

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

**Guests:** Alison Yu, Catherine Nichols, Christopher Lewis, Cora Leighton, Dana Cabello, Heather Dodge, Izzie Villanueva, John Saenz, Jenny Yap, Joseph Bielanski, Jr., Lisa Cook, Martín De Mucha Flores, Mary Clarke-Miller, Natalia Fedorova, Randy Yang, Thomas Torres-Gil, Zahra Mojtahedi

**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>
<p>Tri-chair <b>Freeman</b> called the meeting to order at <b>12:23</b> pm.</p> <p>Motion to approve agenda by: Joya Chavarin            Second by: Sean Brooks            Votes in favor: 12            Objections:            Abstentions:            Motion passes.</p>
<b>2. Review Minutes</b>
<p>Tri-chair <b>Freeman</b> requested a review of the <b>April 24, 2023</b> minutes.</p> <p>Motion to approve minutes by: Skyler Barton            Second by: Stacey Shears            Votes in favor: 11            Objections:            Abstentions:            Motion passes.</p>
<b>3. ZTC Program updates</b>
<p>Leader: Heather Dodge, Jenny Yap</p> <ul style="list-style-type: none"> <li>• Heather presents PPT: Building OER and Zero Textbook Cost (ZTC) Degree Pathways and prefaces that the Affordable Materials Committee is a subcommittee of Academic Senate. She provides an overview that their presentation is informational, to get on the same page of what the ZTC pathway is and why it's important at BCC. Will discuss what's been done so far, where BCC is going, then make a call to action about how to get involved, especially for faculty.</li> <li>• ZTC refers to cost of textbooks that students pay. ZTC Pathway is an ADT or AA/AS degree or CE certificate of achievement with no textbook fees passed on to students. Does not mean all sections must be ZTC, though that is a goal. ZTC is a little different from OER (Open Educational Resources). ZTC is a more expansive definition. Openly licensed like OER, but can also include YouTube videos, works not under copyright (public domain), textbooks purchased by the school, free online reader or workbook curated by faculty.</li> </ul>

## Berkeley City College College Roundtable for Planning and Budgeting

MEETING MINUTES

Monday, May 8, 2023

- Heather provides the Chancellor's Office [ZTC Program link](#) (also linked on PowerPoint)
  - Through apportionment, BCC has received part of \$270k towards creating ZTC degrees and certificates. Money is provided by the State Chancellor's Office. Using this to make courses most impactful for students.
- This is an equity issue and makes a huge difference. A lot of students don't buy textbooks and will instead check out a reserve textbook, share a textbook with peers, find a pirated copy online, or will ultimately not obtain a textbook and therefore likely not succeed in class. High textbook prices disproportionately impact underserved and minoritized students. OER and ZTC courses overall improve grades for students as they have access to materials as early as Day 1 and may access it before and after the class begins or ends. Based on data from a Reedley study, respondents who dropped classes did so because of textbook costs.
- There is now an icon on the online catalog next to classes that are ZTC. Part-time counselor over winter break, Irene Chung, reviewed classes over 3 semesters and marked which classes had at least one section of ZTC course. Wanted to see where there is degree and certificate momentum, and also identify courses that would be appropriate to target to ask faculty to request converting classes to ZTC.
- Heather presents a spreadsheet of **Top 10 programs** (linked on PowerPoint) and looked at trends of last 3 years. Of Top 10, which can be or are ZTC (pathway where students don't have to pay for textbooks), they discovered that through faculty effort, some degrees are already ZTC. Examples are psychology, soon sociology; economics is far-off as 4 of 6 classes have textbook costs associated. Fully ZTC pathway are poli sci, communication, biology. Also looked at entire IGETC pathway to map out which courses have at least one ZTC section. The reason they did this analysis was to convey the urgency to convert courses to ZTC.
- Jenny: Another issue is on the catalog where ZTC icon appears, it did not always match up. Will need a process to capture which classes truly are ZTC. Over the summer, Jenny and Heather would like to gather interested faculty to further this assessment, and then build upon this work in the fall to convert their classes.
- For courses with under \$50 costs, want to create an icon to distinguish between "low" and "no" cost. ZTC Coordinator will help lead and centralize/streamline this work.
- Even though there are many pathways where we are very close to being a ZTC pathway, there are some key courses with textbook costs associated, particularly STEM degrees.
- Jenny and Heather have been working with ZTC and OER since 2015 and have the knowledge capacity to make this happen, and they are hoping to post the ZTC Coordinator position soon. Will go to Chairs this Friday with heads-up to make ask of faculty. Have funds to do this work, just need to make it happen.
- Matt thanks Heather and Jenny for leading this work at both local and state levels. Acknowledges that this is a huge lift and comments that their leadership has been pivotal in moving this work forward.

