



Berkeley City College
College Roundtable for Planning and Budgeting
MEETING MINUTES
Monday, February 22, 2021

Present: Joe Bay, Joseph Bielanski, Jr., Ramona Butler, Joya Chavarin, Mary Clarke-Miller, Lisa R. Cook, Martin De Mucha Flores, Matt Freeman, Angélica Garcia, Sam Gillette, Kuni Hay, Brenda Johnson, Ava Lee-Pang, Jennifer Lenahan, John Nguyen, Cynthia Reese, Tim Rose, Stacey Shears, Liam Zhu, Phoumy Sayavong, Randy Yang, John Saenz, Gail Pendleton, Andrea Williams, Alejandra Oseguera, Justin Hoffman, 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 12:20 pm.

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

Amendment: President Garcia requested to utilize under “Announcements” time for an Accreditation update. Any announcements was requested to be shared via the chat feature. If time remains after the accreditation update announcements will be shared.

Voting occurred in the Chat feature.

Votes in favor: 14

Abstentions: None

Opposed: None

Motion Carries.

2. Review Minutes - February 8, 2021

Co-chair Freeman requested a review of the February 8, 2021 minutes.

Motion to approve Minutes by: Sam Gillette

Second by: Tim Rose

Voting occurred in the Chat feature.

Votes in favor: 15

Abstentions: None

Opposed: None

Motion Carries.

3. Institutional Planning: Overview for Ed Master Plan & Strategic Plan

Leaders: Angélica Garcia

**Documents: BCC Overview on Institutional Effectiveness*

President Garcia reviewed the purpose of institutional effectiveness.

1. Accreditation – Standard 1.3: Institutional Integrity

The work of institutional integrity ensures that we have a commitment to high quality education student achievement and student learning are paramount to other objectives, such as generating financial returns for investors, contributing to a related or parent organization or supporting external interests.

- Highlighted from above is that student achievement and student learning are paramount to

other objectives.

2. Reviewing the **existing data to inform** the College Goals for the Educational Master Plan, College Strategic Plan, and all other integrated planning efforts.
 - The Technology Plan, Facilities, Plan and Student Equity Plan were examples of some of the planning efforts in concert with overall institutional planning.
3. **Evaluation** of activities
4. **Clear & Established** Institutional Planning Cycle

Everyone knows what their individual or department role is as well as what it looks like when all of those efforts are integrated.

Institutional Planning: What we know

In reviewing the existing data to inform the College Goals for the Educational Master Plan, College Strategic Plan, and all other integrated planning efforts.

- a. Knowing the data helps us know where we are to inform where we want to go
- b. Focused on student success, retention and completion
 - What do we know when that is disaggregated by various demographics, especially those that our state and system describes as disproportionately impacted groups.
- c. Roadmap for how our actions, policies, practices and processes meet our goals and priorities, or have not.
 - This will inform what revisions we need to make in the next cycle of plans.

Institutional Planning: Evaluation

Evaluation of activities

- a. Planning efforts: Program Review, Annual Program Update, current College Strategic Plan and Educational Master Plan (2016-2021), and all plans leading to goal completion (e.g., Technology Plan, Facilities Plan)
- b. Resource Allocation: connection of planning with how funds are identified to meet college needs
 - This is the work we are in now.
 - The Integrated Planning and Allocation of Resources (IPAR) committee was formed as a result of the College Roundtable and the Integrated Planning Committee (IPC) to say we need more intentional focus and work on that resource allocation.

Institutional Planning Cycle

1. Clear & Established Institutional Planning Cycle
 - a. Review our visual guide for the process
 - b. Roles in the planning cycle
 - “Clear and established” is in written and visual format.
2. Plans under revision
 - a. Educational Master Plan: 2016-2021
 - b. College Strategic Plan: 2016-2021

The Student Equity Plan might be up for revision next year as well and there are ways that as we map up our overall institutional planning cycle, we are going to be clear about when one plan expires, and

the other one continues.

- IPC was thanked for their work on creating a Gantt chart or a flow chart to see the planning timelines.

Our Plan

BCC is currently engaged in comprehensive discussions, via the Participatory Governance structure, to inform the College's plan for Institutional Effectiveness, including updating the BCC EMP 2021-2026 and the BCC Strategic Plan. The discussions focus on the following points in preparation for the update process:

1. Evaluate the outcome of the BCC EMP 2016-2021

- a) Process
- b) Goals met or not met and why
- c) Discuss strategic and specific plan for improved update and
- d) Structure for an update process.

