



Berkeley City College  
**College Roundtable for Planning and Budgeting**  
MEETING MINUTES  
Monday, February 8, 2021

**Present:** Joe Bay, Joseph Bielanski, Jr., 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, Ava Lee-Pang, Jennifer Lenahan, Jasmine Martinez, John Nguyen, Cynthia Reese, Tim Rose, Stacey Shears, Liam Zhu, Charlotte Lee, John Saenz, Andrea Williams

**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 12:21 pm.

Motion to approve Agenda by: John Nguyen

Second by: Joseph J. Bielanski, Jr.

Voting occurred in the Chat feature.

Votes in favor: 14

Abstentions: None

Opposed: None

Motion carries.

**2. Review Minutes – January 25, 2021**

Co-chair Freeman requested a review of the January 25, 2021 minutes.

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

Second by: Sam Gillette

Voting occurred in the Chat feature.

Votes in favor: 15

Abstentions: None

Opposed: None

Motion Carries.

**3. Accreditation – ACCJC 2/1/21 Action Letter/March 1-4, 2021 Site Visit**

Leaders: Angélica Garcia/Kuni Hay

*\*Documents: Berkeley City College[3], Pres Comm 2-2-2021.FINAL, ACCJC Feb 1 Letter- Roundtable Presentation*

- President Garcia presented an update to the recent communication received; the February 1st, 2021 Action Letter.
  - Following a collective communication distributed by Interim Chancellor Carla Walter and the four college presidents on February 2nd, a communication was distributed to the college community by President Garcia as there were questions regarding what the action letter meant for our accreditation status.
    - President Garcia clarified that Berkeley City College remains fully accredited during the Probation period.
    - The Action Letter essentially communicated that the Commission, at their January meeting, decided not to take action on the Special Report.
  - We received a letter January 2020 indicating that the report submitted previously did not provide sufficient information.

- This is where the six deficiencies were discussed along with the eight areas where the Commission wanted further evidence.
- The college worked to complete the November Special Report as a direct response to the January 2020 letter.
- In December 2020, we had a site team come to review our Special Report.
- The most recent January 2021 meeting confirmed that they had reviewed all of the information and, because we were coming upon a comprehensive review and site visit in March, they made the decision to defer action.
  - Deferring action to the ACCJC June meeting, after the site visit and report is received:
    1. Takes into consideration the following:
      - November 2020 Special Report
      - December 2020 Site Team Report
      - January 2021 Commission Deliberations
      - March 2021 Comprehensive Site Visit
      - Site Team Report
      - June 2021 Deliberations
    2. Per Commission policies and practice, we should receive a written response 30 days after meeting with their action.
    3. Remain fully accredited throughout this process
- The following are guidelines on what we need to know as we prepare for the March site visit.
  1. Know the College's Institutional Self-Evaluation Report (ISER)
  2. Know examples of how we meet the standards
    - Accreditation core team to provide a guidebook
  3. Know examples of areas we continue to actively work to meet the standards
    - Finalize Student Learning Outcomes (SLOs)
    - Integrated Planning & Allocation Resources (IPAR) committee work on college budget development
  4. Know the college mission statement
  5. Know current work for Institutional Planning
  6. Know the budget development cycle

The above does not reflect an exhaustive list.
- As we prepare for the March site visit this is our chance to connect with colleagues, tell them our BCC story, share the work that has transpired and what we know we are doing well, and the areas we know we might need to continue to provide some work.
- VPI/ALO Hay reported that there was not any new or additional information but as far as the March 1st visit, we are waiting for additional information from the team.
- She is going to reach out to the Visiting Team's assistant to check on the progress and when we might be able to move forward on providing information that they will need.
- The plan is that we will rely on the existing participatory governance meetings happening during the March 1st week, and go over that with the Visiting Team Chair and team members.
  - We will also see what other college team members they may want to talk to or visit.
- The Steering Committee will be meeting soon.

Q. Along with the guide, Barbara Des Rochers asked if there will be a meeting to go over or highlight the key points.

*Response:* President Garcia noted that the accreditation core team is looking to secure a date in February for a campus forum to do this.

