

Berkeley City College
College Roundtable for Planning and Budgeting
 MEETING MINUTES
 Monday, November 27, 2023

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

Guests: Chris Lewis, John Saenz, Joseph Bielanski, Jr., Lilia Celhay, Lissette Maria Flores, Luis Chavez, Martín De Mucha Flores, Mary Clarke-Miller, Natalia Fedorova, Tania Leonian, Zaira Sanchez

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

AGENDA AND DISCUSSION ITEMS
<p>1. Roll Call / Review Agenda</p> <p>Tri-chair Richardson called the meeting to order at 12:22pm.</p> <p>Motion to approve agenda by: Stacey Shears Second by: Kuni Hay Votes in favor: 12 Objections: Abstentions: Motion passes.</p>
<p>2. Review Minutes</p> <p>Tri-chair Richardson requested a review of the November 13, 2023 minutes.</p> <p>Motion to approve minutes by: Tom Rizza Second by: Stacey Shears Votes in favor: 9 Objections: Abstentions: Motion passes.</p>
<p>3. Public Comment</p> <ul style="list-style-type: none"> • Stacey: This morning was really cold. • Matt: Excited to have public comment. He thanks Stacey for suggesting the addition to the Roundtable agenda. Excited to have it on the agenda moving forward.
<p>4. Website Redesign Progress & Feedback</p> <p>Leader: Tom Rizza</p> <ul style="list-style-type: none"> • Tom begins by presenting slideshow titled “BCC Website Redesign & Migration Update” • Web Developer Tania Leonian also joins Roundtable to provide an opportunity to solicit feedback and share progress/updates. • Timeline: Started working with Instrumental Group in September after the Board approved the vendor contract. Started with a deep dive into a site crawl, SEO search, collecting content already there, did a discovery grab of what we want to include on the website. In October, discussed strategy and architecture, included a revision of wireframes. Now in green areas (on timeline/tasks slide) where BCC must do work whereas blue areas were work for the contractor.

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As we are heading into the holidays, there is more development on the backend, including database content, copy creation, and will need input from the campus community.

- In early October, 2 surveys were sent; 1 to faculty and classified staff and the other, to students.
 - Main takeaways: eliminate outdated content and broken links, less clutter, focused experiences.
 - From students: The website has lots of information, a strength; however, it is disorganized and colors make it difficult to read.
- Focus group results (Tom thanks ASBCC President Klichev for his help with coordinating the focus groups).
 - ~6-7 students participated, many of whom are web developers so it was especially great to have their expertise involved.
 - They suggested adding an event calendar that includes on-campus events and the academic calendar.
 - Need a searchable class schedule and better department pages with updated information.
 - Add priority links on the homepage to click directly into Library, Canvas, CS, Peralta portal
 - Add more photos of students and campus life, less flyers and designed images.
- The organization of the website is a big priority. There are currently over 200 pages on the website, over 6000 of which include PDFs, blog posts, event pages, etc.
 - Future site is currently 68 pages. Intent is to keep it lean as it makes workflow easier and requires less to manage. This would include limiting PDFs and creating evergreen templates and content that requires minimal updates overtime (e.g. names, dept chair).
 - 3 databases are being created:
 1. Employee Directory: positions “tagged” in pages to dynamically update when there is a new department chair, new hire, vacated position, etc
 2. Calendar: events tagged as club, campus, or academic calendar, with the option to view with filters
 3. Departments: contact information and links to program maps
- Tom showed a mockup of the current iteration of the website (re)design. The website will include updates regarding the 2118 Milvia building. Pages will include more information to be provided regarding ACCs, as well as a page to sign up for a campus tour. On the homepage will be a big green button directing students to apply to BCC.
 - Academics will provide information on ACCs, class schedule. Page to sign up for a campus tour. Big green button to apply to BCC.
 - ACCs will have links for programs with an overview of communities and links to more information and contact information.
 - Area for testimonials and more contact information.
- Templates will be especially important for areas with contact information as those can quickly be changed as needed.
- Dec. 15 deadline for content copy for page templates.
 - Tom has a list of contacts for areas that will need to be consulted regarding needed updates.
 - If anyone needs support or has feedback, they can reach out to Tom.
- Comment (Kristiyan): These are great updates, and great to hear that so much feedback is being considered and implemented.
- Q (Ari): On the landing page, there are 2 headers that may be confusing. Why are there different

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categories for students (one at the top says “Students” and the other is a drop-down menu that says “Student Resources”)? Can they be combined into one list?

