* ~~Tuesday,~~ **~~October 27~~**~~, 2020 10:30-11:30am Zoom~~
* ~~Tuesday,~~ **~~November 24~~**~~, 2020 12:15-1:30pm Zoom~~
* ~~Tuesday,~~ **~~December 22~~**~~, 2020 12:15-1:30pm Zoom~~
* ~~Tuesday,~~ **~~February 23~~**~~, 2021 12:15-1:30pm Zoom~~
* Tuesday, **March 23**, 2021 12:15-1:30pm Zoom
* Tuesday, **April 27**, 2021 12:15-1:30pm Zoom
* Tuesday, **May 25**, 2021 12:15-1:30pm Zoom
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| 1. **Adoption of Agenda**
 | Motion: Francine Lewis moved to approve the agenda.Second by: Alejandra Oseguera All in favor.Opposed: NoneAbstentions: NoneMotion passed. |  |
| 1. **Review & Approval of 12/22/20 Minutes**
 | Motion: Francine Lewis moved to approve the minutes.Second by: Ava Lee-PangAll in favor.Opposed: NoneAbstentions: NoneMotion passed. |  |
| 1. **HEERF Funding Presentation & Discussion – VPSS, Stacey Shears & Associate Dean, Martin De Mucha Flores**
 | HEERF stands for Higher Education Emergency Relief Funds. This presentation is to discuss our HEERF allocations and expenditures. HEERF I comes out of the Coronavirus Aid, Relief and Economics Security Act (CARES). HEERF I provided $14 billion in emergency funding to high education. More than $6 billion of it was allocated to direct student aid. There are 2 types of allocations- institutional and direct aid to students. Allowable institutional expenses include lost revenue, reimbursement for expenses already incurred that started in March 2020, technology costs associated with a transition to distance education, faculty and staff trainings, payroll, student support activities authorized by the Higher Education Act (HEA) that address needs related to coronavirus, and to make additional financial aid grants to students. Allocations & TimelinesHEERF I: Berkeley City College $1,844,524 (Expense deadline: May 22, 2021)* Direct Student Aid: $922,262
* Institutional Funds: $922,262
* April 9, 2020 the Dept. of Ed. Published a list of institutional allocations
* May 12, 2020 direct student aid funds posted
* July 21, 2020 Institutional CARES funds came to the colleges

HEERF II: Berkeley City College $4,706,915* Direct Student Aid: $922,262 minimum
* Institutional Funds: $3,784,693
* Anticipated availability March 15, 2021

BCC Planning Assumptions for HEERF* Maximize the amount of funds that go directly into students’ hands to meet their basic needs.
* Ensure HEERF funds support teaching and learning including instruction, student support and safe and healthy facilities for teaching and learning.

HEERF I Planning Process* Executive Cabinet reviewed faculty survey and student survey results from March 2020
* VP of Instruction, Director of Business Services and VP of Student Services provided oversight of the plan for use of funds informed by:
* Surveys
* Discussion with Department Chairs
* Reviewing instructional needs with Deans & Faculty Coordinators
* Reviewing student services needs with Deans, Counseling Faculty and program leads

HEERF I Expenditure Summary (May 23, 2020- May 22, 2021)

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|  | Institutional | Direct Student Aid | Sub Total |
| Allocation | $922,262.00 | $922,262.00 | $1,844,524.00 |
| Expensed | $173,037.00 | $795,775.00 | $968,812.00 |
| Encumbered | $400K – Technology, Instructional Equipment & PPE | $126,487.00 | $400K – Technology, Instructional Equipment & PPE |
| $349,225 – Direct Student Aid | $475,712.00 Student Aid |
|  |  |  |  |
|  |  | TOTAL | $1,844,524.00 |

*Ava Lee Pang’s Question:* Can the HEERF I funds be used to pay for student tuition? *Martin De Mucha Flores’ Response:*Yes, we can pay out of HEERF I institutional funds (direct student aid cannot be used to pay fees) that go back to March 2020. That means any student who has a fee that may not currently be enrolled with us. This provides us an opportunity to reach out to the student and re-enroll them. Ava suggests that Martin & Stacey’s office coordinates with the Bursar’s Office to develop a plan. There’s still unresolved questions regarding Title 4 eligibility which are about students who would be eligible for federal financial aid. *Natalia Fedorova’s Question:*We’re talking about PPE purchased for the Spring and Summer of last year. What about PPE for the upcoming Fall? *Martin De Mucha Flores’ Response:*That will be used for the next round of funding. *Vincent Koo’s Question:*HEERF I is expiring. Are we on track to use all of the funds? *Martin De Mucha Flores’ Response:*We are on track to use all of the available funding. We have a plan to expense these funds. HEERF II is now authorized under the Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) which provides $81.9 billion in emergency funding to higher education. All higher education institutions are required to allocate the same amount of funds towards emergency student aid that was awarded in HEERF I. HEERF III will be coming and that will provide another $200 billion to the overall amount. HEEERF II Planning Assumptions* Maximize the amount of funds that go directly into students’ hands
* Ensure HEERF funds support teaching and learning including:
* Instruction
* Student support
* Safe and healthy facilities for teaching and learning

CRRSAA: HEERF II Allocation (June 1, 2021- June 1, 2022)

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| --- | --- | --- | --- |
|  | Institutional | Student Aid |  |
| Allocation | $3,006,915.00 | $1,700,000.00 | $4,706,915.00 |
| Planned Expenditures | - | $1,700,000.00 |  |

HEERF II Community Input- Spring 2021* Share criteria for the funds, the BCC allocations, and facilitate a needs assessment in the following areas:
* Department Chairs Council, Student Services leadership team, Instruction leadership team, IPAR, Classified Senate, Academic Senate, ASBCC, Leadership Council, Health & Safety Committee, Facilities Committee.