- This meeting can be recorded for those who cannot attend.
- The core team is entertaining the idea of a February 19th date and they are hoping to confirm this soon.
- The goal is to be able to highlight areas where we believe we have some commendations, how we are meeting the standards.
- One ask from President Garcia is between now and the end of the month, is that any and all movement that we can do on the completion of the SLOs into CurricUNET would be a huge area of improvement.
  - When in doubt, connect with your Department Chair, Dean or your Vice President and try to see if we can continue to make some headway in that particular area.
  - In addition to the above, VPI Hay added that the best person to provide help is your division liaison, along with Nancy Cayton.
  - Roundtable co-chair and Academic Senate President Matt Freeman added that Pieter de Haan, Chair of the Assessment Committee, sent out an email this morning announcing that there are still vacancies on the Assessment Committee.
    - The recommendation was made for everyone to look at Pieter's message as the list includes who the assessment liaisons are, for the respective Departments, and where there might be vacancies.
    - This will help ensure that each department gets a seat at the table in order to get a better grasp on the gap that might exist in:
      - ◆ What assessments have been done,
      - ◆ What assessments are currently being done but need to be input into the database,
      - ◆ What assessments are sort of left out there completely unchecked.
  - Pieter was invited to Academic Senate last semester and provided a very candid state of assessment in the college.
    - He will be attending the next senate meeting, where they hope to see measurable statistical growth in this area.

Q. Referencing President Garcia's request regarding the completion of SLOs into CurricUNET, Barbara asked if they are not in CurricUNET already.

*Response:* VPI Hay clarified that she would have to enter it into CurricUNET.

- Assistance was offered in the process to complete the entry.
- Matt added that there are some classes that still do not have the full mapping of SLOs to the PLOs to the ILOs in CurricUNET, and we need to make sure that this is done. Without that mapping, we cannot do the assessment.
- He noted that the main conversation has been around the actual assessment of SLOs as opposed to the inputting of SLOs into CurricUNET.

#### **4. Enrollment Management Update**

Leader: Stacey Shears/Kuni Hay

*\* Document: BCC Enrollment Update (Feb 7 2021), BCC Career and Transfer Center Newsletter*

- VPI Hay reviewed the enrollment update slides as of February 7, noting that as of today the Resident FTES % of Target is down to 85.72%.
  - This reflects a loss of about 8.28 percentage points in just one week.

- In comparison to last year, the FTES target is significantly lower but we are not meeting the goal.
- The trend is still the same as discussed previously, with students taking fewer classes.
  - Student Services has been performing outreach to students regarding enrollment and campaigning on the message regarding Chromebooks with the Wi-Fi.
- Non-credit FTES has gone down quite a bit as well.
- They are dealing with issues, which includes students not being able to obtain an ID from the CCCApply.
  - Campus access was a challenge at one point and then a waitlist.
  - This was discussed at the district level to ensure a resolution so students can register.
    - There are things that seems to be an easy fix with the technical issues that should not be a barrier, but have been.
    - They are connecting with the district office, and faculty leadership in the different communities, to be able to address this.
- VPSS Shears referenced the Unduplicated Headcount pointing out that the Spring 2021 headcount is higher but students have enrolled in less courses.
- This is felt in part to be because we are online and the Covid impact.
- Dual Enrollment Support was reviewed with kudos given to Skyler Barton, Dri Regaldo, Gail Pendleton and Hue Huynh.
  - This team is assisting with a lot of outreach to our dual enrollment students and keeping the momentum going even throughout the Covid crisis.
- There have been presentations to the Destination College Advising Corps (DCAC) and their seniors @ UC Berkeley.
- Multiple enrollment sessions with Berkeley High School will be held.
- A reminder that last semester they were able to hold the first dual enrollment orientation with 200 students.
- A list of all dual enrollment activities and events highlighted can be found in the supporting document.
- Transfer Support was reviewed with special kudos given to Andrea Williams.
  - All of the programming that the Career and Transfer Center offers in person has been offered online.
    - This has been offered to even more students.
  - Students who have not been able to come in are taking part of the services remotely.
  - The representative visits from the four-year universities are still happening remotely.
  - Additional information on Transfer activities can be found in the supporting document.
- Andrea reported that she is trying to create programming and accessibility to BCC students, and all of Peralta, to ensure that students are receiving the same impactful support that they had on campus.
  - Once we return to campus she will be incorporating both remote and on-campus support to be able to continue offering additional services.
  - She acknowledged that BCC students have gone out of their way to utilize the Transfer Center services and she is looking forward to hearing about their transfer stories come April.
- The transfer numbers received from Sr. College Research Analyst Phoumy Sayavong were reviewed.
- September – December 2020 – 54 transfer workshops were offered for students.

