



Berkeley City College
College Roundtable for Planning and Budgeting

MEETING MINUTES
Monday, December 11, 2023

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

Guests: Amy Lee, Andrea Williams, Chris Lewis, Dana Cabello, Ernesto Nery, John Saenz, Lilia Celhay, Lissette Maria Flores, Luis Chavez, Natalia Fedorova, Randy Yang, Zaira Sanchez

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

Tri-chair **Freeman** called the meeting to order at **12:26**pm.

Motion to approve agenda by: Sean Brooks
Second by: Skyler Barton
Votes in favor: 15
Objections:
Abstentions:
Motion passes.

2. Review Minutes

Tri-chair **Freeman** requested a review of the **November 27, 2023** minutes.

Motion to approve minutes by: Stacey Shears
Second by: Sean Brooks
Votes in favor: 16
Objections:
Abstentions:
Motion passes.

3. Public Comment

- R. Butler: Thank you for a wonderful semester. It's been nice seeing all of you in person, hanging out, smiling, hugging, and if I don't see you have a wonderful restful and safe holiday!

4. President's Updates

Leader: President Denise Richardson

\$6.2M deficit, how BCC satisfied its obligation to the District

- President Richardson: The first item is regarding a \$6.2 million deficit that the district had. As a result of that there was a requirement that all of the colleges contribute by providing the district with ways that we would be able to minimize our financial situation. Involved some positions that had to be frozen and in addition to that, we were able to recoup credit for payment that we made in May in order to alleviate us being over budget. When we did this, what happened was the district this semester said, you're not gonna have to pay back everything that was budgeted and so, as a result, there was a savings for each of the colleges, however, because we had provided a way to shore up our complete budget in May, we were kind of left out of that benefit that other colleges had. And so Sean's gonna kind of give you a more overview of how that happened.

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- VP Brooks: Every college contributed to resolving the deficit, BCC's target amount was \$891,000. The district identified all of our vacant positions to see if these were positions that could be frozen, or there was opportunity to do something with those. Some were going through the recruitment process, others had been hired already. At that point in time, we agreed to freeze 2.2 positions: counselor position, computer science instructor, staff assistant in President's Office. Still a variance of \$590,000. This will not be ongoing, this is a one-time contribution.
- \$183k came from an overcharge from DGS for cleanup and disinfecting. Allocated those costs to the different colleges. Remaining balance on BCC's end came from savings of HEERF funds at the end of last year as an exercise to shore up BCC funds. By doing that, we ended together with only a budget deficit of \$135,000, which is far less than all the other colleges. What then typically happens is the District will say that whatever balance deficit, would only have to pay 60% back. In response, we made the argument that had we known that, we wouldn't have gone through the exercise of trying to shore up our budget because we would have taken the hit of only paying back 60% of the amount as opposed to the full amount. Ultimately, the district agreed with our rationale and were able to contribute in those ways.
- Clarification (President Richardson): Did move forward with hiring Staff Assistant for President's Office. Were a bit over, but flush now.
- Ramona Butler: Will we be using those funds to comprehensively clean the campus including air ducts etc. while we are on winter break?
 A (VP Brooks): We will have a deeper cleaning that takes place during winter break that our custodial staff will do.

FTEF Allocation for 2024-25

- President Richardson: There's been a lot of concern about what our FTEF allocation is going to be. This morning, the Chancellor confirmed that we are going to move forward with the 15 FTEF increase in allocation. That will be 10 for our dual enrollment, and then 5 FTEF across the board.
- President Richardson displays the "Revised FY 24-25 TEF Allocation Proposal." Second column is for BCC. Beginning Summer 2024, 206.48 FTEF for the school year. 12.94 is allotment for dual enrollment.
- Q (Kristiyan): What is FTEF?
 A (Denise): Full-Time Equivalent Faculty. The number of faculty we can hire in a given school year. The 206.48 number is split between summer/fall and spring semesters. Typically it's split as 10% for the summer, then 45-45 for fall then spring.
- Q (Matt): Are these columns on the slide in alphabetical order, i.e. COA, BCC, Laney, Merritt?
 A (Denise): Yes.
 Q (Matt): It appears that Merritt will continue to see a reduction in FTEF?
 Q (Denise): Yes. There has been some conversation because of that, we're concerned about Merritt. So some of the colleges may kick in 1 or 2 to try and make it so that they are not in the negative.
- Kuni: To contextualize what this means for BCC, dual enrollment will have roughly 4 FTEF more, especially in alignment with Vision 2030. For summer, just about the same as this year. For fall and spring, about 93 FTEF which we had been planning for already.
- Denise: This is also a testament to well we've been doing with dual enrollment, kind of like reward if you will. But it's not going down, and that's the positive thing for us.

