

Present: Joe Bay, 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, Ava Lee-Pang, Jennifer Lenahan, John Nguyen, Cynthia Reese, Tim Rose, Stacey Shears, Liam Zhu

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.

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

Second by: Jennifer Lenahan

Voting occurred in the Chat feature

Votes in favor: 15

Abstentions: None

Opposed: None

Motion Carries

2. Review Minutes – April 26, 2021

Co-chair Freeman requested a review of the May 10, 2021 minutes.

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

Second by: Jennifer Lenahan

Voting occurred in the Chat feature

Votes in favor: 19

Abstentions: None

Opposed: None

Motion Passes

3. Combining Facilities and Health & Safety Committees – Action Item: Tri-Chair Model, Makeup of Committee, Charge

Leaders: John Nguyen, Brenda Johnson, Ava Lee-Pang

**Documents: Facilities and Health and Safety Committee, Facilities Comm. Mtg Notes 4-9-21, Health Safety Comm. Mtg Notes 5-18-21*

- A special Health and Safety Committee meeting was held, with quorum, and the committee voted to accept the recommendation to combine with the Facilities Committee.
- They have yet to meet as a joint committee but hope to do so soon to work out meeting details, such as committee members, meeting dates, etc., and present them to Roundtable.

Motion made to approve Combining the Facilities and Health and Safety Committee by Brenda Johnson

Second by: Sam Gillette

Voting occurred in the Chat feature

Votes in favor: 17

Abstentions: None

Opposed: None

Motion Passes

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

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

Documents: Participatory Governance Survey-V7, Program Review Templates: Administration Instruction, Student Services 2022

- In their last meeting, the committee went over the Comprehensive Program Review template.
 - The decision was made that Student Services would take a look to see if there were any changes needed for the template.
- The Participatory Governance Evaluation Survey is near finalization.
 - This is one of the recommendations received from the visiting team along with making sure the questions are relevant to our strategic goals.
 - This process of evaluation is also recommended to be in the BCC Participatory Governance handbook, in a written format.
- The Participatory Governance Self-Evaluation was reviewed.
 - They are recommending that all of the Standing Committees and Ad Hoc Committees appearing in the handbook complete the evaluation.
 - Each committee can determine when they would like to start administering the survey.
 - The final format will be in Qualtrics.
 - Those on multiple committees will have to complete a separate survey for each committee they represent.
 - The questions are the same for each committee.
 - The survey will reflect the various Committee Charges and Objectives, based on the committee selected.
 - The results will need to be brought back to IPC and then to Roundtable in early fall.
- Roundtable Committee Co-chairs Garcia and Freeman encouraged participation in completing the surveys.
 - The self-evaluation and process to deploy the survey will ensure our college's response to the Accreditation Peer Team recommendation.
 - Committee chairs and task forces were requested to endorse the survey for a high response rate.

Motion made to approve the Participatory Governance Survey was made by Tim Rose.

Second by: Ava Lee-Pang

Voting occurred in the Chat feature

Votes in favor: 19

Motion passes

- The Comprehensive Program Review for Instruction, Student Services and Administrative services will be brought back to the first Roundtable meeting in September.
 - The draft version of all Program Reviews is in the MS Teams Roundtable/Document folder.

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

- Nothing to report.

Facilities Committee (Report, includes written, by John Nguyen)

- The Facilities Committee talked about the Milvia Street Project with Kitchell & AECOM:

- Working with Executive Cabinet on Stakeholder Engagement Plan, Geotechnical Engineering Firm testing at current building to get future infrastructure designs.
- Prior to engaging a design build team, there were space utilization studies and engagement on campus.

Program shifts:

- Looking at programs to move into the new building.
- Originally the Bookstore was moving to the new building but now will not move.
- Since Fall 2019, the new HSI program will be moving into the new building.
- Campus Life will be moving into the new building.

BCC COVID-19 Recovery Workshop (20 minutes) (Action)

- Provide a written DRAFT BCC Return to Campus Plan for college review
- Review relevant data to inform the plan, such as County and State Health & Safety Guidelines and PCCD Health & Safety Responses
- Review BCC building floor plans to include in space utilization, signage, and traffic flow throughout the building
- Review the draft PCCD Return to Campus plan and use as a starting template for the BCC plan
- Review samples of other Bay Area colleges' Return-to-Campus plans
- Conduct physical walk-through of the BCC building and possibly through one of our sister colleges, which offers some in-person instruction.
- Potentially existing body (Facilities and Health and Safety) to make up the work group.

