



Berkeley City College
College Roundtable for Planning and Budgeting

MEETING MINUTES
 Monday, April 10, 2023

Members Present: Andrea Williams, Angélica Garcia, Carolina Martinez, Carolyn Martin, Claudia Abadia, Djenilin Mallari, John Nguyen, Joya Chavarin, Matthew Freeman, Mazin Saeed, Sean Brooks, Skyler Barton, Stacey Shears, Thomas Rizza

Guests: Azul Lewis, Catherine Nichols, Dana Cabello, John Saenz, Joseph Bielanski, Lisa Cook, Martín De Mucha Flores, Mary Clarke-Miller, Natalia Fedorova, Phoumy Sayavong, Randy Yang, Richard Kim

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

AGENDA AND DISCUSSION ITEMS
1. Roll Call / Review Agenda
<p>Tri-chair Freeman called the meeting to order at 12:22 pm.</p> <p>Motion to approve agenda by: Joya Chavarin Second by: Skyler Barton Votes in favor: 12 Objections: 0 Abstentions: 0 Motion passes.</p>
2. Review Minutes
<p>Tri-chair Freeman requested a review of the March 13, 2022 minutes.</p> <ul style="list-style-type: none"> • Skyler comments that they are extremely thorough. <p>Motion to approve minutes by: Skyler Barton Second by: Stacey Shears Votes in favor: 9 Objections: Abstentions: 1 Motion passes.</p>
3. Endorsement of IPAR Committee Recommendations of Annual Program Update Priorities
<p>Leader: Sean Brooks, Phoumy Sayavong, Gabriel Martinez</p> <ul style="list-style-type: none"> • Sean begins by sharing that the purpose of the APUs is to complete an annual progrma update which aligns priorities with requests. Tri-Chairs are Phoumy, Gabriel, Sean. They went through a thorough process this year. <i>Sean presents the "2022-2023 Resource Allocation Request for Institutional Planning for Allocation of Resources (IPAR)" PowerPoint slideshow with summary.</i> In Fall 2022, IPC released the APU process, Phoumy provided APU templates, and APUs were completed throughout March 2023 then presented by the respective Vice Presidents and President to IPAR in which VPs and President collected priorities, made recommendations to IPAR, which are now being represented. • Office of Instruction: Created with OOI with some from President's Office. Added ADA 508, currently an ADA 504 structure but not one for non-students. Position would allow BCC to be in compliance to have one. Cost is \$100k plus benefits. Tutors were also identified as a priority.

Currently, BCC student support is funded by three different funding areas. This would provide an additional funding source of \$238k for more tutors. Sean notes that BCC has the smallest instructional unit, hence the proposed Dean of Career Education and Workforce. The request also includes support for software as BCC has the highest level of circulation among all PCCD libraries, so one such example of software would be for the BCC Library to manage its collection.

- Office of Administrative services: There are three recommendations that support providing a standard level of customer service, whether to the outside public, students, parents, and staff internally. \$18k proposed to augment training provided by the District. Assistant Chief of Engineering was recently hired/filled, but BCC still needs a Chief Stationary Engineer and will need another one once 2118 Milvia comes online. A Director of Facilities is also needed within Administrative Services as there is currently only one manager in the office and the addition of this would help with additional oversight, supervision, etc. This amounts to ~\$255k plus benefits.
- Student Services: Prioritized professional development for Student Accessibility Services (SAS) so employees can continue to learn and provide in-service training for BCC; staffing for Financial Aid Office as staffing at BCC has had staffing challenges the last 9 months, therefore prioritizing Financial Aid Specialist request; also, software requests for Enrollment Services and SAS, plus technology and equipment for Enrollment Services, Financial Aid, and SAS.
- President's Office: For immediate staffing, a Director of Institutional Research and Planning is integral given staffing and the types of data we work with and this office is currently staffed by one, Dr. Phoumy Sayavong. This need was also expressed by the recent IEPI visits as BCC would benefit from additional support from a Director of Institutional Research. The Staff Assistant to the President's Office is currently funded through Guided Pathways and the General Fund, hence the request to prioritize this position within the President's Office. Finally with marketing and website augmentation, per feedback from student users of website, this augmentation would be beneficial for HubSpot migration and other work for Web Content Developer.
- Q (Angélica): Confirm that after Roundtable endorses IPAR recommendations, they are presented to President, then President Garcia will provide a priority of resource requests and come back to Roundtable to present priorities that came from APU?
A (Sean): Yes, though not at the next Roundtable meeting, but at the May 8 meeting. Additionally, funding is not available this fiscal year for these requests, but will be carried over for FY24 requests.
- Q (Matt): Confirming that the ask is for Roundtable to endorse today, recommend to President Garcia, then President Garcia will present priorities to Roundtable again.? No other requests this year, but will rollover to next year?
A (SB): Yes, will need prioritization requests next year also as these items may change next year.
- Q (Andrea): Are these prioritization requests for 2023-24 academic year?
A (SB): Yes, allocating the leftover FY23 general fund budget. Will go through this process again for 23-24. We would do this at a time when there are funds left over, so departments know what remains.
- Q (Andrea): Regarding the Office of Instruction for tutors, are these tutors for the Learning Resource Center (LRC)?
A (Lisa): While tutoring is centralized in the LRC, tutoring also takes place in science labs, elsewhere. We struggle to fund tutoring needs for the whole campus. Last year, part of that was funded through HEERF funds and are demonstrating now that \$288k general funds would be