2. Identify and connect existing institutional planning efforts: (Facilities Master Plan, Integrated Strategic Enrollment Management Plan, Student Equity Plan, Technology Plan including refresh plans)

3. Data-informed processes for informing goals that are grounded in the College's mission, values and goals.

- Both the Ed Master Plan and the College Strategic Plan both include establishing goals and priorities with metrics and outcomes for closing equity gaps.

Community Engagement

- Spring activities
 - Needs will continue to be identified via Integrated Planning Committee, Integrated Planning & Allocation of Resources, and College Roundtable for Planning & Budgeting
 - Secure external resource to plan, facilitate, and develop written reports/plan
 - Convene community meetings for input: Senates, governance groups, committees, leadership teams, etc.
 - Deploy campus wide planning survey
 - Align with PCCD strategic planning
 - The District Strategic Plan is also up for review.
- Summer activities
 - Institutional Planning Retreat
 - This will take all of the learnings of the spring and start to formulate what might be some discussion goals.
 - Research & Data
 - DRAFT the Educational Master Plan & College Strategic Plan from college convenings, and survey findings
- Fall activities
 - Sunshine & Complete college governance for FINAL Ed Master Plan and College Strategic Plan

President Garcia stated that this is the proposal via discussion that she thinks we should follow.

- She asked for input from Roundtable on whether these are the right areas for gathering

information.

- The ultimate goal should be that in fall 2021, we will have a completed Ed Master Plan and College Strategic Plan.
- She also would like a completed overall report on what the BCC Institutional Planning looks like so that we don't have to recreate and tell this story again, and we are clear about continuous improvement

Q. Co-chair Freeman asked about the logistics of an actual retreat. Given that we are still in the environment of distant ed/distant learning/distant meetings he wanted to hear her thoughts about that and, in terms of a timeline, where are we at with this meeting?

Response: Referencing the in-person process where we are able to use posters, post-its, walk around and, it's very engagement oriented, President Garcia believes that there are some virtual processes available that can mimic that but not replace the in-person process.

- The retreat will likely be completed in June.
- This provides time to do work in preparation for the fall.
- It may not be one long day and could be two days back-to-back, separated out with some working time and working sessions.
- In her external conversations one of the questions she is asking them is how do they see facilitating a process where we would have anywhere from 40 plus people participate and what would that look like.

Mary Clarke-Miller commented that whenever there has been discussion about the IPAR and the APUs, software has not come up and software now tends to be subscription. An example given was the Adobe Suite where money is "found" to pay for this at the end of the year.

- Mary recommended thinking about actually bringing some structure to the software that we have in school so we can properly track it, now that we are starting to get processes in place.

New to BCC, Ava Lee-Pang, Interim Director of Business & Administrative Services asked if there is a specific charge for each committee regarding steps and processes that we need to follow. Specifically noted was the IPAR community, which she is now a member.

- President Garcia responded that there is a charge that follows each committee and BCC has a Participatory Governance Manual that includes that information.
- She added that the role of the IPAR committee, when the process is fully vetted, is the group that makes the recommendation as to what our college budget should be for the next year.
 - From IPAR it makes it way to the College Roundtable Committee.
 - After accepting the recommendation College Roundtable, the President then hears the recommendation and provides a final decision to recommend or move in another direction with information being provide on the decision.
- One of the things needed for all committees, where President Garcia is trying to close the loops, is to say recommendation heard, seen, accepted and now we are going to move forward with that.

Martin De Mucha Flores added that when we have these opportunities to update and review our institutional plans, it is a good time to add language around being focused on race, ethnicity and taking that on as part of the vision and mission statements.

- This occurred with the Vision statement reevaluation and making sure this is integrated into these

documents was noted to be important as well.

Next Steps:

- President Garcia's intention is to share where we are with the respective Senate leaderships.
- Her goal is to secure an external entity that would support us through the process, by late March, so that we can begin this work in April/May.
- This is an area that is still being put in place and strengthened, that may be brought up by the visiting team members.
- Anyone with additional questions or thoughts was encouraged to reach out to her.

4. CARES Act - Higher Education Emergency Relief Fund

Leader: Martin De Mucha Flores / Stacey Shears

** Document: HEERF_SUMMARYREPORT*

VPSS Shears reported that when we had to start sheltering in place because of the pandemic last March, there were opportunities for us to get funds from the US government.

- We were able to benefit from having those funds, giving them to students and purchasing some things needed according to that.

VPSS Shears and Associate Dean De Mucha Flores will review our current HEERF and CARES funds to share what they are, how much was received and how much we will be receiving.

