

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

Monday, September 26, 2022

**Members Present:** Claudia Abadia, Skyler Barton, Sean T. Brooks, Ramona Butler, Joya Chavarin, Matthew Freeman, Angélica Garcia, Kuni Hay, Djenilin Mallari, Carolyn Martin, John Nguyen, Gail Pendleton, Thomas Rizza, Mazin Saeed, Andrea Williams

**Guests:** Camille Verbera, Carolina Martinez, Christine Trowbridge, Christopher Lewis, Danielle Spencer, Dana Cabello, John Saenz, Jeejun Bertuso, Joseph Bielanski, Jr., Lisa Cook, Martín De Mucha Flores, Mary Clarke-Miller, Natalia Fedorova, Randy Yang, Richard Kim

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

<b>AGENDA AND DISCUSSION ITEMS</b>
<b>1. Roll Call / Review Agenda</b>
<p>Co-chair Freeman called the meeting to order at <b>12:20</b> pm.</p> <p>Motion to approve agenda by: John Nguyen Second by: Ramona Butler</p> <p>Matt Freeman proposes friendly amendment to replace Gabriel Martinez with Joya Chavarin. Confirmed change to Roundtable membership.</p> <p>Votes in favor: 10 Objections: 9 Abstentions: 1 Motion passes.</p>
<b>2. Review Minutes</b>
<p>Co-chair Freeman requested a review of the <b>September 12, 2022</b> minutes.</p> <p>Motion to approve minutes by: Andrea Williams Second by: Skyler Barton</p> <p>Matt Freeman reminds the Roundtable and informs new members to review minutes before meeting, send corrections directly to Djenilin Mallari.</p> <p>Votes in favor: 11 Objections: 0 Abstentions: 1 Motion passes.</p>
<b>3. BCC Parcel Tax Update (call for endorsement)</b>
<p>Leader: VPI Kuni Hay, VPSS Stacey Shears</p> <ul style="list-style-type: none"> <li>• VPI Kuni Hay reviews PowerPoint presentation (uploaded to Roundtable website), announces that BCC must reproduce a plan every 2 years and share with governance process and oversight committee. Must occur in October during Board meeting, currently conducting Roadshow to present and seek endorsement.</li> <li>• Four goals: core academic programs including science, math, English, and technology; workforce</li> </ul>

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preparation; career and job training; preparation for transfer to 4-year institutions. Plan to spend ~\$1.65m allocated funding is outlined in table (instructional support, 16%; tutors, 7%; counseling hours, 10%; student ambassadors, 7%; instructional sections, 60%).

- Parcel tax supports Learning Resource Center and centralized tutoring. Kuni Hay recognizes the involvement of those in attendance involved in coordinating this plan. The parcel tax supports the positions of second LRC Coordinator, Faculty Tutorial Coordinator, student tutors, instructional aide in the Writing Center.
- Parcel tax supports a second Library Technician who provides direct services to students and lab tech in science department. Kuni Hay recognizes the critical role of students supporting other students (i.e. responding to website chat feature, staffing Welcome Desk, producing campus ID cards, assisting peers with BCC application and registration, navigating portals), further supported by parcel tax.
- Q (Joya): Regarding the LRC, can it include centralized workforce development as a place where students can go to explore career options, which includes counselors who also conduct workforce exploration with students?

A (Kuni Hay): Not included in the language nor intentionally left out but because Career Education (CE) serves the entire community, not just the transfer route. These plans consider development of Career Center which would emphasize CE activities. Currently, LRC focuses on tutoring for all including CE.

A (Angélica Garcia): Parcel tax historically mostly supports instructional support, and BCC has voiced that the functions of supporting career and transfer occurs in non-instructional spaces such as in the Transfer Center (Classified staff, etc.). Preliminary conversations have been broached to expand what parcel tax may support, but it's important that the BCC community know that the leadership team has been vocal about using funds within parameters while also guiding that student trajectories are informed by more than just instructional spaces.

Skyler Barton makes motion to vote. Seconded by Mazin Saeed. No further discussion. Motion passes with 12 unanimous votes.

Kuni Hay thanks everyone for their engagement with this process, will now go to District and then September 27, 2022 Board of Trustees meeting. Kuni Hay will present at Classified Senate meeting on Wednesday.

#### 4. General PCCD/BCC Budget Overview

Leader: VPAS Sean Brooks

- VPAS Sean Brooks presents a PowerPoint detailing the tentative BCC budget, shares that the first presentation was made to the Board of Trustees on September 13 and the second will be tomorrow (September 27, 2022).
- VPAS Brooks states that costs will continue to rise as salary and benefits continue to increase, then presents budget by cost center. BCC is now at pre-pandemic level costs. The largest cost for general unrestricted funds is fringe benefits. The goal for CCs is for salaries and benefits to be within 85% of overall budget, BCC is at ~90%.
- VPAS Brooks presents the fund balances as of July 1, 2022. Part-time faculty are paid for by Parcel Tax Measure E, had a deficit of \$22,486 last year. Fund 89 (financial aid) fluctuates over time as funds are disbursed and increase or decrease.