needed to reach the same level for this year. If funds are not received, would have to work across different expenditures. Most tutoring is paid by categorical funds, others through parcel tax.

ACTION

Tri-Chair Freeman asks for a Roundtable Committee member to make a motion.

**John Nguyen moves to vote.
Seconded by Joya Chavarin.**

Discussion:

- President Garcia will abstain as the recommendation is coming to the President. VP Sean Brooks confirms that she will then come back to Roundtable with priorities and regardless of the availability of funds, President Garcia will need to confirm the recommendation of these requests.
- Matt thanks IPAR for their thorough reporting and for the stewardship of the tri-chairs being led by consistent leadership on campus. He specifically thanks Sean, Phoumy, and Gabriel for making sure that fiscal priorities are streamlined and organized, and he is excited that there is a round two to get processes cleaner.
- President Garcia will present at the next Roundtable accordingly.

14 approvals, 1 abstention.

Motion passes.

4. Endorsement of ACCJC Annual & Fiscal Reports

Leader: Phoumy Sayavong

- Dr. Phoumy Sayavong shares that he is presenting the ACCJC Annual Report on behalf of VPI Kuni Hay, and VP Sean Brooks will present the ACCJC Annual Fiscal Report.
- Phoumy: *Presents the "2023 Annual & Fiscal Reports" PowerPoint slideshow.* This process is required by ACCJC to provide an update on several features of the college. Much of the reason and rationale that ACCJC collects this info hasn't changed. The intent is to request this to ensure that BCC is in compliance with ACCJC standards and there are occasions in which there are red flags. They would use this process to inquire or ask for updates/clarification. Phoumy will provide the Annual Report which includes demographics and some outcomes.
- The reports' due date this year is different from previous years, hence the different reporting process this year. They only had one month to complete the reports, hence going directly to Roundtable and IPC for endorsement before submission on April 14.
- Something else that is different this year on ACCJC's side is they used a survey-like format for colleges to report findings, which helps ACCJC get around password-protected documents however it makes it difficult for the team to share because of this new format. Data elements are almost exactly the same. Phoumy presents snapshots of unduplicated headcount and changes over the past three years. Degree-applicable enrollment (credit-bearing courses), headcounts are a bit lower. ACCJC requests information on Distance Education. Numbers jumped quite a bit given some classes transitioned to 100% online. It passes the 50% threshold, hence the added explanation as to why. Enrollment in Distance Education during 2021-22 dipped a bit. Federal data information, "Scorecards" refers to an 8-year graduation rate (cohort starting in 2013-14

academic year). Graduates with associate's, not Bachelor's, some of whom are transferring to a 4-year university. There is no indication whether this rate includes transfer.