Martin noted that as we are going from the first HEERF to the second half, the original legislation that was in CARES was very tight and very stringent.

- As we move into the second allocation, the law and implementation of CARES changed significantly, when the new administration came in.
- There will be opportunities, as we move into the next round of HEERF and what will be shared is how students are supported, how they support teaching and learning during this pandemic and during the distance learning.

What is HEERF?

- [Coronavirus Aid, Relief and Economic Security \(CARES\) Act](#) includes:
- Higher Education Emergency Relief Fund that provided \$14 billion in emergency funding to higher education
- More than \$6 billion had to go directly to students as emergency financial grants for expenses related to the disruption of campus operations due to the COVID-19 crisis
 - The government really makes a distinction between expenses and need and the first round was about the expenses related to that disruption.
- The funds came as direct student aid and also institutional funds.
- The direct student aid had to go in the form of emergency grants to students, directly.

Allowable Institutional Expenses

Institutional portion funds may be used to defray expenses associated with the college's response to the coronavirus include:

- lost revenue
- reimbursement for expenses already incurred

- technology costs associated with a transition to distance education
- faculty and staff trainings
- payroll
- student support activities authorized by the Higher Education Act (HEA) that addresses needs related to coronavirus
- to make additional financial aid grants to students.

Martin emphasized that the first round of funding was all about supporting and helping to defray costs due to disruption by the coronavirus.

- You could not go back and pay for things you were already doing.
- Funds could not be moved to support distance-learning classes that were already occurring prior to COVID.
- Going forward all distance learning is considered the same and can get the same support.

Allocations & Timelines

- HEERF I: Berkeley City College \$1,844,524
 - Half earmarked for Direct Student Aid and half for Institutional Funds
 - A portion went to the District from the Institutional Funds

Q. Ramona Butler asked how will/does/did the direct student aid affect a student's Federal unmet need.
Response: VPSS Shears will need to check with Financial Aid Officer, Loan Nguyen.

- She asked if she was just wondering if the funds that they received would count towards their unmet need for this round of financial aid.
 - Yes, for their Pell Grant. Students have a certain amount of unmet needs so Ramona clarified that she wanted to know if the Direct Aid would actually affect any of that or, where it is coming from, the government would already now that this has to do with Covid.
 - Martin added that legislation was passed with Covid, as well the IRS, that this emergency aid is not counted against the student.
 - He confirmed that this is not considered income and would be considered meeting unmet needs.

- HEERF II: Berkeley City College \$4,706,915
 - \$922,262 - Direct Student Aid minimum
 - Institutions are encouraged to go above that amount.
 - As this is not considered income, this is an opportunity to meet the students' unmet needs.
 - \$3,784,693 - Institutional Funds
 - A 300% increase in the amount that we are going to be receiving.
 - Martin also commented that this is a good opportunity, based on the criteria and legislation, to think thoughtfully about how we are supporting teaching and learning of students, while they are having to manage distance learning.

BCC Planning Assumptions for HEERF

- Maximize the amount of funds that go directly into students' hands to meet their basic needs.
- Ensure HEERF funds support teaching and learning including instruction, student support and safe and healthy facilities for teaching and learning.

HEERF I Planning Process

- Executive Cabinet reviewed faculty survey and student survey results from March 2020 to understand what the needs were as a campus.
- Vice President of Instruction, Director of Business Services and Vice President of Student Services provided oversight for a plan for use of funds informed by:
 - Surveys
 - Discussion with Department Chairs
 - Reviewing instructional needs with Deans and Faculty Coordinators
 - Reviewing student services needs with Deans, Counseling Faculty and program leads
 - This informed the planning process for HEERF round I funds.

The **HEERF I Expenditure Summary (May 23, 2020 – May 22, 2021)** was reviewed.

- The slide shows the institutional funds, allocation, direct student aid and the subtotal.
- Additionally reflected is what has been expensed and encumbered.
- The encumbrance is a moving estimated as there are different areas using some of the institutional funds that still remain.
 - Whatever institutional funds are not used training, technology, procurement, or PPE would then go towards direct student aid.

*See supporting document for details.

HEERF I Expenses

- An annual report had to be submitted to the federal government that covered expenses from March to December 30, 2020.
 - The expenses are noted for requested categories.
 - There are additional expenses that have now hit the books so the amounts reflected may look low.
 - The slide (#8) also includes a link to quarterly reports that will be on our financial aid website in respect to HEERF/CARES funds.
 - The last report was in December and another report will be completed in March.

In the interest of time, HEERF II will be a part of the March 8th Roundtable meeting.

