

Members Present (*bold to indicate present, delete absent*):

Ari Krupnick, Carolina Martinez, Carolyn Martin, Denise Richardson, Annie Liu, Gail Pendleton, Matthew Freeman, Phoumy Sayavong, Skyler Barton, Stacey Shears, Thomas Rizza, Amy Lee

Guests (manually type): Kenneth Rice, Joseph Bielanski, Kyla Oh, Mozell Person, Lisette, John Saenz, Andrea Williams, Zaira, Dana Cabello, Armando Franco, Randy Yang

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 <u>Freeman</u> called the meeting to order at <u>12:22</u> pm.
Motion to approve agenda by: Stacey Shears Second by: Skyler Barton Votes in favor: 10 Objections: 0 Abstentions: 0 Motion passes.
2. Review Minutes
Tri-chair <u>Freeman</u> requested a review of the <u>4/14/2025</u> minutes.
Motion to approve minutes by: Skyler Barton Second by: Stacey Shears Votes in favor: 8 Objections: 0 Abstentions: 2 Motion passes.
3. Public Comment
N/A
4. President's Updates

Berkeley City College
College Roundtable for Planning and Budgeting
MEETING MINUTES
Monday, April 28, 2025

President Denise Richardson began her report by acknowledging the collective effort that went into the recent Wellness Summit, which was held last week and offered a comprehensive platform for students, staff, and faculty to engage in conversations surrounding well-being, stress management, and emotional health. She emphasized how essential it is to institutionalize wellness not just as a theme, but as a strategic priority moving forward. She thanked all participants and organizers who made the event impactful.

She then highlighted BCC's successful ACCJC accreditation visit, noting that preparations led by Nickawanna Shaw have been instrumental in positioning the college for long-term success. The visit allowed the institution to reflect on its core strengths and areas for growth, and Denise expressed gratitude toward VPI Lewis and Executive Assistant Angel Kim for their behind-the-scenes support. As the college looks ahead to its next Institutional Self-Evaluation Report (ISER), due in 2027, President Richardson encouraged campus leaders to begin aligning their departmental goals and documentation processes with accreditation standards now, rather than waiting until deadlines loom.

President Richardson also reported on the Dual Enrollment Family Night, where Student Services played a leading role in informing families about opportunities for high school students to earn college credit. The event was well-attended and served as a valuable outreach initiative, particularly for communities historically underrepresented in higher education. She offered special thanks to faculty and staff who participated.

Regarding graduation, President Richardson noted that BCC's commencement ceremony will take place on May 22 at Laney College, from 10:00 a.m. to 12:00 p.m.. She encouraged staff to volunteer and support logistics on that day. She also shared a detailed update on parking logistics, indicating that due to limited capacity at the student parking lot, faculty and staff will need to use District parking lot. There will be parking available through the Laney Field House for dignitaries, staff who are working the event, and for those with disabilities or have a disability placard.

Importantly, as an update on our parking garage for our part-time staff, individuals must use AirGarage's phone app or QR code to enter a discount code within 10 minutes of entry to avoid getting a ticket by the garage. Staff will also need to check out upon departure using the app. For those who have receipts for reimbursement, it is currently being handled in real time by the Bursar's Office, and they are actively collaborating with the District to ensure replenishment of parking funds. For those who need reimbursements, they need to fill out the Petty Cash form, attach their receipts, get their Dean and Business Office's signature, then collect the cash from the Cashier's Office.

Additionally, President Richardson mentioned that BCC is actively working on space planning and moves, including coordination around the Annex building. Clear instructions and schedules will be sent via campus-wide emails to ease transitions. She also confirmed that the consolidation of the Media Arts program has been finalized. Instead of consolidating the program with Laney, Laney will now move forward with program discontinuation. However, we will have Laney's full-time faculty, Marla Leech, join the BCC team starting this Fall. Finally, President Richardson went over the Office of the President's Prioritization list and shared that her office is submitting a funding request of \$39,100 for capital and programmatic needs, as reflected on the current prioritization list. She encouraged departments to review and update their respective lists for the coming fiscal year.

5. Initiate Accreditation Committee

Berkeley City College
College Roundtable for Planning and Budgeting
MEETING MINUTES
Monday, April 28, 2025

President Richardson emphasized the urgency and importance of creating a **permanent, year-round Accreditation Committee** that can monitor and manage the college's readiness for its next ISER. She framed this proposal as a structural necessity, noting that traditional "scrambling" to gather data near the end of the cycle is both inefficient and detrimental to the quality of the final report. By forming a standing committee, BCC can approach accreditation as a continuous process of reflection and documentation, not just a compliance requirement.

