



Berkeley City College
College Roundtable for Planning and Budgeting

MEETING MINUTES
 Monday, November 14, 2022

Members Present: Angélica Garcia, John Nguyen, Kuni Hay, Matthew Freeman, Ramona Butler, Sean Brooks, Stacey Shears, Carolina Martinez, Carolyn Martin, Claudia Abadia, Djenilin Mallari, Gail Pendleton, Joya Chavarin, Mazin Saeed, Skyler Barton, Thomas Rizza

Guests: Camille Verbera, Christopher Lewis, Cora Leighton, Dana Cabello, Francine Lewis, Joseph, Bielanski, Lisa Cook, Mary Clarke-Miller, Natalia Fedorova, Phoumy Sayavong, Randy Yang, Richard Kim, Skyler Barton

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

AGENDA AND DISCUSSION ITEMS
<p>1. Roll Call / Review Agenda</p> <p>Co-chair Freeman called the meeting to order at 12:21pm.</p> <p>Motion to approve agenda by: Claudia Abadia Second by: Joya Chavarin Votes in favor: 16 Objections: 0 Abstentions: 0 Motion passes.</p>
<p>2. Review Minutes</p> <p>Co-chair Freeman requested a review of the October 24, 2022 minutes.</p> <p>Motion to approve minutes by: Skyler Barton Second by: Sean Brooks Votes in favor: 16 Objections: 0 Abstentions: 0 Motion passes.</p>
<p>3. IEPI Partnership Resource Team Visits 10/31 and 12/2</p> <p>Leader: President Angélica Garcia</p> <ul style="list-style-type: none"> • President Garcia reminds Roundtable that the first Institutional Effective Partnership Initiative Partnership Resource Team (IEPI PRT) visit took place on October 31. She prefaces by saying she will provide some insight on the meeting that passed on October 31, and the second visit coming up on December 2. • President Garcia reminds the group that there are two focus areas. The first is related to institutional data as it pertains to data analysis and systems revisions, and ongoing professional development. The second focuses on strengthening and streamlining BCC's fiscal capacity in order to sustain institutional priorities focused on equitable student outcomes, part of which is to integrate data into strategic planning. • President Garcia summarizes the PRT's visit on October 31, during which interviews were conducted by the PRT with various constituency groups: Classified Professionals, Faculty, and Student Ambassadors; Professional Development Committee; Teaching & Learning Center; and,

the President's Cabinet. President Garcia extends her thanks to the over 40 people with whom the PRT met during their October 31 visit. She shares that the PRT provided a brief summary of their initial visit, which will be followed up by a summary of the PRT's learnings which they are now working on. This summary will be provided to President Garcia by Friday, November 18. This written summary will include a "Menu of Options," otherwise referred to as a MOO.

- President Garcia shares the IEPI's detailed description of the MOO: *Based on the documentation review, interviews, meetings, further discussions, and their own collective expertise, the PRT creates a **List of Primary Successes and Menu of Options (MOO)** for consideration by the institution as it develops its **Innovation and Effectiveness Plan (I&EP)**. The MOO consists primarily of ideas for improvement and/or best practices, along with references and models or examples of applicable practices successfully used at other institutions, in each Area of Focus. At least a week before the second visit, the PRT Lead sends this document to the CEO and point persons for review. The CEO reviews it, and if any tweaks are in order, suggests them to the Lead, who incorporates them as appropriate and sends the final to the CEO and point persons for distribution to the I&EP Drafting Group, which should read it carefully and, if feasible, meet to discuss it prior to Visit 2.*
- President Garcia explains that she will review the MOO once sent to prepare for the second visit on December 2, then will codify the Innovation and Effectiveness Plan (I&EP) Writing Group who will confirm what was presented by the PRT in the MOO given what was offered as areas of focus, then the drafting group will review the documents to make recommendations as to how to utilize the grant funding as a result of the IEPI visits.
- President Garcia states that she has been presenting about the IEPI to the College Roundtable since spring 2022, and she presents an open invitation to have a representative from each constituency group to compose membership of the writing group and align with focus areas presented in BCC's proposal. For example, key focus areas around professional development would ideally have two PD Committee reps to participate as essential members. President Garcia shares that for other institutions, the process may be that the President would appoint members, but true to the fashion of BCC and the College Roundtable, membership of the writing group will be determined in consultation with Academic Senate President Matt Freeman, Classified Senate President Andrea Williams, and ASBCC President Mazin Saeed, who themselves may connect with constituents who may want to be part of the drafting group. President Garcia adds that she, Matt, and Andrea already began making a preliminary draft of the narrative thus are a bit ahead of the game, which means the writing group will likely not have to start from scratch if the MOO is in alignment with that initial draft.
- Regarding the upcoming December 2 visit, President Garcia states that it will be shorter. Those expected to attend will be the BCC writing group, membership of which will be determined in consultation with Matt, Andrea, and Mazin.
- Tri-Chair Matt Freeman shares that in his role as Academic Senate President, he was there for the October 31 visit and plans to attend on December 2 as well. He states that his interactions with the visiting PRT team to support efforts were refreshing as they were mostly conversations with colleagues from different colleges focused on efforts of peers to support the work at BCC, instead of feeling like interviews akin to accreditation visits. They felt collegial and warm once it was understood that the discussions were about sharing resources and understanding BCC's needs.
- Q (Tri-Chair Freeman): Will the PRT visitors be the same people?
A (President Garcia): Yes. From a qualitative research perspective, the PRT members want to

make sure that what they heard was what was intended to be heard. The intent is that BCC will have created a small drafting group to take what is proposed in MOO.