Strategic Plan Update

- President Richardson: We are making progress and have added to our slides the types of things that we are doing in terms of data we are collecting. We are still working on gathering requested data that we've gotten in strategic planning meetings. Now working on the narrative to accompany the data.
- We have the strategic planning timeline set up. Asked Phoumy to disaggregate by ethnicity and also by gender. He's done a great job of doing that, so that we kind of get a sense of what we're really looking at. And as you can see, what he's done here is that the top number is the highest number that we have in terms of FTES during, or does the group that represents the highest number of FTES. What Phoumy has done is, he's then compared that to the group that has the lowest number.
- Phoumy Sayavong: The main idea is that we're trying to address our indicators of success so identifying metrics that will help inform us as we work towards achieving our goals of equitable student outcomes. So here we're looking for gaps and identifying where they are and in terms of FTES, because we know that FTES has major implications in many areas, especially for our funding formula. So identifying students, and how many units that they're enrolled in really helps inform us, and on many different things. So we disaggregated at multiple levels by gender, and within each gender by ethnicity. And so within each gender, we're also looking for gaps across ethnicities. And so we're seeing that because the majority of our students are female. There's a lot of implications within that, so we wanted to dig a little bit deeper. And that that way, you know it better inform our services and many other things that we do here. So we plan to use this as a metric, so then we can keep track of this more closely on an annual basis.
- President Richardson: What this is helping us with is, of course, the implementation of the educational master plan. Which is moving us closer to closing the gaps across the board. That is our intent to close the gaps across the board among all groups. One of the main things we're trying to do is increase persistence, because we were gobsmacked to see how little retention we're having from not only fall to fall, but fall to spring. And so the whole purpose is to try and minimize that moving forward. So that's kind of giving you a brief overview. What we're going to be working on is a result of looking at all of this data is the narratives that we're going to attach to this. That will, of course, become our strategic plan.
- Phoumy: In terms of persistence, we wanted to more narrowly focus on first-time students. We have a much better understanding if we were to look at them as a cohort, as opposed to all students who are here as far as tracking them with data. It's much clearer in terms of who they are and their enrollment patterns. So we're gonna narrow down to mostly first-time students when it comes to persistence.
- President Richardson: The point that we want to address here is that we have to make BCC a place where people want to come back to. We want to make BCC a place where people feel like they are going to be successful. Whether that means providing them with more services, or whether that means making them aware of what their options are. that's the direction we want to go. We're particularly happy, too, that our degree audit program is now in place. It will be up and running for spring 2024. This will also help us encourage students, because we'll be able to more directly advise them on their progress toward their degree or certificate.

New Chancellor Presentation

- Tom is working on a template for the presentation. Will be very similar to what is being shared with everyone during Flex Day. Chancellor Gilkerson will come to visit BCC either the second or third week of January. She's going to be here before we get started, because she wants to get an opportunity to come and get a lay of the land here. She wants to come, have an opportunity to talk to senior management, find out what our challenges are. Find out what we're really doing. Well, kind of get the state of the college type of thing, find out where we are with our budget, what we are planning to do in terms of teaching and enrollment. We're going to provide her with a Powerpoint presentation and we will share with you what we share with her during Flex Day on January 19.

Enrollment Management

- Cancellation guidelines went out last Friday with Chairs. We're going to adhere pretty closely to that cancellation timeline. We are a bit over in terms of our FTES for spring, but we're thinking that once the cancellations take place and those with very, very low enrollment that we will come back within our allocation for spring 2024.