#### 4. Basic Needs Center Presentation

Leader: Izzie Villanueva

- First BNC Coordinator at BCC. First day was January 31, fresh in this new semester. Will highlight what BNC has accomplished in this semester. June of last year, CA state mandated each CCC has 1 Coordinator and funding for basic needs. Will vary based on the school's students' needs.

- At BCC, food insecurity is the highest need among students and also staff. Hope to provide services over the summer and into the fall.
- Approach is to meet students where they're at, part of which has included building an Instagram following. Most posts are created by student employees as they know more about what students need and are attracted to. Izzie shouts out Tom for his partnership to create graphics to highlight BNC services.
- 3,700 meals served so far from the free Tuesday lunches as of 5/2/23. About 350 meals per week, has since grown over the semester. There are never leftovers as the resource is well-utilized. Students only have to provide ID card. They work with local restaurants who have been added as vendors to PeopleSoft, recommend utilizing them for other events.
  - New local vendors include Mad Seoul, Koja Kitchen, Red Tomato Pizza, California Rose, Wikiwiki BBQ, Crave Subs
- Continuing food pantry on Thursdays. Started in ~2019, right before COVID. 1,800+ times that students, staff and faculty have used the pantry this spring semester. They work with Berkeley Food Network who provides non-perishable items and reserves a full pallet of groceries on behalf of BCC from Berkeley Bowl. Huge shoutout to Michael who receives the shipment, and students who organize the food for distribution. There is an order form for Berkeley Food Network (BFN) that Izzie fills out, can make adjustments based on expressed need from students. Izzie is still making plans for the summer. Typically, food pantry is closed over the summer likely due to lack of capacity. This year, Izzie plans to close pantry when classes are not in session and will work with BFN to do half deliveries when classes are in session, to still provide service to students on campus.
- Basic Needs Team is in the process of refurbishing Room 15 to become the physical Basic Needs Center. To treat it like a mini mart. There are also hygiene items, body wash, shampoo. Working with Alameda County food bank scanner system (UC Berkeley, CSUEB uses similar system) to track students, inventory. Trying to understand what that looks like. Izzie meets with other Peralta BNC Coordinators (Merritt hiring their coordinator) meet weekly and share many resources with one another.
- BNC makes classroom presentations going over basic requirements and application process for CalFresh/EBT (have presented to 2 film, 2 poli sci, 1 gender studies classes). Though benefits are coming to an end, students can still sign up to tap into other resources. 130 students have received Clipper cards (\$150 each) for transportation (BART, bus, Muni, etc.). Izzie is in the process of creating a form for emergency disbursement for travel funds.
- Izzie also provides other resources to the campus community, such as a Financial Literacy workshop hosted by the Women's Leadership Club. In the past and future, Izzie has hosted mental health workshops about working with students in crisis, financial literacy workshops with BCC Puente. Partnering with Dress for Success SF for women-identifying students to receive career prep services.
- Q (Stacey): During pandemic, course modality survey was sent out. From that survey, ~1/3 of students from each campus responded and of those, students conveyed that they hadn't heard of the food pantry. How can we inform students about these resources or reach folks who don't know about it?  
A (Izzie): Posting about it anywhere and everywhere. Encouraging students to share with friends and peers. The word is spreading. Laney and Merritt food pantry day is on different days. Students

have come to realize that they can go around to different campuses depending on their class schedule. Izzie envisions visiting classrooms earlier in the semester to present on resources and services.

- Matt: Izzie and their team have been so wonderful about presenting in the classroom to speak to the resources that faculty may not be able to. Can share about specific resources and services. This work is Herculean and students are benefiting in so many ways. Appreciate the strategic thinking. Encourages everyone who is here, including those who have Canvas shells, to invite Izzie and their team to present to the classroom and also present Canvas shell content.
- Izzie: Thanks to help from Willis and Vincent, there is an official Peralta email: [bcc-basicneeds@peralta.edu](mailto:bcc-basicneeds@peralta.edu) - will help make everything more streamlined.

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

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

- Kuni: One more meeting this Thursday, May 11. Last one for the semester.

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

- Sean: Last meeting on April 25, during which they provided a budget update. Next meeting tomorrow, May 9, final one of the year.

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

- Sean: Last meeting on April 14, invited IVC Smith and her team to discuss 90-day remediation plan as well as others associated with facilities. Had an update on 2118 Milvia which went to Board on 4/25. Was approved to move forward with 16-week process.

