



Berkeley City College  
**College Roundtable for Planning and Budgeting**  
MEETING MINUTES  
Monday, September 11, 2023

**Members Present:** Ari Krupnick, Carolina Martinez, Denise Richardson, Djenilin Mallari, John Nguyen, Joya Chavarin, Kristiyan Klichev, Kuni Hay, Matthew Freeman, Ramona Butler, Sean Brooks, Skyler Barton, Stacey Shears, Thomas Rizza

**Guests:** Amy H. Lee, Azul Lewis, Chris Lewis, Dana Cabello, Ernesto Nery, John Saenz, Lilia Celhay. Luis Chavez, Martín De Mucha Flores, Natalia Fedorova, Phoumy Sayavong

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

AGENDA AND DISCUSSION ITEMS
<b>1. Roll Call / Review Agenda</b>
Tri-chair <b>Rizza</b> called the meeting to order at <b>12:24</b> pm.  Motion to approve agenda by: John Nguyen Second by: Kuni Hay Votes in favor: 14 Objections: 0 Abstentions: 0 Motion passes.
<b>2. Review Minutes</b>
Tri-chair <b>Freeman</b> requested a review of the <b>August 28, 2023</b> minutes.  Motion to approve minutes by: Stacey Shears Second by: Denise Richardson Votes in favor: 14 Objections: 0 Abstentions: 0 Motion passes.
<b>3. Review: Roundtable Membership</b>
Leader: Tri-Chairs <ul style="list-style-type: none"><li>• Tom’s permanent membership as PIO has the opportunity to decide to make another appointment so as to not duplicate his vote as a tri-chair in his capacity as Classified Senate President. His selected appointee is Phoumy Sayavong.</li><li>• Matt thanks Tom for prioritizing representation of Classified Professionals as the PIO will continue to reflect a vote from a Classified representative.</li><li>• Djenilin asks tri-chairs to clarify who who are the voting members as there was some confusion during the previous Roundtable. Matt displays the membership doc and also notes that voting members’ names and either the constituency group they represent or their title appear on the bottom of every Roundtable agenda. Starting last year, the agenda also began to include the number for quorum. Matt recommends to those chairing a committee, as discussed at the Participatory Governance Retreat, including this number on the committees’ agendas.</li></ul>
<b>4. Strategic Planning Workgroup</b>

Leader: Denise Richardson

- After considering the feedback from the last Roundtable, Phoumy and Denise made several tweaks to the composition of the Strategic Planning Workgroup. They ask for Roundtable’s help identifying specific members based on named positions and are determined to do something in between the original plan and the original and newest proposals. Not just same workgroup as before, while still ensuring equitable representation. (Look at PPT.)
  - President, VPI, VPSS, VPAS, IR, CS Pres (or designee), AS Pres (or designee), ASBCC President (or designee)
  - Incorporated everyone in the EMP Steering Committee and also engaging different reps from main governance bodies. This is an action item.
- Updated proposal is to have eight people on the committee, which is great as it is lean. Also, three additional support individuals who are not part of the formal group: (2) Faculty Researchers, Zahra Mojtahedi and Dr. Becky Gee, and Djenilin.
- Q (Stacey): For ASBCC, is it President or designee?  
A (DR): Yes, it would be the President or their designee.
- Q (Matt): Is there a specific timeline for notification of designated reps?  
A (DR): Today would be best so that group can move forward ASAP considering the assertive timeline.
- Matt thanks Denise and Phoumy for incorporating Roundtable’s feedback from the last meeting.
- Denise adds that she wants this to be as collaborative as possible. Everyone should have access to the folk on this workgroup, and she encourages community members to go to whomever is part of their constituency group to express feedback. This is a representative structure.
- Matt: Maybe at next Roundtable, we can announce those appointments. Denise confirms that is the plan.
- Denise asks that appointments be emailed to her and fellow tri-chairs by this Friday, September 15.

Motion to approve Strategic Planning Workgroup Structure: Kuni Hay

Second by: Ari Krupnick

Votes in favor: 14

Objections:

Abstentions:

Motion passes.

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

**Integrated Planning Committee (Stacey Shears/Kuni Hay)**

- First meeting is this Thursday, 12:20-1:30pm in 451A.

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

- First IPAR meeting tomorrow at 2:30pm in 451 and on Zoom. Will kickoff budget discussion.

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

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- John: Met on September 8, discussed 2118 Milvia updates, facility updates, air quality in LRC, and hygiene products in the bathroom.
- Updates: For BCC, front door of building will be replaced, therefore out of operation for 6 weeks (scheduled for December/early January while students aren't here, to limit disruption).
- Sean: 2118 Milvia – site is clean after demolition. Bringing contract to Board, we are on target to break ground in Summer 2024.
- John: BCC shower is available Monday through Friday, 2–4pm, especially for students who are unhoused or homeless.
- Next F/H/S meeting is on September 14, continuing on 2<sup>nd</sup> Fridays.
- Q (Tom): Are there multiple showers?  
A (John): No, just one.
- Q (Denise): Is there a schedule and/or a limit to who can use the shower?  
A (John): Shower is available Mon-Fri 2-4pm. Students must go online to sign up on a list. There will be a staff member overseeing it for safety and sanitation. Students must be enrolled in 6+ units to be eligible to sign up and use it.
- Q (Matt): Has it been publicized?  
A (John): No, to avoid overcrowding. Its availability has been shared strategically such as via counselors.  
Comment (Matt): It has been beneficial to have Izzie come to classrooms and present on Basic Needs resources. Is there another way to take a similar approach regarding the showers?  
A (John): Yes. Reach out to John to request classroom announcements as there are many staff on hand to make those announcements.
- Q (Ramona): Are toiletries provided for students requesting to use showers? Also, just to confirm, we are not widely advertising this resource?  
A (John): Yes, Basic Needs Center is open in the atrium area where students can request toiletries. We are holding off on advertising school-wide because we want to prioritize the folx who need it the most. Instead, they have asked various departments to refer students who they know may need help. Anyone can refer students directly to John Nguyen and Izzie Villanueva.
- Q (Denise): Is there a special callout to unhoused students? Is there a point person to direct them to specifically?  
Comment (Matt): Please also share so faculty know where to direct students who are housing insecure.  
A (John): No, we do not currently have someone in a role like that. But a great idea to consider for the future.

