



Berkeley City College
College Roundtable for Planning and Budgeting
 MEETING MINUTES
 Monday, September 27, 2021

Present: Joe Bay, Joseph J. Bielanski, Jr., Sean T. Brooks, Ramona Butler, Lisa R. Cook, Martin De Mucha Flores, Barbara Des Rochers, Matthew Freeman, Sam Gillette, Kuni Hay, Brenda Johnson, Jennifer Lenahan, Christopher Lewis, Harry Mapodile, John Nguyen, Cynthia Reese, Tim Rose, Stacey Shears, Andrea Williams, Mary Clarke-Miller, Phoumy Sayavong, Gail Pendleton, Randy Yang, Francine Lewis, Pieter de Haan, Domonique Prince, Carolina Martinez, Dana Cabello, Cora Leighton, Patricia Mendoza, Maria Gutierrez, Azul Lewis, Jeejun Bertuso

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 at 12:20 pm.</p> <p>Motion to approve agenda by: Stacey Shears Second by: Joseph J. Bielanski, Jr. Voting occurred in the Chat and voting features Votes in favor: 14 Objections: None Abstentions: None Motion carries.</p>
2. Review Minutes
<p>Co-chair Freeman requested a review of the September 13, 2021 minutes.</p> <p>Motion to approve minutes by: Stacey Shears Second by: Joseph J. Bielanski, Jr. Voting occurred in the Chat and voting features Votes in favor: 14 Objections: None Abstentions: None Motion carries</p>
3. Accreditation – October Report
<p>Leader: Kuni Hay <i>*Document: BCC Follow-Up Report – FINAL V2, FINAL BCC Teach-Out Plan</i></p> <ul style="list-style-type: none"> • The final Follow-up Report and Teach-Out Plan will be presented at tomorrow night’s Board meeting. <ul style="list-style-type: none"> ○ Once Board approval is received, it will be ready to submit to ACCJC by October 1st. ○ The report has been reviewed, endorsed and signed off by all of the participatory governance key groups, as well as the VPI/ALO, President Garcia and Chancellor Jackson. • The virtual visit originally scheduled for October 20th and 21st has now been rescheduled and will be held on October 18th and 19th. • The Functional Map conversation is progressing. <ul style="list-style-type: none"> ○ There will be additional conversations from area managers and supervisors as it is refined.

- The Board Policy (BP) and Administrative Procedures (AP) are currently being reviewed.
- Q. Is there an assumption that if we were a part of the virtual visit before, we will probably be part of the virtual visit this time as well?
- Response from ALO Hay:* Most likely that will not be the case. All of the recommendations are for the district and the team is primarily focusing on interviewing district personnel.
- The colleges were told to be ready for those two days, but most of the visit will be focusing on those 10 areas.
 - The schedule will be shared when it is released.

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

Leaders: Angélica Garcia / Matthew Freeman

**Document: Participatory Governance - College Roundtable Only rev 092421*

One of the recommendations from the visiting team's site visit was for the college to review and assess its participatory governance work.

- In alignment with this, two participatory governance retreats have been held, one in the summer and a second follow-up retreat at the beginning of September.
- Attendees include chairs and members of the different governance standing committees.

Roundtable is the highest governance committee in the College and the only space where all of the respective chairs of our governance committees, as well as Academic Senate, Classified Senate and Associated Students of BCC, all come together to share the work being done across the college in all of the respective areas.

- All of the committees have been working through the Participatory Governance Manual to update committee charges, memberships, new committees, etc.
- Also taking place are editorial changes in terms of grammar and syntax.
- One discussion for revising the College Roundtable portion of the manual is in the area of the co-chairs.
 - Co-Chairs Garcia and Freeman strongly believe that it is far past due for College Roundtable to have a tri-chair model that reflects the professional diversity of our college in terms of also including Classified representation.
 - Classified Senate discussed this briefly at their last meeting and positive feedback was received.
 - They will be discussing this topic again at their second meeting of the month.
 - Classified Senate President Andrea Williams agreed that having a classified representative as a co-chair would be an excellent way to go, and extended her full support of the tri-chair model.
 - Co-chair Freeman added that if we move in the direction of having a classified Senate representative as opposed to the Classified Senate President we need to make sure that this is articulated in the tri-chair language.
- In addition to tri-chair model conversation Co-chair Freeman noted there has been additional conversations at the district level around whether or not it is appropriate for a committee that reports to the College President, to also have it co-chaired by the College President.