She noted that this committee would be responsible for curating and compiling evidence, evaluating institutional effectiveness, and ensuring that standards are embedded in BCC's planning culture. This will allow the college to be strategic in storytelling, focusing not just on checklists, but on real narratives that reflect BCC's mission and values. She acknowledged the excellent work already done on the **Midterm Report** and the **Annual Fiscal Report**, and affirmed that this committee will build upon that momentum by establishing timelines, assigning roles, and coordinating with the **Institutional Planning Committee (IPC)** and other governance bodies.

VPI Lewis added that while there are overlapping responsibilities across IPC, Budget Advisory Committee, and other groups, the new committee will focus specifically on accreditation preparedness. He suggested a realignment or refresh of IPC's scope to avoid duplicative work. The committee will also need to identify funding sources for its initiatives and recruit a combination of faculty, classified staff, and administrators to serve. President Richardson concluded by inviting interested parties to express interest and emphasized that this committee will not just be functional—it will be essential for shaping BCC's next seven years.

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

The **Integrated Planning Committee (IPC)**, chaired by Stacey Shears and Chris Lewis, met last Thursday but was unable to conduct formal business due to the lack of quorum. Despite the setback, the committee engaged in rich discussions about the role IPC could play in supporting accreditation processes. Specifically, members examined how IPC could help track ISER timelines, ensure alignment with the four new standards, and facilitate cross-committee coordination. However, VPSS Lewis acknowledged the increasing difficulty of obtaining quorum, especially with current scheduling conflicts across departments and administrative offices. President Richardson suggested holding a special IPC session dedicated to discussing its future scope, possibly restructuring IPC into a more nimble, action-oriented body that can operate without quorum constraints during critical planning periods.

The **Budget Advisory Committee**, led by Denise Richardson, Phoumy Sayavong, and Fatima Shah, met on **April 22** and reviewed the college's budget position for the close of the academic year. While the college has used the majority of its allocated funds, there is still some flexibility for targeted investments. The committee spent time analyzing how to optimize leftover funds for projects aligned with student services, technology, and instructional improvements. Particular attention was given to **prioritization lists**, which departments were encouraged to revisit, revise, and re-submit. The group also discussed early-stage planning for the **FY25–26** cycle, reaffirming the importance of transparent communication between finance teams and academic units.

The **Facilities, Health, and Safety Committee**, co-chaired by Denise Richardson and Armando Franco, has

not met since the previous roundtable. Their next meeting is scheduled for **May 9**, at which time they will evaluate ongoing infrastructure projects, potential building maintenance needs, and health and safety protocols for the summer and fall terms.

The **Technology Committee**, led by Mozell Person, Erika Yeh, and Tom Rizza, reported on their **April 15** meeting, during which they finalized the campus **tech prioritization list**. Members reviewed department submissions and elevated key needs that require immediate attention, particularly for instructional spaces. The **MMART program** and **Science Labs** emerged as the top two priorities for bond-funded equipment upgrades. The team also clarified procedures for submitting IT requests via the internal ticketing system, ensuring that staff and faculty are aware of how to report, track, and escalate tech-related issues.

Finally, the **Enrollment Management Committee**, chaired by Stacey Shears and Chris Lewis, had to postpone its last meeting due to a conflict with the District SSMEC’s “Topping Off” event. A new meeting has been scheduled for **May 13**. Stacey proposed a bold districtwide approach to enrollment management. Rather than treating each campus as a silo, she suggested forming a collective strategy that pools VPs, Deans, and faculty leads from all colleges to align scheduling and course offerings across the district. The goal is to enhance access and reduce duplication. The committee is exploring a **pilot program this fall** to assess whether having combined weekend support services across colleges might lead to stronger student outcomes. Challenges with balancing high-need programs across different colleges were acknowledged, and there was agreement that further consultation with **faculty leads** and stakeholders will be necessary to implement such changes effectively.

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

Academic Senate (Report by Matthew Freeman):

Academic Senate President Matthew Freeman delivered a comprehensive update, reflecting on both recent activities and long-term goals of the faculty governance body. While the Academic Senate has not convened since the last College Roundtable meeting, significant developments have taken place at the district and statewide levels that directly impact BCC’s academic leadership. Freeman reported that several members of the Peralta Community College District Academic Senate—including BCC representatives—recently attended the **Spring Statewide Plenary in Irvine**, a vital gathering that brings together faculty leaders from across California to debate, amend, and pass resolutions that shape the future of community college governance.

