

Members Present: Ari Krupnick, Carolina Martinez, Carolyn Martin, Djenilin Mallari, John Nguyen, Joya Chavarin, Kristiyan Klichev, Kuni Hay, Matthew Freeman, Phoumy Sayavong, Sean Brooks, Skyler Barton, Stacey Shears

Guests: Catherine Nichols, Chris Lewis, Joseph Bielanski, Jr., Lilia Celhay, Lissette Flores, Mary Clarke-Miller, Randy Yang, Roberto Gonzalez

Tri-Chairs: Denise Richardson, College President; Matthew Freeman, Academic Senate President; Tom Rizza, Classified Senate President

AGENDA AND DISCUSSION ITEMS
1. Roll Call / Review Agenda
<p>Tri-chair Freeman called the meeting to order at 12:23pm.</p> <p>Tri-Chair Freeman: Fellow Tri-Chairs are away or out sick. VPAS Sean Brooks is serving as the Vice President in Charge for the President and will proxy and chair together.</p> <p>Motion to approve agenda by: John Nguyen Second by: Carolina Martinz Votes in favor: 11 Objections: Abstentions: Motion passes.</p>
2. Review Minutes
<p>Tri-chair Brooks (serving as proxy as VP in Charge for President) requested a review of the February 12, 2024 minutes.</p> <ul style="list-style-type: none"> • Friendly amendment to minutes. <ul style="list-style-type: none"> ○ Djenilin thanks Roberto Gonzalez for his correction sent after materials were emailed on Friday regarding a reference to “all in incompliance,” which should have been “all in compliance.” That correction was made and is reflected on the draft now. <p>Motion to approve minutes by: Stacey Shears Second by: Carolina Martinez Votes in favor: 11 Objections: Abstentions: Motion passes.</p>
3. Public Comment
<ul style="list-style-type: none"> • None.
4. President’s Updates
<p>Leader: S. Brooks as VP in Charge for the President</p> <ul style="list-style-type: none"> • Did not get Annual Program Update resources requests on the agenda for this Roundtable. Those items will be on the March 31 IPAR meeting, then to Roundtable for endorsement. After

endorsement, the items will go to President Richardson to accept. Will provide reports for each unit at the next Roundtable meeting.

- During the last Roundtable meeting on February 12, President Richardson announced that there would be a host of 50th Anniversary events: Block Party on Tuesday, April 23, 11am–4pm, and a Reception on Thursday, May 2, 5–7pm. The Mayor of Berkeley is confirmed for both events. Sean thanks all who are involved in the planning.
 - 50th Anniversary Planning Committee: President Denise Richardson, Djenilin Mallari, Tom Rizza, Jenny Lowood, Patrick Wallace, Lissette Flores, Sean Brooks, John Nguyen
- Fire Drill is taking place tomorrow, February 27, at 11:45am. It aims to be a quick drill and everything should be back to normal in 15–20 minutes. This is important as BCC hasn't had a fire drill in over 3 years.
 - Tri-Chair Freeman will send a reminder to all faculty.
 - VPAS Brooks will work with Tom Rizza so an email reminder is sent to students.
- Tomorrow evening at Board, there are several items for BCC:
 1. 2118 Milvia with XL Construction, the contractor. With Board's approval, construction will begin this summer.
 2. One year extension of 2000 Center Street lease. If so chosen, can choose to extend to June 2025–May 2026. If groundbreaking for new building takes place in summer 2024, it wouldn't open until 2026 therefore we may need 2000 Center St and this extension allows us to use it.
- Class & Comp Studies Questionnaires were due last Friday, February 23. If anyone wasn't able to submit by the deadline, you can and should still submit now.

5. Update on Participatory Governance Handbook

Leader: M. Freeman

- Tri-Chairs Rizza and Freeman met to lay out a plan for the future of the Participatory Governance Handbook. Matt went through every page of the latest version online (<https://www.berkeleycitycollege.edu/participatory-governance/shared-governance-manual/>). The last time that the Chairs of the respective governance committees met and went through the committee charges was Summer 2021, into Fall 2021. They created a Teams folder where chairs uploaded and updated various changes and modifications to committee charges. This time, Matt went through the Teams folder, looked at committee charges, chair structure (i.e. tri-chairs or otherwise), terms for every single committee currently in the manual. He now has a printed version with notes and edits that are inconsistent or missing compared to what was uploaded online to the Teams folder. For example, some committees did not have anything updated or included on Teams.
- Good news is that there are only small changes that must be made to what is currently published in the Participatory Governance handbook vs. what folx methodically uploaded into the Teams folder. Some small changes/updates will be discussed once Tri-Chair Freeman meets with each chair of the committees; not a lot of modifications needed. During course of review of documents and manual, Tri-Chairs Freeman and Rizza discussed that things are neglected in the manual were not in fact a not product of oversight or audit.
- Some questions for Roundtable of whether or not we want to include certain things and adjust language in some areas of the manual?
 - The current manual has the years (i.e. 2022–2023) specified on the front cover.

