



Berkeley City College  
**College Roundtable for Planning and Budgeting**  
MEETING MINUTES  
Monday, October 10, 2022

**Members Present:** John Nguyen, Kuni Hay, Matthew Freeman, Ramona Butler, Sean Brooks, Stacey Shears, Carolyn Martin, Claudia Abadia, Djenilin Mallari, Joya Chavarin, Mazin Saeed, Skyler Barton, Thomas Rizza

**Guests:** Jeejun Bertuso, Joseph Bielanski, Jr., Dana Cabello, Mary Clarke-Miller, Karen Croley, Natalia Fedorova, Richard Kim, Cora Leighton, Azul Lewis, Chris Lewis, Phoumy Sayavong, Randy Yang

**Tri-Chairs:** Angélica Garcia, President; Matthew Freeman, Academic Senate President; Andrea Williams, Classified Senate President

<b>AGENDA AND DISCUSSION ITEMS</b>
<b>1. Roll Call / Review Agenda</b>
Co-chair Freeman called the meeting to order at <b>12:20</b> pm.  Motion to approve agenda by: Carolyn Martin Second by: Dr. Stacey Shears Votes in favor: 10 Objections: 0 Abstentions: 0 Motion passes.
<b>2. Review Minutes</b>
Co-chair Freeman requested a review of the <b>September 26, 2022</b> minutes.  Motion to approve minutes by: John Nguyen Second by: Sean Brooks Votes in favor: 13 Objections: 0 Abstentions: 0 Motion passes.
<b>3. Institutional Effectiveness Partnership Institute (IEPI)</b>
Leader: VPI Kuni Hay <ul style="list-style-type: none"><li>• VPI Kuni Hay presents on behalf of President Angélica Garcia regarding what the Institutional Effectiveness Partnership Institute (IEPI) is and what to expect from the partnership. So far, what has emerged is the Educational Master Plan (EMP), colleges being empowered to seek additional support.</li><li>• Each college in PCCD has submitted proposals to IEPI and received funds for their partnership.</li><li>• Major BCC focuses include: 1) infrastructure capacity-building for use of data focused on Equitable Student Outcomes and 2) strengthen and streamline fiscal capacity to sustain institutional priorities focused on equitable student outcomes. In short, ensuring that data is disaggregated to understand students' experiences in and beyond the classroom, as well as Institutional Research (IR) having capacity to build, maintain, disaggregate data. Partnership will also allow BCC to consider how to revise professional development (PD) areas.</li><li>• Next step involves a Peer Resource Team composed of colleagues from across the CCC system to review submitted proposal and offer expertise to implement the necessary activities/process to</li></ul>

meet proposal goal. Once completed, BCC will receive \$200k to implement the plan of action after Visit #1 (October 31) and Visit #2 (December 2).

- Utilizing governance structure by employing recommendations of interview participants by Classified Senate/Professionals, Academic Senate leadership, PD Committee, Teaching & Learning Center, Associate Students of BCC & Student Ambassadors, Enrollment Services (Admissions & Records, Financial Aid, Outreach). Kuni shares that Djenilin will send calendar invites to individuals after Roundtable concludes,
- Kuni recognizes that Senate and Roundtable leadership (Tri-Chairs Garcia, Freeman, and Williams) have done a lot of the leg work to create the proposal.
- Tri-Chair Matt Freeman announces that from Faculty side of things, when setting 22-23 goals, there was an emphasized need to develop faculty in adjunct work, i.e. professional development spaces, and he looks forward to continuing implementing this in support of colleagues and overall college goals.
- Q (Phoumy): Is there anything that needs to be planned for the 10/31 visit?  
 A (Matt Freeman): Like an accreditation visit, there are small windows for interviews with relevant folx. Matt would discuss with faculty who would map well with components of the IEPI proposal, such as lots of coordination with spaces on campus like TLC and TRC. He is still doing outreach to folx, bringing them up to speed of what this will be/look like. Otherwise, no other prep is needed.

