



Berkeley City College
College Roundtable for Planning and Budgeting
MEETING MINUTES
Monday, November 8, 2021

Members Present: Joe Bay, 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, Mary Clarke-Miller, Cora Leighton, Francine Lewis, Patricia Mendoza, Verónica Montoya, Gail Pendleton, Domonique Prince, Phoumy Sayavong, Randy Yang

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 12:21 pm.

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

Second by: Tim Rose

Voting occurred in the Chat and voting features

Votes in favor: 13

Objections: None

Abstentions: None

Motion passes.

2. Review Minutes

Co-chair Freeman requested a review of the October 25, 2021 minutes.

Motion to approve minutes by: Stacey Shears

Second by: Jennifer Lenahan

Voting occurred in the Chat and voting features

Votes in favor: 13

Objections: None

Abstentions: None

Motion passes.

3. BCC Integrated HyFlex Task Force

Leaders: Kuni Hay / Cora Leighton

- VPI Hay reported that Cora Leighton is this year's Distance Ed (DE) Coordinator for BCC, and also noted that Chris Bernard is the Program Coordinator.
 - There are a lot of conversations taking place in different communities such as Career Education, Technology, and district-wide spaces.
 - The thought is how to best capture all of the great ideas and discussions, in one space, in order to come up with an action plan.
 - They are recommending that BCC would create/formulate a HyFlex Task Force, led by Cora Leighton, to come up with a pilot program.
 - Representation would be from the following:
 - Academic Senate

- Classified Senate
 - ASBCC
 - Curriculum Committee
 - Distance Education Committee
 - Career Education
 - Technology
 - IT/AV Professionals
 - Department Chairs
 - Cora has a PowerPoint that can codify their thoughts but what was expressed as really important is that we need to educate ourselves on this.
 - Cora Leighton defined HyFlex as a combination of two or more modalities.
 - It can be live synchronous zoom and asynchronous or, when it is not a pandemic, it can often be live face-to-face, synchronous zoom and asynchronous, as an option.
 - Cora also noted that there have been a lot of discussions and that she has received communications from various people who work at other schools noting that the different districts that have implemented HyFlex.
 - From a DE perspective, they want to slow down and be intentional about the implementation, and go through the steps to implement technology and required training of all constituency groups to make sure that this is successful.
 - Some of the small classrooms was stated to be perfect for HyFlex.
 - VPI Hay added that what they are suggesting is for the group to be convened this semester and for the task force to be dedicated to meeting, understanding and studying what HyFlex is.
 - Once there is understanding of the pedagogy of its modality, we can then move forward with identifying equipment and the funding.
 - They are recommending the pilot to be ready with the equipment in Fall 2022,
 - Dean Christopher Lewis and the CE Committee has secured part of the Strong Workforce Regional funding for round five, \$50K.
 - Depending on what the task force identifies, their recommendation will be then to go for HEERF funding to augment.
- Q. Classified Senate President Andrea Williams asked when they are looking for appointees to the task force. There is a Classified Senate meeting on Wednesday and she would like to share somewhat of a deadline for people that are interested.
Response: VPI Hay responded that it is an informal group, and not participatory governance, but the sooner Andrea could get volunteers would be great.
- She requested that Andrea let her, and Cora, know who is interested.
- Q. VPSS Stacey Shears inquired if they needed an endorsement from Roundtable.
Response from VPI Hay was that she didn't think anything formal was needed and asked Roundtable Co-Chairs for their thoughts.
- Co-Chair Freeman liked the idea of Roundtable endorsing the creation of the task force.
 - Co-Chair Garcia agreed adding that one of the primary components is that this is the college space for input.

- Mary Clarke-Miller noted that this came up at the CTE district committee on Friday and it was brought up that while there is the pedagogy, the technology part, there's also the Passport part.
 - They wanted to highlight to VC Siri Brown that there needs to also be something happening at the district, with how do people actually sign up for these classes.
- Martin De Mucha Flores commented that some of the work they are trying to do in Student Services sounds like HyFlex, a different modality, and he was wondering as the task force moves forward could that be a thread that is woven in.
 - VPI Hay indicated that to be part of the task force's conversation.
- Cora added that marketing, informational spreading, is one of the steps that they have identified.
 - She has been doing numerous projects and research on equity and HyFlex, first generation college students in HyFlex, and community college students and HyFlex and noted that they don't want to drop that thread of this conversation.
- President Garcia indicated that she is very grateful to Cora for allowing us to embark on her journey in this graduate education and for sharing and leading it.
 - She has shared some of the conversations that have been taking place with Dr. Jackson.
 - At the next Participatory Governance Committee meeting, Dr. Jackson has asked that we agendaize sharing our approach to HyFlex.
 - We are not the only college in the district that is exploring it but she believes our approach differs from some of the other colleges.
 - The interest for her is whatever work we are able to do throughout this academic year and whatever we might be able to fund, especially with dollars that we have available now with the HEERF funds, she finds this to be a perfect example of something that directly impacts teaching and learning spaces.

