



Berkeley City College  
**College Roundtable for Planning and Budgeting**

MEETING MINUTES  
Monday, October 11, 2021

**Members Present:** Joseph J. Bielanski, Jr., Sean T. Brooks, Ramona Butler, Lisa R. Cook, Martin De Mucha Flores, Barbara Des Rochers, Matthew Freeman, Angélica Garcia, Sam Gillette, Kuni Hay, Brenda Johnson, Jennifer Lenahan, Christopher Lewis, Harry Mapodile, John Nguyen, Cynthia Reese, Tim Rose, Stacey Shears, Andrea Williams

**Guests:** Dana Cabello (representing Joe Bay), Jeejun Bertuso, Mary Clarke-Miller, Cora Leighton, Tania, Leonian, Azul Lewis, Francine Lewis, Carolina Martinez, Patricia Mendoza, Verónica Montoya, Gail Pendleton, Domonique Prince, Tam Vo

**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 at 12:20 pm.

Co-chairs Freeman and Garcia acknowledged Indigenous Peoples Day and read the BCC Land Acknowledgement Statement that Academic Senate passed last year in recognition of the land that we occupy.

- Responding to communications received asking why the district does not acknowledge this as a federal holiday, President Garcia noted that the academic calendar is one negotiated between the colleges and our constituency groups and is usually set several years in advance.
  - At that time this was still known as Columbus Day.
  - As a district, we do acknowledge this as a holiday but through district discussions with constituency groups, namely the academic faculty, the date is taken later in November as part of what is traditionally known as Thanksgiving.
  - The Friday after Thanksgiving is the day that the district takes as acknowledgement of today.
  - She does not know if that will continue or not.

Motion to approve agenda by: Joseph J. Bielanski, Jr.

Second by: John Nguyen

Voting occurred in the Chat feature

Votes in favor: 15

Objections: None

Abstentions: None

Motion carries.

**2. Review Minutes**

Co-chair Freeman requested a review of the September 27, 2021 minutes.

Motion to approve minutes by: Sam Gillette

Second by: Andrea Williams

Voting occurred in the Chat and voting features

Votes in favor: 14

Objections: None

Abstentions: 1

Motion carries.

### 3. Higher Education Emergency Relief Funds (HEERF)

Leader: Sean T. Brooks

*\*Document: BCC HEERF\_SUMMARYREPORT for College Roundtable 10.11.21 (Reference [here](#) for details.)*

VPAS Brooks presented an overview on the allocation of HEERF funds and future opportunities.

- HEERF I preceded the Coronavirus Aid, Relief and Economic Security (CARES) Act.
  - \$14 billion in emergency funding was provided to higher education.
  - \$6 billion or about 42% would go directly to students.
- HEERF I Berkeley City College Allocation: \$1,844,524
  - Direct Student Aid: \$922,262 (minimum)
  - Institutional Funds: \$922,262
- HEERF II Berkeley City College Allocation: \$4,706,915
  - Mandate here is that whatever was allocated to students in HEERF I a similar portion had to be at least that amount allocated in HEERF II: \$922,262 (minimum)
  - Institutional Funds: \$3,784,692
  - Option to provide more funding to students, if needed.
- HEERF I, II, and III Total Allocations: \$15,417,073
  - Student Aid: \$5,910,893
  - Institutional Funds: \$8,609,356
    - MSI: 896,824: The district will use quite a bit for return-to-campus and capital improvements such as HVAC, keyless entry, etc.
- Allowable Institutional Expenses.
  - May be used to defray expenses associated with the college's response to the coronavirus.
    - Able to recoup loss of revenue associated with our bookstore, tuition, rentals of facilities, etc.
  - Other expenses:
    - Financial aid to students
    - Helping to defray cost for technology
    - Everything utilized to assist with returning to campus.
- BCC Planning Assumptions
  - Maximize the amount of funds that go directly into students' hands to meet their basic needs
  - Ensure HEERF funds support teaching and learning including instruction, student support
  - Safe and healthy facilities for teaching & learning
- HEERF I Planning Process
  - Follow Department of Ed Guidelines for Direct Student Aid; district alignment for awards to students (spring, summer, & fall 2019)
  - Institutional Funds supported technology licenses, instructional equipment, PPE gear, deep cleaning, and teaching & learning supports
- HEERF II is the Coronavirus Response and Relief Supplemental Appropriations Act, 2021 (CRRSAA):
  - Provides \$81.9 billion in emergency funding to higher education.