- The slide shows the number of students who applied to CSUs and UCs; the number admitted, and of those, the number who have enrolled.
- In the online format, we are getting students from the other colleges for the workshops as well.
- Andrea believes the data reflects numbers for students that began attending CSUs and UCs in the fall of 2020.
- For this past fall, the Center offered 54 workshops but the data is for those that applied last year in 2019.
  - For clarity, this bullet was added to the presentation slide.
  - The 54 workshops provided information for CSUs, UCs, private institutions, how to complete the personal insight questions for the UC institutions, how to select an appropriate major, how to write a winning scholarship essay, etc.
  - The workshops were diverse but mainly centered around increasing students' transfer ability.

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

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

- IPC met a couple of weeks ago.
- The next meeting will be held on Thursday, February 11<sup>th</sup>.
- President Garcia joined the meeting and provided an overview of the institutional planning process, in particular, the Educational Master Plan.
- VPI Hay reported that we will have the process but it will be slowed down a bit to make sure that the process is being identified clearly, along with determining how they are going to approach the whole process with the timeline.
- The discussion will continue at the next IPC meeting.
- 2021-2022 will be the comprehensive Program Review.
  - Now that this is back at the colleges, they will be able to think about an appropriate and effective way to generate questions and data, based on our values and goals, especially with equity and social justice issues included.

**Integrated Planning & Allocation Resources (Report by Sam Gillette/Stacey Shears)**

- IPAR is scheduled to meeting tomorrow, Tuesday, February 9<sup>th</sup> for the first time this semester.
- They do not have a report at this point and are waiting for the recommendations from the Tech Committee as well.
  - Tech Committee co-chair noted that they did the recommendations last week going through all of the tech requests.

**Facilities Committee – (Report by John Nguyen)**

- Facilities will be holding this first meeting of the semester on Friday, February 19<sup>th</sup>.
- Agenda items should be submitted to John's attention by Friday, February 12<sup>th</sup>.
- They are still looking for faculty representatives.
- They did get another faculty representative (Tom Kies) to serve on the committee.
- The committee has reached out to Vice Chancellors Atheria Smith and Ronald McKinley in regards to the return to campus proposal and are hoping to talk about that in more detail.
- They will be discussing routine maintenance issues as well as everything that is happening on our campus with VC Smith and Chief Engineer, Scott Barringer.

- They will also be reaching out to President Garcia and Academic Senate President Freeman in regards to the integration of the Facilities Master Plan to inform the Strategic Plan and Ed Master Plan.
- Matt added that for faculty who want to be a part of the conversation about things related to the return to campus process and ultimately the design of our new building that conversation happens in Facilities Committee meetings.
  - Faculty were requested to please contact John ([johnnguyen@peralta.edu](mailto:johnnguyen@peralta.edu)) and copy Matt ([mfreeman@peralta.edu](mailto:mfreeman@peralta.edu)) if interested.

### **Technology Committee (Report by Lisa R. Cook/Mary Clarke-Miller)**

*\*Documents: APU 2020-21 Resource Request Summary\_IPAR Ranked\_reviewed 2\_4\_21, APU 2020-21 Resource Request Summary\_IPAR Ranked\_reviewed 2\_4\_21, BCC\_IT\_Staff\_Faculty\_Computer\_Replacement\_Schedules\_Draft\_v1\_ISER*