5. BCC Land Acknowledgement

Leader: Matt Freeman

* *Document: BCC Land Acknowledgment*

- Academic Senate President, Matthew Freeman, presented the BCC Land Acknowledgment document to Roundtable for endorsement.
 - The Land Acknowledgement statement was read at the spring Flex day event.
 - The importance of recognizing that our institution occupies native land was noted.
 - This is seen as part of our equity work as we are looking to continue to bridge gaps of inequities that exist and the historical inequities that have been perpetuated against our indigenous populations.
 - Academic Senate looked at the BCC Land Acknowledgement at their last meeting on February 17th.

- The Senate unanimously adopted it with intent to be read at the start of every fall and spring senate meeting.
- It will also be posted on the BCC Academic Senate webpage.
- The idea is that this is something that the college itself should acknowledge and incorporate into our culture and practices on Flex days, and becomes a part of our college tradition.
- Martin De Mucha Flores read the BCC Land Acknowledgment to attendees.

Motion to approve endorsement of the BCC Land Acknowledgment statement by: Joseph J. Bielanski, Jr.
 Second by: John Nguyen

Discussion: Joseph recommended that when the document is posted that the footnote be removed:

*“*This acknowledgement was adapted from the UC Berkeley Native American Student Development Land Acknowledgment.”*

- Co-chair Freeman noted that the sentence was to recognize the evolution of the statement.
 - Once BCC endorses the Land Acknowledgment it won't need to be included.
- There was a discussion regarding the use of the term “Native or Native American”.
- Matt noted that this also came up in their discussions at Academic Senate and the term Native American that appears is citing the name of the actual institution at UC Berkeley.
- President Garcia added that native and indigenous has certainly been evolving but most of the land acknowledgement statements are done in concert with representation from tribal nations.
 - Until the tribal nations say that that is no longer something that is used, it is probably within our respectful rights to include it as part of the language.

Voting occurred in the Chat feature.

Votes in favor: 18

Abstentions: None

Opposed: None

Motion Carries.

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

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

- IPC will meet on Thursday, February 25th.
- Institutional Planning was discussed at a high level at their last meeting.
 - They have a clear idea about how to approach Institutional Planning, which is timely in terms of the visiting team coming.
- As a committee, they realize that it is important this semester, spring 2021, to look at the upcoming comprehensive program review.
 - This is a great opportunity for them to use the student learning outcomes and program outcomes for planning.
- Details have not been developed but, what they have so far and what they may be able to do, is start thinking about how to connect processes and questions of the comprehensive program review, to be tied with institutional planning.

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

- Co-Chair Gillette reported that IPAR will be meeting tomorrow, Tuesday, February 23rd.
- The scope and charge of the committee is some of the items that they want to re-address in the very near future.
- This will assist them in coming up with their pathway, forward.
- Co-chair Shears added that they met a couple of weeks ago and received the recommendations from the Technology Committee.
- They were able to get feedback to understand what is part of a regular computer refresh and what is a newer request.
- The work of the committee will be to continue working on finalizing recommendations.
- They are also looking at sharing some information with the committee about some of the other funds that are available at the college.
- They will talk about HEERF and CARES funds at IPAR.
- They will also talk about the impact of our FTEF and FTES' declining enrollments on funding and how much of our general fund is actually committed to salary costs, which leaves the ongoing new general fund money (not so much of it) to be allocated.
 - 93% of general fund goes to salaries.
- They are taking time to do some education for the IPAR committee around budget development since that is one of the charges of the committee.
- Sam added that when adding fixed costs like security and utilities we are left with approximately 3% of our budget.

Facilities Committee – (Report by John Nguyen)

- The Facilities Committee met last Friday, February 19th.
- Vice Chancellor McKinley presented the districts draft Covid-19 prevention plan.
 - They are currently working on the district draft Covid-19 prevention plan and are planning to take the draft through the shared governance process to ensure that everyone has input and feels comfortable with the plan.
 - California employers are required to have employees have the vaccination as a condition of employment, which VC McKinley says that Peralta plans to do.
 - There are exceptions such as allergic reactions to vaccines and religious beliefs.
 - They will be continuing the conversation regarding what they plan to do moving forward.
- Chief Engineer, Scott Barringer provided an update in regards to our team maintenance issues.
 - There is work scheduled on March 22 for the elevators.
 - All five of our air handlers are up and running at full capacity for cooling so when we eventually return to campus the building is comfortable for us to inhabit.
- The next Facilities meeting will be held on Friday, March 12.
 - They committee is planning to invite VC Smith to talk about the return to campus proposal plan.