A (Tom): Agree, the first link is small. The smaller font options at the top link to different portals/platforms (e.g. Canvas, Peralta portal), whereas drop-down menus are more homegrown pages on the website. Intent was to keep things separate as the clutter has been a challenge of the current website.

Comment (Ari): Understand the difference/division. Uses the website a lot as a faculty member. Having that on the landing page may be confusing as it seems there are two main lists directed to students; it may make sense to have one list of main links to navigate.

Q (Denise): This is great work that’s been done on the website thus far. Agree with Ari’s comment, is it possible to consolidate the categories at the top of the homepage?

- Q (Mary): For the department pages, can we add in a calendar for events and deadlines for internship applications - and a linked Blog that we can update?

A (Tom): Great question, that is something we’ll take a look at as we move forward.

- Q (Lilia): Personal experience with global navigation using drop-down menus whereas links at the top are direct external links. However, it is difficult to differentiate between “Students” at the top and “Student Resources” drop-down.

A (Tom): Students (top link) goes to a webpage with links, whereas faculty & staff would go to a different page. Not an external platform. Could change drop-down menu text to “Services,” or something else to be abundantly clear.

- Q (Ari): What would Faculty & Staff link go to?

A (Tom): Hasn’t been created yet, but would build it out based on feedback from faculty and staff. Could include resources such as governance.

Q (Ari): Would that these named links be specifically for students, faculty & staff, etc.

- Q (Denise): Can we add a FAQ page?

A (TR): Yes, already working on it, may be housed on the campus tour booking page. Could incorporate into more pages?

- Q (Luis Chavez): Great to see ACC’s on front page! Will the website calendar also account for the ACC’s once fully launched? We hope to be able to highlight ACC events and activities down the line.

A (Tom): Yes, per Guided Pathways, the website launch aligns with the timeline.

Comment (Luis): Meeting with Guided Pathways Coordinator tomorrow, will update.

- Timeline is set in stone, not a lot of wiggle room. If things change, keep Tom and Tania updated.
- Q (Lilia): Where is the link to Peralta? Most colleges in multi-college districts have a link on their respective websites to the District’s.

A (Tom/Stacey): Link at top goes straight to the Peralta portal, not to the District website.

- Tom says Laney is in the process of signing a contract with the same vendor, which may be successful to have more uniformity across colleges’ sites.
- Denise kudos BCC that we are leading the way with updates to our website.

5. Updates to Participatory Governance Manual

Leader: Matt Freeman

- Matt: Noticed that there are discrepancies between the Participatory Governance website (<https://www.berkeleycitycollege.edu/participatory-governance/>) and the manual (<https://www.berkeleycitycollege.edu/participatory-governance/shared-governance-manual>).

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To Matt’s knowledge, BCC doesn’t have a Student Services Council. Some committee charges are incorrect on the website. Some committees are on the website but not in the manual. Names of committees also need to be updated (e.g. Facilities Committee is now the Facilities, Health, and Safety Committee).