- In terms of outcomes, BCC must set targets based on years that have already passed, therefore the latest year they allow for us is the 2021-22 academic year. But we do have data from years past, 19-20 and 20-21. What they've done in order to be fairly realistic is to have institutionally-set standards (floor), stretch goal (aspirational), and actual course completion rate. As actual percents decrease, floor expectations and aspirational goals are adjusted. As these declined, they lowered the scores by ~2% each. Note: For all outcomes that ACCJC requests, they do not ask for disaggregated data. Here at BCC, we do disaggregate data on a regular basis and it is available to the public via dashboard. At minimum, available to see outcomes data by certain fields.
- Rate of change for floor and aspirational goals for certificates conferred. Institution Set Standards for Achievement. Phoumy looked to the Perkins site to find the number of students who have finished certificates at BCC, but they have not updated the system since 2017-18. Did not put any updates here, will keep them at current date. Nothing new for these areas.
- Sean: 2023 ACCJC Fiscal Report. Looks similar to last year, provided snapshot of financial information. Most data is District information. Later in sections 22-26, more college-specific. First series (slides 1 and 2), numbers are consistent. Due to lots of government agencies, structural imbalance as expenditures are rising and revenues are rising, but not at the same rate (e.g. COLA and salary increases). At Peralta, 92% of budget is salary-related. Have and will continue to monitor and track this. OPEB Liability continues to be tracked. Cash Position and Audit Information. Cash balances are rising. Most exciting is Section 7.19 – audit findings went down from 10 in 19-20 and 20-21 respectively, and 4 in 21-22. Continuity for next year, hope to see more progress along these lines and less findings moving forward. Section 9 – increase in FTES from 20-21 and 21-22. Section 24 – represents budget allocated by District every year. Based on Fund 1 and 30. Another positive note of working with Director John Nguyen for student loan default rate, which has gradually decreased. Good information from a fiscal perspective. Section 10 asks about administrative leadership (2 being Sean, Chris; 1 interim being Fin Aid Director; 3 at District). At the time of filling out fiscal report for FY21, it was not finalized unaudited. Once went through audit, those expenditures went down to ~\$500k. Made note so that ACCJC were clear about the change from 21-22 to 22-23.
- Q (Matt): Are these reports presented to Roundtable as an action item or discussion?
A (Sean, Phoumy): Yes, we are asking Roundtable to take action to endorse.

ACTION

**Skyler Barton motions to approve.
Seconded by VP Stacey Shears.**

No discussion.

**15 approvals, 0 abstentions.
Motion passes.**

- Stacey thanks the team for their work with the new format.
- Matt shares with the group that the presentations will be posted online on the Roundtable pages of the BCC website.

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

Integrated Planning Committee (Stacey Shears/Kuni Hay)

- Stacey: IPC has not met since last Roundtable. Sent email to update the group regarding ACCJC Annual Report. Also in the process to make sure that IPC is meeting very efficiently and when needed, not excessively as members are also doing multiple things.
- Matt is excited to hear about ways to make processes more efficient and reduce redundancy.

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

- Sean: Met once since last Roundtable to consider APUs and resource requests. They split the offices wherein one half presented in early March, the other later in March. They also had a budget update regarding tracking to date in general fund.

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

- John: They meets only once a month and reported during the last Roundtable. Their next meeting is this Friday, April 14, 2:30-1:30pm. Some items to discuss are the DGS 5-year plan, Milvia update, District Facilities Update.
- Sean: They also informed the committee of the process for facilities needs and prioritization.
- Q (Mary): Is Facilities adding the discussion about ADA-compliant locking of doors?
A (Sean): Yes, brought it up to staff.

Technology Committee (Chris Lewis/Mary Clarke-Miller)

- Met last Thursday, no updates on bond fund. Used Strong Workforce money to purchase additional computers for 324. One will be borrowed by the Library to test new software. Testing with new system to see if it will stick. After confirming that it isn't the software, they will work to buy their own computer. Joe is working on 4th floor classrooms (423 and 424) as panels to operate screen share and projection were not working, but he managed to get them functional again. Will need to reprogram them.
- More key cards are being activated. Company no longer exists, contract ended.
- Room 14/15 being repurposed for lactation room and food pantry.
- Network upgrade in progress, despite 1-week delay. May 26, cabling will start. First in line for network upgrade, partly because Mary and Chris were the only ones from the respective colleges who attended the last meeting. Unfortunate news regarding website, still trying to configure next steps as vendor was denied by District. Tom leading this work. GP is in dire need to have web presence; there may be another bucket to look at.
- Matt thanks Mary and Chris for showing up, organizing, and advocating which resulted in moving to the front of the line for BCC network upgrade needs.

