



Berkeley City College
College Roundtable for Planning and Budgeting
 MEETING MINUTES
 Monday, August 30, 2021

Present: Joe Bay, Joseph J. Bielanski, Jr., Ramona Butler, Lisa R. Cook, Martin, De Mucha Flores, Barbara Des Rochers, Matthew Freeman, Angélica Garcia, Sam Gillette, Kuni Hay, Brenda Johnson, Jennifer Lenahan, Harry Mapodile, John Nguyen, Cynthia Reese, Tim Rose, Stacey Shears, Andrea Williams, Sean T. Brooks, Verónica Montoya, Gail Pendleton, Francine Lewis, Domonique Prince, Tania Leonian, Carolina Martinez, Chris Bernard, Dana Cabello, Cora Leighton

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

AGENDA AND DISCUSSION ITEMS
1. Roll Call / Review Agenda
<p>Co-chair Freeman called the meeting to order.</p> <p>Motion to approve agenda by: Joseph J. Bielanski, Jr. Second by: John Nguyen Voting occurred in the Chat feature Votes in favor: 14 Objections: None Abstentions: None Motion carries.</p>
2. Review Minutes -
<p>Co-chair Freeman requested a review of the May 10, 2021 minutes.</p> <p>Motion to approve Minutes by: Jennifer Lenahan Second by: Andrea Williams Voting occurred in the Chat feature Votes in favor: 15 Objections: None Abstentions: None Motion carries.</p>
3. Accreditation October Report
<p>Leaders: Kuni Hay, Angélica Garcia <u>Documents: Follow-up Report – BCC, BCC_accreditation_teach-out_plan</u></p> <ul style="list-style-type: none"> • President Garcia reported that the context around the Follow-up Report is that it is going to feel the opposite of what we did last year for the November Report. <ul style="list-style-type: none"> ○ As the highest governance body at Berkeley City College, we saw the draft as it was forming, as we were responding to questions and, as we were addressing issues. <ul style="list-style-type: none"> ▪ It was much the BCC story about what we were doing to respond to the January 2020 letter. ○ This particular report is completely district driven, with little snippets of Berkeley City College. <ul style="list-style-type: none"> ▪ The response is related to compliance issues that are all situated at the district. ▪ President Garcia reminded attendees that the district is not the body that is accredited and are an operational function.

- The college is accredited and any issues at the district, such as the compliance issues, are sent to the colleges.
- VPI/ALO Hay reported that many individuals at the college level have worked diligently with district colleagues on the report.
- A timeline of the post team visit activities and actions, was reviewed that included.
 - BCC's progress on the two recommendations are to be included in the Mid-term Report.
 - Now is the time to start collecting evidence and making sure that the minutes, agendas, presentations and retreat outcomes are included.
 - A meeting with Dr. Droker and Dr. Webb, ACCJC, regarding the Follow-up Report and Teach-Out Plan was held in July.
 - District-College work group activated to complete the report, July – August.
 - Documents ready for 9/14 board review, September 1.
 - Final Board approval, signatures. and submission to ACCJC, September 28.
 - Virtual team visit, mid-October.
- President Garcia briefly reviewed slides from “*Campus Presentation – Peralta 2021 Follow Up Report_Final*”. The “Summary of Reporting and Requirements” slide was highlighted in the review. [Click here for access to slides.](#)
- VPI/ALO Hay went over the Teach-out Plan.
 - Previously a Teach-out Plan was only required if your institution moved to Show Cause.
 - That changed this past year and now it is mandate from the Department of Education, Washing, DC that institutions put on probation must do a Teach-out Plan.
 - The plan, as for the programs students can take at neighboring colleges and how the transition will work.
 - The plan outlines BCC's 3-Year Award Enrollment (FY2019, FY 2020, FY2021) and the Comparable Programs for all Degrees and Certificates at neighboring colleges.
 - With the District, we have a plan to communicate this information through social media and a website to the students in the community.
 - The immediate next steps are that discussions and sharing of this information will continue through sharing at Academic Senate, Classified Senate and ASBCC.

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

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

- IPC should be meeting soon.
- A topic coming up should be our Cumulative Program Reviews (CPRs).

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

- IPAR will be transition leadership with VPSS Shears departing and VPAS Brooks coming in.
- President Garcia added that one of the communications shared during college opening day was that IPAR would host space for a more in-depth overview of where we are with our budget development process and the adopted budget that is being presented to the district.

