



Berkeley City College
College Roundtable for Planning and Budgeting
MEETING MINUTES
Monday, October 26, 2020

Present: Joseph Bielanski, Jr., Felicia Bridges, Joya Chavarin, Mary Clarke-Miller, Lisa R. Cook, Martin De Mucha Flores, Matt Freeman, Angélica Garcia, Kuni Hay, Brenda Johnson, Jasmine Martinez, John Nguyen, Cynthia Reese, Tim Rose, Stacey Shears, Shirley Slaughter, Liam Zhu, Phoumy Sayavong, Joe Bay, Dana Cabello

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 12:21pm.

Motion to approve Agenda by: Joseph J. Bielanski, Jr.

Second by: Tim Rose

Voting occurred in the zoom participants feature.

Votes in favor: 13

No abstentions: None

Opposed: None

Motion carries.

2. Review Minutes – October 12, 2020

Co-chair Freeman requested a review of the October 12, 2020 minutes.

Motion to approve Minutes by: Joseph J. Bielanski, Jr.

Second by: Stacey Shears

Voting occurred in the zoom participants feature.

Votes in favor: 13

Abstentions: None

Opposed: None

Motion Carries.

3. Strategic Plan & Ed Master Plan Update – Discussion Item

Leader: Angélica Garcia

President Garcia reported that all of the district's colleges are now positioned to do some revisions and updates in the Strategic Plan process.

- For Berkeley City College there are two areas where updates need to be completed:
 1. The Ed Master Plan (EMP)
 2. The Strategic Plan
 - Both plans are set to expire during this academic year.
- The college plans need to work in concert, and in alignment, with the District Strategic Plan, which is ramping up its work this fall.
- The plans help to anchor the direction that the college is trying to make in terms of the programs and services that we offer.
- It anchors the college in terms of any actions we might take for engaging in potentially new areas of academic and career programming and services.
- The goal is to not just update but also to engage in community discussion about the BCC that we

are trying to be for students in the community and, even more so with the Ed Master Plan; where it is that we are trying to be five years from now.

Senate President and Co-Chair Freeman added that there was conversation and consideration when this was brought up at PGC last Friday about making sure that what we develop at the college is in partnership with what the district is looking to do, as well as the strategic planning at the state level.

- The plan should build upon the planning and the strategy that comes from the state and through the district, followed by the college building more tactically in relation to those strategies.

Sr. Research and Planning Analyst, Phoumy Sayavong, provided a history of the current Strategic Plan.

- The timeline as far as our college level, or annual strategic planning goes, is essentially broken up and outlined within the Ed Master Plan.
- We had the choice of either tracking our progress on an annual basis, every two years, or every three years.
 - Up to two years ago, we were doing it annually.
 - The most recent one is two years, 2018-2020.
 - This being the final one where we used this as the end cap off for the college Strategic Plan and the Ed Master Plan at the same time because they are essentially the same thing.
 - All of the metrics are outlined in Ed Master Plan from the beginning and we are tracking the progress along the way.
- The main distinction has been our local level activities, the programming that we do to make adjustments.
 - If we did not make progress towards certain targets, we needed to make some modifications along the way.
 - This can be done every semester, every year, and so on.
- Also, anytime we get different funding into the college, we revisit how the funding can help impact any of the goals that we have set and how the funding can contribute to the outcomes, so we will reach our targets.

Joseph Bielanski, Jr. noted that we started this process a number of years ago because of accreditation. We were not doing strategic planning and as a result, we had a company come in to assist us.

- Five broad goals were set and objectives that could be measured would be set annually.
- He feels that it is important to get back to work on this.

VPI Kuni Hay added that we have been waiting for the District Strategic Plan to come out. An older district document was used last year in order to be able to do a crosswalk.

- They try to do a crosswalk with the college, the district and Vision for Success.
- The four colleges have done this to make sure that the goals are aligned.
- It was part of the first five-year strategic plan response back to ACCJC.

President Garcia shared the most recent district presentation.