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

- The Technology Committee will meet on Thursday and will update at the March 8th Roundtable meeting.
 - Software will be a discussion item to see if they can come up with tracking recommendations.

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

Academic Senate (Report by Matthew Freeman)

- At the next Senate meeting, they are looking forward to the potential visit of one of the members from our site visit team.
- They talked a lot about assessment at the February 17th meeting and looked at data and updates.
 - They are excited to see that the number of assessments that have been done in the college went from 20% on October 7th to over 45% on February 2nd.
 - That is a 25% growth in assessments completed across the college in a period of just four months.
 - They look forward to continue progress in assessments and updates.
 - This is important to improving student learning and ultimately, important to our efforts as a college to increase student access.

Classified Senate (Report by Jennifer Lenahan)

- The next Classified Senate meeting will be held on Wednesday, February 24th.
- One of the things that has come up as a major point of discussion was how classified are participating on more committees, yet do not receive stipends.
 - There is a stipend/overtime issue and that has taken center state.
 - Classified Senate will be working on this and looking at different things because it is important to have Classified participate in meetings but sometimes they are either left out or it is extra work that is not being compensated.
- Senate President Lenahan asked if there are any classified representatives on IPAR and IPC.
 - VPSS Shears will discuss this with Jennifer as a sidebar.

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

- As reported at the previous Trustee Board meeting, the Club Rush hosted by the Campus Life Office featured clubs from both BCC and our sister colleges.
- Attendance was marked at around 40-50 students on both days of the event.
- The first iteration of the Open Mic event saw lower attendance, however was a very jovial experience for all parties involved.
- The students leading the Academic Affairs Commission also met with two representative professors, Linda McAllister and Chris Bernard, and are wrapping up the brainstorming phase.
- At the moment, we are searching for more students and staff to help with the formation and to be on the council.

Resolutions/Action Taken

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

Recommendations to College Roundtable

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

Upcoming Events and Activities

- The ASBCC is currently in the works with the Campus Life office to roll out two testimonial video projects, one for the student body and the other for the upcoming accreditation visit.
- The Peralta Community Shark Tank set for March 4th has had remarkable progress, with contestants and judges confirmed for final rehearsal in the upcoming week.
 - We also have had amazing independent students and faculty members that are participating in the overall planning process.

- All that is left is for the invitation to join the Shark Tank live audience to be placed in the hands of every Peralta community member.
- On the Elections Committee front, we are still looking for candidates to engage in the election for the future academic year.
- If you want to help spread the word about the election or shark tank or all of our other student activities, please do not hesitate to reach out.

8. Announcements / Other

Accreditation (Report by Kuni Hay / Angélica Garcia)

- An information request was received this morning from the visiting team.
- The team members have requested additional 22 meetings 60 additional evidence.
- Many of the requests, appears to be included as evidence.
- They are sorting things out right now with the core team.
- The twenty-two meetings are in the blocks that they have agreed on originally, but not at this point, so they shorten the time of each meeting.
 - This means that the existing meeting times will need to be adjusted.
 - Committees or individuals meeting with the visiting team are being requested to be flexible.
 - VPI Hay will try to schedule the meetings as closely as possible to the original schedule.
 - If you are teaching or provide services and need assistance so you can participate in those meetings, please talk to the deans to see what we might be able to do.
 - Instructors were asked to think about the assignments to provide for the students, so they can be with the visiting team.
- Many of the faculty leaders are getting together to identify the 30 online courses, or Cohort 1 and 2, which VPI Hay appreciates has been happening.
- There is a chance that the visiting team might ask us to do a random sample.
 - Phoumy Sayavong has been asked to help come up with the random sample of the Cohort 1 and 2.
 - Some of our sister colleges have been asked to do it that way.
- They are currently waiting to hear back from the team assistant.
 - They have notes and topics that they would like to discuss.
 - Once those are known they will let relevant committee members or individuals know, as soon as possible, so that they know the content of the meetings they want to focus on.
 - Some of the evidence is redundant, or they are not very clear as to what the team is asking for, so they have asked for clarification.
- The core team and executive team are getting together this afternoon and will unpack who should be retrieving information.
- The evidence team is already helping to look through the list and will be coordinating the meetings, accordingly.
- The BCC Quick Reference Guide was dropped in the Chat feature.

9. Adjourn Meeting

Co-chair Matt Freeman adjourned the meeting at 1:31pm.

Next Meeting: Monday, March 08, 12:20 p.m., via Zoom

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

**Document Location:*

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