



Berkeley City College
College Roundtable for Planning and Budgeting
 MEETING MINUTES
 Monday, March 7 2022

Members Present: Joe Bay, Joseph J. Bielanski, Jr., Sean T. Brooks, Lisa R. Cook, Martin De Mucha Flores, Barbara Des Rochers, Sam Gillette, Matthew Freeman, Angélica Garcia, Kuni Hay, Brenda Johnson, Ramona Butler, Christopher Lewis, Harry Mapodile, John Nguyen, Gail Pendleton, Phoumy Sayavong, Tim Rose, Stacey Shears

Guests: Mary Clarke-Miller, Francine Lewis, Jennifer Lowood, Patricia Mendoza, Verónica Montoya, Alejandra Oseguera, Domonique Prince

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

| AGENDA AND DISCUSSION ITEMS |
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| <p>1. Roll Call / Review Agenda</p> <p>Co-chair Freeman called the meeting to order at 12:20 pm.</p> <p>Motion to approve agenda by: Joseph J. Bielanski Second by: John Nguyen Votes in favor: 14 Objections: 0 Abstentions: 0 Motion passes</p> |
| <p>2. Review Minutes</p> <p>Co-chair Freeman requested a review of the February 14, 2022 minutes.</p> <p>Motion to approve minutes by: Joseph J. Bielanski Second by: Barbara DesRochers Votes in favor: 14 Objections: 0 Abstentions: 0 Motion passes.</p> |
| <p>3. College Fiscal Update</p> <p>Leader: Sean Brooks, Vice President of Administrative Services</p> <ul style="list-style-type: none"> • VP Brooks presented the year-to-date FY 2022 budget, informing the community that the College is on track to be within the budget allocation (\$21M). • The presentation included that 91% of BCC expenditures are fixed with salary (52%), benefits 31%), and operational expenses related to utilities. The instructional hourly expenses make up 8% of the college budget. VP Brooks shared that on average fixed costs should be closer to an 87% average. • The Integrated Planning & Allocation of Resources (IPAR) committee will discuss the 2022-2023 college budget development process. <p>Q: Barbara Des Rochers- Why is it important to have fixed costs closer to 87% average? What implication are there. R: VP Brooks- Reducing our fixed costs impacts our discretionary funds, which can support innovation, new personnel, and other college priorities.</p> |

R: President Garcia stated that the discretionary budget is what provides the College with the opportunity support requests that come from the Comprehensive Review Process, and to support those activities that promote including, high quality teaching & learning, and ultimately to impact equitable student outcomes.

Q: Martín DeMuchaFlores- Are we only discussing Fund 01 dollars?

A: VP Brooks – Yes. The data presented is on our General Fund 01 allocation

Q: Joseph J. Bielanski – What does “Accts” include?

R: VP Brooks – They describe the cost centers where all funds are located throughout the college. Cost center budgets are aligned to managers.

Q: Ramona Butler- Why are we only seeing Fund 01?

R: VP Brooks – Fund 01 is our general unrestricted. Other funds are often categorical and have specific guidelines for allowable expenditures that are aligned with the funding source goal. For example EOPS funds are for EOPS students.

VP Brooks closed with comments about where we are currently as a college for the FY23 budget development process, which includes round #1 of position control and validation of discretionary funds. In the upcoming IPAR meeting, they will discuss a 3-year analysis of the College budget and an update regarding HEERF.

4. Participatory Governance Self-Evaluation and Manual Revision

Leaders: Matt Freeman and Angélica Garcia

- AS President Freeman provided a review of the College’s work on the Self-Evaluation processes connected to our Participatory Governance process. Our spring 2021 accreditation peer site team visit report included this as an area of recommendation.
- Our college work launched with a summer participatory governance retreat in June 2021 with the chairs of all participatory governance committees. This included a review of participatory governance in policy, PCCD board policies and administrative policies, and our intent to support active engagement. This retreat set the foundation for the work of reviewing each committee charge, membership, and function in the governance process.
- In fall 2021, committees have been reviewing/ revising, and bringing to roundtable their recommendations for changes, such as tri- chair models, committees merging (Facilities and Health & Safety Committee), and similar discussions/actions.
- President Garcia informed the roundtable that our new colleague, Public Information Officer Tom Rizza, has generated a DRAFT Berkeley City College Participatory Governance Manual for review. Roundtable members will fund the current draft in our TEAMS site and are being asked to take it back to your respective committees to confirm and validate the content.
- President Garcia and AS President Freeman will provide written content for the manual that describes our process for self-evaluation and will bring it to future roundtable meetings. They will also connect with Sr. Research Analyst, Dr. Phoumy Sayavong, to review and bring the survey for the committees to this body before disseminating later this spring.
- AS Senate President shared that our next meeting will include the Roundtable’s review of revising to a tri-chair model to include the Classified Senate President/Exec member.