- They outlined what had taken place and the work that was supposed to happen in 2019-2020 to revise the district strategic plan.
- This was reviewed at the Participatory Governance Council (PGC) meeting last week, and will be picked up again this fall.

- A final plan is supposed to be provided to the board of trustees in October but one of the pieces that did not get approved was the Board's support of the revised district mission statement. This has pushed some things out on the calendar.

Dean Lisa Cook clarified that during the 2015 process, at the time there was not the Chancellor's Vision for Success.

- We went from the district to the college and each college had their own goals.
 - The five goals referenced were specific to BCC.
 - The District's goals were broader.
- She believes that was the first time the Collaborative Brain Trust was hired.
 - They worked with the district and assigned a different person to work with each of the colleges to create the EMP and have their own process.

Q. Co-chair Freeman asked how can we move in a way that is specific in setting our objectives, if we are not sure what the mission statement is going to be at the district office.

Response: President Garcia responded that in a collective way, we could host an open campus forum that says we are about to engage in this process.

- We can provide historical context on what happened previously and what actions led to our Ed Master Plan and our previous Strategic Plan.
 - This would establish a baseline
- From there, given the work happening throughout the college with Guided Pathway, APUs and different program alignments, we could essentially have a session sharing what has been happening since we last did this.
- The work will be happening in the springtime.
- Simultaneously this fall, the district is going to host its own Strategic Planning Summit.
 - The Planning & Budget Council (PBC), PGC and the District Academic Senate committee members will likely be consulted for the District's Strategic Plan.
- For the college the Strategic Plan and Ed Master Plan is a campus effort.

Documents discussed:

- https://www.berkeleycitycollege.edu/wp/prm/files/2020/01/BCC_2018-20_Strategic-Planning-Goals-w-Activities-and-Metrics_100819.pdf
- https://web.peralta.edu/strategicplan/files/2020/05/v.5.12-Strategic-Plan-Recast_5_01_2020.pdf
- https://www.berkeleycitycollege.edu/wp/prm/wp/prm/files/2016/04/BCCMP-5-Year-Update_Adopted-April-2016.pdf

Along with those documents VPI Hay referenced the following plans:

- Educational Master Plan
- Facilities Master Plan
- Technology Plan
- Student Equity Plan
- Integrated and Strategic Enrollment Management Plan

- The annual planning is reported to ACCJC every year with stretch goals of our enrollment indicated, along with the Annual Fiscal Report.
- VPI Hay also noted that with the existing plans it is important to thread, or make the connections between the plans, before we go into the big plan.

Associate Dean De Mucha Flores referenced the RP Group’s Six Success Factors recalling that a couple of summers ago there was conversation and discussion around the equity framework used to push through the plans.

- We discussed what was going to be the next iteration and part of this discussion might include that as this informs the way we look at this work.
 - How we are going to prioritize metrics and outcomes.
 - How we will define those metrics and outcomes, or the processes for gathering that data.
- He noted that our equity plan will be mapped to what these institutional plans are developing and prioritizing, and how we look at and measure the activities.

➤ <https://rpgroup.org/Our-Projects/Student-Support-Re-defined/SuccessFactorsFramework>

From the 2018-2020 Plan, Phoumy pointed out that within the body of each of the goals under the related activities and impact area, many of the activities were aligned across the different initiatives.

- Acronyms for the different programs are shown in parentheses.
- There is a lot in there that has already been outlined that we can unpack if we needed.

To build on the importance of including our equity work into this document, Matt noted that we should think about again reaching out to the different leaderships on campus, consider the work being done in developing an equity statement, and consider the work being done in our shared governance through the develop of our new Equity Task Force.

- We should make sure that all of those various pieces are brought together, into a singular thread that links to these different spaces.

If there are any thoughts or questions after the meeting, Co-chair Garcia encouraged attendees to contact them (mfreeman@peralta.edu and angelicagarcia@peralta.edu) as they continue to flush out how they might help facilitate the overall Strategic Plan and Ed Master Plan revisions.