- HEERF II Planning Assumptions
  - Maximize the amount of funds that go directly into students' hands
  - Ensure HEERF funds support teaching and learning (same as HEERF I)
- The Planning Process and Community Input – Spring 2021 was reviewed along with the HEERF I/II spending to-date for BCC (see details outlined in the supporting document).
  - Input from Department Chairs Council for HEERF II was stated to be minimal by Chair of Chairs, Tim Rose.
  - HEERF I/II Spending to-date.
    - Expensed - \$3.6M
    - Funding remains that has not been expensed.
    - About 70% of funds allocated towards students.
    - The spending to-date will continue to be updated and shared.
    - All of HEERF I funds have been expended. Less than halfway through HEERF II funds being expended.
    - The \$732K went for student debt relief.
- HEERF III Spending Type – Phase 1
  - A large portion will be expensed on preparing the college for the return to campus.
  - FTES : Stipends
  - Proposal Cost
    - HVAC (ACCO)
  - Shared Service Cost Includes:
    - Forensic Analytics (air and water assessments)
    - Ray & Associates (Cleaning) 30+buildings
- HEERF III Allocation: \$3,695,741
  - Phase I cost allocated : \$346,976
    - Phase I work has been completed.
  - Phase II balance is about \$3.4M
    - There is no timetable yet for when the new HVAC system will be installed.
    - There have been several rounds of deep cleaning so far.

Summary of HEERF III Total Cost and Balance

<b>HEERF III Total Cost</b>	
Berkeley City College	
Phase I	346,976
Phase IIA	1,091,685
Phase IIB	587,500
<b>Totals</b>	<b>2,026,161</b>
<b>HEERF III Allocation</b>	<b>3,695,741</b>
TOTAL COST	-2,026,161
<b>BALANCE</b>	<b>1,669,580</b>

- There will be robust discussions in terms of how to utilize the remaining funds to further assist our students and provide support for our teaching and learning environment.
  - Considerations:
    - ◆ HEERF III Institutional funds remaining after the needs for return to campus efforts will follow a process working with department chairs, deans, and the VPs to identify needs for supporting the teaching & learning spaces.
    - ◆ Student Debt Relief could be expanded to students not included in the HEERF II expenditure parameters.
    - ◆ Recover loss of revenue in bookstore commissions, rentals, and enrollment.

*Responses to Questions:*

- The student debt relief was on top of the direct aid.
  - We had money that goes directly to students and anything above that would come from the institutional portion.
  - Direct Student Aid = direct grants or emergency grants.
    - Based on student criteria such as Pell eligible, Dreamer/AB540/low EFC in the past.
    - VPSSs are determining the criteria and award amounts, districtwide, for students.
- Laptops (slide 12) were for faculty, staff and students and is separate from the refresh plan.
  - There will be an application process for the laptop distribution similar to the process used for Chromebooks.
  - The idea is to prioritize students who are taking classes that need a more robust computer to work offline.
- MMART Labs will be held face-to-face in the spring and requests have been made to create a space for students to come in and have a place to work.
  - Implementing a process for the above was duly noted by President Garcia.
  - VPs have been advocating for this.
  - HEERF III facilities updates/requirements needed to be addressed.
- There will be a follow-up presentation on HEERF at the October 20 Flex Day.
- The Comprehensive Program Review resource requests for laptops and ongoing funds is separate from HEERF's specific and one-time requests and those elements should not be commingled.
- Regarding HEERF III spending and the surplus which has to be spent by 2022 who will identify the surplus and how will that be spent? What areas of the college will be considered?
  - If there is interest in your respective areas and high needs are being identified for items that will need to be purchased related to technology or equipment to support the teaching and learning spaces, now is the time to reach out.
  - Chairs Council was encouraged to agendize a discussion of teaching and learning needs and to work with their deans for identifying these one-time requests, outside of the normal Comprehensive Program Review.
  - These requests will roll up to the respective VPs.
  - There is no rubric in place to score requests.
  - The three planning assumptions will guide the distribution of funds.
  - Executive Cabinet will work to streamline the process and communicate it more broadly.