### **Technology Committee (Chris Lewis/Mary Clarke-Miller)**

- First meeting this Thursday college hour. Erika Yeh is new faculty co-chair. Mostly housekeeping things for semester. Some questions about membership, such as student representative whether ASBCC President or designee. Student Services rep? Classified rep?
  - Stacey: ASBCC has formal process for determining appointments. Similarly, as do the Academic and Classified Senate Presidents.
    - Chris will review the Tech Committee charge for the appointment process.
  - Phoumy is continuing as Classified Professionals rep.
- Matt thanks Mary Clarke-Miller for co-chairing for several years. He learned a lot from MCM about

Tech, and she also helped onboard Chris. He is excited about the changing of the guard.

- Chris: She will continue to be on committee as MMART rep.

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

### Academic Senate (Report by Matthew Freeman)

- First meeting was last week on September 6, in person and online. Some attended online, and had a pretty packed house in 424 with ~13 in the room. As such, BCC is the first college to host a hybrid Academic Senate meeting with some on campus and online. Excited to report that this first meeting felt much more energetic and there were more in-person attendees. There was also great remote support from Joe Bay to provide that as an option for those who need to access it online. Will continue to meet in 424 and online.
- Discussed goals for the academic year.
- Next meeting is on September 20. Will codify, take action on goals. Sample of goals: Looking at supporting student representation on standing committees, supporting tutoring, looking at discussing how to tap into funding structures to explore areas beyond the general fund for what supports the senate's interests and goals.
- Heard from all standing committee chairs about needs for faculty appointments, happy to hear about new appointees. CE and DE committees have new representatives.
- Faculty who are looking for new leadership opportunities, connect with Matt.

### Classified Senate (Report by Tom Rizza)

- First meeting was on August 30, next meeting is this Wednesday, September 13, 2:30pm online.
- Discussed bringing back staff tradition of Staff Unicorn which recognizes staff for their uniqueness throughout the year. Reviewing committee appointments. If there is a committee with Classified Professional reps, chairs will hear from Tom about who is on the roster. Given the IEPI grant, of which a sizable portion is dedicated to Classified staff professional development, Classified Senate is looking to create an ad hoc Professional Development Committee and hope to make announcements at the next Roundtable of who the committee will be.

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

- Met for the 4<sup>th</sup> time this semester last Thursday where they approved 8 of 14 new members. The remaining 6 were not present, but expect them to be this week where they'll approve them as well. There is more of a turnout this year than last. Things are beginning to ramp up. Club Rush, possibly the biggest event of the year, is coming up this Wednesday during college hour.
- Appointed some members to several committees, such as Jennifer to Strategic Planning Workgroup.
- Matt and Denise asked for the list of these appointments.

## 7. Announcements

- Denise: She presents a report to the Board during every meeting. If there are any exciting events that are happening or upcoming, send them to Tom as we want to know all the wonderful things happening so that they can be shared with the Board and guests.
- Denise: Doing really well in terms of enrollment, leading the District. BCC is the only college to have all classes staffed, and has the 2<sup>nd</sup> largest number of FTES for dual enrollment. She thanks

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everyone across the college for the work they did to accomplish that, including Student Services, Instruction, and administrators.

- Matt: Alongside Stacey, he attended the joint PGC/PBC meeting and one of the other presidents shouted out not just enrollment but also the support in place to limit attrition. It exemplifies not just how BCC gets students through the door, but keeping them here. This is a hallmark of BCC. We must continue to make sure we put as much energy into keeping students here through completion.
- Denise: Happy birthday to VPSS Stacey Shears!
- John: Thanks to staff and faculty for donating clothes to the Basic Needs Center, the center is now full! They are hoping to distribute clothes to students after which they will ask for more from faculty and staff. He sends a huge shoutout to Izzie, BNC Coord, who had done a great lift to accomplish this clothing drive and distribution. \*applause\*
- Tom: Club Rush this Wednesday during college hour. BCC Animation Club is also hosting a Show of Shows in the Auditorium, 6-9:30pm. The link was sent to students and FAS are also invited to attend. September 28 Transfer Fair, where 40 CA and out of state colleges will be here to meet students looking to transfer (Atrium, 10am-1pm).
- Sklyer: ~30 Castlemont students are currently full-time BCC students. Castlemont HS wants to bring all their seniors to BCC. Will announce once date is decided.
  - Matt: Expect all Castlemont alumni to come out to that.
  - Martín: This is one example of one small group with which great work was done. Really focused on students coming to BCC through ESOL, students who want to transfer, supporting basic needs and transportation. Not just saying come to BCC, really conveying the support we want to invest in students. They are really engaged students.

**8. Adjourn Meeting**

The meeting was adjourned by Tri-chairs Freeman, Richardson, and Rizza at **1:05**pm.

*Next Meeting: Monday, September 25, 12:20-1:30pm, Conference Rooms 451A/B and via Zoom.*

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