



Berkeley City College
College Roundtable for Planning and Budgeting

MEETING MINUTES
 Monday, February 13, 2023

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

Guests: Catherine Nichols, Christopher Lewis, Dana Cabello, Francine Lewis, John Saenz, Joseph Bielanski, Jr., Kelly Pernell, Lisa Cook, Lissette Flores, Mary Clarke-Miller, Natalia Fedorova, Phoumy Sayavong, Pieter de Haan, Randy Yang

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

| AGENDA AND DISCUSSION ITEMS |
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| <p>1. Roll Call / Review Agenda</p> <p>Tri-chair Williams called the meeting to order at 12:20 pm.</p> <p>Motion to approve agenda by: Sean Brooks Second by: Claudia Abadia Votes in favor: 10 Objections: 0 Abstentions: 0 Motion passes.</p> |
| <p>2. Review Minutes</p> <p>Tri-chair Williams requested a review of the January 30, 2023 minutes.</p> <p>Motion to approve minutes by: Stacey Shears Second by: Djenilin Mallari Votes in favor: 10 Objections: 0 Abstentions: 0 Motion passes.</p> |
| <p>3. Participatory Governance Updates - Integrated Planning Committee / Integrated Planning & Allocation Resources / Facilities Committee / Tech Committee</p> <p>Integrated Planning Committee (Stacey Shears/Kuni Hay)</p> <ul style="list-style-type: none"> • Stacey shares that IPC has not yet met this semester, noting the realization that there are duplicate efforts. Chairs will send a message to membership. For example, work on BCC's 2024-2028 Educational Master Plan has been ongoing while there is also an EMP Steering Committee. Currently working on APUs, and the next phase is to take it to IPAR. Committee Chairs Shears and Hay are working to minimize meetings in recognition that BCC is a small college pulled in different directions. • Kuni adds that another example of duplication is the Accreditation Steering Committee which is now being called upon to prepare for midterm review in 2025. They will consult the group for further analysis. <p>Integrated Planning & Allocation Resources (Sean Brooks/Phoumy Sayavong/Gabriel Martinez)</p> |

- Sean shares that the last meeting was on January 24 during which an update was given on the current state of the budget and amounts. They will next meet on February 28 where they will consider a report-out regarding the March 20 reports to be administered by the District. During their March 7 meeting, resource requests will be presented for APUs, after which recommendations will come to Roundtable on March 13. Sean concludes and says he looks forward to hearing recommendations on funding at that time.

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

- Per John, they last met on February 10 and will next meet on March 10. He invites Sean to share what was discussed regarding 2118 Milvia Street as AVC Smith attended the meeting as well.
- Sean share that currently, 2118 Milvia is still in the design review stage. A second set of plans will be submitted sometime in the next week or so, and then will wait for comments regarding those. He is hopeful to get out of the DSA process in April, after which the process will move forward. There have been no updates regarding construction progress as these other processes continue. He is still in discussion with DSA. Sean also share that the Safety Team has been assembled and they have been going through several trainings such as Active Shooter, CPR Training, etc. Other members will be certified and up to speed sometime in March. Looking forward to completing full onboarding and training.

Technology Committee (Chris Lewis/Mary Clarke-Miller)

- Chris announces that laptops are available in the LRC for student use. He thanks Vincent for deploying them for use, and Kuni for helping move that forward. Some are refurbished PCs, 10 Macs and 25 PCs in place. Some are still in progress. Mainly for MMART student use. Still in development, sidelining of anything.
- Mary shares that the last thing they heard regarding classrooms—such as projectors—from Joe is that they are funded by two different refresh funds. Kuni responds that the 10-classroom upgrade has been delayed due to supply issues. The completion date has been extended and is going to Board tomorrow for approval. She assures the group that all will go forward as planned, albeit delayed.
- Chris shares that the website upgrade is moving forward. President Garcia helped make that happen with additional funding. An Australian company has been selected to complete this work and Tom Rizza has been working on this with a timeline of 16-20 weeks from start to finish. They will have a user experience review with a panels of students who will provide input on functionality, ease of use, etc. Additionally, he notes that the Help Desk moved to 2nd drop-down menu per BCC-IT, and Tania will add her information in her email signature so that folx know where/how to contact her. Finally, they are seeking more clarification regarding the network upgrade. More updates will follow once these items have gone to Board.
- Q (Carolyn): Regarding the website, previous plans were to copy COA's website as a template, now the update is that we are using an Australian company. Will this new website allow users to go in and provide updates?
A (Tom): He and Tania will work with the contractor to help with design and new branding on the HubSpot platform migration, which is the same one that the District is using. Once things are underway, one of the contractor's benchmarks in the timeline is to train users on the use of the website as content is migrated over. It would help to have a good group of people who know how

to use the website to update it. One good thing about it is that, similar to other website-building platforms (e.g. SquareSpace), it is very user-friendly such as not needing HTML knowledge but instead using drag-and-drop functions. They will work with Engaging.io to get an idea of the feel and function of the website. More updates to come once the contract has been finalized.

