

Berkeley City College  
**College Roundtable for Planning and Budgeting**

MEETING MINUTES  
Monday, August 29, 2022

**Members Present:** Mazin Saeed, Martin De Mucha Flores, John Nguyen, Lisa R. Cook, Kuni Hay, Sean Brooks, Joseph Bielanski, Jr., Tom Rizza, Phoumy Sayavong, Chris Lewis, Barbara Des Rochers, Brenda Johnson

**Guests:** Ramona Butler, Claudia Abadia, Patricia Mendoza, Gail Pendleton, Natalia Fedorova, Randy Yang, Tania Leonian, Mary Clarke-Miller, Dana Cabello

**Tri-Chairs:** Angélica Garcia, President; Matthew Freeman, Academic Senate President; Andrea Williams, Classified Senate President

**AGENDA AND DISCUSSION ITEMS**

**1. Roll Call / Review Agenda**

Tri-chair Garcia called the meeting to order at **12:22** pm.

Tri-chair Garcia congratulated Mazin on his election to ASBCC President, welcomed him to Roundtable. Mazin is excited for the school year, to make a positive change to campus. Tri-Chair Garcia also welcomed Djenilin, President's Executive Assistant. Djenilin introduced herself and shared her excitement to join the BCC community.

Joseph moves to add edit. May 16, 2022 minutes say next meeting is September 5, 2022. Tri-Chair Garcia clarifies that September 5 is a holiday, but Roundtable will be back on schedule for 2<sup>nd</sup> and 4<sup>th</sup> of each month with next meeting on September 12, 2022. Tri-Chair Freeman announces that VP of Academic Senate is Gabriel Martinez, no longer Sam Gillette. Claudia is the lead chair for Chairs Council.

Motion to approve agenda by: Joseph Bielanski, Jr.

Second by: John Nguyen

Votes in favor: 12 in room, 2 on Zoom (some attendees are both in room and logged into Zoom)

Objections: 0

Abstentions: 0

Motion passes with 14 yes votes

**2. Review Minutes**

Tri-chair Williams requested a review of the **May 16, 2022** minutes.

John requests a correction to the minutes, his last name is spelled *Nguyen*.

Motion to approve minutes by: Joseph Bielanski, Jr.

Second by: Ramona Butler

Votes in favor: 7 on Zoom, 7 in room

Objections: 0

Abstentions: 0

Motion passes with 14 yes votes

**3. ACCJC Report - Update & Timeline**

Leader: Kuni Hay

- Draft was sent with agenda of ACCJC Follow-Up report on Friday, also sent with revisions and polishing of document. Most recent version will be sent shortly. Report is to address the 10

Berkeley City College  
**College Roundtable for Planning and Budgeting**  
 MEETING MINUTES  
 Monday, August 29, 2022

District Requirement and 8 fiscal issues related to FCMAT. Fiscal must be addressed by January 2023 and district requirements by January 2024. This report includes progress on getting there.

- Patty’s financial aid team has been integral to contributing to financial aid information.
- Timeline: needs 2 Board approvals before it may be submitted to ACCJC by October 1<sup>st</sup>, taking to Board on Sept. 13 and 27. Sept 27-28 will have signature sessions, then be prepared to submit to ACCJC electronically. On campus, this is the first kick-off with Roundtable for review.
- Questions should be sent directly to Kuni Hay (khay@peralta.edu).
- Q: Tri-Chair Williams – Will a second draft be shared with Roundtable before sending to Board?  
 A: Yes, a final draft will be shared with constituency groups and calls will be made for official endorsement.

**4. Summer Governance Retreat Overview**

Leader: Matt Freeman

- Retreat took place on June 9<sup>th</sup> and respective governance committees (e.g. Tech, Health and Facilities, IPAR, etc.) have been going through respective pages in Governance Manual and making updates to reflect the operations of the respective committees that is consistent the committee’s charge.
- Tri-Chair Freeman highlights changes to the Roundtable section of the manual, such as moving to the Tri-Chair model, shifting title from Director of Business Services to VP of Business Services. Tri-Chair Freeman opens for discussion and calls for comments or questions.
- John Nguyen notes a typo for Selection/Appointment Process: “constituency”
- Q: Tri-Chair Garcia opens discussion about membership list and whether it is important to list specific positions or appointment categories, such as 3 Administration Appointees instead of VPI, VPSS, VPAS.  
 A: Ramona Butler asks whether it is necessary to specify which administrators are members. Tri-Chair Garcia asks whether this is necessary for accreditation, VP Hay (ALO) confirms it is not.
- Tri-Chair Freeman iterates that this topic is being broached for discussion and notes that there are currently 21 voting members of Roundtable. Moving toward 3 appointees from each constituency would be beneficial for meeting efficiency as well as creating parity in terms of voting.
- Q: Barbara Des Rochers asks whether Department of Chairs Council is one of the faculty appointees and Tri-Chair Freeman clarifies that it is not inherently so.
- Martin comments that this new model would be beneficial for changing representation consistently. Barbara Des Rochers adds that it allows other faculty to participate who otherwise may not.
- Tri-Chair Garcia notes that length of term is “Unknown,” and encourages Roundtable to consider how this may be specified.
- Tri-Chair Williams makes a recommendation to include Institutional Research as a permanent member as a classified professional, which may limit the participation of other classified staff. Tri-Chair Freeman clarifies that a permanent member may not necessarily be a voting member, to keep in mind regarding parity and voting structure.
- Tri-Chair Garcia asks for Roundtable members to bring these recommendations back to their respective constituency groups leaders to discuss.