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- Presentation of the calendar and action items for presenting adopted budget to the Board. Formal adoption of budget takes place tomorrow evening (September 27, 2022), as will a discussion regarding the \$11m variance announced by the District.
- Q (Matt Freeman): Regarding the \$11m variance, seeking clarification for verbiage – is “deficit” referring to monies that were not captured in previous budgets? Has the conversation shifted to discuss options for recovering the monies?  
A (Angélica Garcia): Correct, variance was a miscalculation in total computational review (TCR). Options that were proposed to Board were combining use of HEERF institutional funds, salary savings of all vacant positions to date, freeze vacant positions (rate of 35-45% of all vacant positions being frozen). As of this morning, HEERF institutional funds will be projected to cover \$4m, anticipate nearly \$4m salary savings, gap met with salary savings to date of Quarter 1. These are still tentative discussions. Currently no news that BCC faculty or classified staff positions will be frozen. Leadership will connect with Senate leadership as updates are available.
- Q (Carolyn Martin): Seeks to clarify whether fringe benefits refer to retirement, health insurance?  
A: (Sean Brooks) Yes, fringe refers to cost of all benefits to staff in the District.
- President Angélica Garcia reminds the group that Board is voting on budget during tomorrow’s (09/28/22) Board meeting. Colleges need an adopted budget by September 30<sup>th</sup>. She thanks VPAS Brooks for presenting as previous Roundtable members asked for information to be shared from IPAR.
- Tri-Chair Matt Freeman encourages those interested in budget and funding to stream the Board meeting live on YouTube. [https://www.youtube.com/channel/UCTEVyZCQ1p\\_yqMRafmQFUww](https://www.youtube.com/channel/UCTEVyZCQ1p_yqMRafmQFUww)

**5. Participatory Governance Updates - Integrated Planning Committee / Integrated Planning & Allocation Resources / Facilities Committee / Tech Committee**

**Integrated Planning Committee (Stacey Shears/Kuni Hay)**

- Reviewing charge, preparing for Annual Program Update (APU). This year, they want to use questions for comprehensive review to inform questions they will use in preparation for APU as well as data from Phoumy and Becky Gee regarding gentrification, and racial demographics of students who do and do not attend BCC.
- Looking at important considerations for the future of BCC. Will update timeline of APU as well as questions. APU was last done 3 years ago and did not have administrative and student services template, thus will provide new templates now in addition to instruction. Revisions will be completed, then timeline should be available. Should be able to complete APU with new data.
- Tri-chair Matt Freeman comments that IPC is discussing Tri-Chair model.

**Integrated Planning & Allocation Resources (Sean Brooks/Phoumy Sayavong)**

- First meeting on September 14, 2022, reinitiated discussions regarding adopted charge and reviewed governance survey and program reallocations. Next meeting is October 11, 2022 where they will discuss the adopted budget and the management of it.

**Facilities and Health & Safety Committee (Sean Brooks/John Nguyen)**

- No update since last Roundtable. Next meeting is Friday, October 14, 10:30am-12:30pm

**Technology Committee (Chris Lewis/Mary Clarke-Miller)**

- Will meet next week.

**6. Governance Updates - Faculty Senate / Classified Senate / ASBCC**

**Academic Senate (Report by Matthew Freeman)**

- Last meeting was planned for September 21, 2022, but instead held a short meeting to endorse ACCJC update. Matt Freeman thanks Kuni Hay for presenting to Academic Senate for discussion

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then action item. Voted unanimously to endorse ACCJC Follow-Up Report.

- Next meeting is on Wednesday, October 5.

**Classified Senate (Report by Andrea Williams)**

- Last meeting of month this Wednesday, September 28, 2:30-3:30pm. Kuni Hay will present BCC Parcel Tax 2-year Plan.
- Transfer Day this Thursday, September 29, 10am-2pm. 35 schools represented. Requests that everyone share the event with students.

**Associated Students of Berkeley City College (Report by Mazin Saeed)**

- ASBCC elected students to new positions, added some members to existing committees. Food Pantry and Club Rush (over a dozen) were successful, about 50 students came through. Mazin, Noel, and Ramona Butler will be going to Washington, D.C. for Congressional Black Caucus Annual Legislative Conference from September 27 through October 2.
- President Garcia sends Mazin, Noel, and Ramona best wishes for safe travels, thanks Ramona for attending with students and asks her to share about the CBC ALC
- Ramona shares that this is the 51<sup>st</sup> Annual Legislative Conference and is a very important event for student leaders because it allows them to see legislation in action, and is a great way for students to meet and engage with others. First time Ramona is attending herself after supporting students in the past. Strict itinerary: breakfast with Barbara Lee and other legislative leaders. Will present during Board meeting upon return.

**7. Announcements**

- Transfer Day: Thursday, September 29, 10am-2pm
- November 10 @ Laney College: Charrette hosted by District, a gathering to get input on EMP process. President's Cabinet has collected contact information for community partners, workforce and industry partners. If there are others who should be invited, send information to Djenilin. Deans, VPs, and Directors have already begun populating, but if there are more, please share their information.
- Closing the loop with EMP Steering Committee, ASBCC has appointed their member, will follow up with Senate leadership.
- Ms. Loretta Newsome passed last Friday. Ramona will share funeral arrangements with everyone. President Garcia announces that BCC will be sending a campus message. Will ask Trustees to adjourn on Ms. Loretta's behalf for tomorrow's Board meeting.
- Tom Rizza: Last Friday had a great film screening as part of Latine/x Heritage Month. Tomorrow's event with Dr. Ernesto Mireles will show a film about his 8-year struggle @ Michigan State University to create a Chicano Studies program.

**8. Adjourn Meeting**

The meeting was adjourned by Tri-Chairs Williams and Freeman at **1:10pm**.

*Next Meeting: Monday, October 10, 12:20-1:30pm, Conf. Rooms 451A/B (or via Zoom)*

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