#### 4. Final Review of Revised Governance Manual

Leader: Tom Rizza, Matt Freeman

- Tom Rizza presents the latest version of the 2022-2023 Governance Handbook, the file for which he shares in the Zoom chat. Matt Freeman requests a timeline of discussion and revisions for context: Tom presented to Roundtable a couple of months ago with cursory updates. The revised Handbook is scheduled to be shared for endorsement during the November 28 Roundtable meeting. Currently, Tri-Chairs Garcia and Freeman are drafting a blueprint, and a flowchart for decision-making is being generated. Both will be updated on the Handbook draft once available.
- Tom asks whether there is a group with whom he can/should collaborate to generate this flowchart and other main pieces that are missing. Some charges were given to Tom before onboarding at end of 2021, which were copied into this latest version of the Handbook.
- Tom welcomes requests to invite him to committee and Senate meetings to discuss the Handbook. Any updates should be sent to Tom over the next few weeks.
- Q (Stacey Shears): How should we provide updates to Tom?  
 A (Tom): If they're simply typos or phrasing of a charge, send email to Tom ([trizza@peralta.edu](mailto:trizza@peralta.edu)). Also open to attending committee and Senate meetings, as he can make updates in real time.
- Matt encourages chairs to share the Handbook with their committees, and to take a look themselves today and email edits or changes to Tom directly. Matt notes that there shouldn't be any big substantive changes since the significant leg work happened during the last academic year, such as during leadership retreat this past summer, but acknowledges there still may be changes.
- Tom and the Tri-Chairs hope to present the finalized version during the November 28 Roundtable meeting for endorsement. Have edits due the Tuesday before (November 22).
- Send Tom an invite to join your meetings ([trizza@peralta.edu](mailto:trizza@peralta.edu)), he is happy to join them.

- Matt comments that the reality of governance is that these documents are intended to change, evolve to keep work up to date with all that respective committees are doing.

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

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

- Stacey shares that IPC last met on September 22 and another meeting is scheduled for this week (October 13). The committee is working on revising/creating the Annual Program Update (API) for review. Right now focused on ACCJC FUR.
- Kuni shares that the reality of the APU is that there was only an instructional template, not a template specific to Student Services and Administrative Services. The committee is making sure that relevance is informed to do a deeper analysis. Instructional part is more in alignment with Phoumy and Becky's work. IPC is trying to incorporate templates so that they are more in alignment in the future. They plan to give everyone a month to complete the APU but may be delayed. Will be able to get it done no later than November, which will then go into budget development and resource allocation for IPAR.

**Integrated Planning & Allocation Resources (Sean Brooks/Phoumy Sayavong/Gabriel Martinez)**

- Sean shares that the September 27 meeting was canceled, the next will be on October 11, 2:30-4pm during which they will present first quarter results, discuss APU and IPAR. Per President Garcia's request, Sean draws attention to the agenda template for other committees' to use or mirror their own agenda.
- Matt Freeman agrees and shares that having goals ready in the agenda is a great practice for accountability and reminders.

**Facilities, Health, & Safety Committee (Sean Brooks/John Nguyen)**

- John announces that the next meeting is on Friday, October 13, 12:30-1:30pm during which they will discuss BCC West and the safety team. New student members will join this Friday (October 14). Agenda is posted online on the Facilities website for colleagues' review.
- Matt Freeman shares that he will reach out to different governance committee chairs to ask if there are openings, to ensure that all seats at the table are filled.

**Technology Committee (Chris Lewis/Mary Clarke-Miller)**

- Mary shares the Tech met on Thursday and has a couple of requests for Roundtable.
- Tech Committee wants to recommend support for Distance Education's (DE) request to formalize LTI subscription (presented to Tech Committee). DE has a limited budget to work with. LTIs in that budget are used for face to face (F2F) and DE. Campus has suggested that these be moved to another fund, which Chris Lewis is currently looking into. Chris adds that he needs to look at line items of the LTI budget. He clarifies that this is a District budget.
- Kuni adds that she has broached this topic with Dr. Droker who said that the District is coordinating LTI needs for 4 colleges. Kuni acknowledges that there is room for improvement of the process, and BCC has been actively sharing feedback with Dr. Droker who is looking into how it's being funded.
- Mary adds that software keeps being neglected and needs to be formalized. Matt Freeman adds that District Academic Senate has also discussed this during a Senate meeting with Dr. Droker in

attendance alongside District DE Coordinator. Mary says that there is no structure for software subscriptions and these often come up at the end of the year when faculty are trying to figure out what allocation can be used.

