



Berkeley City College
College Roundtable for Planning and Budgeting
MEETING MINUTES
Monday, September 28, 2020

Present: Joseph Bielanski, Jr., Felicia Bridges, Ramona Butler, Joya Chavarin, Mary Clarke-Miller, Lisa R. Cook, Martin De Mucha Flores, Barbara Des Rochers, Matt Freeman, Angélica Garcia, Sam Gillette, Kuni Hay, Brenda Johnson, John Nguyen, Cynthia Reese, Tim Rose, Stacey, Shears, Shirley Slaughter, Liam Zhu, Phoumy Sayavong, Charlotte Lee, Joe Bay, Randy Yang, John Saenz, Gail Pendleton, Nancy Cayton, Francine Lewis, Roberto Gonzalez

Co-Chairs: Angélica Garcia, College President and Matt Freeman, Academic Senate President

AGENDA AND DISCUSSION ITEMS

1. Roll Call / Review Agenda

Co-chair Freeman called the meeting to order at 12:20 pm.

2. Review Minutes – 08/31/20 and 09/14/20

Co-chair Freeman requested a review of the August 31 and September 14 meeting minutes.

August 31, 2020

Discussion: ACCJC November Report Update

Summary Section (Page 4)

- Joseph Bielanski, questioned the statement, “Although the Special report does not require participatory governance approval...” Per Dr. Garcia’s response, the sentence will be deleted and the following change will be made.

“It should be revised to indicate that the Certification Page certifies that the report is an accurate reflection of the nature and substance of the institution. The college Chief Executive Officer (CEO) and the Chair of the Governing Board, and other college personnel as appropriate sign this certification attesting to the preparation and review of the report. Upon consultation with the Academic Senate leadership, it was decided that Berkeley City College would discuss the report at College Roundtable. As the highest governance body at BCC, the College Roundtable has membership from the Associated Students of BCC, Classified Senate, and Academic Senate. The following link is to the ACCJC Guidelines for Preparing Institutional Reports.

https://accjc.org/wp-content/uploads/Guidelines-for-Preparing-Institutional-Reports_Fall-2020-and-beyond.pdf.”

Resolutions/Actions/ 2nd Bullet/Page 5

Request made to add Dr. Stephanie Droker’s recommendations to the minutes. The following will be added:

1. Report needs to have structure and connect to college evidence of college action.
2. College level support
3. Report should reflect the college action separate or in addition to the district action.

Co-chair Freeman requested a motion to approve the minutes pointing out that we are reviewing what was said and captured from the August 31st meeting.

Motion to approve Minutes by: Martin De Mucha Flores
Second by: John Nguyen

All in favor:
Abstentions: None
Opposed: None
Motion Carries.

Establishing a Student Success Infrastructure Plan to comply with the Student-Centered Funding Formula as announced by the California Community College Chancellor's Office (page 4)

- It was clarified that "Title V" is correct as written.

Integrated Planning & Allocation of Resources Cycle (page 6)

- Joseph Bielanski asked if the Budget Development Calendar is in the ACCJC report that will be filed in November adding that the calendar is "fantastic".

Response: Dr. Garcia noted that Director Slaughter's presentation, as well as the minutes reflecting that it was discussed in College Roundtable, can be added to the November report.

September 14, 2020

Motion to approve Minutes by: Tim Rose

Second by: Sam Gillette

All in favor:
Abstentions: None
Opposed: None
Motion Carries.

3. Parcel Tax Expenditure Plan 2020-2022 – Action Needed

Leader: Stacey Shears / Kuni Hay

Documents: DRAFT Berkeley City College Parcel Tax Proposal 20-22 9-4-2020 (1) (1)

VPSS Shears reported that the suggestions have all been incorporated and addressed in the document and they are looking for committee approval.

- The documents are uploaded in the Teams folder and were distributed to all Roundtable members as well.