- The Technology Committee met on February 4<sup>th</sup>.
- The committee discussed how students need more support in installing and setting up technology at home for courses in CIS, MMART and other disciplines. We recommend that student assistants be hired to provide this support online during week zero (the week before classes) for summer and fall in the same way that the LRC provided CANVAS tutors to assist students during week zero this spring.
  - A pilot will be built up for this semester to get students trained in order to create a tech tutor team.
  - Funding is available in Fund 1 to utilize for this and at least get it started.
  - There has been a lot more tech issues to solve so we want to make sure to have a team set up.
- The committee has provided the cost estimates for the three items we previously recommended as priorities for 2020-21 purchasing (faculty laptop refresh, MMART lab computers and classroom AV updates) and looks forward to hearing from the administration as to the allocation of funds from 2020-21 budgets for these items
- The committee reviewed the APU 2020-2021 Resource Request Summary with Rankings by IPAR to make recommendations on technology requests. (Document attached) We identified and color-coded the requests as follows:
  - Already purchased or provided
  - Able to be purchased by supplies funds
  - Already included in the refresh or AV update plans
  - Unclear—requiring follow up for more information
  - Priorities for 2021-22 budget and emergency purchase during COVID
- Noting that many of the items requested in the 2020-21 APUs are included in the refresh plan, the committee would like clarity as to how funding of year 1 (which would have been 2020-21) and now year 2 of the plan will be allocated as part of the budget planning cycle currently underway.
  - The committee recommends year 1 and 2 of faculty laptops and desktops essential to work functions be prioritized for refresh.
- The committee will forward its recommendations on 2020-2021 APU technology requests ranked by IPAR to IPAR in time for its Feb. 10 meeting.
- VPSS Shears requested that whatever information or recommendations the Tech Committee has be shared with her and IPAR co-chair Sam Gillette.
  - They can then include that in the larger part of the resource allocation process.

- VPI Hay shared that they were able to meet with the district team in regards to Measure G funding and how that is allocated for the technology for BCC.
  - The conversation is going to continue on a regular basis.
  - The Executive team met with them and would like to honor the IPAR process.
  - Referencing the 2020-2021 version of the Technology Committee request from last year to this year, they feel they are going to be able to support the classroom AV upgrades, MMART lab, and faculty laptop refresh.
    - They are finalizing the specific numbers and will bring that information to IPAR tomorrow.
- President Garcia added that the college should know that every two weeks they have a Capital Improvement Program (CIP) meeting specifically to talk about things related to bond programs, facilities, and all of those things that interface there.
  - A budget string is in place so that we can move forward.
  - It is now just a matter of timing and collaboration with IT and our own campus team.
  - This will all be a part of what will be our resource allocation and how information is shared.
- Tech Committee co-chair Cook shared that for IT, Vincent Koo shared that it is important to get the allocation in time to order on a cycle.
  - Orders that are too large will require Board approval and can potentially cause a storage back up due to space restrictions.
  - The process to deploy a laptop to a faculty member takes a significant amount of time.
  - President Garcia shared that there has been an organizational shift where IT is now under VPI Hay and the Office of instruction so this may help streamline the process and eliminate duplication of efforts.
  - VPI Hay added that the procedure is going to change to be more effective. The direction they are moving towards will be a little different as well as the expectations.

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

### **Academic Senate (Report by Matthew Freeman)**

*\*Documents: BCC\_LandAck\_2021, Plan-Holistic Safety and Wellness\_Peralta\_BMMP-updated*

- The BCC Academic Senate held its first meeting of the Spring semester on Wednesday, Feb.
- During the meeting the Senate passed or voted to endorse the following items:
  - Endorsement of District Plan for Holistic Safety & Wellness
  - Endorsement of BCC Land Acknowledgment Statement
  - Endorsement of ASBCC Resolution on Honorlock Contract
  - Endorsement of Chair's Recommendation for Faculty Prioritization.
- The Senate also heard from Professional Development Chair (Susan Kahn) who asked folks to submit Flex Day survey and discussed potential ideas for upcoming Mid-term Flex day.
- The Senate received an update form the "Academic Senate Equity Working Group" on a Diversity Statement in development with potential of coming to March Senate meeting for endorsement.
- The BCC Academic Senate recommends that the BCC College Roundtable endorse the District Plan for Holistic Safety & Wellness in order to show support for this work from the highest level of shared government at BCC.
- The Academic Senate also recommends that the College Roundtable vote to endorse the BCC Land Acknowledgement Statement and post on the BCC Homepage.
- BCC Academic Senate will hold its next meeting on Feb. 17 @ 12:30.

**Classified Senate (Report by Jennifer Lenahan)**

- Classified Senate’s first meeting of the semester will be held tomorrow, February 9<sup>th</sup>.
- Vice President Andrea Williams sent out a survey to the Classified Staff to see what they wanted that maybe could get more people involved with Classified Senate.
- They need to get the Classified prioritization done as well.
  - She is not sure about the status but will discuss this with Classified officers in order to move forward.