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

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

- They had to cancel last week’s meeting and will be meeting on Thursday, November 5th to talk about the revision of the rubric for validation process.
- They may also include the Strategic Plan and Ed Master Plan discussion in their agenda as well.

Facilities Committee – (Report by Shirley Slaughter)

- The Facilities Committee meets once a month on the 2nd Friday of the month.
- Director Slaughter had an opportunity to do a walk-through this past Friday with respect to ensuring that our science labs are set for spring classes.
 - They were able to meet as a Leadership Team with the President and gathered a lot of information related to the return to campus.
 - They are in the process of ordering PPEs for the science labs.

- She and Dean Cook are working with the custodian staff as it relates to the facility needs of the labs as part of the return-to-campus preparations.
- President Garcia added that the walk-through was to prepare and look at the possibility of deciding on any hybrid labs.
- It was also to assess the capability of ensuring the health and safety of all, per faculty's discussions with their Dean and the VPI.
- Science faculty members decided not to the hybrid for the fall due to the spike in Covid-19 cases.
- Matt suggested additional information regarding some of the conclusions generated by the walk-through to bring back to the Academic Senate.

Q. Tim Rose asked if the conversation extended past the labs for spaces that might be open for faculty use in the spring.

- In the Senate, Matt reported that they talked about:
 1. Labs
 2. Opening up the college for faculty who may want to use the facility for recording video lectures, who are teaching asynchronously or, even the faculty who have problems at home teaching synchronously perhaps using office space on campus to be able to teach their courses; all of those still distant ed.
 3. What will be the safety protocols before people enter into the labs, past the security desk?
- It was also reported that there was discussion in Chairs on Friday for the potential of creating zoom spaces for students.
- President Garcia responded that in terms of the walkthrough, it was specific to the labs.
 - She acknowledged that there might be other faculty programs who also use labs and feels confident that if they are able to identify a health and safety protocol for a science lab, there is the possibility for this to be replicated for other areas around campus.
 - Zoom spaces for students is a little more complicated because that would involve a district-wide response and process.
 - Right now, what they are trying to address across the district is teaching and learning spaces.
 - For Berkeley City College the risk management perspective and the flow in and out of the building is pretty restrictive.
 - There will be guidance needed from the County of Alameda and other factors to consider such as, but not limited to, the number of people per square foot
 - The number of people we can have on a floor at any given time
 - The fact that we have three elevators
- She is looking forward to whatever the Academic Senate report is and will take note of some of the additional ideas or functions that faculty and staff would like to see happen.
 - They will do their part to take the information and assess what kind of true planning, assessment, and health and safety measures could be put into place.

Q. Tim also asked if one of the other colleges develops a zoom room for students would our students be able to use those.

Response: President Garcia will take note of that in terms of what might be some of those activities if

one campus is unable to host it but another campus has the capability.

Technology Committee (Report by Mary Clarke-Miller)

Summary

- The technology committee met on Oct. 15.
- The committee reviewed its charge and checked to see if the membership was complete.
- They noted that the Faculty Senate President or designee, ASBCC President or designee and CIS faculty slots are not filled.
 - Director John Nguyen confirmed that the ASBCC did appoint a student representatives and they are excited to get involved very soon.
 - This information was sent via email earlier.
- Following up on the work done in the committee in spring 2020, they discussed the status of the 2019 APU technology resource prioritization list.
 - The committee noted that no action had been taken over the last year to identify and allocate funds to purchase the prioritized items even though the committee had made its recommendations.
 - Also, there is agreement that now would be a great time to update labs and classrooms as indicated on this list and the refresh plan as the campus is not in use.
 - Faculty, staff and administrators are currently at work on their 2020 APUs.
 - The committee noted that there may be new requests or different technology needs under COVID.
 - The committee recommends that given there has been no movement on technology resource requests from the 2019 APU, that we advise faculty, staff and administration to include and prioritize all resource requests on their 2020 APUs regardless of whether they were included in 2019.
 - Given the gap, and feeling we are one year behind, Dean Cook brought the question to the Cabinet meeting to try to follow up on what is happening.
 - President Garcia acknowledged that we have been in a holding pattern related to technology needs and refresh.
 - After meeting with VC Sata last week and the topic also came up in the Cafécito with the President on Friday, she was able to share with those participants that we do have bond funds that are set aside specifically for activities related to the tech refresh, or other priorities that have come through.
 - There is just over \$250K and she will send this information to the Technology co-chairs Mary-Clarke Miller and Lisa Cook, in writing.
 - They will proceed with the work of looking at the Tech Committee's priorities and whether they change at all.
 - The issue will be, in the purchase of anything IT related or if they are going to need to work with facilities, this will also be done in conjunction with the timeline of the PeopleSoft upgrade.
 - They will have to map out if any of the refresh that we are asking for might call on IT colleagues or Facilities colleagues.
 - VPI Hay added that we do have institutional planning for the overall support for the technology that is normally provided for the labs, desk computers, etc.
 - She thinks that can be coming off our APU/Program Review process and can be reviewed by the Tech Committee; with the potential funds that is available to support that.