Parcel Tax Expenditure Plan 2020-2022

Motion to approve by: Martin De Mucha Flores

Second by: Mary Clarke-Miller

All in favor:
Abstentions: None
Opposed: None
Motion Carries.

Co-chair Freeman took the opportunity to acknowledge President Garcia noting that last Friday PCCD held its PGC meeting and BCC's team received accolades from PFT.

- Noting that there is a citizens oversight organization that looks into this component of the parcel tax citizens' initiative, co-chair Freeman shared that PFT President Jennifer Shanoski spoke highly

of the four presidents and administrative team from the district, but particularly pointed out Dr. Garcia as a leader in this effort.

- Co-chair Freeman also acknowledged VPI Hay and VPSS shears for their hard work.

4. ACCJC November Special Report – First Read

Leader: Angélica Garcia

Documents: 9-24-20 Revised BCC DRAFT_ACCJC_Nov_Special_Report

President Garcia shared a PowerPoint presentation that each of the college presidents prepared to share at the 9/29 Board meeting.

Overview:

- January 27, 2020 letter to PCCD Colleges highlighting six areas of deficiencies:
 - a continued structural deficit
 - lack of adherence to Board policies and administrative procedures
 - deficiency in reconciliation and financial control issues
 - key staffing issues
 - its OPEB obligations
 - ongoing unaddressed audit findings
- The previous report submitted did not provide enough structure or evidence to talk about actions taken at the college and district level.
 - The colleges were asked to respond.
- As a result of the letter, the colleges then received notice of being put on probation for our accreditation.
- The District's previously submitted five-year integrated plan was noted by President Stephanie Droker as having a lot of information but it lacked clarity and evidence to show what was happening at the college level.
- The commission did not have confidence that the district had been moving on actions.
- For the colleges and district, eight items needed to be addressed with evidence on the actions the colleges have taken.
 1. Establishing FTES Targets and Enrollment Management Plans.
 2. Establishing a Student Success Infrastructure Plan to comply with the Student-Centered Funding Formula as announced by the California Community College Chancellor's Office.
 3. Establishing guidelines to reduce operational overspending and eliminate the structural deficit.
 4. Adopting a Board policy to adopt sustainable fund balances and reserves.
 5. Adopting a restructuring plan to improve efficiencies and accountability at the District office and the Colleges.
 6. Addressing all audit findings.
 7. Establishing strategies to improve the management of the OPEB debt.
 8. Providing an executive-level staff turnover analysis and recommendations to retain these staff at the district.
- Some of the items were noted as specific to the district.
- At the Board meeting Chancellor Walter will do a lead-in presentation talking about the district's response.
 - Berkeley City College's first read is specific to BCC.