- Comment (Mary): The manual is missing the CTE Standing Committee.
- Matt displays the website then the manual, focusing on the Table of Contents which, for example, does not list the Student Services Council. Charges on the manual, which has been approved by Roundtable, do not match what is on the website.
- Matt suggests putting together a small team with 1 rep from each constituency group to reconcile the website. Updating the manual came from a recommendation from the ACCJC to do an audit and deep dive into governance processes, and now at a point where the 2022-23 manual must be updated again to reflect entirety of the work that was done.
 - Tom has mentioned that other updates must be made to manual, such as to committee composition.
 - Committees of Academic Senate are missing, including the Standing Committee for Affordable Materials.
- Should also consider including a section with steps for starting a committee. In addition, voting with proxies (such as conversations at District-level committees). There is currently no language about processes and whether proxies can vote. Third recommendation is visual representation of APUs (from IPC).
- Comment (Stacey): Student Services Council is not a Participatory Governance committee, but they do actively meet. There are agendas on their own Teams site, will migrate to website. Comment (MF): This is a great example of a discrepancy between the 2022-23 manual and BCC public website. The lists do not include all approved committees, and do not align.
- Comment (KH): Had a process this past year and a half, Tom was taking the lead to gather information. There are 7 versions of the handbook. During that review process, some committees were included in earlier versions, then not in the current iteration of the manual. A couple of layers of reconciliation must be done. All drafts are frozen in the Participatory Governance Teams site as of June 2021. Supposed to have them reflected correctly on handbook. Draft must also be looked at by those who created it. Timeline of revision, such as on annual basis, must dictate what the timeline will be, such as the date by when revisions must be completed for the subsequent year. Committees must ensure that updates are provided and included in the manual. A (MF): Liken it to Assessment where there is a 3-year cycle timeline. Agree that a timeline must be created for assessment of Participatory Governance at BCC.
- Q (Tom): Should there be a date on the cover of the manual at all? Is there an ACCJC recommendation of timeline for updating/revising the Participatory Governance manual? A (KH): No mandate for the handbook, it’s a local decision they expect colleges to decide.
- Matt: What does Roundtable think about his proposals for update? Bring about a reconciled version of manual during Roundtable next semester? Anyone want to be involved? General response: Yes, support a review of the Participatory Governance website and manual. Tri-Chairs will take the lead for now and come back to Roundtable as needed.

6. President’s Updates

Leader: Denise Richardson

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- CVC Update: California Virtual Campus Online Education Initiative
 - “The demand for virtual classes represents a dramatic shift in how instruction is delivered in one of the nation’s largest systems of public higher education and stands as an unexpected legacy of the pandemic” ([Truong, 2022](#)).
 - Pandemic brought many things, one of which is tremendous improvement of how we view online instruction. Looking forward to full integration of badged courses into OEI curriculum. Will also be integrated with our courses effective Spring 2024.
 - Badged courses are:
 - Introduction to Philosophy, Ari Krupnick
 - Introduction to Business Law, Chris Bernard
 - Critical Thinking, Georgie Ziff
 - Crime and Deviance, Linda McAllister
 - Persuasion and Critical Thinking, Cora Leighton
 - Composition and Reading, Adan Olmedo
 - Critical Thinking, Nima Kianfar
 - Survey of Mass Media, Cora Leighton
 - Shakespeare, Jenny Lowood
 - Introduction to Film, Laura Ruberto
 - These are the first courses with which to foray into badged courses with OEI.
 - Comment (Denise): How many do the other colleges have? Not a competition, just curious. We can of course grow the number of courses in the future.
 - Q (Joya): Looks like all Education courses are OEI badged. Is there clarity about the 10 courses listed?
 - A (Ari): My understanding is that all online courses are available, but “badged” classes come up first in the search.
- Guidelines for Campus Events & Presentations
 - Have had some challenges in some previous campus presentations. Want to be proactive moving forward. Tri-Chairs (being respective Presidents of the College, Academic Senate, and Classified Senate) will get together to create guidelines.
 - Especially for polarizing events, a need arises to have clear expectations.
 - [Administrative Procedure 7380 Ethnicity, Civility, and Mutual Respect \(AP 7380\)](#)
 - Clear unacceptable behaviors, for example. Things we want to make sure don’t happen at BCC. We are a campus that encourages and supports free speech and assembly, must make sure we do it within the frame of AP 7380.
 - If there are any suggestions you would like to make for creating a statement, email them to Denise, Matt, Tom. These are made with the intention of making events more civil and more representative of who we are.
 - Comment (Kuni): There is also [Administrative Procedure 3900 Speech: Time, Place, and Manner \(AP 3900\)](#)
 - Denise invites Kristiyan and ASBCC to provide feedback on the statement to be created.
- Enhancing international studies at BCC
 - Plan to begin relationship with a college in China. Look forward to creating a group of classes they can take as a cohort. Working closely with Thomas Torres-Gil, Deans, VPI. Will likely begin in Fall 2024.
 - Q (Kristiyan): Could you expand on what this means?

