



Berkeley City College  
**College Roundtable for Planning and Budgeting**  
 MEETING MINUTES  
 Monday, December 14, 2020

**Present:** Joseph Bielanski, Jr., Ramona Butler, Mary Clarke-Miller, Lisa R. Cook, Martin De Mucha Flores, Barbara Des Rochers, Matt Freeman, Angélica Garcia, Sam Gillette, Kuni Hay, Brenda Johnson, 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, Jeejun Bertuso, Joanna Louie

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

| <b>AGENDA AND DISCUSSION ITEMS</b>  |
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| <p><b>1. Roll Call / Review Agenda</b></p> <p>Co-chair Freeman called the meeting to order at 12:24pm.</p> <p>Motion to approve Agenda by: Joseph J. Bielanski, Jr.<br/>           Second by: Ramona Butler<br/>           Voting occurred in the zoom participants feature.<br/>           Votes in favor: 11<br/>           Abstentions: None<br/>           Opposed: None<br/>           Motion carries.</p>   |
| <p><b>2. Review Minutes – November 30, 2020</b></p> <p>Co-chair Freeman requested a review of the November 30, 2020 minutes.</p> <p>Motion to approve Minutes by: Sam Gillette<br/>           Second by: Shirley Slaughter<br/>           Voting occurred in the zoom participants feature.<br/>           Votes in favor: 11<br/>           Abstentions: None<br/>           Opposed: None<br/>           Motion Carries.</p>  |
| <p><b>3. Participatory Governance Updates - Integrated Planning Committee / Integrated Planning &amp; Allocation Resources / Facilities Committee / Tech Committee</b></p> <p><b>Integrated Planning Committee (Report by Stacey Shears/Kuni Hay)</b></p> <ul style="list-style-type: none"> <li>• VPSS Shears reported that IPC met on Thursday, December 10.</li> <li>• A large portion of the meeting included an update from IPAR.           <ul style="list-style-type: none"> <li>○ IPAR reported on the progress made from their review of validated APU resource requests.               <ul style="list-style-type: none"> <li>▪ The rubric used by IPAR for evaluating those requests was shared with the IPC committee.</li> </ul> </li> <li>○ Outside of IPARs purview is facilities and personnel.               <ul style="list-style-type: none"> <li>▪ APUs that requested positions or additional facility space were not considered by IPAR.</li> </ul> </li> </ul> </li> <li>• There was a discussion about what would be helpful moving forward; making sure that the people writing the program reviews are aware of the rubric for resource allocation, at the time that they are writing.           <ul style="list-style-type: none"> <li>○ This was not the case this time, but plans are being made to ensure the rubric is provided moving forward.</li> <li>○ The APU timeline was also discussed.               <ul style="list-style-type: none"> <li>▪ The committee realized that they needed to modify it to allow more time for the resource</li> </ul> </li> </ul> </li> </ul> |

allocation because the APU information needs to be shared with the Technology Committee, for review of technology requests.

- The IPAR committee needs more time to process the resource allocation lists to make recommendations to Roundtable.
  - The previous timeline was December 7<sup>th</sup> for submission and development of a summary for IPC by December 10<sup>th</sup>.
    - This being their first time, the timeline was determined to be too tight.
  - The Tech Committee will sort out what is already on the refresh plan and make recommendations to IPAR.
  - IPAR will share its data with the Tech Committee who, after review, will then make their recommendation to IPAR.
  - IPAR will finalize its recommendation for Roundtable by February 8<sup>th</sup>.
- VPI Hay added that because there is a comprehensive program review in 2021 they will decrease the gap between the rubric for the validation and also with the IPAR.
    - IPAR wants to include more detailed information in order to make informed decisions.
    - The Technology company will primarily sort out what is on the refresh plan that does not need to be considered as part of the IPAR process, because it is already there as institutional planning.

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

- Co-chair Gillette shared IPAR's process noting that they are building the bridge as they are crossing it.
- Some of the hurdles have been figured out that are needed to work for the comprehensive update.
- IPAR is prioritizing requests and co-chair Gillette feels it to be a good process.
- For clarification, Roundtable co-chair Freeman noted that IPAR will be continuing its process of reviewing and ultimately recommending its resource allocation for the APUs by our February 8<sup>th</sup> Roundtable meeting.