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

- In the past week, the ASBCC presented the 3rd Party Proctoring Resolution to the Academic Senate, where we received an official endorsement to restrict Honorlock use and establish an Academic Affairs Commission. We are in communications with the Presidents of other ASPCCD councils, and will support the passing of our Resolution at their leadership groups as well.
- The ASBCC has not taken any action on resolutions in this period.
- The ASBCC does not have any recommendations to College Roundtable at this time.
- ASBCC has had two events planned so far, the first being the Shark Tank Preliminary Info Session this Thursday.
  - They are organizing an ambitious Peralta-wide community event in Shark Tank, and need as much support from faculty and staff as possible to get the word out to students.
- The sign-up deadline to compete and win prizes is this Thursday, so we don’t want anyone interested to miss out.
- Moving on, we have the Open Mic Night happening on February 17<sup>th</sup>, the first of many ASBCC-led events this semester.

**7. Announcements / Other**

**Financial Deadlines (Report by Martin De Mucha Flores)**

- Financial Aid deadline is March 2<sup>nd</sup>.
- We have to do whatever we can to support our students to renew their FAFSA and California Dream Act applications.
- Overall, California is experiencing significant decline in the number of students applying for financial aid in California Dream Act applications.
- At the same time, they are seeing funding available go up in California for both residents and undocumented students.
- Students are not accessing those funds. Please get the word out.
- Put it in your canvas shells, message students, etc.

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Please help share with students: March 2, 2021 is the Financial Aid deadline for priority awards — at the link are infographics to get the word out —  
[https://docs.google.com/document/d/1TRzV44F4tK3pfVlvZYRiu\\_i\\_L26osq3rgQ7CdP2loTQ/edit?usp=sharing](https://docs.google.com/document/d/1TRzV44F4tK3pfVlvZYRiu_i_L26osq3rgQ7CdP2loTQ/edit?usp=sharing)

**Inner Group Dialogue (Report by Angélica Garcia)**

- President Garcia shared information on the Inner Group Dialogue that is being offered across the district.

- There is no charge to attend and the commitment is on Friday afternoon with enough room for 200 participants, districtwide.
- She strongly encouraged and endorsed participation if schedules permit.
- Inner Group Dialogue structure and methodology is a key way for advancing ongoing equity efforts.
- Anyone interested in attending should work with their supervisor.

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[https://f.hubspotusercontent00.net/hubfs/6398505/Intergroup%20Dialogues%20Spring%202021.pdf?utm\\_campaign=Staff%20Development&utm\\_medium=email&\\_hsmt=110108495&\\_hsenc=p2ANqtz-7L1WuBtE3TjYsiKm3EABVwbtdDpoyuyryLKEAzZUDB2RvWQFxlFABvXQ1BXerUe-gYri080tAboWv6cK\\_YQCMlgx\\_4A&utm\\_content=110108495&utm\\_source=hs\\_email](https://f.hubspotusercontent00.net/hubfs/6398505/Intergroup%20Dialogues%20Spring%202021.pdf?utm_campaign=Staff%20Development&utm_medium=email&_hsmt=110108495&_hsenc=p2ANqtz-7L1WuBtE3TjYsiKm3EABVwbtdDpoyuyryLKEAzZUDB2RvWQFxlFABvXQ1BXerUe-gYri080tAboWv6cK_YQCMlgx_4A&utm_content=110108495&utm_source=hs_email)

**Milvia Street Update (Report by Angélica Garcia)**

- For the next Roundtable or in a couple of weeks an update will be provided on where we are with the Milvia Street expansion.
- A lot of work and interviews are underway.
- We are on track with everything on the process for what would be a Fall 2024 occupancy.

**8. Adjourn Meeting**

Co-chair Matt Freeman adjourned the meeting at 1:29pm.

*Next Meeting: Monday, February 22, 12:20 p.m., via Zoom*

Minutes taken: Cynthia D. Reese, 981.2851, [creese@peralta.edu](mailto:creese@peralta.edu)

*\*Document Location:*

<https://www.berkeleycitycollege.edu/wp/roundtable/schedule-of-meetings/roundtable-documents/>