- President Garcia agrees that it is problematic and adds a layer of complexity for open dialogue, criticism, and feedback for the President to be the individual the committee recommends to if, simultaneously, that individual is responsible for setting the agenda and ultimately helping to run the meetings.
- If there is an administrative designee as a tri-chair instead of the college President the language will need to be changed there, as well.

There was a discussion on the President's role in Roundtable.

- Co-chair Freeman stated that we, as a college, are responsible for planning and budgeting and, as a collective body, would make recommendations to the President and her team.
- The President, and her team, would take the recommendation and weigh whether they could act on that, or not, and move forward.
 - Roundtable is a recommending body to an individual, who right now happens to set our agenda and happens to be an individual who runs these meetings.
 - The proposed tri-chair change would come back to Roundtable for discussion.
 - Ultimately, the committee would vote to approve any changes.
 - Dean Cook recommended that the committee's representatives also bring this topic back to the groups they represent for feedback.
 - VPI Hay noted IPC's discussion and thoughts on the committee's charge being somewhat redundant to other planning committees, such as Roundtable and IPAR.
 - ◆ They are having discussions around the purpose and charge of IPC and are requesting the need for more time to be able to finalize changes.
 - ◆ The last day of October was referenced as the deadline.
 - ◆ Co-chair Freeman thought the deadline proposed to be a soft deadline.
 - ◆ He supports creating additional time for continued conversations and qualitative assessment of our shared governance process.
 - ◆ He will discuss this with Co-chair Garcia.
 - ◆ It was noted that the next Roundtable meetings are scheduled for October 11th and October 25th.
 - October 11th – Discussion/feedback on proposed changes.
 - October 25th – Proposed meeting for endorsement of edits based on constituencies' feedback.
 - October 29th – Deadline for final Participatory Governance Manual edits to include all committees' charges, memberships, etc.
 - Publication of the Participatory Governance Manual shortly thereafter.

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

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

- Discussed a change to the committee's Purpose.
- Looked at the membership to see where changes are needed.
- Discussed overlapping planning functions across a few key committees.
- Determined more time was needed to focus on proposed changes in order to "work smarter and not harder".
- It was noted that a lot of members are in the same meetings in different capacities.

- A subcommittee was formed that included Tim Rose, Matt Freeman, Martin De Mucha Flores, Kuni Hay and Stacey Shears to dive into that more.
- VPI/ALO Hay gave an update on the Accreditation Follow-up and Teach-Out Plan.
- The committee will review the Comprehensive Program Review template and timeline, more in-depth, at the next meeting.
 - Will get everything done by October 7th.
 - VPI Hay added that the smaller subcommittee is going to finalize that document.
 - Phoumy Sayavong and Martin will be looking at the disaggregated data for the departments, for students.
 - The draft of the timeline for IPC to IPAR has been shared with the IPAR Tri-chairs over the weekend.
 - Their feedback will be needed to be able to finalize it.

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

- IPAR is having their meetings, as planned, starting in October.
- A quick overview was provided on HEERF.
- HEERF funds are primarily for student instruction and the benefit of our students.
- There are 3 buckets:
 1. Direct Student Aid
 2. Teaching and Learning
 3. Return to Campus and Safety.
- A more detailed discussion will be provided at the Monday, October 11th Roundtable meeting.
- In aggregate there are over \$15M in HEERF funds that will be used to foster a learning environment for students.
- Q. Barbara Des Rochers asked what does the Teaching and Learning component include.
Response: A lot will entail some professional development opportunities.
 - Support and teaching, in terms of instruction and student support, i.e., tools needed to prepare students for their next phase.
 - The details on what the tools are and how the funds will be allocated will be done in joint partnership with the college community.
 - Barbara requested that the Science department be included as participants in this discussion.
- The college will receive a much more extensive drill down into HEERF II and III at the October 20th Flex Day.
 - After the College Flex Day, the HEERF team will be doing the college roadshow where even more detailed and specific information is shared with the Senates, governance committees and student leadership groups.
- Q. Based on their request for equipment last year, Mary Clarke-Miller asked when they will be included in the planning and not just getting reports.
Response: VPSS Shears indicated that some of the HEERF funds have already been spent on items such as computers for multimedia arts, that are part of the expenditure plan for HEERF, based on the feedback received around all of the different spaces.
 - She reported that we have probably already exhausted HEERF I funds and are talking about

HEERF II and III.