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

- Co-chair Nguyen reported that the Facilities Committee talked specifically about the body and temperature scanners, in regards to where it is going to be at the college.
- Discussed community concerns, suggestions, and recommendations.
  - Discussed hand sanitizer stations and how they should be at the front and also near the elevators as those are heavily populated areas.
  - There has been an update on the installation of protective measures in areas where there is high traffic, such as Admissions and Records and the Welcome Desk.
- Discussed that moving forward the Facilities Committee will be crucial in regards to the changes that will be happening in our new build and with the return to campus.
  - Because of this, it was recommended that there be more representatives for Facilities.
  - Matt confirmed that Charlotte Lee has reached out to him and noted that he appreciates the specificity regarding the exact number of seats available on the committee.
  - Academic Senate has already been in conversation with its faculty about safety and the processes for reopening the campus.
- Dean Brenda Johnson reported on the walkthrough she and Director Shirley Slaughter performed with ProExhibit about a week ago to look at potential plexiglass barriers to put around counter spaces.

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- The walkthrough primarily focused on the first floor, the Welcome Desk, Financial Aid, and Admissions and Records, as well as the security desk.
- A few areas on other floors were assessed as well.
- Director Slaughter reported that they have received a quote and it looks like they are going to be able to at least start with Admissions and Records, Financial Aid, Security and the Welcome Desk.
- Because of the cost associated with this, they may have to look at possibly going out to bid for other areas being considered such as the student lounge, the library and areas where a lot of people gather at any one time.
- The initial projects are estimated to be around \$15,000 with still another \$15,000-\$20,000 that is needed.
  - They do not have a quote for areas such as the library and other areas that are being considered.
  - The initial projects can proceed based on the written quote.
- Director Slaughter also reported that our PPE has come in for our Science Lab and Dean Joya Chavarin is work on that.
- President Garcia added that one of the other back-end processes at work is the college's contribution and connection to the district return to campus protocol that is both addressing Spring 2021 and beyond.
  - It is looking at post-Covid-19 and whatever the new regulations will be.
  - No decision has been made but soon a conversation will be needed on what the summer term will look like and whether we should expect to see that be fully online or some kind of hybrid.
  - While there is hope with the vaccinations, with the current research and data there is a recommendation for educational institutions to remain fully online in the summer term with the hopes that in fall we will begin our new identity as colleges coming back from post Covid.
  - She stressed again that there are no clear finite decisions and noted that they are in the process with new Interim Vice Chancellor of Human Resources and Employee Relations Dr. Ron McKinley, taking lead along with Interim Vice Chancellor Atheria Smith.
  - President Garcia along with continuing to work with Director Nguyen and the Health and Safety Committee, will make sure that BCC's perspective is not lost in the transitions.
  - Larger discussions will be held at the beginning of the spring semester.

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

*Summary*

- The Technology Committee held a special meeting on December 9 to review and provide feedback on the draft District Technology Plan. Our feedback can be summarized as follows:
  1. It is difficult to see how this is a five-year plan without the chart being completed on pages 11-20. Timelines should be provided for all items.
  2. It is not clear how BCC planning and technology needs (established through our participatory governance process) are incorporated into the district plan. It would help to have a map delineating college and district responsibilities and templates for college plans so that all colleges provide the same information to be incorporated into the District Plan.
  3. Front facing components need to be better addressed, especially during the pandemic. These include Distance Education and the district and college websites, which need to be better supported and better designed. The District Distance Education plan is not incorporated into or referenced in this plan. Specific planning for the provision of Instructional technology needs to be

clearly outlined, including the collection of usage data for LTI's and a renewal schedule that is in line with updates of purchasing by the State Chancellor's Office. (C.1.e.)

- For the websites, synchronicity should be prioritized with all links pointing from college to district. Websites need to all be updated and corrected.

In addition to the report above co-chair Lisa Cook reported on the District Technology meeting from Friday, December 11.