- The special report preparation started back in April.
 - Detailed steps of the preparation process were reviewed.
 - The biggest area highlighted is that College Roundtable for Planning and Budgeting is our highest college governance body and, therefore, is the place for us to have this very public discussion and conversation around the Special Report.
 - ◆ Membership of Roundtable contains our constituency groups and has some of our governance committee structures as well as union representation.
- The (4) Presidents of the Colleges have met several times with Dr. Stephanie Droker, President of ACCJC to review the expectations in the college reports. Recommendations from Dr. Droker:
 1. Report needs to have structure and connect to college evidence of college action.
 2. College level support
 3. Report should reflect the college action separate or in addition to the district action.
- Beginning at slide 5, an overview of the eight topics of concern was reviewed along with college actions and the deficiency area addressed.
 - It was recommended by Dr. Droker to make it easy for the commissioners reading the report to link how the college action connects to one of the eight areas of concern and also links to one of the broader six key deficiency areas.
 - Nothing is necessarily new in these areas however, the District-wide Block Scheduling is something new that each of the colleges is adding to its narrative.
 - Everything about the revised Integrated Strategic Enrollment Management Plan takes into consideration the Student Centered Funding Formula metrics.
 - Establishing the Integrated Planning and Allocation of Resources (IPAR) is an example of the college doing work for institutionalized efforts.
 - The committee can serve as an alignment point for APUs and resource requests generated from those to then getting consideration as part of allocation of dollars.
 - President's Cabinet has been working on Leadership Standards of Excellence.
 - ◆ This is almost ready to share with the campus community.
- Area number six is predominantly a district process.
 - Berkeley City College (BCC) has not had any audit findings in the last three years.
- Area number seven (OPEB debt) will refer to the District Report.
- Area number eight predominantly refers to the District Report in terms of the constant change at the Chancellor/Vice Chancellor leadership levels.
- Integrated Strategic Enrollment Management Plan (ISEMP) notes seven areas that BCC should really focus on in terms of our enrollment management especially as it relates to the Student Centered Funding Formula.
 - Two areas were highlighted; the work around Pell Grant recipients and the California Promise Grant recipients.
 - These two in particular are areas that we are looking to increase the access and support for our students during the FAFSA process.
- Actions highlighted at BCC shows that from the 2018-2019 academic year to 2020-2021, we have seen exponential growth in our dual enrollment FTES.
 - Even though we have the smallest amount of sections, we have amongst the highest productivity rate for dual enrollment.
 - Also shown is how this directly connects to the Student Centered Funding Formula, which is the actual dollars.
 - The work in alignment with the College and Career Access Pathways (CCAP) agreement,

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especially with Oakland Unified School District, has been beneficial.

- Also noted was some of the direct partnerships that our Instructional Divisions have made, in addition to looking at CCAP agreements with some of our other local unified school districts.
- Overall, in terms of certificates and degrees award, we have been declining but our total has actually grown over time.
 - This is a testament to the work and strategies taking place, not just in the Career and Transfer Center but also in programmatic alignment and the faculty work with students for completion.
- The timeline was reviewed.
- The first read of the November Special Report was distributed.
 - The goal is to get to a point where we can endorse it by October 12.
 - October 13 and 27 are the review and approval dates at the Board of Trust level so that we can meet the November 1 submission deadline.
 - As committee members are reading through the report, Dr. Garcia requested that if there are questions or comments to let her know and copy Matt Freeman (Faculty), Felicia Bridges (Classified), Liam Zhu and John Nguyen (Students) in the communication.
 - Dr. Garcia plans to find a small window of time next week for a campus discussion on the report and to field any questions and share the next version.
- In summarizing the presentation co-chair Matt Freeman shared that he is interested in knowing when we will get the language from the district office to read.
 - *Response:* The Chancellor will share that tomorrow.
 - The revised report and the District's appendix will be shared at our October 12 Roundtable meeting.

5. Integrated Planning & Allocation of Resources Committee (IPAR) – Update

Leader: Shirley Slaughter / Sam Gillette

Berkeley City College's Integrated Planning and Resource Allocation model consists of four cycles.

1. Program Review and Annual Program Updates
 2. Integrated Planning Committee (IPC) with college planning processes
 3. Resource Allocation process
 4. Budget Development
- As noted in the minutes from September 14, Roundtable approved the formation of IPAR.
 - The committee's representation will consist of members from both Roundtable and IPC.
 - Sam Gillette will serve as co-chair.
 - They hope to have names of the remaining members no later than September 30.
 - With respect to the frequency of the meetings, in October they will host two meetings with meetings monthly thereafter.
 - The process of building the foundation for the committee by creating a Teams folder for IPAR is complete.
 - The folder will warehouse all of the meeting minutes, planning documents, presentations, etc.
 - The committee is in its initial stage but will be in full swing in October.
 - Sam shared that he is excited to a part of IPAR and excited to co-chair the committee with Shirley.
 - Roundtable co-chair Freeman requested that the IPAR membership be restated.
 - The committee will consist of 3 administrators and they currently have the two VPs as well as Shirley's position, Director of Business and Administrative Services.