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

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

- IPC has finalized the 21-22 Comprehensive Program Review template and timeline which were collaboratively completed with the IPAR team. Since the September 23, 2021 meeting, IPC task group (Susan Truong, Tim Rose, Ramona Butler, and Martin Des Mucha Flores facilitated by Phoumy Sayavong) has fine-tuned the template prompts and disaggregated data by ethnicity per the department/program reflecting on the recommendation made by the ACCJC Visiting Team in March 2021.
- The 21-22 CPR timeline drafted by IPC was reviewed by IPAR on Tuesday, October 5, 2021 and finalized with the 22-23 resource allocation and budget development timeline added. In addition, as of October 7, 2021, the Technology Committee codified that the 20-21 and 21-22 Technology refresh plan inventory update will be finalized for distribution to the campus on October 14, 2021. This date was included as of Friday, October 8, 2021 to the 21-22 CPR timeline. The Instructional CPR template was shared and reviewed by the Department Chairs' council on October 8, 2021 and for them to get going on the CPR process. The Administrative CPR template was disseminated to the relevant areas on Friday, October 2021 as well. Student Services' 21-22 CPR was distributed on Monday, October 11, 2021.
- Begin working on the 21-22 CPR in your respective area. First deadline, November 30, 2021 to the Deans and area managers/supervisors.
- Mary Clarke-Miller added that Chairs were to highlight their highest priorities in their CPR.
- Lisa Cook noted that things that were marked in the refresh plan do not need to be included in the CPR.
  - Anything that is included in the CPR that is included in the refresh plan should be cross-referenced so it is not redundant.

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

- IPAR met last week.
- Most of what happened has been discussed in Vice President Brook's presentation.
- The CPR timeline was reviewed.
- The committee will be meeting this week as their schedule is the 2<sup>nd</sup> and 4<sup>th</sup> Tuesdays of each month, but will not be meeting on the 4<sup>th</sup> Tuesday of this month.

**Facilities and Health & Safety Committee (Written and Verbal Report John Nguyen / Brenda Johnson)**

- The Facilities, Health, & Safety Committee met on Friday, Oct. 8th from 12:30 – 1:30pm.
- The committee is considering adding more spots for Classified members.
  - There are seven Classified representatives allocated but due to the combination of both committees, more classified professionals are interested in becoming committee members.
  - Committee chairs will review the membership to see if more classified members can be added and bring it back to Roundtable to endorse.
- We are also looking for more faculty members.
  - There are currently three representatives for the six spots available.

- We also want to thank Vice President Brooks for answering questions regarding Return to Campus.
- Our next meeting will be on Friday, Nov. 12th from 12:30 – 1:30pm.
- The committee was asked by President Garcia to agendize an overview session of the Milvia Street project with Kitchell.

**Technology Committee (Written and Verbal Report by Mary Clarke-Miller / Lisa R. Cook)**

- The technology committee met on October 7.
- We have scheduled an emergency meeting to review and revise our committee charge on October 14.
- We would like to provide the following updates:
  1. The committee will be further updating the Technology refresh plans by October 14 for use in the completion of the Comprehensive Program Review Process. Here is what is still needed:
    - For the classroom/lab and faculty staff laptops and desktops lists the following will be added:
      - Columns indicating dates for what has been purchased, received and deployed
      - Received Items, such as Chromebooks, which are in supply due to mass orders during COVID
      - Cost estimates for each group of items by year
    - **\*\*URGENT\*\*** Funds have yet to be allocated from the 2020-21 budgeting cycle to make further progress on the Refresh Plan. Items scheduled to be purchased in 2021-22 need to be marked on the refresh plan before it is distributed for use in the CPR to avoid redundancy in resource requests.
  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 9/2 and 10/7, our discussion focused on providing more specifics on these recommendations (highlighted below), which are now actionable given the change of our campus status from “closed” to “open with limitations” and our planned status to be fully “open” in January 2022.
    - Items with a cost are indicated in red with a \* and are recommended for emergency funding.
    - Laptop Lending Library for part-time faculty and students with machines that do not meet instructional needs (courses that 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) mover the past three semesters, **\*we recommend the college move forward to purchase of 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 (Spring 2022)
    - 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. (immediately).
  - Network Upgrade to support remote desktop to computer labs, hybrid/ online instruction, and cloud recording/ streaming.
    - RFP process has begun and initial site walk has concluded. We recommend all campus leaders use their influence to support and get progress reports.
  - 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. (Spring 2022)
    - 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. Update on current HyFlex Capability at BCC
- HyFlex capability would allow our students to participate in a class in person or online flexibly. Our goal is to provide equitable remote access to classes to increase participation at BCC. Equitable access means the quality of remote participation is the same level as in person.
  - Current capacity at BCC permits remote participants to view the classroom—instructor and class, and view documents shown on the doc camera. However, the poor quality of the audio using the mics we currently have in classrooms requires the instructor to repeat everything that is said by remote and in person participants.
  - 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. While “Owl” cameras move by sound, sound quality is still poor for remote learners. Until our network upgrade is complete, it could only support 5-10 Owls in use at the same time.
  - We cannot advertise sections as being accessible both online and in person until we are able to provide equitable remote access. We do have the capacity for quarantined individuals to access classroom instruction remotely in an emergency situation.
  - Committee members are working together to identify gold, silver and bronze options for Hyflex classroom technology. At the same time, faculty need to investigate Hyflex pedagogy and the administration needs to investigate what is allowable and required in terms of curriculum and scheduling practices.
- \*We recommend that this work resume immediately so that emergency funds can be used to order required technology before they expire in spring 2022 so that a pilot effort can be implemented in fall 2022.**
- Q. Matt asked whether or not high FLEX courses are a part of the state level ASCCC’s designation of what constitutes a DE course and if it is not and we greenlight HyFlex courses, do we risk those courses not been officially designated as Distance Ed.