- District Technology is collecting feedback on the Technology Master Plan (TMP).
- The draft was written by Collaborative Brain Trust (CBT).
- The TMP was discussed at the college's Tech Committee and notes were put together and shared by Dean Cook at the District Tech Committee.
  - The feedback was well received by Antoine Mehouelley, Director of Network Services.
  - He was informed that written recommendations about the draft plan would be sent after today's Roundtable meeting.
- The TMP will be brought to Board in January.
  - Attendees were invited to review the Plan and provide feedback.
- Tech Co-Chair Mary Clarke-Miller added that they need to meet with IPAR co-chairs Shears and Gillette to go over what has been reviewed from the APUs so that Tech can go through and see which is part of refresh and what is separated out to different funding.
- Co-chair Cook noted that the meeting they just had did not focus on the IPAR or resource allocation. The meeting was focused on the TMP.
- In IPC, they talked about how the Tech co-chairs should meet with the leads of IPAR to walk through the role of the Tech Committee in identifying clear resource needs for technology in the current cycle.
- Moving forward, it is felt that it would be helpful if every college has a template that they can fill out that relates directly to the content of the TMP.
  - This will help for contributors to directly see themselves in the plan in terms of needs that have been identified and how that is incorporated into the plan.
- It was noted that the plan is really about back-end and a lot of them are really on the front-end and want to know that the front-facing efforts, so critical during Covid, are being addressed.
- A challenging aspect of the Plan is that there is no timeline.
- Also shared was that this was noted as a difficulty by Director Mehouelley because of the questions around resources available to allocate funds.
  - They are trying to improve that both at the college and district level.
- Dr. Garcia commented that the district strategic plan process is underway and it will include the Tech Master Plan and each of the colleges Ed Master Plans and Strategic priorities.
- There is an opportunity in our own Ed Master Plan to really amplify and highlight where we believe Berkeley City College should be in five+ years, especially as it relates to technology and the new educational landscape we are currently experiencing.

#### *Resolutions/Action Taken*

- The committee agreed that the co-chairs would consolidate the feedback into key bullet points while providing the full list of the comments recorded in the notes from the meeting.

*Recommendations to College Roundtable*

- We recommend that our feedback be provided by BCC members as appropriate to the responsible parties listed in the plan: the District Tech Committee, Chancellor’s Cabinet, College VPs, Academic Senate, etc.

**4. Governance Updates - Faculty Senate / Classified Senate / ASBCC**

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

- At the last Roundtable meeting, AS President Freeman announced that their last meeting of the semester was scheduled for the first Wednesday of December.
- He noted that did not foresee an emergency or special topic that would be coming their way from the Associated Students at BCC.
  - He announced that they are going to have a special closed session of the Academic Senate to look at a set of student recommendations as it relates to one of their proctoring services specifically, Honorlock proctoring service.
  - The Associated Students at BCC reached out to the Academic Senate for them to consider a resolution that they passed in partnership with some of the other Associated Students throughout Peralta.
  - The special session will be held this Wednesday, December 16 to consider the resolution presented by ASBCC president Liam Zhu.
  - They have enough responses from their senators to meet quorum and hope to be able to take action on the resolution.
- At their last meeting they had a lively conversation with regards to the Memorandum of Understanding (MOU) that was codified between the PFT and district as it relates to class caps being defaulted at 32, and the process of requesting in-class tutoring services for individual instructors who are willing to go beyond the 32 cap.
- They were able to follow up their conversation with administrative leadership and get feedback as well as sharing out the survey that VPI Hay sent out before Thanksgiving.
  - He hopes Faculty had been responding to that survey in mass.
  - Department Chairs reached out directly to faculty to confirm their requests for going above caps.

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

- There has not been a Classified Senate meeting yet.
  - It is scheduled to be held tomorrow.
- They will be hold elections and have gone through the nomination phase.
  - She met with the selection committee last Friday the 11th to go over the nominations.
  - They did not get as many as they would have liked but have enough to fill each position.
  - Jasmine will not be on the ballot.
  - Voting will be held at their meeting tomorrow.
  - They should be able to announce soon who the new senate officers will be.
- Jasmine will still be a Senate representative for Roundtable and believes they already have another classified interested as well.
- One of their first priorities will be to make sure that they have representation on all the shared governance, as she does not believe they have enough now.
- Jasmine added that the candidate for Classified Senate president has prior experience.

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

*Summary*

- On December 3rd, the ASO's of Peralta were briefed about the PCCD's contract with Honorlock Proctoring. Since then, there have been various student concerns about the implementation of Honorlock AI software.

*Resolutions/Action Taken*

- The ASBCC on December 10<sup>th</sup> unanimously passed a resolution opposing the use of Honorlock and other third-party proctoring software services within Peralta.
- The ASBCC also passed a resolution containing two constitutional amendments, which are listed as the impartiality clause and the grievance clause.