BCC’s representation at the plenary included both in-person attendees—Matthew Freeman and Fatima Shah—as well as remote participation from Joseph Bielanski. During the plenary, a number of critical resolutions were passed or discussed, with special attention given to topics such as **supporting faculty autonomy**, **streamlining curriculum alignment**, and **protecting academic freedom amid increasing digital surveillance and AI-based tools in education**. One of the most urgent items on the agenda involved developing statewide recommendations for **institutions serving vulnerable student populations**, particularly undocumented students, returning citizens, and those experiencing housing insecurity. Freeman shared that these discussions are not just symbolic—they often guide local policy shifts and future governance decisions.

Locally, Freeman emphasized the importance of BCC being proactive in its preparation for future **curricular changes**, especially as statewide bodies continue to roll out new requirements related to equity and general education reform under AB 928 and AB 1111. The Academic Senate has also been reviewing **updated**

recommendations regarding course-sharing systems and common course numbering, especially as BCC adapts to the **CalGETC** framework being implemented throughout the CSU and UC systems. These reforms have profound implications for faculty workload, scheduling, and student transfer patterns.

Freeman also noted that the Senate is awaiting additional information from the District about upcoming **“share-outs”**—briefing packets and summary documentation that clarify the outcomes of major state-level decisions. These documents will help BCC faculty better understand how broader policy shifts affect local governance. Furthermore, the Senate is preparing to finalize several **campus-level resolutions** related to **anti-fraud measures** in student systems, particularly as the rise in bots and fake student applications continues to burden both instruction and administrative services. There is also a growing interest in drafting a resolution affirming BCC as a **sanctuary campus**, which would formally recognize the institution’s commitment to protecting undocumented students and resisting harmful federal or state surveillance.

To conclude, Freeman acknowledged the pressing need for faculty representation in multiple college-wide and district-wide committees, especially as the college transitions into a new phase of integrated planning and accreditation. He urged faculty members to consider stepping into leadership roles, reiterating that shared governance is not just about procedure—it’s about protecting the mission of the college and ensuring that decisions reflect the lived.

Classified Senate (Report by Tom Rizza)

N/A

Associated Students of Berkeley City College (Report by Himali KC, delivered by Kenneth Rice):

Kenneth Rice presented the ASBCC report on behalf of Himali KC, who was unable to attend. He began by sharing that the most recent ASBCC meeting was held on **April 17**, during which the student government reflected on accomplishments over the semester and began preparing for a leadership transition. ASBCC is currently focused on hosting its final major event of the academic year: the **swearing-in ceremony for the incoming student government**, scheduled for **May 8**. This ceremonial transition, which will be held in the **BCC Atrium**, is more than symbolic—it marks the formal onboarding of a new student leadership cohort and offers an opportunity to publicly affirm their roles and responsibilities before the campus community. Kenneth encouraged faculty, staff, and administrators to attend and support student leadership development.

In addition to the ceremony, ASBCC members participated in a **joint basketball game** with students from **Laney College and College of Alameda** on **April 25**. The event served both as an inter-campus bonding experience and a stress-relief opportunity for students heading into finals season. According to Kenneth, the game was well-received and plans are already in motion for more intercollegiate student events in the coming year, potentially expanding into arts and culture exchanges.

ASBCC’s **final official meeting** for the academic year will take place on **Thursday, May 1**, where outgoing members will present final reports and pass on institutional knowledge to their successors. There will also be a recap of student-centered initiatives conducted this semester, such as food pantry expansion, increased outreach to undocumented students, and collaborations with the Financial Aid and Wellness Centers. Kenneth also shared that ASBCC is looking to formalize a **Student Town Hall model** for the fall, offering a structured space for the student body to voice concerns directly to administration on a monthly basis.

Berkeley City College
College Roundtable for Planning and Budgeting
MEETING MINUTES
Monday, April 28, 2025

Lastly, Kenneth underscored ASBCC's commitment to **equity-focused leadership**, noting that many of the incoming board members identify as first-generation college students, immigrants, or members of underserved communities. Their perspectives, he affirmed, will be invaluable as the student government continues to advocate for stronger representation, expanded services, and transparency in campus decision-making.

8. Announcements

The announcements portion of the meeting was rich with updates, highlighting both immediate and future events of significance for Berkeley City College's students, faculty, and staff. **VPI Lewis** began by reminding attendees of the upcoming **AB1111 informational session**, which will be led by **Nancy Cayton** on **Monday, May 5th, from 10:00 AM to 11:00 AM** in **Room 451A**, with an option to attend via Zoom. The session is specifically tailored for faculty and counselors and will provide clarity on California's common course numbering legislation. VPI Lewis emphasized that this policy will have profound implications for curriculum development, articulation, and student mobility between community colleges, and strongly encouraged faculty to attend and bring questions.

