



Berkeley City College  
**College Roundtable for Planning and Budgeting**  
 MEETING MINUTES  
 Monday, November 30, 2020

**Present:** Joseph Bielanski, Jr., Ramona Butler, Joya Chavarin, Mary Clarke-Miller, Martin De Mucha Flores, Barbara Des Rochers, Matt Freeman, Angélica Garcia, Sam Gillette, Kuni Hay, Jasmine Martinez, John Nguyen, Cynthia Reese, Tim Rose, Stacey Shears, Shirley Slaughter, Liam Zhu, Charlotte Lee, Joe Bay, Phoumy Sayavong, John Saenz, Gail Pendleton, Tania Leonian, Randy Yang, Johnny Dong

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

| <b>AGENDA AND DISCUSSION ITEMS</b>  |
|---|
| <b>1. Roll Call / Review Agenda</b>   |
| <p>Co-chair Freeman called the meeting to order at 12:21pm.</p> <p>Motion to approve Agenda by: Joseph J. Bielanski, Jr.<br/>           Second by: Tim Rose<br/>           Voting occurred in the zoom participants feature.<br/>           Votes in favor: 11<br/>           No abstentions: None<br/>           Opposed: None<br/>           Motion carries.</p>  |
| <b>2. Review Minutes – November 9, 2020</b>   |
| <p>Co-chair Freeman requested a review of the November 9, 2020 minutes.</p> <p>Motion to approve Minutes by: Joseph J. Bielanski, Jr.<br/>           Second by: Sam Gillette<br/>           Voting occurred in the zoom participants feature.<br/>           Votes in favor: 12<br/>           Abstentions: None<br/>           Opposed: None<br/>           Motion Carries.</p>  |
| <b>3. Institutional Planning Update</b>   |
| <p>Leader: Angélica Garcia</p> <ul style="list-style-type: none"> <li>• Institutional planning is happening across all four colleges and the district.</li> <li>• The District Strategic Plan is going on three years and needing revisions.</li> <li>• Planning and overall governance and alignment across the colleges and throughout the district has been a conversation at the District’s Participatory Governance Council (PGC) meetings for the past several meetings.</li> <li>• Institutional Planning has very specific goals and functions.           <ul style="list-style-type: none"> <li>○ It provides direction for the college and takes into consideration the input of our students, the community, programs and services and, makes an effort to project where we want Berkeley City College to be in a 5-7 year time cycle.</li> <li>○ It is a key function to communicate and align everything that we are doing at the college and also one of the ways in which our accreditation body knows that we are not only being responsible and responsive to the current years of operation, but also working to meet a goal.</li> <li>○ Strategic Plans and Ed Master Plans is where colleges usually communicate goals and</li> </ul> </li> </ul> |

outcomes.

- We have done this in the past and in previous meetings have shared what our current Strategic Plan and current Ed Master Plan hold.
- In there are specific goals with measurable metrics, and a way to benchmark and see how the college is gaining.
- Part of our work will be to look at our existing plans and determine:
  - What work still needs to be completed, that we will want to continue
  - What needs to be revised
  - What might need to be introduced because we are in a different state
- We will be working to ensure district alignment.
- The District Strategic Plan is underway and the colleges essentially been in a holding pattern in order to anchor the colleges' plans to the District's plan.
- In the district alignment:
  - PGC is going to be a key participant.
  - Interim Chancellor Walter has secured PPL Consulting Firm, with Dr. Riggs as the lead.
- An all-day Executive Leadership Retreat will be held on Friday, December 4<sup>th</sup>.
  - Discussion will include rollout of what the district wants to do in terms of its timeline and process, which will then inform what we do at the college level.
  - Joseph noted that for past District Strategic Plans, at the end of spring, we would evaluate whether the objectives were achieved or not.
  - President Garcia made note of this to bring to the Leadership Retreat on Friday, December 4<sup>th</sup>.
- Berkeley City College's process was reviewed. (The timeline could shift after the December 4<sup>th</sup> meeting.)
  - Participatory Governance
    - Institutional Planning Committee (IPC)
    - College Roundtable for Planning & Budgeting
  - Activities
    - January Campus Forum Discussion
      - ◆ Open Campus Forum
      - ◆ January Institutional Planning Retreat
        - Constituency groups
    - February – March
      - ◆ College input from various stakeholders and constituency groups
      - ◆ Alignment with District Strategic Planning
    - April – May
      - ◆ Drafting of Strategic Plan and Ed Master Plan
      - ◆ Route through governance groups with final recommendation at College Roundtable for Planning & Budgeting.
- President Garcia will ask if working with Dr. Riggs and the consulting team could also transfer over at the college campus level.

