

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

Guests: Alison Yu, Azul Lewis, Catherine Nichols, Christopher Lewis, Dana Cabello, Jeejun Bertuso, Joseph Bielanski, Lisa Cook, Mary Clarke-Miller, Natalia Fedorova, Phoumy Sayavong, Randy Yang, Richard Kim, Zahra Mojtahedi

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 12:20 pm.</p> <ul style="list-style-type: none"> • Only two Roundtables left this semester, on May 8 and 22. • Kuni makes a friendly amendment of one change to agenda as Chris is with AANAPISI Director hiring committee, Kuni will present. <p>Motion to approve agenda by: Sean Brooks Second by: Stacey Shears Votes in favor: 11 Objections: Abstentions: Motion passes.</p>
2. Review Minutes
<p>Tri-chair Freeman requested a review of the April 10, 2023 minutes.</p> <p>Motion to approve minutes by: Skyler Barton Second by: Joya Chavarin Votes in favor: 11 Objections: Abstentions: 1 Motion passes.</p>
3. President's Recommendations of APU Priorities
<p>Leader: President Angélica Garcia</p> <ul style="list-style-type: none"> • President Garcia presents the PowerPoint slideshow titled “2022-2023 President’s office Resource Allocation Request for College Roundtable for Planning Budget.” Having received recommendations which IPAR brought to Roundtable as body, the President is recommending that <i>should</i> BCC have new or available Fund 01 money for next year, these would be prioritization of rankings. • #1 position is personnel related to the Financial Aid department and how Financial Aid has been responding per the last APU. Moving part-time Clerk II to full-time is the first priority.

Berkeley City College
College Roundtable for Planning and Budgeting
MEETING MINUTES
Monday, April 24, 2023

- #2 comes from OOI for ADA Accessibility Coordinator which addresses Title V in terms of accessibility compliance. Not to be confused with ADA 504 Coordinator which ensures the college is receiving appropriate accommodations and college is adhering to Title IV regulations related to accessibility. AD 508 is specific to support infrastructure within distance education, specifically with faculty for programs and services in that format.
- #3 position comes from President's Office for Director of Institutional Research and Planning. BCC has an office of one for Institutional Research; even in the last 3 years, the way we have grown to be more intentional with the use of data, especially disaggregated data, coupled with the IEPI visits where the PRT gave feedback that we are understaffed in this particular area. Director of Institutional Research and Planning would fall under the classification of management at the director level and is considered a new position at BCC.
- #4: Out of OOI comes the need to institutionalize student tutors and embedded tutors. One big gain during the pandemic was augmenting the level of tutorial services available to students, and embedded tutors to support faculty. BCC utilized emergency funds to support this. Prior to the pandemic, BCC was already working to centralize, streamline tutoring, coordinate training for tutors, working with faculty to understand how to augment classroom teaching with inclusion of embedded tutors. Biggest price tag at \$238k. Right now, college utilizes up to 6 funding sources to have this level of student tutoring currently available. Think about institutionalizing cost so that BCC is not relying on soft dollars. Students, faculty working with embedded tutors deserve institutionalized tutors. Equity includes thinking about access to resources for students to succeed.
- #5 Administrative Services: Asst. Chief of Engineering. Currently, the structure is engineering who is partially at BCC and goes to other colleges, they are often not readily available when needed such as for impromptu projects. With new the new building coming online within the next two years, we will need someone solely dedicated to BCC. Must institutionalize a local asst .chief of engineering who doesn't get moved to other sites.
- Total request would be just shy of \$900k. The way the process would work if money was available–If \$200k was available, the President's recommendation would be to fulfill these priorities in the order of their ranking, starting with the #1 position. If \$300k is available, we would be able to support #1 and #2, etc. By community input, merging of what comes through IPC and APUs and what comes through IPAR and gets to Roundtable, when the two processes intersect, how do we move forward?
- Q (Phoumy): What level of college autonomy is there to determine the use of funds?
A (AG): Level of autonomy comes with (dictated by) level of restriction of the fund(s). This has gone through the shared governance process and has been codified in so many different steps, the college is in a great position to show that this was a collective effort to show how funds are utilized. If level of autonomy if not available, there is a strong case that we are making the best decisions on the use of public funds at BCC.
- Q (Matt): #2 ADA 508: This is something that, within Academic Senate, has gotten lots of attention and discussion, heard from Distance Ed Coords on this as well as District-level. Grounded on rationale language, Title V regulations have shifted and BCC is no longer in compliance (breaking federal law). Faculty are not experts in this and are doing the best they can, insofar as doing the best they can, they can be creating larger problems. This is also an equity issue in bridging access to course offerings in relation to ADA. There is not a lot of money coming from District. Is there any conversation at District about ADA part, whether funded at the college level or District person

to come into compliance. VPI and VPSS say function of role can still take place even without this role filled.