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- This most recent version is already out of date as of this Roundtable as we are currently in Academic Year 2023–2024.
- Do we even want or need an academic year or date listed on the handbook? If we decided not to print specific dates, how does that impact how we assess the governance manual?
 - As a reminder, the revision and eventual update of the manual in spring through fall 2021 came from an ACCJC recommendation based on accreditation standards.
 - Want to make sure we are not dinged moving forward again.
 - Related, assessment of the handbook is not codified in the handbook. Coming from the instructional side, a 3-year cycle is in the heads of faculty. Do we want to update the manual every year, or every 3 years similarly to the rate at which courses are assessed?
 - Ari: Support getting rid of a date on the cover, but supports having “Approve on...” and “Updated on...” added to the cover or pages of the manual.
 - Would make sense if each committee’s page had an update and approval date to record approval and update history as it is unclear which page(s) was updated if the date only appears only on the cover page.
 - Matt: “Updated” date is currently on the Table of Contents only.
- Sean: Agree. Every 2–3 years is a better timeline than every year.
- Phoumy: There may be some committees that update on a different timeline (such as those that are new, modified more regularly due to term length, etc.). Proposes a standardization of updates.
- Kuni: IPAR created the Participatory Governance Committee to connect with the ACCJC recommendation. These additional updates to the manual and assessment of the manual would reflect nicely on the midterm report. Believes it is okay to assess every 2–3 years. Propose a segment during summerly Governance Retreat to have an adjustment opportunity. Some committees might go away due to being task- or initiative-oriented; if every 2–3 years, some may need to make edits ad hoc.
 - Matt: If the charge of a committee is tied to task or project, it’s more of an ad hoc committee. There is an area in the manual that talks specifically about ad hoc committees, which is currently only the Commencement Committee (pg. 43).
 - Stacey: Commencement is an ongoing working group that should be kept in the manual.
 - Matt: We should determine at a later time where and how to capture the work of committees that also fall in this category, as well as those that are task forces.
- Stacey: Understands that it is not currently in the manual how to create a new committee, but when IPAR was created, the process was outlined in detail. Recommend that the process used to create IPAR be written down then codified as the formal procedure.

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- From memory, establishing IPAR was discussed at a Roundtable meeting, then went to the Academic Senate, then the College and Academic Senate President at the time were consulted.
- The IPAR Teams site may include details regarding its creation and the process of giving birth to a new governance committee, whereas creating a non-governance committee might be a different process.
- Matt: Academic Senate has standing committees, which aren't and shouldn't be included in the manual. For example, the Affordable Educational Materials (AEM) Committee is not included in the Teams folder.
- Stacey: President's Task Force on Equity & Racial Justice is another example as it was meant to exist for a finite time, therefore there are things not captured in the manual.
- Tom is working on a visual flow chart of the governance process, similar to what IPC did earlier in the year, to show the different moving pieces of governance.
 - Matt and Tom will present a draft of the flowchart and get feedback from Roundtable.
- There is currently not a requisite of tri-chairs for any committees. IPC, IPAR, and Roundtable are among the governance committees using the tri-chair model (i.e. 1 chair each represents administrator, classified staff, and faculty), but there is not a tri-chair requirement for the Facilities, Health, and Safety Committee. There is no consistency across all committees. Do we want to require tri-chairs for all governance committees? What would be their role (e.g. setting agenda, sending documents)?
- There is no language stating that proxies are allowed. At the District level, proxy voting and participation is not allowed. This is a de facto part of how governance works, but is not codified.
 - Do we want to codify, for example, whether proxies must come from the same constituency group?
 - Matt: Opposes the District's stance as proxies can be useful, with the caveat that the proxy is from the same classification. At the District, proxies are not allowed at all. For example, VPAS Brooks attended the most recent Participatory Governance Council (PGC) meeting and contributed, but could not vote.
 - Kristiyan: Agrees that proxies should be allowed if appointed by the President of that constituency group.
 - Ari: Agree, we should clarify who will appoint the proxy. For example, if Ari is the Academic Senate on a committee, would he ask someone to go in his stead, or let the Senate President know and the President would appoint someone in that case?
- Regarding the process to create a new governance committee: Who starts the process, how does it get approved? Does it need to be funneled through one of the Roundtable committee members?
 - How to reflect new committees in the handbook?
- Regarding the recent uptick of discussions of what is and is not required to be Brown Act compliant. This distinction should be codified so that future leaders (i.e. chairs of governance committees) know what is the norm/expectation. Should we asterisk