Q. At the Friday meeting, will there be any opportunity to look at the planning process in the sense of the committees such as the Ed Committee, Technology Committee and Facilities Committee?

- To see if they are working effectively
- To see if we are adhering to what they were supposed to do.
- Joseph noted that the Participatory Governance Committee was not in the original

makeup and was added by former Chancellor Laguerre.

*Response:* In response to Joseph's question, President Garcia indicated that she will bring the question forward on behalf of BCC to see where it fits in the discussion.

Q. In alignment with strategic planning, looking at the four colleges, the roles of each college, and their strengths, Barbara Des Rochers asked if we have a sense of where we are in the minds of the district? Examples provided:

- How do they view Berkeley City College in relation to the other three colleges?
- What do they see as being the strength of Berkeley City College?
- What are they willing to support?

This will also be added to the President's contributions for Friday's meeting.

Co-chair Freeman discussed the state's strategic plan, the district's alignment to that plan and the college's alignment to the district's/state's strategic plans.

- Problem noted is the timing.
  - How do we identify the appropriate strategy or the roadmap, when we do not know what the goal is as identified by the district or state, for us as a college?
  - Barbara added that if we are going to do strategic planning for five or seven years, you have to have that baseline information before you even start.

President Garcia added that the Vision for Success is the statewide level plan.

- Every college of the state had to do a crosswalk on the back end to show everything from the college strategic plan to the district to this date.
  - She noted that we have quite a bit to work from, from there.
  - An additional element is how do we build upon our current data sets around how students are doing and how programs are doing and what, if anything, do we need to revise from what were the previous goals, or how they continue to align with the state goals.
- In preparation for Friday, President Garcia had to provide a couple of questions and answers and noted that one of her biggest components was how do we establish that we're all working from a clean and clear baseline data foundation from the student level on through the district.

In addition to the data and thinking about the relationship with the district, VPI Hay added that the important conversation also needs to go along with the delineation of functions.

- There is a lot of double reporting where the same group of people report to the district and report to the VPs; a lot of overlap.

#### **4. District Technology Update**

In Lisa Cook's absence President Garcia shared comments on this topic.

- At Chancellor's Cabinet last week Director Mehoulley shared a presentation with a revision and update on the PeopleSoft upgrade, the beta testing that is happening during the holiday break, and the pushing back of the date for when we go live with the Oracle PeopleSoft upgrade.
- She will try to see if she has the presentation and will share it so that we can have it talk about it at our next Roundtable.
- Tech Committee Co-Chair, Mary Clarke-Miller, received a copy of the District Technology Master Plan and will share it with President Garcia.

- Academic Senate President Freeman noted that he was also going to make an announcement at Senate about the call from Director Mehoulley for volunteers to test the PeopleSoft upgrade.