- The other members will include 3 faculty members, 3 classified professionals and 2-3 students.
- VPI Hay added that the timeline also needs to be in alignment with the APU timeline.
 - At the chairs meeting they decided to accelerate the timeline.
 - The feedback has been thoroughly shared by the different groups so they want to make sure that information was incorporated into the template.
 - The augmented timeline is not available today as feedback is needed from Cabinet.

Participatory Governance Updates - Integrated Planning Committee / Facilities Committee / Tech Committee

Integrated Planning Committee (Report by Kuni Hay/Stacey Shears)

Document: IPC Mtg minutes 9-24 -2020

- The biggest takeaway for IPC is the APU template to be finalized.
 - That recommendation went to the chairs where it was endorsed.
- The Assessment Committee has recommended that in an effort to assess as many SLOs and SAOs as possible, unless the assessment is done or really moving the needle, the resource request would not be allowed.
 - As a prerequisite to be able to ask for resources, the SAOs have to be assessed.
 - IPC has received and discussed this and that portion has been incorporated into the APU template.

Co-chair Freeman noted that this committee is co-chaired by VPI Hay and VPSS Shears so that this is correctly noted on future Roundtable agendas.

Facilities Committee – (Report by Shirley Slaughter)

- As shared at our last Roundtable meeting, the Facilities Committee is not scheduled to meet until October 9.
 - This will be a town hall presentation with Noll and Tam and the project manager in attendance to discuss the new six-story structure at 2118 Milvia Street.
 - The desired outcome will be to gain feedback from the community in order to better inform the design criteria.
 - The meeting will be held during college hour.
 - Everyone is requested to attend.

Walk-through in preparation for social distancing.

- A walk-through with Sharon Millman, Project Manager, Department of General Services, is being scheduled to see what is going to be needed when the college community returns to campus for prevention and safety.
 - They will be looking at the science labs to see how they can set that up with respect to ensuring that everyone is safe.
 - Additional focus for this walk-through will be determining proper signage and whether or not plexiglass will be required at certain stations within the college.
- This is still in the preliminary phases.

Technology Committee (Report by Mary Clarke-Miller and Joe Bay)

Mary was unable to attend the last meeting as she was serving on an interview panel.

- The committee confirmed membership for this year.
- Vincent Koo talked about the refresh plan.
 - He is concerned that we had a number of items that were approved last year to be funded, which still have not been funded.
 - Vincent requested that this be brought to Roundtable to see whether or not we can look towards faculty laptop refresh, AV refresh, and classroom refresh that can be done while we work remotely.
 - There were a couple of other bond funded items that he also hopes will be discussed.
- Joe Bay stressed that they hope to refresh rooms and be ready for whatever programs we want to teach; technology-wise.
 - Additionally, they hope to address equipment that is out of commission such as broken speakers and projectors that are not powerful enough.
 - He noted a very large window to perform the work and a bond that they hope will provide the funds to get a lot of the work done.
 - Typically they only have about two weeks between semesters to get the work done.
 - They are really trying to push to get some of this work done while the campus works remotely.

Governance Updates - Faculty Senate / Classified Senate / ASBCC

Academic Senate (Report by Matthew Freeman)

- Faculty Senate met and passed a couple of action items.
- They heard a follow up from the Professional Development (PD) Committee.
 - Last April PD Chair Susan Khan attended and reported the construct of a new rubric for evaluation professional development requests as well as a more efficient and timely process for processing approvals and requests for PD funds.
 - The Senate's recommendations were incorporated into that conversation and Susan brought back a final version of that proposal that the PD Committee approved.
 - Academic Senate was more than excited to approve and support that work.
 - It was recommended that anyone interested in working in partnership with the PD Committee, should reach out to Susan Khan to make sure that you're working through that rubric appropriately as you apply for funds, as well as working within the new timeline.
 - As an option, anyone interested could also attend a PD Committee meeting.
- The issue brought before Roundtable at the last meeting which was the Board of Governors meeting on September 21 and 22 to discuss the future of a potential Special Trustee has come and gone.
 - District Academic Senate, as well as the respective unions and colleges were well-represented and spoke in a very collegial and respectful way to articulate an argument in favor of the work that we have been advancing; and to put ourselves in a position to continue to advocate for the progress we've made, like the IPAR.
 - It was felt that the Board of Governors have a clearer understanding of how many different groups and constituencies are invested in our colleges and wanting to maintain the autonomy to determine the future and fate of our colleges on behalf of our communities.
 - The conversation will be revisited and will be returning to the Board of Governors for a reevaluation/reconsideration after the first of the year.
- Circling back to the November Report and ISER, Academic Senate President Freeman noted that