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

Academic Senate (Report by Matthew Freeman)

- Last met on April 5 Matt acknowledges that on April 4, DAS was hosted in person at BCC to be the first host college of "endemic" stage of in-person meetings. Have been trying to have

Hybrid/HyFlex meetings. BCC has been trying to host them since Spring 2021, BCC was the only college to have in-person Senate meetings. Special shoutout to Joe Bay for attending the meeting and showing a coordinated effort. Great to have representatives across PCCD attend at BCC.

- April 5: Distance Education Co-Chairs presented changes and recommendations to DE for online educators. Lots of emphasis on making sure that faculty who teach in DE universe who are hired into that space are aware of what we as a college define as a “DE Course”. In that space, BCC and PCCD DE Committee have put together an equity rubric not only applicable to BCC, but also ASCCC at state level and also the UC system. Focusing on closing equity gaps in that space. Also heard from colleagues and PFT to remind faculty that elections are happening now for leadership. Jennifer Shanoski is on her way out, last few weeks of her tenure. Others are running for office within PFT. A heads-up that in leadership spaces, folx will see new faculty representatives starting in the fall.
- Next meeting April 19.

Classified Senate (Report by Andrea Williams)

- Andrea: Next meeting on April 2, 2:30-3:30pm. Leadership team tenure is coming to an end, election process will begin next month. In the meantime, trying to provide impactful programming. Hoping to end on a note of positivity. Thanks everyone for support during her tenure as Classified Senate President

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

- Mazin attended A2MEND Conference with others including VP Brooks. Inspiring, lots of great workshops and experiences. Hopes BCC continues to send students to the A2MEND Conference. With John, he attended CCC general assembly of students. As delegate for BCC, Mazin voted on various motions. Bonded with other ASCCC members. Attended workshops with teachings that he can implement as President of ASBCC. Same weekend, SSCCC took place in Long Beach. Great Exec Board representing Region III. Advocacy in April, on April 12 there will be a meeting at the State Capitol with Speaker of the House Kevin McCarthy. ASBCC Elections take place tomorrow. Computers on campus for students to vote. Last year, great voter turnout (better than others in PCCD). Excited about this year’s candidates who showed great dedication and commitment to ASBCC and leadership.

7. Announcements

- John: In-Person Commencement on Wednesday, May 24. [Please sign up to volunteer](#), the link for which is in John’s email.
- Martín: City of Berkeley, BUSD, BCC are coordinating to put on a commemoration event to honor Dolores Huerta, Cesar Chavez, and Larry Itliong. Small celebration taking place in the BCC Atrium on Wednesday, April 12, 5:30-7pm. On Thursday, April 13, 6-7:30pm, the UCRC Fundraiser will take place in the BCC Atrium. There will be food/refreshments, a DJ, conversation between President Garcia and Espinoza Salamanca, Founder and CEO of DREAMer’s Roadmap.
- Tom: On Wednesday, April 7, Multimedia Arts is presenting an exhibit on “You Are What You Drink” in the art gallery. Some students made posters in collaboration with Berkeley Community Health Education Institute to promote water over sugary drinks. Advertisements they proposed are currently up in Jerry Adams Gallery in the LRC. Wednesday exhibit to meet the artists.

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- Matt thanks Tom and Martín for their representation and news sharing for the [Berkeleyside article](#) regarding the Berkeley/UC TAG program.
- President Garcia: Cafecito with the President will be exclusively in-person tomorrow, April 11, 12:30-1:30pm in Room 423. We will have conchas and light refreshments!

8. Adjourn Meeting

The meeting was adjourned by Tri-chairs Garcia, Freeman, and Williams at **1:24** pm.

Next Meeting: Monday, April 24, 12:20-1:30pm, Conference Rooms 451A/B and via Zoom

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