- Q (Andrea): When will the website be completed?

A (Tom): Once the requisition is done, the contractor's timeline is ~14-16 weeks from start to finish. Tom displays the contractor's draft timeline which shows various elements from research gathering to wireframing, design, development, content migration, testing, through lunch and training.

- Folx express their excitement about this development and refreshed website.
- Mary requests Tom's presence at a Guided Pathways meeting to discuss the website, and Tom shares that he has been in contact with Roy from First Floor Group who has a lot of ideas about information architecture of the website, particularly for implementing Guided Pathways.

- Q (Stacey): Considering the timeline, will there be a period of time when there is a deadline for updating what is currently on the website?

A (Tom): They say in month 4, there will be content migration. Spoke with Tania and Dr. Garcia, the latter who encouraged a presentation to Roundtable to get a head start on migration. This will be a labor-intensive process to make sure that that content we have is updated. There are two separate timelines, and Tom and Tania will work on internal expectations of providing updated content.

- Q (Andrea): Once the website is completed, what will be the process for updating the website?

A (Tom): The plan is for departments to be able to update their websites as needed, more to come later.

A (AG): In the period of community input, that is when it will be delineated what types of support will be available and resources made to help complete the project.

- Q (Francine): For fee-based education, she updates the page herself on Wordpress. Some of us have access to update our own page.

A (Tom): Certainly, will have more training for individuals to update their own pages.

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

Academic Senate (Report by Kelly Pernell in Matthew Freeman's stead)

- First met on February 1 where the Senate endorsed the 23-24 Faculty Prioritization list which they are now formally submitting to President Garcia. Also during this meeting, they heard updates from Senate standing committees. They will meet next on February 15.

Classified Senate (Report by Andrea Williams)

- First met on February 8. They have changed the format of Classified Senate meetings in that they will still meet on the 2nd and 4th Wednesdays of each month: the first will focus on campus updates, agenda items, announcements, and governance committee meetings, whereas the second will center around professional development of Classified Professionals. During the retreat in December 2022, many members expressed enjoying having space for regular PD opportunities. RepresentEd will provide specific development items around personal and professional enhancement with career, and also discuss 1:1 coaching and supporting staff around personal mission statements around their career. Next meeting is on February 22.

Associated Students of Berkeley City College (Report by John Nguyen on behalf of Mazin Saeed)

- ASBCC has been working hard to fund lots of student activity events, many of which have provided varieties of food. Lots of students have been excited to be part of those efforts. Club Rush was last week, and many students enjoyed interacting with different folk. ASBCC Student Body Elections will take place soon and there is lots of interest in joining student government. Hoping to have a full Board and hopefully a Student Trustee.

5. Announcements

- VP Shears: Screening *The Woman King* on March 3, 3-5pm in the Auditorium. Flyers will be distributed soon.
- President Garcia: On Friday, April 21, we will host a Principals & Partners Breakfast meeting from 8:30-10:30am. The Leadership team will send a message to Roundtable about different resources they provide about ways in which faculty, students, and staff engage with our community. Will include Albany, Emeryville, Berkeley, and Oakland USD. This initiative comes directly from the EMP, particularly strong community partnerships. Be on the lookout about communications to ensure that we have a thorough assessment of partners to the districts.
- President Garcia: Was invited to join African American Regional Alliance @ CSUEB, which engaged partners across state from K-12, CC, CSU, UC. Great representation across the education field. Noted that in California, of all Black Californians who enter higher education, 64% start in CC, 9% @ CSU, 3% @ UC, 18% at for-profit and ~12% at local nonprofit schools. One of the main themes of the conference was acknowledging how we as educators can/should show up everyday being pro-Black students. It was a phenomenal experience to be in that space and in that focus. She adds and emphasizes that to be pro-Black students does not mean being “not-pro other students.”
- Kelly Pernell sharing from the Assessment Committee: Faculty will receive an invitation to participate in ILO discussions on critical thinking this Spring. Will prepare ILOs for Fall 2023.
- John Nguyen: On all Tuesdays, BCC provides free meals to students from local restaurants as part of Spring to Success. We are also providing free groceries to students, staff, and faculty on Thursdays.
 - Tom Rizza thanks Izzie Villanueva and the rest of the BCC Basic Needs team for their support in getting meals to students on Tuesdays.
- Skyler Barton (via chat): Umoja Day on February 21 during College Hour in the Atrium.

6. Adjourn Meeting

The meeting was adjourned by Tri-chairs Garcia, Freeman, and Williams at **12:58** pm.

Next Meeting: Monday, February 27, 2023, 12:20-1:30pm, Conference Rooms 451 A/B and via Zoom

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