A (Angélica): It is a collective effort to make sure the role is served. Is this a position that sits at district because it supports all colleges or, because teaching is deeply personal to each student, should they be located at the college level? Angélica has seen support for either. Message for BCC is to use COVID-19 Block Grant funds. That is how we are able to support the function, though we haven't identified an ongoing colleague at this time. FinAid is in a similar boat. High-level context: if any college is determined to be unable to award financial aid, that is a huge issue of compliance. DOE audit, hence the urgency of this priority as well. Not appropriately staffed in terms of number and also classification. What has not been addressed is an identified position or person. Does it make sense for AD 508 Accessibility "person" to sit at District or college level? Fundamental question right now sitting with Deputy and Interim Chancellors.

- These priorities and this prioritization have been a year in the making from the development of the ISER, IPAR as a body. Angélica thanks those sitting in all governance spaces as all of this is evidence that we are being responsive to recommendations that accreditation colleagues gave us.

4. Endorsement of 2024-28 Educational Master Plan

Leader: President Angélica Garcia

- Work began in earnest in Spring 2022. Angélica presents the Table of Contents on the EMP Draft to show what composes the plan. The EMP Steering Committee, the development of which was supported by College Roundtable, has been consistently part of EMP development conversations and there has also been a multi-level, multi-layer process during opening day meetings and meetings of multiple bodies. The purpose of the EMP is to chart where BCC will be five years from now. Key areas that have not changed began with the emerging themes:
 1. Enrollment and Retention
 2. Student Equity and Success Outcomes
 3. College Infrastructure and Fiscal Sustainability
 4. Teaching, Service, and Learning
 5. Campus Culture and Climate: Diversity, Equity, Inclusion, Accessibility
- There is a section included where the District discussed their strategic plan. District will strike pages 46-57 from the final draft of the BCC EMP before presenting it to the Board of Trustees for their approval.
- EMP Shared Vision: The ultimate goal is Equitable Student Completion. Indicators of success are where we will focus and track data. Once Roundtable approves, this draft will advance to the Board for their first read at their May 9 meeting. If there are edits, there is still time to make those. Board will have all colleges' EMPs, each of which ultimately require Board endorsement.
- Matt thanks everyone who has been involved, particularly leadership, and comments that this has been such an inclusive process, such as the creation of the Steering Committee in which every constituency group was represented. He shares that he is glad BCC is committed to this kind of representation. As Academic Senate President, he has been excited to hear from Fatima Shah, who has presented to the Academic Senate on the progress, which he notes has also happened in other spaces. He is excited to be at this moment and gives a shoutout to everyone who has been at that table. The college is going to be in an exciting place as we work to achieve these goals moving

forward.

ACTION

Motion to approve by: Stacey Shears

Second by: Kuni Hay

Votes in favor: 15

Objections:

Abstentions:

Motion passes.

Angélica: We have our roadmap! Next steps are measurable goals and data, which will launch in the fall.

5. Governance Retreat Discussion

Leader: Tri-Chairs Freeman and Garcia

- Angélica shares that BCC has had an annual governance retreat the past two years. We are currently holding June 1 and 2, 2023. In the past, these have been single full-day retreats, though last year's feedback was to have an additional half-day for more context. Previous retreats have informed the process by which to revise the governance manual, ground in equity what it means to be tri- or co-chair, and come together discuss the spirit of participatory governance that we want within our respective groups. In the past, the retreat was attended by current and past co-chairs, with preliminary discussions of inviting incoming co-chair(s), though there has been a gap because they are usually selected and/or finalized in the fall.
- Q (Angélica): Is it possible to have co-chairs to consider during their next meetings to identify who will be in chair roles in the fall, so that the invitation can be a combination of outgoing and incoming chairs (if there is a shift)?
- Matt: One governance committee, IPAR, has led the way with the tri-chair model. One thing that was discussed as far as the spirit of the retreat last summer, which gave way for Tri-Chair of Roundtable, was to have a tri-chair structure within all governance committees. Many committees put work into updating their respective committee charge in the governance manual to include a tri-chair model, which they would bring back to Roundtable so that all committees have tri-chair representation. He encourages committees to incorporate this model in all spaces as all constituency groups are setting agendas for these committees. If a committee you currently chair does not currently use a tri-chair model, how can we shift? Angélica specifies that these are not "department chairs."
- Q (Kuni): Can dates be more flexible? Kelly Pernell as Assessment Coordinator and math will be pulled to OUSD.
A (Angélica): Yes, once players are identified, there may be some room to move around. For faculty, off-contract, they need to plan in time for that. Leadership team will need time to coordinate. June 1 and 2 does not need to be hard and fast, though it would be best to finalize a date as soon possible.
Comment (Andrea): June 1 is also the deadline to submit intent to register (transfer students).
- Send questions to Roundtable Tri-Chairs: President Angélica Garcia (angelicagarcia@peralta.edu), Academic Senate President Matt Freeman (mfreeman@peralta.edu), and Classified Senate

President Andrea Williams (amwilliams@peralta.edu).