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A (Denise): This partnership currently exists with COA and Thomas has asked BCC to be involved. Starting with math so students can take classes at BCC. Are thinking down the line about students here taking courses with college in China.

A (Kuni): Big difference with which courses are being offered here is that they would be ContractEd courses. Would be separated from regularly scheduled courses. Entity in China would take care of transactions with the college in China. Important thing for us to know is that is ContractEd, not regular courses.

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

Integrated Planning Committee (Stacey Shears/Kuni Hay)

- Will meet next Thursday, December 7. Will check on APU progress and begin plans for meetings in the spring.

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

- Last met on November 14. Budget is well on par; running a bit over on utilities, will address with District. District was experiencing 2023-24 budget shortfall, BCC did its part to shore up District budget.

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

- Going well. Installation of menstrual products in women’s restrooms going well, one more left. Next meeting on December 8.

Technology Committee (Chris Lewis/Erika Yeh)

- Per Tom, we have a recommendation for Classified Senate tri-chair member. Will report out in December at next meeting.

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

9. Announcements

Academic Senate (Report by Matthew Freeman)

- ASCCC Plenary: Several others from BCC Academic Senate and others from District attended. Theme was Vision 2030 (link (<https://www.ccco.edu/About-Us/Vision-2030>)) for those who want to learn about scope and how the college will move forward. Discussed Dual Enrollment, particularly a discussion on involving juvenile detention centers. Incorporated several resolutions on the floor. Gabriel as part of Latinx Caucus proposed to CCCCO to waive fees for formerly incarcerated students, resolution was passed.
 - The Fall 2023 Plenary Resolutions are now available online on our Resolutions Fall 2023 webpage. Delegates of the plenary session voted on a number of resolutions and amendments, with the end resulting in 26 adopted resolutions: <https://www.asccc.org/resolutions-fall-2023>
- Getting language to change around academic ‘probation.’ Can be triggering for student experience. Data shows that significant proportion of students do not continue after some form of probation. Move is to change language to be more inclusive and welcoming.
- BCC Academic Senate looked at injunction on recommendation to defend DEI work. Looked at how it impacts the work at CCCs.

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- Next Senate meeting on December 6, will give initial report on Plenary. Will also vote on action item from curriculum committee and chairs council.

Classified Senate (Report by Tom Rizza)

- Met last Wednesday, shored up final feedback for agenda for Classified Senate Retreat this Friday at 9am–3pm at Revival (Shattuck). ~30 attendees confirmed. Look forward to seeing everyone on Friday.

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

- Not much to report on from the past 2 weeks. ASBCC has been meeting during usual times per week. Going well, lots of turnout for meetings (~30-40 people in the room). Excited for next semester.
- Created new committee: Academic Grade Grievance Committee, recommended by Kuni. Will send out email to ASBCC. John Nguyen also proposed Student Leadership Conference on May 4. NorCal event taking place at San Jose City College, will invite some from Council to attend.

- BCC Holiday Party next Thursday, December 7, 3–5pm in the Atrium.

10. Adjourn Meeting

The meeting was adjourned by Tri-chairs Freeman, Richardson, and Rizza at 1:34pm.

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

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