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

Integrated Planning Committee (Stacey Shears/Kuni Hay)

- IPC is continuing to confirm and finalize the committee charge for the Participatory Governance Manual.
- IPC recent meeting included confirmation that the committee should remain in the governance structure, as the committee leads the work for Comprehensive Program Review and supports Institutional Planning efforts. The committee was discussing whether the overlap of functions with IPAR would determine IPC remaining or not, but the committee has landed that it should remain.
- VPI and Accreditation Liaison Officer shared that the accreditation steering committee is connected to IPC and critical to our accreditation work.

Integrated Planning & Allocation Resources (Sean Brooks /Sam Gillette)

- The IPAR committee will meet tomorrow 3/8/22 to discuss the YTD review of FY22 and report on current processes for the FY23 budget development process.
- The committee will review the resource requests from the Comprehensive Program Reviews and are categorizing the requests for human, physical, materials, or fiscal resources.
- Future meetings will also include a 3-year budget analysis and HEERF expenditure updates.

Facilities and Health & Safety Committee (Brenda Johnson/Sean Brooks/John Nguyen)

- The committee met on 2/11 and had a presentation on the new building (BCC West) from VP Brooks and Kitchell colleagues, Jeremy Bordi and Bob Parks. The update included where we are with the “design-build” process and the progress of the building user group (BUG) meetings. The committee provided input on the “mock-up” of the building, especially the external labeling of the building. The presentation included information on next steps before reaching the construction phase. The presenters shared they are scheduled for the 3/11 meeting with students.

Technology Committee (Lisa Cook/Mary Clarke-Miller)

- The committee discussed the ongoing progress with the BCC Refresh plan activities, including the laptops for faculty and staff, computer lab refresh for MMART labs (10 computers in Lab 324). The committee wants to thank VPI Hay and Dean Chris Lewis for their support.
- The committee appointed a representative to the HyFlex Task Force to learn more about the pilot effort to meet the technology needs for this teaching modality.
- AV classroom upgrades continue and will take place this summer, per district IT leadership.

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

Academic Senate (Report by Matthew Freeman)

- At the 3/2 AS meeting, the senate endorsed the FTEF prioritization recommendations for new hires. The senate thanked the Chairs Council, and Dr. Tim Rose and VPI Kuni Hay for their work in facilitating this important process. The prioritization recommendation list has been sent to President Garcia.
- Curriculum Chair, Ari Krupnick, presented on the action item for the senate to endorse a letter regarding minimum qualifications and the district’s alignment with state ed code.

- Jennifer Lowood shared the AS agenda regarding the role of faculty in Tutoring and The Learning Center. The position paper presented to the AS asked for action to endorse the letter to be presented at the ASCCC full plenary later this semester. The position paper focuses on the central role of faculty.

Classified Senate (Report by Phoumy Sayavong)

- The CS met with CSU East Bay pathways program to inform classified professionals to pursue a Bachelor's Degree in Arts or Science.
- The CS leadership continues to work with the college executive administration on supporting return to campus activities for staff.

Associated Students of Berkeley City College (Harry Mapodile)

- ASBCC will meet on 3/9 at 2:30 pm.
- February and March were filled with student events throughout the campus, both online and in person. Black History Month events were sponsored by BSU and the students are grateful for Ramona Butler, the Student Ambassadors, and Student Life for supporting all events.

7. Announcements

- Mid-Semester Flex is March 15, 2022. Visit the PD Committee website for details and information. Nina G is our keynote speaker, focused on Disability Awareness.
- Dean Brenda Johnson reminded the community that the Behavioral Intervention Team (BIT) is ready and equipped to support students of concern. Please reach out to Brenda Johnson or Sam Gillette if you want to refer a student for support.
- Associate Dean Martín DeMuchaFlores shared that 11 students were sponsored to attend the A2MEND annual conference. Thanks to President Garcia and the Umoja faculty and staff for supporting students to have this experience.
- Mary Clarke-Miller shared that 2 students were selected for the GDC San Francisco Gaming conferences
- Ramona Bulter shared that an EOPS Open House will be scheduled for the end of March to provide information regarding personal statements for scholarships, lunch with Dean Brenda Johnson. President Garcia offered to be available for lunch as well.
- President Garcia announced the next Cafecito with the President for March 24, 2022 from 1:45 – 2:30 pm on campus.

8. Adjourn Meeting

The meeting was adjourned by Co-chairs Garcia and Freeman at 1:20 pm.

Next Meeting: Monday, March 21, 2022, 12:20 p.m., via Zoom

Minutes from recorded notes: Angélica Garcia, 981-2850, angelicagarcia@peralta.edu