6. Update on BCC MESA Center

Leader: Chris Lewis, Kuni Hay

- BCC received a \$1.4M MESA grant over 4 years starting this year. This is the planning year, two things to do in order to keep on going:
 1. Acquire Director
 2. Acquire dedicated space
- The grant will be used to support coaching, tutoring, etc. Envision that as BCC does well, will cross-pollinate with other campuses to ensure the space thrives.
- Have not yet gone out for hiring. Existing 85 programs within the state, BCC is part of 54 new ones added this year. Process is a it delayed and funding will come no later than June. Kuni is pushing to get this done by May if possible, to avoid being so close to the end of the fiscal year. Once funding is received, the team will go to RTA and move towards hiring.
- A dedicated location was determined with support from Johnny for classroom space, albet temporary until the new building is built. Major shift/transition will happen, then will move. For now, they will use a non-invasive classroom that is not going to interfere with existing in-person classes, in 2000 Center next door. Sean helped work through it, looked at the contract. Classroom 1 is temporary but dedicated space for MESA until term arrives. Chris requested adding this item to the Safety Committee meeting on May 14
- Q (Ramona): Have we identified MESA staffing needs?
A (Angélica): Proposal entails faculty office hours, workshops, meetings of MESA Campus Council.
- Q (Ramona): Who do we plan to hire for the MESA program?
A (Kuni): Most important staff to hire is a dedicated director. They are entertaining the area of coordination, a staff assistant, but depending on if we are able to utilize an existing position to share tutoring coordinator, which hasn't been fully discussed. Entertaining some kind of facilitation with the Transfer Center, tutoring, counseling, areas will be coordinated naturally. Haven't gone into planning specifically.
- Q (Ramona): Jenny Lowe (?) – considering professional tutors? Student tutors?
A (Kuni): Dedicated tutoring for Science and Math, more to come.

Integrated Planning Committee (Stacey Shears/Kuni Hay)

- No updates.

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

- Not present.

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

- John: Met on April 14, discussed 5-year capital plan. The Milvia Building is locally funded, with plans to demolish the existing Center Street building around May 2024-25 with planned occupancy date of 2029-2030. He shares that IVC Atheria Smith's updates during their last meeting had some unresolved dates.
- Angélica shares an update that she was in a meeting with IVC Smith, Keith Kajiya, Bob Parks, Jeremy Bordi last week and it is on the contract to proceed with demolition for Milvia Street. DGS was operating under assumption that the plan was in DSA and therefore we cannot proceed,

which has since shifted. The plan they are entertaining tomorrow is a sooner demo (this year) should take place. Point of difference is that current construction firm is coming in ~\$10M over approved budget. DGS was saying they're over, but XL Construction is explaining the rationale of these additional funds. XL will demo as they have been closest to the project, after which point is to either continue to work with them or District will off-board/sever ties with XL and go out to bid with new construction company. This info was just discussed last week. Demo should happen sooner, lingering element is whether XL will continue building Milvia or go back out to bid. Ratcliff architect firm has agreed to continue with project even if with a different construction company. On Board agenda tomorrow. Would be in BCC's best interest to stay with XL because it addresses safety and health concerns.

- Matt: Anytime we go back to bid, it slows things down.
- Nursing pods, brought to F/H/S Committee. Will purchase pod to hopefully store on 5th floor, possibly the women's restroom. FHS are overwhelmingly supportive of it. Room 14 will be Reflection Room for BCC Students, Room 15 is Basic Needs Center. Process of going through FHS and Roundtable, will provide an update again to inform students of spaces available to students.
- Q (Matt): Confirming that FHS is supportive of the pods, Matt asks whether John and Sean, as chairs, are presenting to Roundtable with a sample of what it will look like?
 A (John): Yes, will present to Roundtable with photos at the next meeting.
 A (Matt): Confirm that tri-chairs will add to agenda for action.