Return to Campus Updates (Report by Ava Lee-Pang)

- John Nguyen, Brenda John, Ava Lee-Pang and Joya Chavarin met and discussed the security office and processes for students coming on campus.
- A step-by-step draft was created.
- In the next couple of weeks, the Business Office will be working on laying out the floor stickers and developing processes to control students' traffic.
- The main focus right now is for the summer class.
- An update will be provided later on fall semester processes, as more classes will be coming back.
- President Garcia added that the main question that comes up for BCC is what the projected assumption is that BCC should use for maximum occupancy rate.
 - It is often defined by square footage, access points, egress, and the like.
 - BCC is slightly different than the other campuses to that extent.
 - Once we have information on the maximum occupancy rate, we then have that additional variable of information to prepare.
 - As they are receiving more faculty requests to teach on campus per contract option they want to confirm that we are not only in agreement with County guidelines and Cal OSHA but also that we have the space capacity to accommodate bringing people back to campus in the fall.
 - The goal has always been to be fully open by Spring 2022 and to be as ready as possible for Fall 2021.
 - Because the summer class is a science class Barbara Des Rochers recommended that faculty be present in the discussions.
 - Co-chair Freeman noted that there are open seats on Facilities and Health & Safety Committee where these discussions actively happen and suggested that the science department chairs coordinate with the team to find a representative from the science

faculty who could serve on that committee.

- Barbara clarified that she is recommending having science faculty present when conversations are happening, while people are talking and looking at the flow, during campus walk-throughs, as decisions are being made.
- In the Return-to-Campus work, President Garcia reported that we have to have guidelines that are in accordance with our Emergency Operation Command (EOC) that guides the district and its connection to the County of Alameda, California State Health Department and even following the OSHA guidelines.
 - Each of those bodies sometimes have their own parameters about what they feel is appropriate for particular environments.
 - She is hoping what gets pulled from the Facilities report is to make sure that the BCC return to campus protocol and guidelines get included as part of that district plan.

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

- The Technology Committee met on May 6.
- The committee is continuing to update the Technology refresh plans to indicate:
 - The priorities for classroom upgrades and where they originated in Program reviews and APUs in our planning and budgeting cycle as well as what items are being purchased for what classrooms in fiscal year 2020-21.
 - Documenting the purchase and issuance of all laptops included in the refresh plan for faculty and staff in years 1 and 2.
 - Since the purchasing and processing of these items is still in progress this complete update will be provided at the first Roundtable meeting in fall.
- The committee has drafted an informal addendum to the technology plan to bring forward its recommendations to the administration in response to the changing needs for technology brought about by the pandemic. Committee members shared the following forward-thinking technology needs and ideas from their areas to be considered as we plan for the “new normal”.
 - Laptop Lending Library for part-time faculty and students with machines that do not meet instructional needs (courses require installation of software)
 - A testing room for online students and membership in the network of testing sites across institutions
 - Teaching/work spaces to provide faculty teaching online with stable internet access if they don't have it at home
 - Network Upgrade to support remote desktop to computer labs, hybrid/ online instruction, and cloud recording/ streaming
 - Audio and visual enhancement technology for classrooms to allow for hybrid teaching
 - New assisted Learning devices
 - Classrooms set up for faculty to stream and record online lectures.
 - Extending availability of Labs set up to support Student learning were possible
- The committee seeks to compile a report that synthesizes software purchases and licenses at the college and district level for tracking and communication purposes.
- BCC's representative on the District Tech Committee, Vincent Koo, expressed concern at the DTC on May 7 about the current state of the College network equipment infrastructure (most of the network is running on 15-year-old equipment while remote desktop to computer labs, hybrid/ online instruction, and cloud recording/ streaming requires the network to operate reliably)
 - Antoine Mehoulley, Chief Tech & IS Officer, is moving the network upgrade project per District Technology Master Plan forward to our interim Chancellor.

- With the changes in leadership, there is no timeline yet on this project.

