



Berkeley City College  
**College Roundtable for Planning and Budgeting**  
 MEETING MINUTES  
 Monday, September 13, 2021

**Present:** Joe Bay, Joseph J. Bielanski, Jr., Ramona Butler, Martin, De Mucha Flores, Barbara Des Rochers, Matthew Freeman, Angélica Garcia, Sam Gillette, Kuni Hay, Brenda Johnson, Jennifer Lenahan, Harry Mapodile, John Nguyen, Tim Rose, Stacey Shears, Andrea Williams, Sean T. Brooks, Phoumy Sayavong, Gail Pendleton, Randy Yang, Mary Clarke-Miller, Francine Lewis, Domonique Prince, Tania Leonian, Carolina Martinez, Dana Cabello, Cora Leighton, Marx Gomez-Liendo

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

<b>AGENDA AND DISCUSSION ITEMS</b>
<b>1. Roll Call / Review Agenda</b>
<p>Co-chair Freeman called the meeting to order.</p> <p>Motion to approve agenda by: Joseph J. Bielanski, Jr.            Second by: Andrea Williams            Voting occurred in the Chat and voting features            Objections: None            Abstentions: None            Motion carries</p>
<b>2. Review Minutes – August 30, 2021</b>
<p>Co-chair Freeman requested a review of the August 30, 2021 minutes.</p> <p>Motion to approve Minutes by: Tim Rose            Second by: John Nguyen            Voting occurred in the Chat and voting features            Objections: None            Abstentions: None            Motion carries</p>
<b>3. Accreditation – October Report</b>
<p>Leader: Kuni Hay  <i>*Document: Follow-Up Report - BCC 9_10_21</i></p> <ul style="list-style-type: none"> <li>• The October report will go to the Board tomorrow as an action item.           <ul style="list-style-type: none"> <li>○ Academic Senate has review and endorsed it.</li> <li>○ IPC has looked at it as well but did not have quorum that day.               <ul style="list-style-type: none"> <li>▪ They have, however, had a thorough vetting of the Accreditation report and are in support of moving it forward to Roundtable</li> </ul> </li> </ul> </li> <li>• VPI/ALO Hay reported that the document was received late on Friday and ALO's have been asked to review and revise it over the weekend.           <ul style="list-style-type: none"> <li>○ There has been editing and the final version will be dated by the time it goes to the Board.               <ul style="list-style-type: none"> <li>▪ The revised version will be forwarded to the key participatory governance committees as they are shared.</li> </ul> </li> <li>○ The September 10<sup>th</sup> version of the document was reviewed.</li> </ul> </li> </ul>

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- The signage page will be completed on the 28th or 29th prior to submitting to ACCJC via Adobe sign.
- The content is pretty much the same for all colleges.
- The areas that are different are the Enrollment Management Plans and Student-Centered Funding Formula infrastructure plan areas.

*Modifications since the August 30<sup>th</sup> Roundtable meeting.*

- The Evidence has been included in a more robust way.
- To address the recommendations or requirements that were lacking, they have encouraged the District to consider the question, “Then what did you do?”, and not just respond with, the person’s job description.
- Along with Academic Senate and IPC, the October report has gone to Classified Senate and ASBCC, Department Chairs and Student Services’ Council, as well.

Motion to approve endorsing BCC’s October Report and recommending that it moves forward for the President’s signature.

Motion to approve by: Stacey Shears

Second by: Tim Rose

- Chancellor Jackson was commended for her attention given to the report, including hiring a consultant, as a majority of the issues were district-related.

Voting occurred in the Chat and Reaction voting features

Objections: None

Abstentions: 1

Motion carries

**4. Participatory Governance Manual – Review of Committee Charge, Membership, etc.**

Leaders: Angélica Garcia / Matthew Freeman

*\*Document: Participatory Governance - College Roundtable Only*

- Two retreats have been held to-date to include Department Chairs and Participatory Governance Leadership.
- All committee Chairs and respective committees were charged with going back and revisiting the committee’s Charge and Membership Composition, and ensuring that the committee has the current list of membership representatives.
- We need to revise and update our Participatory Governance Manual and codify the process of our formal evaluation.
- The Roundtable Committee governance pages were reviewed by President Garcia.
- The goal is that by the end of October all of the college committees will go through the review process to make sure that the Charge, Membership and Committee Appointments are updated and confirmed.
  - Noted was the need to update the position title for the Director of Business and Administrative Services to Vice President Administrative Services, as a voting member.
- The purpose today is to ask membership to read it and take it back to their respective committee groups for their input and information on what the College Roundtable could and should be doing.
- At the next meeting we will entertain recommendations for suggested languages and/or changes.