**5. Accreditation Updates – Special Report & ISER**

Leader: Kuni Hay

- ISER submitted to the Chancellor last Tuesday.
  - Positive feedback was received.
  - The only thing that was needed for consideration was Standard IID 12, which is the OPEB funding issues.
  - Evidence has been linked from the Special Report very succinctly with the pages on it.
- The report has been submitted to the editor who is almost done.
  - An updated version was received this morning.
- There is still a couple of things to address in regards to evidence, and ADA Compliance to be met.
  - The cover is being revised.
  - Per ACCJC, there is a certain statement that we have to make, which is being done.
- All of the signatures have been obtained with only the Board of Trustee President’s signature remaining.
  - That will be obtained after it has been reviewed and approved by the Board.
- The plan is to send the report to the ACCJC on the 18<sup>th</sup> of December.
- When the ISER goes to the Board on the 8<sup>th</sup> of December, Interim Chancellor Walter is going to ask them for any feedback in writing by the 11<sup>th</sup>.
- President Garcia congratulated the teams (to include the core team, Standard leads, writing teams, and all contributors) on an “amazing job” and underscored that the feedback received regarding changes was minimal.

On December 16<sup>th</sup> and 17<sup>th</sup> we will have our visit for the Special Report.

- We will have two reviewers who are looking at all four of the college’s Special Reports.
- They will ask to meet with individuals who have yet to be identified.
- President Garcia will share this information once it is known.

ALO/VPI Hay also thanked everyone for their amazing work.

- A special “thank you” was given to Charlotte Lee, Phoumy Sayavong, John Nguyen, Joe Bay, and Jeejun Bertuso.

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

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

- IPC completed the APU validation.
- Their last meeting was held on November 12<sup>th</sup>.
- A discussion was held on institutional planning and needing a clear timeline focused on an intentional process for updating the Educational Master Plan, strategic goals connected to the master plan, and developing a potential action plan with the leadership cabinet.
- ISER was discussed.
- A presentation was given by Jenny Yap regarding the OER mini grant.
- Pieter de Haan and Nancy Cayton provided the committee with assessment data between November 10<sup>th</sup> and 16<sup>th</sup>.

- They were able to validate who has completed the assessment in order for them to be able to be eligible for the resource allocation portion of it.

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

- IPAR's meeting was held this morning and they are looking forward to getting the validated APUs in order to start that process as soon as possible.
- Phoumy Sayavong will be working with co-chair Shears to get those to them by the end of the day.
- Co-chair Gillette will work with Co-chair Shears to assign teams to prioritize the requests.
- They anticipate being able to have those delivered by the 7<sup>th</sup>.
- A rubric has been developed on how they are going to administer the scoring.
  - This is a first step and will be refined, if needed, as they go through the process.

### **Facilities Committee – (Report by Shirley Slaughter/John Nguyen)**

- As it has been six months since the committee last met, they spent the initial part of their meeting reconnecting and checking in with one another.
- Co-chair Slaughter shared with the committee where the college is in regards to the design build process as it relates to Milvia Street.
- Co-chair Slaughter served on a committee to pre-qualify the companies that submitted a bid for the design work.
- From there, interviews of the companies will need to take place.
  - They are looking for a representative to serve on the design bill interview panel from faculty.
  - They also need a representative from the student body.
  - The hope is to schedule the interviews in the month of December with the first interviews taking place on either December 10<sup>th</sup> or 11<sup>th</sup>.
  - The second round of interviews for the design build will take place around the 21<sup>st</sup> of January.
- Protocols around the return to work guidelines were reviewed.
- There was a brief discussion around community policing verses private security.
  - The committee members felt they did not have enough information regarding the details of community policing.
  - They would like additional information regarding the scope of work.
  - Our students shared that they did not feel that our current private security company is very welcoming.
- The committee also discussed the need for a new co-chair to serve with John Nguyen, and the frequency of future meetings.
- The next meeting will be held on Monday, December 11<sup>th</sup>.

Co-chair Freeman requested information on the return to campus document.