- She requested that the committee chairs ensure the agenda includes the overview as it was communicated to the college community in terms of providing an update on the adopted budget that is going before the Board.
- IPAR is also moving to a tri-chair with Phoumy Sayavong as the Classified representative.

Facilities and Health and Committee (Report by Brenda Johnson / John Nguyen)

- The first combined meeting of the Facilities and Health & Safety Committee will be held on Friday, September 10th.
- The committee meets every 2nd Friday of the month.
- They are looking for faculty to be on the committee, as well.

Technology Committee (Report by Lisa R. Cook)

- Dean Cook reported that she thinks Mary Clarke-Miller will continue as a co-chair this year but they have not met yet.
- She will provide an update after their first meeting.

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

Academic Senate (Report by Matthew Freeman)

- The first Academic Senate meeting will be held on Wednesday, September 1st at 12:30 pm.
- There are two items on the agenda.
 1. They will hear from VPI/ALO Hay on the accreditation update.
 2. To establish goals for the Academic Senate for this next academic year.

Classified Senate (Report by Andrea Williams)

- Classified Senate had their first meeting during the summer on August 4th.
 - CS President Williams was pleased with the turnout.
- As president, she would like to provide both professional and personal development to Classified members, in service to students and to the BCC community as a whole.
 - Her goal is to interject positivity and to also add fun activities as well.
 - To kick this off they started with a workshop during Flex day conducting an abbreviated version of the Myers-Briggs personality test to determine members' personality types as a way of providing a deeper connection with one another and supporting students in terms of transforming lives for BCC.
- Currently working on an Employee of the Quarter recognition.
- The first official meeting will be held on Wednesday, September 8.

Associated Students of Berkeley City College (Report by Harry Mapodile)

President Mapodile shared ASBCC's goals.

1. Getting a mascot
 - They have heard we have one but there is much enthusiasm among students to get a more recognizable one.
 - The Art professors are also enthusiastic, as well, to create an assignment in which they can get more students participating.
2. Bring more awareness to school resources
 - He shared that at the first Computer Science Club meeting he found that a student didn't know that he could get a Chromebook from the library at school.

- He went to the library the next day and is now able to do his homework on the go which will assist the student in his efforts to pass his classes.
- 3. Building up student club participation.
 - It is difficult to conduct club meetings over zoom and they are hoping to create more strategies, or even integrate some things into Canvas, to cultivate more activities among students' extracurricular activities.
- 4. Ensure students participate in participatory governance.
 - This week is their first meeting and they will be working on this item.
 - They currently have a full roster of Senators and many students are very enthusiastic this semester to participate and to also help other students.

6. Announcements

Participatory Governance (Report by President Garcia)

- A governance retreat was held this past June with leadership from various groups to look at a couple of things.
 - *Participatory Governance Manual*
 - This needs to be updated for the current academic year.
 - Participants went over the recommendation from the Peer Site Team reviewers in terms of a recommended area for improvement, which is to codify our evaluation of our governance process.
 - ◆ We were doing the right things but didn't write those in the manual as a part of the formal process.
 - ◆ President Garcia will be following up, in writing, to Chairs, Co-Chairs, and Tri-Chairs of all governance committee groups (to include Roundtable) requesting affirmation that committee charges are current and up-to-date. As an example, with the merged Facilities and Health & Safety Committee there needs to be the official charge of the group, a clear outline of the membership structure and who is actually on the committee.

Welcome Week/Vaccinations (Report by Director Nguyen)

- Welcome week was a success. Last week there was registration support and there were also vaccination sites on campus as well.
- For this week, there is another vaccination site on campus on Thursday, September 2nd, 12-6pm in the Atrium.

Enrollment (Report by VPI Hay)

- As of today, we have about 79.36% of the target.
- This has been going up on a daily basis by about .5% - 1%
- Kudos were expressed to the Student Services team for their assistance with Express Registration over the past two weeks.
- The BCC IT support has also been very engaged in responding to student questions about Canvas, Campus Shield, and everything to do with technology assistance.
- Overall, it has been a great community effort.

7. Adjourn Meeting

Co-chair Freeman adjourned the meeting.

Next Meeting: Monday, September 13, 2021, 12:20 p.m., via Zoom