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- Under “Purpose”, Barbara Des Rochers asked if we want a line that includes reviewing the budget and understanding how the budget is organized and dispensed.
  - She noted that we rarely get to see the actual budget coming into the college and how it is set up.
  - Co-chair Freeman responded that the design of the Integrated Planning & Allocation Resource committee (IPAR) was to drive that conversation and then report out on the specific budget-related information and tasks.
  - Barbara recommended the sharing and viewing of the overall budget picture at the start of the semester.
  - IPAR Co-chair Gillette reported that they are working out how best to bring the budget to this meeting and the timing is where they are at now.
  - As an informational item, President Garcia reported that on the Planning and Budgeting Council (PBC) at the district they have endorsed the adopted budget for this year.
    - The recommendation went to the Participatory Governance Council (PGC) on Friday.
    - PGC has now endorsed that the Chancellor should support the adopted budget.
    - It will now go to the Board to endorse and adopt.
    - There is a Planning and Budgeting Integration Model (PBIM) Summit next Friday, September 17<sup>th</sup>, that is going to take up as one of its issues, how to get everything in alignment again.
  - All things money should be discussed and coming through IPAR.
    - Examples include, and are not limited to, (HEERF), Parcel Tax, Bond, Fund 1, etc.
- Recommendations noted in the Chat feature.
  - Consideration to add HSI Director to Roundtable membership.
  - On the Strategic Mission, to include an explicit connection around our focus and work for racial equity, inclusion, access, and student success.
  - Roundtable Co-chairs discussed having a tri-char model to include Classified Senate leadership.
- Question and discussion posed on the President leading Roundtable and Roundtable being a recommendation body for the President.
  - The evolution of the Roundtable Committee was discussed.

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

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

- At the last meeting they discussed the Comprehensive Program Review (CPR) template.
- Clarified the CPR and IPAR process.
- VPI/ALO Hay provided an accreditation update.
- In their next meeting they want to review their survey results, charge and membership.
- The next step is for IPC to have a smaller committee to finalize the prompts of the CPR and also the disaggregated data to be in alignment with the right places.
- The Assessment Committee has been asked to come up with their questions as part of the CPR.
  - They are waiting for their input to plug into that section.
  - They are identifying some prompts (facilities given as an example) that may not be clear or may not be relevant to the program review.
    - It was suggested to keep the facilities prompts in there.

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

- The committee voted to bring the budget to PGC and the Board.
- They will continue with discussions in the Budget Allocation Model (BAM) meeting.
- VPAS Brooks will have more updates as he becomes more familiar with our processes.
- They are discussing the timing of how they can get the process done and sent out to constituent bodies in a timely manner.
- IPAR meetings are scheduled for the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays, 2:30 – 4pm.
- President Garcia requested that an announcement be sent campus-wide when the meeting agenda is set for VPAS Brooks to provide a presentation on the district and college budgets.
- At the Roundtable meeting following the presentation she noted that the committee would love to hear what items were discussed.

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

- The committee met last Friday and confirmed the membership composition,
  - Membership is almost full.
- A standing item on the agenda is the return to campus.
- Emergency preparedness was also discussed and they will be updating the website for more transparency on emergency actions put in place.
  - Everything Covid-related and return to campus will be on the website.
- The next meeting will be held on October 8<sup>th</sup>.
- There were several questions from committee members about the building itself, the water, bottled water and how that is going to be rolled out at the campuses and district.

Q. Co-chair Freeman asked if there is a way to streamline the connection between our submission for the on-campus form and the Company Nurse form.

VP Brooks is working on the updates in terms of our building protocols and policies which will be going out soon.

*Response from VPAS Brooks:*

- BCC will be terminating the need to fill out the Campus Access Form effective tomorrow, Tuesday, September 14<sup>th</sup>.
- Everyone will be required to go through the Company Nurse process every day to check in and receive the green screen clearance.
- There will also be the temperature checks at the door as well as the requirement to sign in.

Q. Barbara asked why does the district have employees fill out something every day when you don't have to get tested for Covid every day.

*Response:* The purpose is believed to be for contact tracing.

- Dr. Garcia requested VP Brooks to take note of that question for the return-to-campus debrief, as it was the 2<sup>nd</sup> time it has been brought up.

**Technology Committee (Report, to include written report, by Mary Clarke-Miller)**

*\*Documents:*

1. *Tech Refresh plan for Classroom Upgrade, RT091321*
2. *BCC\_IT\_Lab\_Computer\_Replacement\_Schedules\_v2\_ISER,*
3. *BCC\_IT\_Staff\_Faculty\_Desktop\_Computer\_Replacement\_Schedules\_v2\_ISER*
4. *BCC\_IT\_Staff\_Faculty\_Laptop\_Computer\_Replacement\_Schedules\_v2\_ISER*

The Technology Committee met on May 6 and provided the following updates:

1. The committee has updated the **Technology refresh plans to include the attached documents as an addendum**. The documents provide the following for 2021 (follow up to our report in May):
  - 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.
  - Progress in the purchase and issuance of all laptops included in the refresh plan for faculty and staff in years 1 and 2.
2. In May, the committee presented the following **recommendations to the administration in response to the changing needs for technology brought about by the pandemic**. On September 2<sup>nd</sup>, our discussion focused on providing more specifics on three of these recommendations (highlighted below), which are now actionable given the change of our campus status from “closed” to “open with limitations.”
  - **Laptop Lending Library for part-time faculty and students with machines that do not meet instructional needs (courses require installation of software)**
    - After assessing the trend of the number of students and faculty in great need of a laptop (mostly for courses using Adobe Suite) over the past three semesters, we recommend the college move forward to purchase 80 laptops for use in spring 2022—40 Mac and 40 PC. These laptops could be lent out in the same manner the college is lending Chromebooks out at present.
  - 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.**
    - We recommend that the small number of Faculty still in need of stable internet access be permitted to follow campus safety protocols to come on campus and teach their online courses in an assigned empty classroom.
  - **Network Upgrade to support remote desktop to computer labs, hybrid/ online instruction, and cloud recording/ streaming**
    - RFP process has begun and initial site walk is being scheduled. We recommend all campus leaders use their influence to push:
      - ◆ Audio and visual enhancement technology for classrooms to allow for hybrid teaching
      - ◆ New assisted learning devices
      - ◆ Classrooms set up for faculty to record online lectures

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- We recommend 2 classrooms be set up for faculty to reserve and use to record online lectures. Faculty would follow campus safety protocols to access these rooms.
3. Hyflex Capability—Our goal is to provide equitable remote access to meetings and classes to increase participation at BCC. Committee members are connecting with counterparts across the district to assess the degree to which efforts to-date meet this goal. So far, none do. The poor quality of the audio using mics we have in classrooms at BCC requires the instructor to repeat everything that is said by remote and face-to-face attendees. Committee members are working together to identify gold, silver and bronze options for Hyflex classroom technology.

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

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

- Academic Senate held their first meeting of the year.
- VPI/ALO Hay presented the draft Accreditation Report and it was endorsed unanimously to send to Roundtable.
- They began a discussion regarding goals for the next academic year which will continue at their next meeting.
- At that meeting, they will hear from our HSI Director, Verónica Montoya regarding HSI projects.

**Classified Senate (Report by Andrea Williams)**

- Classified Senate held their first official meeting of the semester on September 8<sup>th</sup>.
- VPI/ALO Hay presented at the Classified meeting also.
- Classified Senate will endorse the report by the end of the day.
- The committee discussed the vaccination policy at length and the deadline of providing information, October 7<sup>th</sup>.
- They went over the Safe Peralta Website and will be providing assistance to classified professionals that were having difficulty, or not really clear, about how to update the information.
- Classified Senate will be having an Employee of the Quarter recognition program at their next meeting on September 29<sup>th</sup>, as a way to recognize all the hard work that classified professionals partake in.

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

- Progress was made last week with appointing one of their senators to Participatory Governance.
  - J. Adam Austin is going to be serving the Student Services and primary service duty community.
- They have formed a Special Media Committee and appointed four members in the council to expand their social media outreach as well as working on bringing more awareness to college and student activities.
- This week ASBCC VP of Finance is going to be working on the ASBCC budget update.
  - They will get an idea on the financial resources available to them and what they will have to work with for the semester.
- VPI/ALO Hay also presented the draft Accreditation report to Student Government Officers which was noted as being very informative.

## 7. Announcements

### Tech Committee Program Review Update (By Kuni Hay)

- As part of the Program Review, the Tech Committee has recommended three bucket items from 2021 to purchase.
  1. Faculty and classified professional laptop refresh
  2. Classroom AV upgrade.
    - They started off with five classrooms and increased it to 10.
  3. MMART labs
- There were challenges coordinating this with the district functions but they are in the final process of being able to purchase them and hope to have everything in place by Spring 2022.
- Joe Bay and Vincent Koo, were thanked for their work on the project and Domonique Prince was thanked for her support and work with the budget.
- Additional information to come.

### BCC and Student Voting (By John Nguyen)

- Berkeley City College has been included in the Washington Monthly's , **2021 Best Colleges for Student Voting Honor Roll.**
- John expressed his pride in this recognition and noted that students got involved and really made sure that we increased our voter registration rate.
- John was thanked by President Garcia for his leadership and for working with students across the campus.

### Covid Vaccination Pop-up Clinic (By Martin De Mucha Flores)

- A Covid Vaccination Pop-up Clinic will be held at BCC on Wednesday, September 15<sup>th</sup>, 12-6pm.
- The event is open to family and community members.
- Free BCC swag water bottles will be given away.

### Cafécito with the President / HEERF (By Angélica Garcia)

- To be held on Wednesday, September 22, 12:30 pm via zoom.
- An open session for questions from attendees.
- Highlights on key areas of return-to-campus will be presented along with conversations in place district and college wide.
- Will provide a broader overview on HEERF funds.
- VP Brooks and VP Shears have been asked to help provide an overview presentation to Roundtable to demonstrate how those funds have gone to support the college and students.
- College Presidents will be providing an overview of college level HEERF funds activities at the October 2<sup>nd</sup> Board meeting.

## 8. Adjourn Meeting

Co-chair Freeman adjourned the meeting.

*Next Meeting: Monday, September 27, 2021, 12:20 p.m., via Zoom*

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

\*Supporting discussion documents can be found [here](#).