*Response from co-chair Slaughter:*

- They reviewed what the expectations are for when we return to campus.
- What type of equipment will be needed and where they are with purchasing PPEs.
- Discussed the Alameda County guidelines.  
<https://covid-19.acgov.org/covid19-assets/docs/press/press-release-2020.11.19.pdf>
- Also discussed was cleaning and what that would look like.
- Acknowledged that people are very concerned about this.
- President Garcia added that this continues to be a moving element because since the release of the

draft for the return to campus, the County of Alameda and the State of California has entered back into the purple tier status.

- There have been changes that impact educational institutions.
- An important point for us is per the governor and the state's mandate any educational institution that did not already have students coming to campus are not going to be supported to bring students at this later point in time.
- There has been a lot of work from our science faculty, and a campus walk-through to figure out what it would look like if we were to offer hybrid or on-campus labs.
- In the President's Meeting with the Chancellor, they spoke about needing to reconnect with those guidelines and get some clarity.
- The document reviewed by the Facilities co-chairs was before this new status.
- From a district perspective, Dr. Mia Kelly is a direct connection from a medical perspective and Atheria Smith as the Interim Vice Chancellor for General Services.
- President Garcia will keep the Facilities co-chairs updated on guideline developments or changes.
- Co-chair Slaughter added to her report that she met with ProExhibits via zoom regarding the installation of plexiglass partitions or sneeze guards as they are more commonly known.
  - A meeting has been scheduled for a walk-through of the facilities on Thursday to look at areas such as, but not limited to, the student lounge, security, ambassadors welcome desk, financial aid, and A&R.
  - There will be areas where she will need input with respect to classrooms, etc.

**Technology Committee (Report by Mary Clarke-Miller)**

- The Technology Committee met on November 19.
- The committee, upon review of the prioritized resource requests from the 2019-20 APUs and the college refresh plans included in the ISER, recommends the following three items as top priorities during the pandemic for funding that was to have been allocated in spring 2020, purchasing that was to have been completed in late spring and implementation that was to occur in summer 2020.

| Items                     | Justification   | Estimated Cost |
|---------------------------|---|----------------|
| Faculty laptop refresh    | Faculty are working remotely during the pandemic. Many have laptops that are more than 5 years old preventing them from using the required educational technology for quality online instruction                      |                |
| Classroom AV updates (10) | Several departments requested these upgrades in their APUs and the campus closure provides an opportunity to do several classrooms at once  |                |
| MMART labs                | MMART has 20 IMacs split between 213 and 324 that are now 7 going on 8 years old. They are starting to fail – if not replaced this will see a reduction in class size for Fall 2021. Labs will be reduced in capacity |                |

- It is recommended that any funds available and allowable in the 2020-21 budget be used to fulfill these technology resource requests.
- The committee would also like to provide recommendations for prioritization of technology

resource requests presented in the fall 2020 APUs but seeks clarification as to where and when it might do so in the APU and budget development cycle.

- Matt noted that the question about where the Technology Committee fits in relation to the workflow is with the addition of IPAR.
- He noted the reported intention of IPAR to continue to review the APUs and make recommendations, also noting the redundancy for both committees to do so.
- The Technology Committee wants to make sure that the timing of the requests and the jurisdiction fits within the space of what IPAR has been chartered with doing now.
- He would like to make sure that whatever IPAR is doing is mindful of, and acts on, what the Technology Committee has just recommended.
  - IPAR co-chair Gillette responded that at the meeting this morning they spoke about not having the refresh through IPAR and would just pass through the recommendations from the Technology Committee.
    - ◆ IPAR would prioritize the requests.
    - ◆ The determination of where the funds would come from would not be in their hands.
- President Garcia added that the Tech Committee would continue to offer what becomes a priority, based on our Technology Plan and how it links to our Strategic Plan and Ed Master Plan.
  - She encouraged bringing the questions forwards as it will help us refine the process.
  - It is one of the areas that she wanted to further discuss with some of the constituency leadership groups.
- Mary Clarke-Miller added if they are still meeting the committee's purpose, then it is very much a time-sensitive issue because they will not see any of APUs until it goes through IPAR.
- The committee voted to present the three resource requests above as top priorities for 2019-2020.