*Recommendations to College Roundtable*

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

*Upcoming Events and Activities*

- ASBCC President Zhu thanked the Academic Senate for being greatly responsive about this issue and looks forward to the discussion & action at the Wednesday Academic Senate session, and the collaborations to improve our academic integrity and equity strategies moving forward.

**5. Announcements / Other**

**Business & Administrative Services Dept. Update**

President Garcia recognized outgoing Director of Business & Administrative Services, Shirley Slaughter, and congratulated her on her retirement and thanked her for her years of service.

- Business & Administrative Services Team
  - The search is underway for an Interim Director of Business & Administrative Services.
  - Will distribute a list of "Whom to Contact" for areas of high need during these transition months.
  - Weekly team meetings will be held between the President and B&A Services department.
    - This will ensure operational elements are identified and addressed.
- Spring 2021
  - Recruitment & Hiring for permanent position
    - Conversation is needed at the college level as to whether Berkeley City College will support a VP for Administrative Services (includes Business)
      - ◆ This would be in alignment with Laney College and Merrit College.
      - ◆ Discussion have been started with Academic Senate and Classified Senate leadership.
      - ◆ Will include ASBCC leadership as well.
      - ◆ If after conversations Berkeley City College wishes to continue with having a director, the position will be posted as such.
      - ◆ Either way we will need to go out for the permanent position in the spring.
  - Accreditation Site Visit in March.
    - Will need to ensure we are prepared.
    - Director Slaughter endorsed being in alignment with our sister colleges as the college needs in the business office have grown over the years, but the staffing level has not. She supports the Vice President level.

Co-chair Matt Freeman also expressed his heartfelt appreciation to Shirley acknowledging her service and contributions.

**Accreditation (report by President Garcia)**

- This morning, the President's across the district and Interim Chancellor, Dr. Carla Walter, had the opportunity to meet with Dr. Stephanie Drucker
- A couple of items that came up that President Garcia wanted to share is that we do have our special report visit taking place this Wednesday and Thursday.
  - She received communications from faculty leadership and staff leadership about who is being called in for the interviews.
  - Her understanding is that the bulk of the requests are for district colleagues related to some overall district fiscal processes, but we should hear by tomorrow morning if anyone at the college level is needed.
  - This information will be shared broadly as soon as she knows.
- In January, the Commission holds its meeting regarding all previous activities.
  - President Garcia will be presenting to the Commission, alongside the other college presidents and the Chancellor in response to our Special Report.
  - This will be an opportunity for her to share what the college has done since submitting the Special Report on November 1 and to offer some updates, and entertain any questions.
- Once the colleges submit our ISERs, which are on the Special Board of Trustees agenda for tonight for final review and endorsement and on track for submission by December 18, should we have any substantive revisions or updates we could submit an addendum.
  - This is something that VPI Hay and the core accreditation team is aware of.
- Any and all of the good work that we are doing if it is related to accreditation will certainly be accounted for in a follow up report.

**Diversity, Equity, and Inclusion Task Force (report by Associate Dean Martin De Mucha Flores)**

- At the district level, there was a task force called together for the diversity, equity, and inclusion in terms of the mandate they were given to by the chancellor's office to work as a district to think through what does it mean to practice and put policies in place that reflect our commitment to diversity, equity, and inclusion.
- The task forces met twice.
  - The first meeting was really just to get to know each other from the different colleges.
  - At the second meeting, they are starting to come together around what are the recommendations that the task force wants to make.
    - They do not have any clear recommendations yet and are still starting to brainstorm.
- As things become more concrete, he will share them here at Roundtable, as well as at the Integrated Planning Committee.

**Express Registration (report by VPSS Stacey Shears)**

- Student Services is holding express registration support for students this Tuesday, Wednesday, and Thursday from 3-5pm.
- This will happen virtually and will be a time for students to jump in and get a little help with closing it all out and getting registered.

## 6. Adjourn Meeting

### Closing (by Co-Chair Matt Freeman)

- This is our last Roundtable of the fall semester.
- Co-chair Freeman thanked everyone for this first semester in his role in co-chairing Roundtable noting that everybody has been incredibly supportive, as we have transitioned to new leadership.
- He expressed that 2020 has not been easy for any of us and Roundtable has been this incredible and warm place where we not only can get business done, but we can touch bases again, find community, build strength, and move forward.

Co-chair Angélica Garcia adjourned the meeting at 1:11pm.

*Next Meeting: Monday, January 25, 12:20 p.m., via Zoom*

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