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

- Mary: Met on May 4. Additional alternative funding has been earmarked to be complete 2023-24. 4<sup>th</sup> floor multiroom will be upgraded next year. Mary thanks Kuni for pushing forth the work for this as well as the upgrade for the Auditorium. Library is still set to update scanning system. Network upgrade moving forward, and Sean is making sure vendors are coming in appropriately. Security cameras will be part of this project as they are also updating cabling. Tom is still working on website with Mark at the District to identify and select a new vendor.
- Discussed Ti-Chair position and looking to vote on that at the beginning of next year. Meetings will move to 2<sup>nd</sup> Thursdays in the Fall, along with new Tri-Chair, Academic Senate has to appoint new co-chairs as Mary has termed out.
- Mary comments that great work has been done this year despite hurdles.

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

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

- Matt encourages Technology Committee to continue pushing on the bond item.
- Last met on 5/3 for discussion and action item. Took action to endorse action that came out of Chairs Council, to support release to previous academic year's levels. Will formally present this item to President Garcia to work together to support chairs' work. Related to this, he was excited to hear from Scott and Heather from PD Committee about special development committee, which has been hard at work this semester. Every year, PD Committee provides report to Academic Senate (AS) with the PD calendar: 4 Flex Days, 2 in Fall and 2 in Spring. Both iterations saw

## Berkeley City College College Roundtable for Planning and Budgeting

MEETING MINUTES

Monday, May 8, 2023

increase in online and in-person attendance. PD Committee has been hard at work to extend professional development, also looking for ways to plug into IEPI grant and other spaces to support faculty training that supports equity and accountability. AS also heard from Distance Ed Co-Chairs who presented a resolution for discussion, which will be an action item (supporting efforts as college to become a teaching college by supporting language to formalize and codify teaching in Distance Ed space). Excited to announce that Distance Ed has been part of the Peralta team that codified equity rubric for distance education that has been part of DE not only online across CA, but also that efforts on the rubric have been incorporated by the UC System as well. Leadership at BCC and District-level is cutting turf for University of California! Excited to have bottom-up approach to equity in Distance Ed spaces. Would not go unnoticed if not for administrative teams and support of Distance Education, particularly VPI Kuni Hay, even as funding mechanisms become tighter at District level. The team is strong, stays in communication to develop strategies. DE is in a good place at BCC, looking to improve that as we move forward.

- Last AS meeting on May 17 to take action on said DE resolution.

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

- Last meeting of academic year is on May 24. Brief check-in. Retirement workshop scheduled for tomorrow. Elections coming up, Andrea encourages staff, faculty, admin to encourage Classified Professionals to run for CS leadership team.

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

- Week and a half ago, Mazin spoke at Black Student Success Week (close to 1k people in attendance). Many events this month for mental health, AAPI Heritage Month, Phi Beta Lambda. Many events coming up.

## **7. Announcements**

- Kuni: EMP Steering Committee has concluded drafting process for BCC. Draft has been sent to the community and went to the District as of May 2. Tomorrow's Board meeting will be Board's first read of the EMP draft. Board will provide feedback at May 9 meeting. Next year, District will create goals based on these and BCC will go to strategic planning.
- Kuni: Chairs of governance committees are invited to the summer governance retreat on Tuesday, May 30. More details on content will be relayed.
- Kuni: BCC will continue one more year to sustain DE coordination to ensure becoming teaching college and having key positions secured enough to be able to have as many courses to be top of students' choice. Many thank-yous, gratitude to faculty members and Matt for their leadership and support. Thanks to DE Committee, Tech Committee. Identified funding from COVID-19 Emergency Block Grant.
- Mary: May 12th Showcase 6pm this Friday check out the work of our MMART students !
- Skyler: Shout out to coordinators of Student Success Day which welcomed 300+ visitors from around the area. Susan Truong did a lot of coordinating as did Gail Pendleton. Thanks to Martín De Mucha Flores for honoring the importance of building rapport with our community. Castlemont counselor shared with Skyler that students expressed feeling like they were a priority during their visit. Rapport and trust go a long way.
- Skyler: Umoja Rites of Passage honoring graduates is this Wednesday during college hour in the Annex.
- Andrea: Black and African American Graduation on May 20, day after MLK Day. 15<sup>th</sup> Annual

Berkeley City College  
**College Roundtable for Planning and Budgeting**  
MEETING MINUTES  
Monday, May 8, 2023

African and African American Graduation at Evergreen Missionary Baptist Church, 408 W. MacArthur Blvd., Oakland CA. 94609.

- RSVP here: <https://www.peralta.edu/admissions/student-resources/paaa/african-american-graduation>

**8. Adjourn Meeting**

The meeting was adjourned by Tri-chairs Garcia, Freeman, and Williams at **1:26pm**.

*Next Meeting: Monday, May 22, 2023, 12:20-1:30pm, Conference Rooms 451A/B and via Zoom*

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