- President Garcia adds that what is anticipated to come from these visits and conversations is a \$200k grant, some funds of which will support the District PD Learning Center but a huge chunk is still approximately \$150k coming directly to BCC. This writing group will help decide how to use these funds, make recommendations, etc.
- President Garcia makes a final reminder to constituency leaders to field interest from their respective groups in the I&EP drafting/writing group.

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

Integrated Planning Committee (Stacey Shears/Kuni Hay)

- VP Kuni Hay shares that the past two IPC meetings were canceled, the first on October 27 and the second on November 10, the latter due to the Charrette. The current focus is on moving the Annual Program Update (APU) process forward. Deadline for APUs to come to Deans and managers is November 30. Kuni ends by encouraging Deans and managers to have an earlier internal deadline so that they have time to review before submitting to administrators.

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

- VP Sean Brooks reports that there was a budget update at IPAR's last meeting which encompassed one quarter through the year. Ideally, 67% of the unrestricted funds budget should remain by the end of the first quarter, fortunately 74% actually remains.
- Moving forward, the District will return to the Board on November 15 to provide an updated budget for FY23, which will hopefully be adopted during the December 13 meeting.
- The Committee is gearing up for the Governor's Office to release the budget in January to go through the District's FY24 planning process.
- Sean also shares that during the last meeting, Phoumy reviewed the Participatory Governance survey results with the group, which provided some insight and suggestions for things to work on. Phoumy also presented on the APU process and timeline.
- The Committee will next meet on Tuesday, November 15, to discuss the internal BCC timeline.

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

- John announces that last week's meeting was canceled and the next one will take place on December 9. He also shares that last week, the Committee held an Active Shooter Training.
- Sean adds that there were additional training with the Safety Team and District Director of Public Safety, Tim Thomas. He concludes by sharing that the next step will be to have a campus-wide training and the committee is putting together safety training sessions and drills, which they plan to roll out in the beginning of spring semester and may possibly squeeze one in, in December.

Technology Committee (Chris Lewis/Mary Clarke-Miller)

- Mary shares that the Committee last met on November 3rd and is hoping to have support from the College Roundtable for the computer lab discussion item broached during Roundtable a couple of meetings ago. They sought more information regarding the Refresh Plan and Vincent said there is still no budget to be greenlit, so Mary comments that she is unsure what the stance is on that. Chris confirms that the Bond is coming up to Board. Mary says that VPI Hay and Chris are meeting with Vincent for progress on the Refresh Plan and to seek insight on where funding is short.
- Mary reports that 150 laptops have been purchased, lots of which came from Bond funds. She adds that Joe Bay is at a pause for classroom refreshes as District says these are capital projects

which cannot be done in chunks; not in piecemeal but organized as one project.

- Mary reports another issue is that the card reader for the Science Lab has not been working. Though new batteries make it work, the studio door ultimately is not working and the company that manufactured it no longer exists. Chris adds a reminder to Facilities that other departments have reported similar issues with the studio.
- Tri-Chair Freeman comments on the written report from the Technology Committee chairs, specifically the three listed recommendations to College Roundtable. He seeks clarification of whether these are coming to Roundtable today in the form of a motion, or just recommendations recently discussed that they are now bringing to Roundtable.
 - Mary responds that these items were discussed at recent Tech meetings and they are now looking for insight on how to move on these items.
- VP Kuni Hay clarifies that Joe should not be going on his own to the District to ask for things. Instead, the IT team—which reports to Kuni—should have a conversation to clarify the ask in order to honor the existing governance processes. Confirmed asks will be directed to the respective District office by administrators. For these particular items, she reminds the Tech Committee that these should be routed to her to go through the correct process. Mary adds that District IT and the Technology Committee had a conversation to ask for next steps.
- Kuni clarifies that the Refresh Plan was updated August 2020 which clarified the process but it is unclear which part of Year 1 and 2 the items were deployed to personnel.
- President Garcia points out that this discussion is a convergence of different systems and processes. She reiterates what Kuni clarified, that when utilizing Bond-funded operations, these fall under the fiscal control of the District Department of General Services (DGS), as well as the oversight group for Bond funds. Release of funds and procurement comes from that centralized space. She adds that the District will usually go for economy of scale (if one college needs something, it is likely that other colleges will also), which may impact speed at which tasks may be completed. She adds that VP Brooks as the administrator who oversees administrative services can share the impact of these items and unfulfilled needs on college operations.
- Q (Mary): Is it possible to discuss having staffing at the computer labs?
A (President Garcia): From a programmatic purview, she defaults to VPI Kuni Hay and Dean Lewis on how to allocate time and space.
- Tri-Chair Freeman clarifies the governance process, stating the Technology Committee does not bring recommendations to the VPI. Committee chairs should bring items to Roundtable who would then delegate to VPI Hay. Using an example from today’s conversation, Matt clarifies that the President has delegated the issue of card key access to Facilities, Health, and Safety Chairs to agendize, classroom staffing to VPI, and utilizing computer labs on campus spearheaded by VPI and Deans who ultimately close the loop on these asks. The President making formal responses to these asks therefore fulfills role of Roundtable. Tech Committee following up with these respective spaces will be important to ensure that asks and responses from Roundtable and the Office of the President are fulfilled. Lastly, as this is the second time these topics have been broached, this discussion clarifies who is responsible for what.
- President Garcia adds that these may be areas to include on the APU as issues that have arisen. This would further reinforce the level of data review, supporting future actions that a future department may want to take. This also emphasizes the multi-prong process and institutionalizes and codifies the APU, further cementing an action plan moving forward.