- It is a great opportunity for the Tech Committee leads to rely on that to be able to utilize the existing refresh plan so that our planning process is going to be a little bit more innovative on that more micro level.
- Lisa added that the next step of this is the District Technology Committee that she will be attending.
- At the next campus Technology Committee meeting, they will be looking at the refresh plan alongside a prioritized list to see what items are on both.
 - This will provide a clearer picture of the requests.
 - After that time, as they get clearer on the continuing priorities, they hope to bring an update.
- Mary clarified VPI Hay's point noting that this is the first time going forward that we have an institutional plan so it may need to be reinforced and brought up to Chairs so they know what is institutional versus what is department responsibility.

Resolutions/Actions

- The only action taken was to collect all plans and lists and bring the above report to Roundtable.

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

Academic Senate (Report by Matthew Freeman)

- Matt shared a discussion and action item that the Academic Senate voted on and unanimously passed.
- He reported that there has been a lot of discussion with the various constituency groups on campus about making sure that when we do move to open up some of our facilities and access, that some of the specific needs and asks of the various faculty groups are reflected in the resolution and in the actual work that happens on the grounds.
- The resolution (discussion document) will be emailed to Director Slaughter, Chair of the Facilities Committee, and also to the administrative team.
- There are three pillars to the resolution: *The full list of each pillar can be referenced in the Spring 2021 Return to Class supporting document.*
 - The first pillar of the resolution is making sure that certain guidelines are considered and put in place. These will protect faculty and students who show up to campus and will be required before people are admitted into the facilities, past the security desk.
 - Faculty recognizes that they are going to be required to have temperature checks.
 - Requiring PPE for all
 - That a process is in place that these are required and enforced.
 - Making sure that there are appropriate ways to migrate around the campus.
 - Adhering to social distancing guidelines.
 - The second pillar is more specific to laboratories and includes the installation of Plexiglas.
 - The third pillar is in respect to faculty utilizing lecture rooms on campus.
- The resolution is to make sure that faculty voices are not just heard, but also codified in the resolution so that the administration can reference it, think about it, and include it in the framework of any conversations that continue to emerge with regards to the facilities opening.
- Dr. Garcia noted that this is a multi-prong effort that is happening across the district so, from a risk management perspective; there is a return to campus plan that is being vetted with the health perspective, with health and safety.
- What this does is further codify the faculty interest to return to campus in a way that ensures the health and safety of all involved.

- She sees this as another component to help inform, infuse and drive what next steps could be.
- Matt closed by stating that it is an effort by the Senate to support not only the recommendations that are coming out of the County, but also the discussions that are happening at the district and college levels.

Classified Senate (Report by Felicia Bridges)

- Classified Senate did not meet last week but will be meeting tomorrow.
- They will welcome VPI Hay and plan on confirming the ISER Report.
- Will be working to fill their open position of Vice President.
- Will also be taking inventory of Classified Senate representation on the various committees and governing bodies as they have not had a report-back in quite some time.
- Classified Senate will be reviewing their goals for the academic year; making sure that they are in line with what their current capabilities are, considering everyone is working from home.