these are two very important metrics that the State and BOG, in particular, will be looking at and evaluating.

Q, Joseph Bielanski asked about the report stating that while Dr. Helen Benjamin is helping with the selection of a chancellor, she's also doing some work with the Board of Trustees. He wanted to know if she would ever be able to attend one of our Roundtable meetings to provide insight as to what she's doing and how that is helping us.

Response from Dr. Garcia:

- The Board has had a couple of meetings and a Board retreat whereby they have identified some Board goals that are very much focused on the experience of students and the use of data.
- There is a Board goal related to Covid-19.
- Dr. Benjamin has been working with the Board on that and has also attended Chancellor's Cabinet two weeks ago basically to share with them the Board's interest and obtaining feedback from Cabinet members regarding their recommendation on providing that level of information.
- Although it is the Board goal, it is the college and district staff that has to pull the information together to present it.
- She has made a note to make a recommendation where perhaps even the Chancellor might want to host space to share that since that is her role as the CEO of the entire district, with the Board.

Associated Students of Berkeley City College (Report by Liam Zhu)

Summary

- Since the previous meeting, the ASBCC has nominated and confirmed 8 individuals onto the council, as well as approving 5 individuals who will serve as Student Representatives.
- Having held two orientations in the past week for the 13 students, the ASBCC is on track to carry out our aforementioned objective of organizing 5 focus teams. These are:
 1. Enrollment Support
 2. Basic Needs
 3. Student Engagement
 4. Civic Engagement
 5. Transportation Committee Project.

Resolutions/Actions

- The ASBCC has not taken any action on resolutions in this period.

Recommendations to College Roundtable

- The ASBCC does not have any recommendations to College Roundtable at this time.

Upcoming Events and Activities

- As the ASBCC has now appointed each member to one of the five teams, they will now converge within each team with the Student Ambassadors.
- Moving forward, each of the teams will report on their progress updates at our weekly ASBCC meetings, which I will then mention during my subsequent Roundtable reports.
- They are also currently in the process of appointing students to the participatory governance

committees. Once they have a clear idea on all of the available committees and the schedules for each, they can move forward and get students on board.

Classified Senate (Report by Felicia Bridges)

Summary

- The BCC Classified Senate met on September 15, 2020 and welcomed both President Garcia and VP Kuni Hay.
- Dr. Garcia presented on her newly formed Equity and Social Justice Task Force and VP Hay updated the CS on ISER status and provided a 3-day opportunity to review the present draft.
- In addition, the CS discussed the implication of appointing a special trustee.
 - The CS concluded that it did not have enough information to make an informed decision and wished to seek more information on the matter.
 - The CS has set a meeting for Tuesday, September 29, 2020 at 12:15 pm to discuss what specific stance it will take on the matter.
- The CS's next scheduled meeting is Thursday, October 15, 2020.

Resolutions/Actions

None to report.

Recommendations to College Roundtable

None to report.

Upcoming Events and Activities

None to report.

6. Adjourn Meeting

Co-chair adjourned the meeting at 1:35pm

Next Meeting: Monday, October 12, 12:20 p.m., via Zoom

Minutes taken: Cynthia D. Reese, 981.2851, creese@peralta.edu