Technology Committee (Chris Lewis/Mary Clarke-Miller)

- Haven't met, will meet next week during which they will go over updates. Chris, Sean, and Mary are part of network discussions, which have started. They are starting to get rid of excess materials in the server room. All going according to plan. Hopefully will finish by end of Oct 2023.

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

Academic Senate (Report by Matthew Freeman)

- Last met on April 19, had items for discussion. No action taken. Academic Senate was happy to invite and host Lissette Flores, new BCC HSI Director, from whom they got a sense of updates as Vero had previously attended their meetings to provide similar updates. The meeting introduced Lissette to the space and shared governance. All different ways in which faculty can be pulled into conversation. Lissette is conducting conversations around a faculty advisory committee regarding equity gaps and completion; the idea of integrated HSI efforts into bridging curriculum gap, particularly at table of Curriculum Committee. Academic Senate could be space where there is representation of HSI Faculty Committee but also a carved out space of Lissette or others who are part of the HSI Coordinator Group. A seat within the governance committee to have a voice at the table to incorporate thinking/plans, professional development, Distance Ed spaces, exciting to hear and see collaboration across different spaces. Gabriel Martinez encouraged Lissette to present and introduce Faculty Steering Committee at Fall Flex Day if able to roll out in time.
- Also discussed Distance Ed (Cora Leighton, Chris Bernard); District Office no longer helping to support Distance Ed faculty release for faculty coordinators. Burden of subsidizing support for that work rests exclusively at college level. For AS, this is a serious problem. For College and students, we need to be able to tap into funding resources. Funding is a reflection of values. If District truly is invested and values Distance Ed, they need to put their money where their mouth is. This decision moves Peralta in the opposite direction as we already have an overburdened and

overtaxed college community. Need support through either resolutions to forward more aggressive teeth out of AS. Interims to permanent. Need to have permanent line item for this as Distance Ed continues to grow. Matt gives kudos to Kuni for her work to support this. Want to ensure that work of Kuni and success is a two-way street from District. Discussions ongoing. Concerns for other faculty release for other areas, concern that this will be cross-applied to other areas. Next meeting on May 3, will have action item to endorse DE training for faculty who want to develop better curriculum for better space.

Classified Senate (Report by Andrea Williams)

- Executive leadership team has 3 more weeks left in their term. PERS training next Wednesday via Zoom for all Classified Professionals. Lots of interest from Classifieds. On May 10, they will hold Leadership elections for the next two years and will send out results upon learning who the leadership team will be.

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

- Attended Advocacy Event on April 12 during which he talked about AB 405 for Cal Grant reform, AB 1630 for housing development near campuses, AB 1275 for Brown Act and having students put address and where they'll attend meetings from on the agenda. ASBCC results came out a few weeks ago, a few open positions where students will be able to apply in the fall. This week is Black Student Success week. Tomorrow at 12-1pm, Mazin was invited to speak on a statewide webinar panel for students in action. SSCCC hosting monthly delegate assembly this Friday 12-4pm. MSA and Basic Needs designated space on campus for Muslim students to pray in room 14, Mon-Fri 9am-5pm hours.

8. Announcements

- Angélica: Black Student Success Week is this week. She highlights the Student Equity and Achievement Plan and colleagues who inform that work. BCC has continued work to support Black students. She wants to share news of BCC being recognized related to Black students' success and great faculty work, but cannot share details until it is public this Wednesday. A press release will be sent once news is public.
- Angélica: This Wednesday is Administrative Professionals Day during which we will celebrate amazing colleagues who support the college. Faculty, administrators get to look good because of the collaborative work we do with Classified Professionals. She looks forward to organizing something to celebrate administrative professionals. Albeit, administrators have come to recognize that even in planning for this event, it takes working with Classified colleagues in order to organize.
- Andrea: UCLA and UC Berkeley released TR decisions last Friday. UCSD will be last to release. 98 students admitted to UC Berkeley, 65 to UCLA. Will receive list of which students and can share. Almost every student who applied got into either UC Berkeley or UCLA or into the college of their choice. Andrea thanks everyone for their support. BCC is an exceptional community and she is excited to see the work come to fruition.
 - Matt: Comments that lots of us around this table came from CCCs ourselves. He thanks Andrea for her work and support to students, recognizes the work it takes to get students' fingers on the keyboard to complete their apps and to and through their next stop.
- Tom: Enrollment began last Monday, District will continue to pay Fall 2023. Express Registration

today through Wednesday.

9. Adjourn Meeting

The meeting was adjourned by Tri-chairs Garcia, Freeman, and Williams at **1:30** pm.

Next Meeting: Monday, May 8, 12:20-1:30pm, Conference Room 451A/B and via Zoom

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