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

Academic Senate (Report by Matthew Freeman)

- They did not have an Academic Senate meeting between our last Roundtable and today.
- A special session meeting will be held on Wednesday, May 26th to endorse the independence of IPAR within our college shared governance structure.
 - IPAR would be a standalone independent shared governance committee that reports to Roundtable and all of the difference shared governance spaces as opposed to a subcommittee of Roundtable and IPC.
- They are also voting to endorse the creation of an Affordable Education Materials Committee spearheaded by the library team, Heather Dodge and Jenny Yap.

Classified Senate (Report, includes written, by Jennifer Lenahan)

- The next Classified Senate will be held on Wednesday, May 26th at 3pm.
- There was a 74% return rate on the BCC Classified COVID-19 survey.
 - The Senate is looking forward to hearing results and comments from the survey.
- Professional Development funding should be available within the next month from the District.
 - Funding has been available since 2019 but has not been distributed to the campuses until a decision was made on how to share the funds.
- There is the potential of a compensation survey for Classified Professionals.
 - The Peralta Classified professionals approached Interim Chancellor Jackson regarding the need for equitable pay.
 - A survey such as this has not been conducted at Peralta in over 15 years.
- BCC Classified Senate Officer elections are currently underway.
 - There should be announcement of the new officers by June 4, 2021

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

Document: ASBCC Year-End Review Slides

- A recap of ASBCC activities in the past year was shared.
 - The slideshow was not exhaustive as many projects and events that have impacted student life throughout the months were not shown.
 - The first iteration of ASBCC's Community Circle came at the heel of the George Floyd protests.
 - It was held for two purposes: 1) To discuss police injustice, and 2) To discuss how each of them were dealing with the pandemic.
 - Welcome Week: This held a special sentiment for ASBCC President Zhu because of what it took to put it together.
 - Immediately after their retreat (it was the first time meeting as the whole team) they got to work brainstorming activities to help students adjust to the new semester.
 - It was special because President Zhu was able to see how committed the team was overall, spending days of their summer breaks working towards a new beginning.
 - Soon after, they divided the council into five focus teams, kicking off with the first ever ASBCC Civic Engagement team.
- Next, came events organized by the Student Engagement Team.
 - While Civic and Student Engagement teams put on a show for the community, the others were hard at work in the background.
- The Basic Needs team rebranded our Food Pantry, sharing crucial information and even

volunteering in person for distribution at the height of the pandemic.

- The enrollment support team joined forces with the Student Ambassadors to provide help for those unfamiliar with virtual enrollment.
 - A key moment came with the transition from Peralta Passport to Campus Solutions.
 - Having these students available every week was undoubtedly a great help in providing a more equitable environment for all students.
- Movie nights were held throughout the semester.
- On top of many other projects, Senator Sergio Mazariegos spearheaded recurring events throughout spring, weekly, without fail.
- With the support of the community, they were able to honor each of the celebrated categories of the spring months.
 - February - Black History Month
 - March - Women’s History Month
 - April - Sexual Assault Awareness
 - May - AAPI Leadership Panel Discussion
- While these were some of the events ASBCC helped realize throughout this unprecedented year, there were many other vital projects.
 - The most notable of which was the Honorlock Resolution.
 - The ASBCC listened to student concerns, and was able to garner support throughout the college in striking down the use of Honorlock at BCC.
 - Not only did the decision have an impact in the classroom, it also allowed a closer cooperation between ASBCC and the faculty and administrators moving forward.
 - The work throughout Spring then culminated in a framework for the formation of the Academic Honors Council next term.

6. Announcements / Other

Close-out of Academic Year

- In closing out this academic year, Co-chair Garcia asked the committee to take a moment and think about the amount of work that we have continued to do, the amount of discussion that has taken place, and the amount of progress we have made.
 - The committee was thanked for their participation, lively engagement, and contributions.

ACCJC

- President Garcia will be appearing before ACCJC for the official decision and hearing on Berkeley City College’s accreditation status.
 - After that meeting, the Commission has 30 days to notify her, as college President of its decision.
 - The decision will be shared promptly with the broader campus community.
 - This will be added to the agenda as a discussion topic at our first meeting in the fall.

Coasting into Summer

- The celebration will be held tomorrow 12:30 – 1:30 pm.

7. Adjourn Meeting

Co-chair Garcia adjourned the meeting.

Next Meeting: August 30, 2021 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/>