Q. Tim Rose asked if the technology needed for HyFlex is being figured into the new building. Dr. Garcia responded that it is.

It was also clarified that they are hoping for 1-2 representatives from each constituency group.

A motion was made to endorse the creation of the BCC integrated HyFlex task force by Tim Rose.

Second by: Jennifer Lenahan

Votes in favor: 15

Motion passes.

4. Accreditation Follow-up Report / Functional Map Update

Leader: Kuni Hay - (written report submitted)

- At the November 1st Expanded Chancellor's meeting, the colleges and the district were asked to review one more round of the Functional Map by Friday, November 5, 2021.
 - ALOs of the Colleges and the District met on Friday evening to review the current Functional map with feedback in the 4th column.
 - The ways in which the feedback was given are not consistent so the District's ALO, VC Brown and Accreditation Follow-up Report consultant Dr. Jane Fulks were to connect to create consistency in the languages in the 4th column.

- Status update is to be given at the Chancellor’s cabinet on Monday, November 8, 2021.
- How the document is used to have specific discussion about gaps and elimination of the gap will need to be clear to the colleges and the district so that the actual delineation of functions can be agreed to increase effectiveness of the operations in general in all the areas mentioned in the map.
- In response to a question regarding a timeline, President Garcia responded that it went for a first read to the Board at the last meeting and for another read at tomorrow’s Board meeting.
 - If there are questions or if anyone would like for VPI Hay as the ALO to attend any meeting, please invite her.
 - We will find out in January what our final standing is with ACCJC.
 - Positive feedback was received from the site team chair.
 - The draft for errors of fact has not been received to date but should be received by this week.
 - The Chancellor and Presidents will attend the meeting in January and be available to answer any questions.
 - ACCJC will have 30 days to communicate their action.

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

Integrated Planning Committee (Kuni Hay/Stacey Shears – written report submitted)

- The Integrated Planning Committee (IPC) met on October 26, 2021
- Major activities that took place in the meeting were:
 - Subcommittee for the IPC task force (Tim Rose, Matt Freeman, Stacey Shears, Martin De Mucha Flores and Kuni Hay) met on Tuesday, October 26, 2021 to finalize the draft of the IPC Charge for the BCC Participatory Governance Handbook and shared with the IPC on October 28, 2021 for review and discussion.
 - The Charge is close to being finalized for the 2021-2022 Handbook but the discussion will continue in terms of the role of IPC throughout the year.
- Phoumy Sayavong, Sr. Research Analyst, has provided one session in regards to the disaggregation of the data for CPR.
 - On October 28th after the IPC meeting, 2 more sessions were to be held.
 - Good questions are being asked in these sessions.
- Since Thursday, November 11th is the Veteran’s Day holiday and Thursday, November 25th is also the Thanksgiving Holiday, the committee decided to meet on Thursday, November 18th to take care of business.
- VPI Hay asked Phoumy if there is anything that he wanted to add from his data workshops.
 - Phoumy indicated that he shared a couple of things with IPC from the services side and there was a question around the categorical funding and the process for requesting faculty, and also whether that would involve going to the Faculty prioritization process.
 - Because the funding is categorical and the differences there he couldn't address the question.
 - For faculty, there were mostly questions around how to contact the right folks to assist with making projections for the type of resources that they will be, including in the request.
 - They were encouraged to contact their respective supervisors or managers who will then point them to the right people to help with some estimates of cost.

- VPI Hay clarified that the categorical faculty members do not go through the prioritization process. The process is just Fund 1.