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

Integrated Planning Committee (Stacey Shears/Kuni Hay)

- Kuni Hay: We started off by making sure that the APU completion, and then the transition to IPAR is going. We reviewed the timeline and process and we are on course with that. Next spring meeting is on February 1 and April 18, strategically placed dates in terms of really being able to look at the enrollment that we have. Also in February, we're gonna review the survey questions of the governance assessment processes, and then give our feedback to Phoumy and then be ready to take the actual survey in April. That's our plan. We went pretty slowly with priming this strategic plan, and got really great feedback from folks. One feedback was to unpack this to see what it really means in a classroom. How many more students to really reach that number of 30% increase or 2% increase.

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

- Have not met since last Roundtable. Next meeting tomorrow, December 12, at 3pm. Overall review of budget to date, as well as an update regarding the APU process.

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

- Met last Friday, update regarding 2118 Milvia project. Still plans as normal. A contract is expected to go to the Board at some point, timeline still being determined. The construction site will be surrounded by a green mesh fence, wrapped with mural of work of Multimedia and Studio Art students. There will also be a banner announcing that Spring is Free.
- Front Door Project begins this week (today). Soft prep work now, then actual barricade will start to go up on Thursday, December 14. Alternative access into building using the ramp near the LRC.
- Matt thanks Sean and the team for their front door access email. Lots of faculty wanted to express the breakdown of details as it was crucial during finals week for students to get to campus. Many faculty added that information on their Canvas shells.

Technology Committee (Chris Lewis/Erika Yeh)

- Chris Lewis: Thanks Tom Rizza for the call for a Tri-Chair. He will be the classified tri-chair of technology committee. And also Dani Spencer, who will be joining as a classified student service rep. There will also be a call for agenda items later today.

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

Academic Senate (Report by Matthew Freeman)

- Matthew Freeman: Academic Senate last met on Wednesday, December 6. held this last meeting of the fall semester on Wednesday, December sixth. We had several items, including 2 action items which will be officially forwarded to the college president in consistency with our charge.
- One action was to endorse a recommendation from Curriculum Committee to formally include program mapping into our tech review process within the Curriculum Committee processes. In following the leadership of our Curriculum Committee, endorsed that, and so, moving forward, we will move to implement the inclusion of program mapping into our tech review process for curriculum.
- A second action item that we took was to evaluate and look at endorsing the recommendation for the 24-25 full time faculty prioritization list that came through Chairs Council. Happy to report that we will be submitting a recommendation for full-time faculty hires to the College President. Will be submitting that in an email form. Thanks Lead Chair of Chairs Council, Ari Krupnick, for organizing those conversations within Chairs Council, and a special thank you to the department chairs who contributed to those conversations. And ultimately did vote to bring forward a list. And again, one of the things that I really respect in my role as President of the Academic Senate is an opportunity to facilitate opportunities for discussion and growth. There was some disagreement within the faculty ranks, and I felt that it was a great opportunity in the Senate to have space for people to share their thoughts on the list, share their thoughts on the process ultimately contributed to the production of that list and to circle back to Chairs Council to reevaluate how it has been done, what that process is, and to make recommendations. The most recent change to the process for prioritization came 3 and a half years ago. It's been a long journey to have a prioritization process. And I'm happy that that process over the last 8 years has gone through an evolution and given the feedback from faculty during this round, I'm sure that faculty will contribute to yet another evolution of that process, so that as we continue as an Academic Senate through Chairs Council to make recommendations, we will do so with a much more thorough process.
- Freeman: The final item was a discussion item at the Academic Senate. It was a conversation around the ways in which the Academic Senate in the spring semester can work more actively to support some of the changes that are happening within our tutoring center, not just here, but also throughout PCCD. Databased is going through a change. We've been talking about at District Academic Senate. As if moving to ConexED, there are some concerns about what that would mean specifically to our BCC Tutoring team as they've been able to really customize and leverage the current database in ways that some of the other colleges have not. And so we're, as an Academic Senate, looking to hear the feedback from our leadership in that tutoring space. Were grateful to have our tutoring team within the LRC, as well as our faculty chair for the task force, on supporting tutoring. Bring forth an item for discussion, and hopefully in the spring semester, we'll

be able to take action on endorsing a resolution to again, forward to the College President to increase support for tutoring.