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

### Academic Senate (Report by Matthew Freeman)

- President Garcia gave an update on the President's Task Force.
  - The first meeting of the team assembled from all the different respective groups on campus.
  - The initial implementation is beginning and we are just getting the wheels rolling on this work at the college.
- Discussed resources previously presented at our last Roundtable by our colleagues Jenny Yap and Heather Dodge regarding that work and the opportunities for grants all found through the library resources for our college.
- The Senate talked about supporting Guided Pathways and will hear from our two Guided Pathways chairs at our next Senate meeting on Wednesday.
- Co-chair of Chairs, Tim Rose discussed including an icon indicating next to classes that will require cameras for instruction in synchronous or asynchronous classes.
  - The example that was used for courses like Communication Studies classes, similar to Public Speaking classes where a camera may be required to be used or in an ASL classroom where you're teaching online and cameras are required to be used.
  - The Senate endorsed the inclusion of having a camera-on icon to be published in our respective online and print catalogs that may come about one day down the road; similar to the icon that is included in our catalog with OER.
  - Whenever a class has a textbook free class, there is an icon that appears next to it in the

catalog.

- The icon will let our students know that they are going to be required to use a camera, before they enroll in the class.
- They are looking forward to following up on the process to see if this is something that we can manage in-house at the college and maybe even the district.
  - Senate President Freeman will take this proposal to the District Academic Senate, as this is a district-level issue that we want to make sure is reflected in that work as well.

**Classified Senate (Report by Jasmine Martinez)**

- Classified Senate had a change in officers.
  - On November 17, Senate President Felicia Bridges announced her resignation.
  - Effective today, November 30, Jasmine Martinez will be the Acting Classified Senate President, until elections are held.
- As there are other vacant officer positions, she is encouraging Classified members who may be interested in getting a feel for one of the open positions to consider this interim opportunity.
- Elections for the next term (2021-2023) will be held in May 2021 and the term is for two years.
- They will be having elections for the interim term (2019-2021) on December 15.
  - The results of the election will be shared via email and also at the January meeting.
- Acting Senate President Martinez is currently the only officer and is carrying the load for the next couple of weeks.
- She is also trying to ensure that there is enough Classified Senate representation on shared governance committees.
- She is happy to be a part of the Equity Task Force and reported good Classified representation on Accreditation Day.

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

- This past week, the ASBCC has hosted back-to-back events, which included a student circle discussion, and an Among Us game night. We were able to help distressed individuals, while also sharing with one another many transfer application advice.
- The Student Ambassadors within the Basic Needs team identified inaccurate Food Pantry information on the BCC website, and has worked with John towards updating the fixes.
- The ASBCC also planned a Thanksgiving celebration.
- The event was spearheaded by the VP of Programs, Sharon Ahazie, in collaboration with several student club organizations within the Inter-Club Council.
- They have reached out to faculty in the art department, to follow up on the showcase of student artworks.
- 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.
- Following a meeting between Vice Chancellor Siri Brown and the ASPCCD Presidents, the ASBCC will meet with members of ASLC and ASMC and other student leaders on December 3rd to discuss common concerns regarding the HonorLock system.
- We will look to test first-hand the system, as well as recommending what processes to establish to notify students of HonorLock use within certain courses.

**8. Announcements / Other**

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- There was additional discussion regarding camera requirements.
- Martin De Mucha Flores posted legal policies in the chat feature.

<https://www.cccco.edu/-/media/2020-12-Opinion-Online-Class-Cameras-On-Requirements-a11y.pdf>

**9. Adjourn Meeting**

Co-chair Freeman adjourned the meeting at 1:36pm.

*Next Meeting: Monday, December 14, 12:20 p.m., via Zoom*

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