Discussion on building a plan to support students and using these HEERF funds following the allowable expenses guideline (feedback on our priorities). Some things to consider: * Return to work- there are costs related to some of things that we must do as an institution. Example: purchase and install sneeze guards for our front line staff.
* Merging of the Facilities and Health & Safety Committee due to overlap so we have to review those needs when it comes to HEERF funds.
* Purchase more PPE.
* Natalia’s Recommendation- We can possibly upgrade our HVAC system to include a UV system which makes the quality of air for the whole building significantly better.

*Natalia Fedorova’s Question:*How will students get information about immunization?*Stacey Shears’ Response:*That information is probably with the District. We are relying on City and County information. We have a Roots connection where students can go for tests. *Brenda Johnson’s Response:* As an FYI, Roots have been providing vaccinations. CRRSAA HEERF II Allowable Uses

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| **Student Funds** | **Institutional Funds** |
| Cost of attendance; emergency costs due to coronavirus such as: | Defray expenses related to coronavirus including: |
| Tuition | Lost revenue, reimbursement for expenses already incurred back to March 2020 |
| Food | Technology costs associated with a transition to distance education |
| Housing | Faculty and Staff trainings |
| Health & Mental Care | Payroll |
| Child Care | To carry out student support activities authorized by the HEA that address needs related to coronavirus  |
| To make additional financial aid grants to students |

*John Nguyen’s Question:*Can you elaborate more on what the housing entails?*Martin De Mucha Flores’ Response:*We are trying to get into an ED Equity partnership so we can identify students with housing needs, instead of giving equal amounts that may not be helpful, so we can use our institutional funds to enter into an agreement. For example, the YMCA next door is looking to become a Master Leaseholder, meaning they could rent all the rooms to BCC students. *Francine Lewis’ Question:*What is the application process for students to get this grant money? Do they go through the Financial Aid Office? *Martin De Mucha Flores’ Response:*We haven’t set up that process yet. The first distribution was based on the information we had in Financial Aid about students so we automatically distributed it. We are going to set up a process that does two things: 1- to automatically distribute based on the information we have on students, 2- have students complete a form. Once that form becomes available, we’ll come back and share it.  |  |
| 1. **PCCD Return to Campus Draft Plan (Input Request) & Facilities - Committee**
 | We reviewed this PCCD COVID-19 Return to Campus Protocol Guidelines dated October 2, 2020 document back in our November meeting. President Garcia wants us to collaborate with the Facilities Committee to come up with a plan to return to work. * District spaces were thoroughly cleaned and disinfected earlier in the summer. There was a deep cleaning late Spring/early Summer that Shirley Slaughter coordinated and before we return to work again.
* There were cleaning supplies and equipment purchased for our college.
* Ava Lee-Pang’s Update- Michael Alvillar and Joanna Louie have been ordering extra PPE supplies for the campus as a whole. Michael has been placing wipes and gloves on the first floor and in offices. The Business Office does not have a lot of money and we purchased whatever PPE we can, departments should review what they need and make some PPE purchases themselves as well. Once the budgets are loaded for the new fiscal year (July), we should we able to make more PPE purchases for the Fall. The temperature scanners we purchased in front of the Security Desk are working. When the machines are not in use, InGenesis is there Monday through Friday from 8am-5pm every day. If InGenesis is not there, please use the temperature scanners. We also purchased hand sanitizing stations which are in front of the elevators and placed in high touch areas on every floor.
* Take steps to ensure that all water systems and features (drinking water fountains and decorative fountains) are safe to use after prolonged facility shutdown to minimize Legionnaires’ disease and other diseases associated with water.
* Prohibit the use of drinking fountains and use water refilling stations where available.
* Alejandra Oseguera’s Question- Will we be able to monitor the elevators to make sure we don’t have too many students enter at once?
* Loan Nguyen’s Question regarding PPE for students- masks are available at the front security desk. No one can enter the building without a mask.
* Loan Nguyen has a suggestion to purchase an appointment system for students to increase social distancing. Martin De Mucha Flores says we’ll be onboarding a software called Connexed. It has the ability to do virtual lines and update students so please be on the look-out for that.
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| 1. **Campus Safety Walk-Through**
 | Table discussion at a later date. |  |
| 1. **Floor Captain Training for Emergency Evacuation**
 | Table discussion at a later date.  |  |
| 1. **Adjourn**
 | Meeting adjourned at 1:43pm. |  |