- Next meeting is first Wednesday of spring semester, February 7.

Classified Senate (Report by Tom Rizza)

- Last week was Classified Professionals Retreat as Revival Bar & Kithcen. Got to know each other a little bit better through a team building exercise led by our own Janine Greer, so big thanks to Janine for facilitating that. We also had a financial wellness training from Patelco Credit Union. Then, we got our own community of practice work based around classified professional development and ways that we can contribute to solving challenges here at BCC, which was a pretty fruitful discussion. Had a lot of fun, really good food. Next meeting is this Wednesday, putting together the agenda now to look for feedback on this retreat and planning future ones.

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

- Kristiyan Klichev: Student Ambassadors had a presentation from Peralta’s Safety & Health Department for managing and responding to active assailants at the college. Great information, very helpful. Last ASBCC meeting was last Thursday will start again on January 20 during the first week of the spring semester. Very glad for the full board that we had this year, saw a lot more engagement from the Council than I saw the first year I was part of student government. Yeah, it was a big improvement. I think we had a first a full board stuff like the first time ever so very good. The ASBCC Executive Board will meet with President Denise this Friday for a sort of check-in to discuss the progress and changes that we've made at BCC. Also meeting with our BCC Interclub Council President, Tom and John this week to discuss the start of a brand new newsletter dedicated to BCC club activity starting next semester.
- Matt: A lot of activities going on and as the semester winds down, thank you for all your leadership this semester. It's been great to know you a little bit more during all your reports here this semester, and thanks for the leadership, zoom and presence also at all the different meetings. It's been noticeable and kudos to you and the student leadership. It's great to hear you. Thank you.

7. Announcements

- Kuni: Thanks Carolyn Martin for coordinating the Tenure Review Committee (TRC) peer review process. Did an amazing job exhibiting her leadership to get committees together. Congratulations to those who went through the process, and those who have earned tenure. Everyone has been very supportive serving on committees.
 - Carolyn: It’s been a great experience, a pleasure working with everybody and also wrangling documents.
- Denise: Thank you to everyone for their leadership and showing up every time we meet and bringing to bear what you’re doing to support our students. It’s been a challenging semester, lots going on politically and financially. BCC is representing among the other colleges when it comes to productivity. BCC still retains the highest productivity, something to be very proud of. We will be within FTEF allocation for Fall 2023. This has been a collective effort. Thanks to administrative services, student services, and instruction, to make BCC a wonderful place to work. Thank you for

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hanging in there. Thank you for those of you who attended the holiday party last week! Hopefully you can join us next time for karaoke again.

- Matt: Faculty Senate has had an award space every semester, Opus Award / Pay it Forward Award, winner is Skyler Barton. He will hold on to Opus, the penguin who was voted for as the mascot by students. This is a faculty-to-faculty award. Thanks to Melina and Janine who had Opus for a few months then awarded it to Skyler.
 - Skyler: Tears were coming for sure last week. Just want to express appreciation and gratitude. Affirmations are powerful coming from peers. Truly feel blessed to be in this community at BCC. Grew up here in Berkeley and works with great people and supports incredible students. Comes to work feeling blessed to work here. This recognition means a lot! Appreciate you all, much love to you all over the holidays.
- Lilia: Please encourage students to enroll early. Don't wait until January, encourage them to enroll in December as that will help us. Please don't wait. Faculty, encourage your students to enroll early.

8. Adjourn Meeting

The meeting was adjourned by Tri-chairs Freeman, Richardson, and Rizza at **1:10pm**.

Next Meeting: Monday, January 29 (Special 5th Monday meeting), 12:20–1:30pm, Conference Rooms 451A/B and via Zoom

Minutes from live meeting: Tom Rizza, (510) 981-2852, trizza@peralta.edu