*Response from VPI Hay:* She has sent an inquiry to the Chancellor's Office and then also the statewide California Community Colleges Curriculum Committee (5C) to make sure that it is legitimate, that the student accounting is properly done and, that they know what that looks like.

- She is waiting to hear back from them.
- Cora Leighton has been asked to check on that statewide status as well.
- VPI Hay will bring the information back to Roundtable.
- Lisa commented that the Tech Committee will work on identifying the technology required to provide equitable HyFlex classroom environments.
  - ♦ Suggested that discussions be added to agendas for other committees to address development as it pertains to DE curriculum, enrollment management, etc.

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

### Academic Senate (Report by Matthew Freeman)

- There were three action items at the October 6<sup>th</sup> senate meeting.
- Official codification and creation of the Career Education (CE) Committee as standing committee of the Academic Senate.
  1. Will be adding the language of the CE committee to our participatory governance manual as we continue to move through assessing and updating the manual.
  2. Endorsed the 2021-2022 Distance Ed Plan.
    - The DE Plan is in alignment with the larger district-level conversation that had specifics related to DE at BCC.
  3. Codified their three goals for the 2021-2022 academic year which included supporting ongoing participatory governance assessment.
    - All Academic Senate chairs have been working vigorously and quickly to go through the manual and edit those changes and update more substantively the drive and charge of the committees making sure that what they say they are doing is being done.
    - Also reviewing that who these committees report to is in keeping with our governance process by looping Academic Senate in all recommendations of the different spaces.
    - The next Academic Senate meeting is on Wednesday, November 3<sup>rd</sup>.

### Classified Senate (Report by Andrea Williams)

- The next Classified Senate meeting will be held on Wednesday, October 13<sup>th</sup>, 3-4pm.
- Will discuss supporting the tri-chair model for Classified to represent the Roundtable Committee.
- Will discuss questions that they will be formulating beyond the town hall.
  - VPAS Brooks has agreed to attend their last meeting of the month to answer any additional questions.
- Will discuss components of the presentation that they will be having during Flex Day specific to Classified Professionals.
  - This will include a Kahoots activity developed to learn more about their colleagues, what they do professionally and what kinds of things they are interested in personally.



- This exercise is to create a deeper bond amongst one another virtually and eventually upon return to campus.

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

- Club Rush last week was a huge success.
  - On October 5th and 6th, the Office of Student Activities & Campus Life hosted a successful Club Rush.
  - Students stopped by to learn about various clubs ranging from recreational clubs to academic clubs.
- The ASBCC has decided on a date for the Return to Campus Town Hall for students to express their thoughts on returning to campus.
  - The date is Friday, October 15th from 12:20 - 1:20pm.
- We are hoping to host more events for students during the semester.
- Be on the lookout for awesome events coming soon!

**6. Announcements**

- President Garcia thanked the leadership team for supporting and creating the space for students to be able to share thoughts and ideas, as well as receive support for how to utilize the various platforms that they are being asked to engage in to meet the vaccination policy requirement and health screening.
- Later this month we will have the ACCJC follow-up visit to the October 1st report.
  - This is predominantly related to district fiscal operational needs.
  - The dates are Monday and Tuesday, October 18<sup>th</sup> and 19<sup>th</sup>.
  - If anyone outside of the leadership team is requested to be a participant, they will be contacted.
    - To date, no additional college representatives have been requested.
- In November we will need to circle back, as a college, related to our institutional effectiveness and work that needs to be done to update our Ed Master Plan, Strategic Plan, and Student Equity and Achievement Plan.
- One strategy has changed to a slightly different plan.
- Chancellor Jackson has put out an RFP for one group to do the environment scan.
  - This is to look at workforce, population demographics, and educational attainment goals of the greater community.
  - This will be done comprehensively and will inform our work moving forward.
- Director Montoya invited the entire BCC community to the kickoff of the Latinx Heritage Month celebration tomorrow in the atrium at 12:20 pm.
  - Most of the events are virtual.
    - The events and links are on BCC's website.

**7. Adjourn Meeting**

Co-chair Freeman adjourned the meeting at 1:27pm.

*Next Meeting: Monday, October 25, 12:20 p.m., via Zoom*

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