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

- IPAR has not met since the last Roundtable meeting.
- At the last meeting it was reported that they approved their charge, which was shared with Roundtable.
- They are meeting tomorrow and starting this month they will be meeting twice a month on their regular scheduling.
- The Budget Allocation Model (BAM) will be discussed.
- VPAS Brooks encouraged everyone to attend tomorrow's meeting at 2:30 pm.
 - Vice Chancellor Adil Ahmed and consultant CM have been invited to provide a BAM overview.
 - He noted that as we get further along with the budget process and overview they thought it would be a good opportunity to bring this to IPAR for discussion and to let everyone know where the district is going and where we are going as a college, as well.
- President Garcia added three comments:
 - Hopefully in the presentation, addressing the metrics of the Student Centered Funding Formula, there are direct counts and numbers related to BCC that show our accounts related to Pell students, FAFSA, transfer, etc.
 - There are very specific metrics on how we support students to the completion of AB 705.
 - When the hold harmless is set to expire in fiscal year 2024-2025, Peralta is looking at a \$16M deficit.
 - She doesn't want this fact to get lost.
 - As discussions continue about the new Budget Allocation Model, she has posed questions on the extent to which the colleges can work to build a reserve, and not just the district.
 - President Garcia doesn't think this will get much traction but wanted to be transparent that this is something she has brought in multiple spaces.

Facilities and Health & Safety Committee (John Nguyen/Brenda Johnson /Sean Brooks – written report submitted)

- The next Facilities, Health, & Safety Committee meeting will be this Friday, November 12th, 12:20 – 1:20pm.
- One of the items of the agenda is the Bond Program Updates on the Milvia Street Project and Infrastructure Projects.

Technology Committee (Lisa Cook / Mary Clarke-Miller)

- Co-Chair Clarke-Miller indicated that not much has changed from the last report.
- They are still updating the refresh plan.
- Going through their Charge and changing some of the verbiage.

Questions and Discussions on Health and Safety

- Q. What are we going to be doing to try and get students to actually report their vaccinations?
Response from President Garcia:

- While that has predominantly been a Student Services support issue, we really are looking from a district-wide capacity with IT and marketing on how to get students to follow through with completing it.
- One of the ways to accomplish that is sometimes even walking students through the process via Zoom.
 - Many students would like to be in person for face-to-face assistance and we're still working through figuring out how to make that happen.
- In today's discussion in Chancellor's Cabinet there was the discussion of augmenting the Bright Star support staff, which is the HIPPA certified individuals that are often CNAs, to further assist in our efforts, both validating when they come in and also how they might become part of the outreach and connection to students still needing to complete the process.
- If it is not too late, the Health and Safety Committee chairs may want to consider seeing if Interim VC Smith could come and provide a Return to Campus update related to these things, with the protocols.
- In regards to students being prevented from signing up if they don't have that clearance, Dr. Garcia commented that there's a huge debate around this and the debate, of course, is we are trying to support enrollment.
 - The general inclination is that we do not want to restrict students from signing up but certainly will hold strong that if they are not complete by the time the first day of classes that they jeopardize losing their seat to another person.
 - There is not an official stance to-date but this is what they have been talking about as we do not want to discourage students from enrolling.
 - As soon as there is more definitive information it will be shared.

Q. What are they doing at other colleges? What is that policy, for example, at other community colleges? How did they manage to get those students vaccinated?

- In research that we have done, mandating the vaccination is not the issue, it is the completion and submission of it.
- One of the ideas that I know we were floating around, and really the BCC team here started, is the Flex Your Vax campaigns.
 - The Associated Students and others have been working on that.
- She shared that at the beginning of the semester, MiraCosta College down in Southern California launched an incentive for vaccination utilizing the HEERF funds to encourage students, not only to complete the vaccination but complete the documentation part of it.
 - That is another strategy some of the CSUs have done.
- We are not alone in this struggle and there are a lot of reasons why students are not uploading the vaccination.
 - We are trying to figure out, what are the most common spaces, so that we can support students.

Q. Will the messaging also go out to students who are 100% online that they have to be vaccinated and upload that information?

- This is one of the swirls we are in right now.

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- If we did that when we opened up registration, we would have very few students.
- This was not felt to be conducive for enrollment.
- The clarity of messaging and support to students is what they are working on figuring out.
- She welcomes any suggestions or thoughts as they do not want it to be a punitive experience.
- Co-Chair Freeman pointed out that we are not a fully mandated institution as there are exemption clauses.
 - It is just that we do not know who has been approved for exemptions.
 - They will show up as cleared or not cleared.
 - There are policies in place for individuals approved as unvaccinated to still have access to our campus.
 - Weekly testing is onsite for these individuals and available for anyone in the community.