- Tri-Chair Freeman comments that this discussion is an example of shared governance and how committees make recommendations to Roundtable.

5. Governance Updates - Faculty Senate / Classified Senate / ASBCC

Academic Senate (Report by Matthew Freeman)

- The Academic Senate last met on November 2 and will meet again this Wednesday, November 16. They reached a resolution to put pressure on the District for a budgeting process for Distance Ed. They also looked at the requirement of math for various degrees, a topic that was brought up by Curriculum Committee chairs, and they will vote and take action during their November 16 meeting. This initial discussion brought up the importance of including math as a requirement.
- ASBCC President Mazin Saeed attended their 1st meeting where they discussed finding ways to work more with student leadership on campus. Following the Senate's first meeting to establish goals, Tri-Chair Freeman had asked Mazin to come to the Academic Senate to discuss the background and context of the ASBCC. There was discussion to have more student leadership/representation on each of the standing committees because as faculty make decisions, they should be in constant consultation with student leadership.
- Tri-Chair Freeman expresses his deep appreciation to Mazin for his time and for being open and participating actively within Senate and taking contacts and needs back to Student Council.

Classified Senate (Report by Phoumy Sayavong)

- Classified Retreat will take place on December 9, which they will discuss further at the Classified Senate meeting this Wednesday, November 16.

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

- ASBCC interviewed and elected four new ASBCC members over the past week and a half. They also funded a new printer and microwave for the Student Lounge, as well as events for clubs. Mazin attended IPAR and AS meetings. ASBCC is funding holiday meals for students in collaboration with Phi Theta Kappa and Basic Needs. Student Ambassadors have been advocating and working on campus to increase student voter turnout on campus.
- President Garcia applauds the students for their efforts to encourage voter turnout, particularly their presence on the first floor where she says she was asked at least four different times whether she had registered to vote. She congratulates Mazin and student leaders on a job well done.
- Tri-Chair Freeman echoes the thanks for the students' focus on voter turnout, adding that demographic data shows that 18-29 year olds have historically had low voter turnout, but is a particularly important group to see represented. He is pleased to see the number was up for midterm elections and comments that it is great to see students' work reflected in the turnout data. He recognizes that it often isn't easy to facilitate conversations around politics, and thanks the students for the work.
- Mazin shouts out John Nguyen for his great work behind the scenes to support student voter registration.

6. Announcements

- Ramona Butler: The CARE/CalWORKS Toy Drive and end of semester event will take place on December 7 at College Hour in the EOPS Lab or Student Lounge. The EOPS Event will take place in the EOPS Lab on December 8 during College Hour where they will have lunch and hope to have faculty and alumna to offer inspirational messaging to attendees. Ramona will share more information sometime this week.

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- President Garcia: This week, the Department of Education is doing onsite visits for Financial Aid with the whole District. She publicly thanks all those involved, especially with the leadership of John Nguyen as Acting Dean of Enrollment Services and VPSS Stacey Shears. She remarks that financial aid is especially important to continue student access.
- President Garcia thanks those who attended the Charrette last week There were very deep discussions related to what partners would like to see from BCC, and also allowed colleges to pose some questions to partners about how to work better in partnership. She is grateful to Laney College colleagues for hosting the event, and grateful for the participation of many from BCC.
- President Garcia: In order to support the attendance of classified professionals at the Classified Retreat on December 9, the Holiday Party has been rescheduled to Thursday, December 8, 2-3:30pm. This will be a dessert social. She comments that Academic Senate, Classified Senate, and ASBCC will reconnect to coordinate plans.
- President Garcia: VPSS Dr. Stacey Shears will be Acting President this week.

7. Adjourn Meeting

The meeting was adjourned by Co-chairs Garcia and Freeman at **1:07**pm.

Next Meeting: Monday, November 28, 12:20-1:30pm, Conf Room 451 A/B + Zoom

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