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

Summary

- Since the previous meeting, the ASBCC has made great efforts in each of their focus teams.
 - Most notably, the Basic Needs team has created marketing material, which has been posted on the Food Pantry Instagram page.
 - The team will also look to expand the program through student leadership.
- The ad hoc Transportation Committee is looking to bring back the referendum for AC Transit in the spring for Easy Pass as well as focusing on a multi-year project towards some form of contract with Bart for agreements and discounts.
- They have contacted BART Admin, and received a list of questions that they are sharing with relevant BCC Admin/Faculty for review.
 - The committee is also looking for 1-2 faculty members to come onboard, with the role description as follows.
 - They need at least 1 faculty member who can spearhead this process with the committee. They do not necessarily need to attend every meeting; rather, they would just need to stay updated with the work of the committee, give advice, and meet with external groups (e.g. Bart Administration, MTC (Metropolitan Transportation Commission), etc.) as needed. They would also serve as the liaison on the faculty side of things; so if there would be any faculty member who is interested, please contact Daniel.
- For questions and clarifications, please reach out to the ASBCC VPPR Daniel Bui at dbui2023@gmail.com.
- The Civic Engagement team collaborated with Student PIRGs to conduct a phone & text banking initiative, as well as holding a trivia night on various categories relating to civics and BCC resources
- The team would like to thank all faculty members who have shared voter resources with their classes, and look forward to future collaborations.

Resolutions/Actions

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

Recommendations to College Roundtable

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

Upcoming Events and Activities

- Moving forward, the ASBCC alongside the Student Ambassadors have expressed some interest towards holding casual game nights.

- In contrast to carefully coordinated events, these will hopefully help students unwind from midterms, and bond in a more organic manner.

6. Other

Emergency Grants/Hotspots (by Martin De Mucha Flores)

- Associate Dean De Mucha Flores announced that have emergency grants through ECMC Project Success available.
 - Information can be found on the website page to online student Services Support.
 - https://www.berkeleycitycollege.edu/wp/student_service_programs/ecmc/
 - https://www.berkeleycitycollege.edu/wp/student_service_programs/application/
- They also have hotspots for students to check out through the Library for the semester.

Pass/No Pass/EW (by Tim Rose)

- Tim shared that last week they recognized that the many faculty are not aware of the pass, no pass and EW extension from the spring, to the summer and into the fall.
- They have communicated with the district on this and have taken it up at Chairs last week.
- Tim believes that we need to get the word out to faculty and students as soon as possible that the pass, no pass option is available well past September 11, which is how it is identified in the calendars.
- It's been sent out by the district in the Schedule of Classes for each one of the colleges.
- He strongly believes that to get the information out now, is inherently crucial.
- We're into week 10 of the semester and could have students withdrawing from classes now to protect their GPA, who otherwise would take a Pass/No Pass.
- Matt added that they just heard back from VC Brown this morning that the district is working on putting together an announcement as well.
- President Garcia acknowledged that it is on everyone's radar for some kind of communication to come out regarding this topic.
 - She has also put in her notes for when she follows-up with the presidents to see how they can assist in and pushing this through.

Final Special Report and PeopleSoft Upgrade (by President Garcia)

- The final Special Report is going to be reviewed at the board meeting tomorrow.
 - After discussion, it will be mailed off to meet the November 1 deadline with the Commission.
- In Chancellor's Cabinet there was conversation related to the PeopleSoft upgrade and the timeline for implementation.
 - There have been some concerns from faculty that made its way to the district about the "Go-Live" date of January 25.
 - It was up for discussion to find a time that is better suited for students.
 - President Garcia should receive confirmation of this recommendation within the next couple of days.

7. Adjourn Meeting

Co-chair Freeman adjourned the meeting at 1:30 pm.

Next Meeting: Monday, November 9, 12:20 p.m., via Zoom

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