- Part of what will be presented at IPAR will show the expenditures in those areas of teaching and learning, and safety.
- Academic Senate President Freeman will also be reaching out to VPAS Brooks and the HEERF team to get them on their November 3rd agenda.
- VPAS Brooks reported that the HEERF presentations by the College Presidents will go to the Board on October 26th.

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

- The committee will meet on October 8th and report out at the next Roundtable meeting.

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

- The committee will meet on October 7th.
- An update received from Vincent Koo on the network upgrade was presented.
 - The upgrade is not starting until December.
 - It will be a six-month process for the network to be updated which will impact our ability to offer dual modality style classes.
- They are still waiting on computers for the MMART labs.
- A list has already been made and reported at the last meeting on their recommendations for the use of emergency funds for technology.
- The committee has discussed them and written them all into a comprehensive report for Roundtable.
- With the upgrade there are issues and delays with the chip shortages.
- We don't have the capacity to do Hyflex classrooms.
 - It was in their report last week that the campuses are finding that the makeshift way of doing so does not provide equitable access to all students, remote or in person.
 - As a committee they are going to be looking into getting clarity on what is the best way for BCC to do that in order to provide equitable access to students in Hyflex environments.
 - Will also look at what technology is needed so those recommendations can be forwarded when the campuses are able to do so.
 - In regards to the delays, VPI/ALO Hay commented that the delineation of function to make this work is what the accreditation is asking the district to address.
 - Relevant to the position attendees have in their respective committees, she asked that they look into the delineation of functions and operational processes, and engage in a process to make recommendations so that the system works much better.

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

Academic Senate (Report by Matthew Freeman)

- Academic Senate met on September 15th.
- Members were introduced to Verónica Montoya, Director of HSI who reported on upcoming projects and speak to how academic senate and faculty can support HSI work and the importance of having faculty at the table as we continue to support of Latinx students and the work to institutionalize this through HSI.

- He recommended other governance groups reach out to Director Montoya to bring this work being done to their participatory governance committees.
- The Academic Senate continued to have a discussion and move in the direction of codifying their goals for the 2021-2022 academic year.
 - At their next meeting they intend to formalize the goals.
- Reports were received from their different standing committees which includes the Assessment Committee, Curriculum Committee, Chairs Council, and Distance Ed Committee.
- He reported that for the Shared Governance Manual updates, the committees are in the process of reviewing and updating their areas of the manual.
- Senate President Freeman with members of the CE team at BCC to make sure that the work that the career and technical work that happens at the college is reflected formally as a standing committee of the Academic Senate.
- The CE team is in the process of putting together language for the charge as well as membership for the CE committee with hopes that we are able to formally include our CE Committee into this round of our Participatory Governance Manual and process updates.
- The next meeting is scheduled for October 6th.

Classified Senate (Report by Andrea Williams)

- The next Classified Senate meeting will be held on Wednesday, September 29th, 3pm-4:15pm.
- They will be hosting Director Montoya who will provide information about the HSI grants.
- Will be discussing what they will be developing for Flex Day and specific workshops for Classified Professionals.

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

- At their last meeting, ASBCC approved the budget plan for the academic year of \$18K.
- They also had a club request funding.
 - Funding for the club was approved by ASBCC.
 - \$1200 was received for zoom expenses as well as a 3D printer, which almost everyone in the student body will be able to use.
- The role of Secretary for student government is now filled.
- Received an update from Senator Mazariegos who is working on the Honors Council alongside of faculty.
 - The council is basically an educational council to help BCC students with resources, in terms of education tutoring.
 - Will be opening up applications to students to participate in Honors Council late in October.
- Club Rush will be held on the 5th and 6th of October from 12:20 – 1:20 pm.
- ASBCC President Mapodile is hoping more funding will be used in this academic year by the clubs.

7. Announcements

New Employee (by Brenda Johnson)

- The new Interim Financial Aid Director, Patricia (Patty) Mendoza was announced by Brenda Johnson.
 - Patty, who started last week, introduced herself and was welcomed by attendees.

8. Adjourn Meeting

Co-chair Freeman adjourned the meeting at 1:29pm.

Next Meeting: Monday, October 11, 12:20 p.m., via Zoom

Minutes from recorded transcript: Cynthia D. Reese, 981.2851, creese@peralta.edu

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