**5. Education Master Plan**

Leader: President Angélica Garcia and Dr. Phoumy Sayavong

Berkeley City College  
**College Roundtable for Planning and Budgeting**  
 MEETING MINUTES  
 Monday, August 29, 2022

- Phoumy comments on the previous agenda item that some members are on multiple committees and for those in similar positions, it may impact their own capacity as well as others' ability to participate.
- Phoumy presents "Educational Master Plan 2023-2027: An Overview (PPT)" and recognizes that this work has included many from across campus. Cabinet had 2 retreats over the summer to discuss timeline and fine-tune approach such as considering how to "DREAM for BCC." He notes that much of this work was done in partnership with Dr. Becky Gee.
- Preliminary strategic priorities for EMP: Student Completion; Teaching and Learning; Data-Informed Processes & Innovations; Community Partnerships; Human Capital Development; Fiscal Sustainability; Diversity, Equity, Inclusion, and the Global Community; Advanced Technology & Facilities
- Research included a review of what types of careers are growing, impacting our students, which are they going into? Taking a particular look at service areas of BCC (Albany, Berkeley, Emeryville, Oakland USDs). Within the next 5 years, what proportion of students will transition to college (CC, 4-year, etc.). Phoumy notes that cohort groups of students by race may shrink from year to year, important demographic consideration.
- Barometer used to measure living wage differs in locality, which may impact students' time to degree. This information may inform how BCC may support or direct support for students.
- Drs. Sayavong and Gee also began to consider what elements may impact student success that are not academic, such as work, paying expenses, demands of friends and family.
- The district has hired WestEd to support with additional IR such as guidance through creating reports and advising strategies. All colleges will be working with WestEd.
- Campus Open Forum will take place on September 9, 11am-12pm. This will be recorded and shared publicly.
- Tri-Chair Garcia asks whether a steering committee from constituency groups (as part of Roundtable) would be possible to support Phoumy as lead researcher, notes that this is slightly outside the scope of IPC as EMP encompasses broader topics. Phoumy recommends this steering committee include: faculty, classified staff, students, administrator(s), others from specific areas that might tie into strategic ideas, such as someone who works closely with Equity Plan, another with Guided Pathways, and another around transfer. VP Hay suggests someone from CE/CTE.
- Q: Tri-Chair Freeman asks for clarification regarding the charge of this standing committee.  
A (Phoumy): Bring recommendations from EMP to different constituency groups (i.e. Roundtable, CS, AS)
- Tri-Chair Garcia notes that the content, direction is community-informed and inclusive, also clarifies that there is support with writing the report, but rather this committee would provide additional perspectives and accountability.
- Q: Tri-Chair Williams asks what is the anticipated time commitment  
A: Tri-Chair Garcia responds that clarification will later be shared with constituency leaders.

**6. Institutional Effectiveness Partnership Initiative (IEPI) Overview**

Leader: President Angélica Garcia

- Tri-Chair Garcia begins presenting PPT. This partnership is supported by the Chancellor's office.
- How do we evaluate students' experience from the point that they indicate their interest in BCC to

Berkeley City College  
**College Roundtable for Planning and Budgeting**  
 MEETING MINUTES  
 Monday, August 29, 2022

graduation.

- Assess and consider the kinds of professional development provided, such as faculty development
- How are we integrating these data and incorporating into master planning? How do we develop a visual representation of this data? Must be very clear about how, for example.
- Tri-Chair Garcia reviews the timeline, such as consulting with CS and AS Presidents, identifying key areas and key BCC colleagues to include in interviews for the Peer Resource Team for the first visit on October 31.
- Q: Tri-Chair Freeman asks what the time commitment would be for the IEPI Writing Team?  
 A: Tri-Chair Garcia responds that it includes being interviewed on the day of the initial 10/31 visit, plus contributing to the write-up. Overall, Tri-chair approximates a 4-6 hour commitment.

**7. Announcements**

- Classified Senate will have first meeting this Wednesday, August 30, at 2:30pm
- AS first meeting on September 7, 12:30-1:20 on Zoom and on campus as hybrid
- Mazin shares that last week was Welcome Week with different events and food, Campus Resource Fair, Food Pantry. Last Friday, applications were due for vacant ASBCC positions, received a bunch of applications which will be reviewed by Mazin and John Nguyen. First official 22-23 ASBCC weekly meeting was last week; funding was given to AAPI for upcoming event. Mazin wants to increase student engagement on campus and work with admin to better student experience and create positive impact on campus. Feel free to contact Mazin (bcc-aspresident@peralta.edu) to engage in projects. Wants to thank the Administration team and faculty for being present during Welcome Week.
- Phoumy encourages all constituent leaders to put Participatory Governance results on respective agendas to discuss.
- Tri-Chair Garcia thanks the campus community for the incredible work and heavy lift to increase enrollment. Currently #1 for productivity. Thanks Tri-Chairs Williams and Freeman for their work delivering the message to students that they are wanted here. An email campaign was sent today to students to “Stop/Talk before you drop!” to encourage students to continue through the Fall and beyond. Thanks to John and Martin for their creation of the [stayatbcc@peralta.edu](mailto:stayatbcc@peralta.edu) where students can reach out for support.

**8. Adjourn Meeting**

The meeting was adjourned by Tri-chair Garcia at 1:33 pm.

*Next Meeting: Monday, September 12, 2022, 12:20 p.m., Rm 451 A/B and Zoom*

Minutes from recorded transcript: [Djenilin Mallari, \(510\) 981-2851, dmallari@peralta.edu](mailto:Djenilin.Mallari@peralta.edu)