- Cora Leighton clarifies that Kuni was able to get a list from District and it behooves District to have software subscriptions to fall under District for better pricing. Going through the route of shared governance to convey to the Chancellor how LTI are being selected leads to faculty scrambling at the beginning of the semester.
- Mary provides the update that it came to the Committee's attention that the Open Lab (formerly Room 125) is no longer open, and the Committee is looking for updates on technology and where students can go. They look to Roundtable to recommend that an adequate space be designated. Access and availability of IT is a real need and issue as BCC asks what to do to support students. Mary shares that the Committee's recommended approach is that rather than provide laptops to few select students, designate a lab for multiple students to utilize.
- Chris Lewis spoke with Dean Cook about the history of the lab's use and supervision was a primary concern. The Committee is open to a wide variety of potential solutions. If there is an option that doesn't require supervision, they are open to it.
- Q (Ramona Butler): Can student employees help staff the lab?  
A (Chris Lewis): Technically yes, but there must still be staff supervision.
- Mary shares that the Committee is looking for updates regarding the Refresh Plan and the funding process for it. Kuni says they are still looking for more Measure G information and encourages everyone to look for more information as this relates to institutional planning.
- Chris Lewis reminds the group of an email sent via PCCD Announcement regarding the Bond Measures Oversight Committee (BMOC).

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

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

- Last meeting was on October 5, during which the Senate voted and accepted 2022-23 goals, they heard from VPI and VPSS about the BCC Parcel Tax 2-year Plan, discussed and heard feedback from faculty who participated in EMP focus groups were excited to formally recognize Fatima Shah as the faculty representative on EMP Steering Committee. The next meeting on November 2 (not the 3<sup>rd</sup> Wednesday as it is mid-term College Flex Day).
- Matt Freeman gives his remaining time to Ramona Butler who took students to Washington, D.C. for the Congressional Black Caucus 51<sup>st</sup> Annual Legislative Conference.
- Ramona wishes everyone a Happy Indigenous People's Day and Filipinx American History Month. She presents a brief PowerPoint of folks who attended on behalf of BCC and PCCD. She shares that it was really enriching to see politics from the ground. Those who attended are Noel Arikew (student ambassador), Mazin Saeed (ASBCC President), both of whom were the only men in attendance from PCCD, along with Jacqueline Howard (Laney), Omolola (AS Laney Pres), Ronnique Currie (AS Merritt) who spoke with reps about environmental issues, Leesa Hogan (PCCD student trustee), Linda Handy (PCCD Trustee) who has historically coordinated this trip, Doris Hankins (Merritt's Director of Student Activities and Campus Life), Atheria Smith (Interim VC of General Services), Interim Chancellor Jannett Jackson, and Devine Hardy (Student Trustee, Cabrillo College). The group will present during an upcoming Board meeting with lots of photos.
- The group attended Barbara Lee's Constituent Breakfast. They also met Raul Ortiz and reached out regarding attending the Hispanic Caucus and Judy Chu for the API Caucus to send delegation

of students to attend respective caucuses.

- Matt thanks and gives accolades to Ramona for her stewardship, especially as a poli sci faculty and its relevance to his classes. Ramona notes that though she has coordinated students’ travel in the past, this is her first time attending herself.

**Classified Senate (Report by Phoumy Sayavong)**

- Phoumy does not have any reports himself and instead asks for support from other classified staff who attended the last meeting. With no updates, he yields his time to ASBCC.

**Associated Students of Berkeley City College (Report by Mazin Saeed)**

- Mazin adds on to Ramona’s report. He got to meet lots of representatives; a couple who stood out were Ilhan Omar, Rashida Tlaib, Barbara Lee, and Steven Horsford who is the youngest representative in the Congressional Black Caucus. This was Mazin’s first time in DC, and the group went to different museums, networked and met various leadership of different communities, as well as Huey P. Newton’s wife.
- ASBCC Board is almost filled, just 2 open positions with applications open this week. Pachanga last week. Mazin reminds everyone that the Food Pantry is open every week for students and faculty.
- Matt thanks Ramona and John Nguyen for their support in these efforts.

**7. Announcements**

- Mazin gives a shout out to Skyler who “came in clutch” while Mazin was in DC for the conference. Skyler helped him with the TAG Application for UC.
- Skyler shouts out to everyone who had a hand in planning and coordinating the Pachanga as it was a great moment for community and students. He says BCC should do more. Matt Freeman agrees and adds that it was at a great location.

**8. Adjourn Meeting**

The meeting was adjourned by Tri-Chair Freeman at **1:16pm**.

*Next Meeting: Monday, October 24, 2022, 12:20-1:30pm, Conf. Rooms 451 A/B and via Zoom*

Minutes from live meeting: **Djenilin Mallari, (510) 981-2851, [dmallari@peralta.edu](mailto:dmallari@peralta.edu)**