statement of compliance on each committee page?

- Stacey: The manual should note which committees are required to follow the Brown Act, instead of “not” being so.
- Academic Senate per Title 5 must be Brown Act compliant. Classified Senate is not subject to this requirement. Committees serving “10+1” areas must be Brown Act compliant depending on the charge of the committee.
- Tri-Chair Freeman: Will work with fellow Tri-Chairs Rizza and Richardson to write up recommendations as motions (e.g. include flow chart, language on proxy members), so Roundtable can take action.
- Stacey: Also confused about proxies. Should align with the District, but can still be limiting. If colleges think having proxies is better, colleges should be able to do so according to the particular entity.
 - Matt: Chancellor Gilkerson is organizing a PBIM Summit which would be equivalent to a district-level governance retreat. Part of the conversation will be about codifying the proxy process, which would be a similar conversation to the BCC Participatory Governance Committee’s in fall 2023. Matt will advocate for what would be consistent with plans at BCC. There are operational concerns if BCC goes one way when the District decided to go another way.

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

Integrated Planning Committee (Stacey Shears/Kuni Hay)

- Met in February. Will next meet on April 18.

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

- Sean: Last met on February 13 during which they considered resource requests from each business or operating unit, and a budget update as we are now seven-twelfths through the year.
- Phoumy: Presented the draft Strategic Plan during the last meeting as well.
- Will next meet on March 12, the day after the next Roundtable meeting.
 - May need to reschedule due to midterm Flex Day.

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

- Met on February 9, and shared their report during the last Roundtable meeting. They will next meet on March 8 at 12:30–1:30pm.

Technology Committee (Chris Lewis/Erika Yeh)

- Will meet next week on March 7.

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

Academic Senate (Report by Matthew Freeman)

- Thanks Phoumy for coming to Academic Senate to present the draft of the Strategic Plan. Ari is the faculty representative on the Strategic Plan Steering Committee. Looks forward to more updates regarding the Strategic Plan. Also heard an update from Curriculum Committee Co-Chair Catherine Nichols regarding Cal-GETC, which is a big system change for all CCCs. He is thankful for

leadership coming back to the Academic Senate with regular updates, and noted Catherine’s wish list to help the team do its work. Working on figuring out how to articulate a formal request to the College President through a resolution. Heard from Teaching and Learning Center (TLC) Chair Jennie Braman about events with topics like working to recruit more faculty leadership in different spaces, continued dialogue on use—and responses to use—of AI.

- Will next meet on March 6 and will hear from Distance Education and Assessment, as well as VPI Hay regarding the Motivate Lab.

Classified Senate (Report by Tom Rizza)

- *No representative was present to report.*

Associated Students of Berkeley City College (Report by Kristiyan Klichev)

- Met last Thursday on February 22, will meet again this Thursday, February 29. Last week, Phoumy presented the Strategic Plan draft and many students were engaged with the presentation. Saw some wanting to learn more regarding the research. Had PFT Executive Director present to Board last week about what PFT is all about, and they will schedule a series of workshops for students to learn more about the governance process and PFT. A couple of ASBCC representatives are working on discussions regarding language around academic probation and dismissal procedures. Will have a Women’s Career Panel on March 7 in the Auditorium, which is expected to be one of the biggest events this semester.

8. Announcements

- John: Graduation on Wednesday, May 22, 11am–2pm at Zellerbach Hall @ UC Berkeley. More information to come.
- Skyler: Stop by Umoja Day in the Atrium right now until 1:30pm!
 - Sean: We have another event on Thursday to close out Black History Month.

9. Adjourn Meeting

The meeting was adjourned by Tri-chairs Freeman, Richardson, and Rizza at **1:04**pm.

Next Meeting: Monday, March 11, 2024, 12:20–1:30pm in Conference Rooms 451A/B and via Zoom

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