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

Academic Senate (Report by Matthew Freeman)

- Academic Senate met on November 3rd and took action to approve a couple of different Curriculum updated items.
- The approved the specific language of the Curriculum Committee chair description.
- This is a position that comes with release time so intent is to make sure to codify the committee chair's job responsibilities so that moving forward there is a record of the role and its service area and ultimately so that it can be opened up, as required within their contract, to faculty who may see that position.
- They also heard from the Curriculum Committee on the issue of some attention and history of conflict that has emerged between Berkeley City College's curriculum approval processes and the district level curriculum committee's approval process.
 - The district level curriculum committee is the CIPD which is intended to serve as a space for cross-college collaboration and conversation within Peralta.
 - Over the years, BCC has run into some push back at the CIPD at the district level and has created some conflict.
 - Ultimately Academic Senate endorsed the Curriculum Committee's statement.
 - In their view, the role of CIPD in voting to not approve certain courses and programs is hurting our students and our ability to offer courses, programs and degrees that our students need and, in some instances, that our state level government is requiring us to provide.
 - The Academic Senate also heard from their faculty leads on Guided Pathways, Linda McAllister and Melina Bersamin.
 - They received updates on the six Guided Pathways meta majors that have been created over the course of the last year and a half.
 1. STEM
 2. Business
 3. Media Arts Design Entertainment
 4. Arts and Culture
 5. Language and Communications
 6. People Society and Public Service

These names are "working titles" and subject to change.

- There has been a broad coalition of faculty, staff and administration working on Guided Pathways.
- The faculty chairs on Guided Pathways will be going around to the different governance spaces to report on what has been done and the next steps.

Classified Senate (Report by Andrea Williams)

- The next Classified Senate meeting will be held on Wednesday, November 10th, 3-4:30 pm.
- The Veteran’s department in conjunction with Student Services will be having a Veteran’s Day event on Wednesday, November 10th, from 12:30-1:30 pm.
 - Chancellor Jackson will be the guest speaker and everyone was encouraged to participate.
- District-wide Peralta offered a Transfer Fair.
 - This is usually campus by campus however it was decided again this year to do a virtual Transfer Day.
 - For all campuses we had 374 participants and 50% of those were from BCC.
 - Senate President Williams received good feedback from students and from some of the college and university representatives.
 - At their last meeting they offered their very first ward to Employee of the Quarter, Hue Huynh who is also the newly prompted Senior A&R Specialist.

Associated Students of Berkeley City College (Harry Mapodile – written report submitted)

- The Student Circle is every Wednesday from 12:20-1:20pm
 - This is space by students for students, for them to discuss express their thoughts about returning to campus.
- ASBCC has appointed students to both campus-wide and district-wide participatory governance.
- The Office of Student Activities and Campus Life will be providing free food for students and their families during the holiday.
- The ASBCC voted to suggest adding the AC Transit Referendum to the Spring 2022 ballot, and the decision has been forwarded to Vice-Chancellor Siri Brown.

- Q. Barbara asked about the general feeling among students as far as coming back to school.
- Harry noted that they recently hosted a town hall for students and all of them have many questions about the process of returning.
 - They inquired about step-by-step processes and what exactly is going to happen.
 - Many students want to have hybrid classes and feel comfortable staying at home.
 - In regards to returning to campus, they are excited and really want to know, about the vaccine as well as the booster.
 - President Garcia indicated that the number one question she receives from student emails is how can they know if their faculty member is vaccinated or not.
 - This is the very same question that faculty want to know about students.
 - She shares with students the same as she shares with faculty that we want to set up a system so that when they are in the building we are following through with the policy vaccination requirement.

7. Announcements

- President Garcia shared information about the upcoming FCMAT report due at the end of December.
 - As one of the college presidents, one of the important components to share is the work that we have been doing around our governance revisions and reviews.
 - She will be writing up a synopsis on the work done at the college level, throughout the summer and this semester, and will share that with the presidents of the respective senates, Academic, Classified and ASBCC.
 - It will include links to our College Roundtable site, the agendas and minutes, where we have discussed it.
 - This is one of the contributions that she will be making to that report before we leave for the holiday break.

8. Adjourn Meeting

Co-chair Freeman adjourned the meeting at 1:31pm.

Next Meeting: Monday, November 29th, 12:20 p.m., via Zoom

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