Skyler Barton followed with details about **Student Success Day**, taking place later this week. He noted that this day is particularly important for BCC's enrollment strategy, as it will be focused on onboarding large groups of incoming students from nearby high schools. Skyler explained that students will be welcomed in the **Auditorium at 9:00 AM**, where they will hear an overview of Berkeley City College's programs and services. Following that, there will be **breakout sessions led by counselors**, including dedicated rooms for enrollment support, financial aid assistance, and student ID distribution. Breakfast will be provided to attendees, and Skyler stressed the importance of making sure all departments are prepared to accommodate the anticipated large turnout. This is not just an enrollment event—it is a vital first contact moment that will shape how prospective students perceive their future at BCC.

President Richardson offered an update on the college's **bookstore shuttle service**, which has been a point of concern for students who lack easy access to textbooks and school supplies. She shared that discussions with district leadership are ongoing, and while a permanent solution has yet to be implemented, the college is actively working to arrange **more consistent pop-ups** that can serve those who are unable to travel to remote bookstore locations. She also acknowledged the need to **support basic needs equity**, ensuring that students across income levels can afford and obtain essential materials.

Looking ahead to next semester, President Richardson announced that Berkeley City College is working with the Chancellor's Office to coordinate a **another BCC Showcase** in **February 2026**. She explained that unlike this year's showcase, which were program-specific and focused primarily on academic departments, this upcoming showcase will take a more **holistic approach**—featuring departments, student services, leadership programs, and community partnerships under one unified platform. The goal is to present a complete picture of the Berkeley City College experience and invite community members to engage directly with all aspects of the institution. Planning will begin early in the fall semester, and teams are encouraged to start preparing proposals for displays, workshops, and interactive elements.

Another exciting initiative is **"LinkUp,"** scheduled to take place during **College Hour on Wednesday**. The event will serve as a space for open, generative conversation between staff, faculty, and students regarding the direction of the college and how collaboration can be strengthened. It is being framed as a kind of

Berkeley City College
College Roundtable for Planning and Budgeting
MEETING MINUTES
Monday, April 28, 2025

“brainstorming town hall” where all participants are encouraged to bring ideas, no matter how preliminary, about how to enhance the college environment both culturally and operationally. Skyler noted that LinkUp is especially important now, as the college transitions leadership teams and prepares for a new academic year. Attendees were urged to treat this not as a formal meeting, but as a space to connect and imagine solutions collectively.

In an effort to further bridge community and campus engagement, the college is also considering hosting an **Open House in early August**, specifically on **August 8th**. This event would take place during the summer, strategically positioned before the start of the fall semester. The aim is to invite members of the surrounding community—including families, local businesses, and civic organizations—to visit the campus, learn about academic programs, and explore available student services. Faculty who participate would receive a **stipend** to represent their departments, and booths would be provided to increase visibility. President Richardson emphasized that this event could be a powerful tool to **reconnect with the community**, strengthen partnerships, and boost early enrollments.

Additional announcements included a **PDF Accessibility Training on Friday, from 11:00 AM to 12:30 PM**, which will walk staff and faculty through best practices for making online documents accessible to all students, including those using screen readers and adaptive technology. The training will be hosted online but will be open to anyone interested in attending, and it was strongly encouraged for those who manage course materials or public-facing documents.

Skyler also shared that the **UMOJA Rites of Passage Ceremony** will take place on **May 8th from 12:00 PM to 1:30 PM**. The celebration will honor UMOJA students who have completed key milestones in their academic journey, and will be followed by a reception. The event is part of the larger **District AAPI Heritage Month programming** and will be hosted at Merritt College. Faculty and staff across the district are encouraged to attend in support of our Black and AAPI student communities.

Zaira, another student representative, announced the **RAICES Graduation** at BCC on **May 14th**, which will celebrate Latinx and undocumented graduates. She also reported on a **field trip in partnership with HSI** (Hispanic-Serving Institution program), which will take 45 students to **LinkedIn HQ in San Francisco on May 9th**. This trip is part of BCC’s effort to expose students to professional networking environments and increase their career-readiness. The visit will include a company tour, Q&A panel, and internship information session. Zaira praised the initiative as one that empowers first-generation students to envision career possibilities beyond the classroom.

9. Adjourn Meeting

The meeting was adjourned by Tri-chairs Freeman, Richardson, and Rizza at 1:30 pm.

Next Meeting: Monday, May 12, 2025, 12:20PM-1:30PM, Room 451A/B (or via Zoom)

Minutes from live meeting: Annie Liu, (510) 981-2851, aliu@peralta.edu