

**Members Present:** Andrea Williams, Angélica Garcia, Carolina Martinez, Carolyn Martin, Claudia Abadia, Djenilin Mallari, John Nguyen, Joya Chavarin, Kuni Hay, Matthew Freeman, Mazin Saeed, Sean Brooks, Skyler Barton, Stacey Shears

**Guests:** Chris Lewis, Joseph Bielanski, Jr., Lisa Cook, Martín De Mucha Flores, Natalia Fedorova, Phoumy Sayavong, Randy Yang

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

AGENDA AND DISCUSSION ITEMS
<b>1. Roll Call / Review Agenda</b>
<p>Tri-chair <b>Williams</b> called the meeting to order at <b>12:22</b>pm.</p> <p>Motion to approve agenda by: Joya Chavarin            Second by: Claudia Abadia            Votes in favor: 10            Objections: 0            Abstentions: 0            Motion passes.</p>
<b>2. Review Minutes</b>
<p>Tri-chair <b>Williams</b> requested a review of the <b>May 8, 2023</b> minutes.</p> <p>Motion to approve minutes by: Kuni Hay            Second by: Claudia Abadia            Votes in favor: 12            Objections: 0            Abstentions: 0            Motion passes.</p>
<b>3. Nursing Pod action item</b>
<p>Leader: John Nguyen</p> <ul style="list-style-type: none"> <li>• Nursing pod at BCC was presented to Facilities, Health, and Safety Committee (F/H/S); approved last week by Facilities to have the pod on campus. The prime location they are hoping to have it at is on the 5<sup>th</sup> floor next to the women’s restroom, which is also ADA accessible. They are bringing it to Roundtable for approval, and to answer questions about the nursing pod.               <ul style="list-style-type: none"> <li>○ <i>John shares website of Mamava lactation pod: <a href="https://mamava.com/all-products/solo-mamava-lactation-pod">https://mamava.com/all-products/solo-mamava-lactation-pod</a></i></li> </ul> </li> <li>• Planning to have the pod ready for students by Summer 2023.</li> <li>• Comment (Lisa): Someone expressed that it was noisy in the desired location, which would be hard if there is high traffic. She understands there is also no sink inside of the pod, therefore keeping it near the restroom is ideal.</li> </ul> <p>Response (Natalia): As part of F/H/S Committee, she confirms that the committee approved the addition of the pod, however they could not agree therefore finalize the location.</p>

- Q (Matt): Are there any alternatives?  
A (John): Another option is down the hallway of the 5<sup>th</sup> floor, which is quieter. Another option is the 4<sup>th</sup> floor hallway. They discussed the atrium, but it is too noisy therefore not ideal for a nursing pod.
- John clarifies that the exact location is still not locked in. Facilities is looking further into options, but they are forwarding this item to Roundtable for approval.
- Q (Stacey): To confirm the current process, Roundtable is approving the nursing pod, but not the exact location, as the final determination is made by the Cabinet in consultation with the Facilities Committee?  
A (John): Yes, mainly for approval of the nursing pod itself.  
A (Angélica): Yes, mostly. Revision to Stacey’s statement is that Cabinet, Facilities, and especially student engagement so there is input from a student perspective, whether ASBCC President or an appointee. The ask of Roundtable is to approve implementing a nursing pod to put BCC in state compliance.
- Stacey clarifies that there is student representative on the F/H/S Committee.
- Q (Matt): John mentioned that the pod is coming this summer. How is F/H/S committee meeting, and how are students participating? How will the Facilities Committee and students be involved in that decision?  
A (John): Facilities approved the pod, and students will be on campus in the summer. Facilities won’t necessarily meet during the summer, but John hopes to make a final decision with Cabinet and Student Services.
- Q (Matt): How can we target the discussion to folx directly impacted by this to bring nuance, specificity to what is needed? It seems that targeted conversation around specific asks to generate specific answers is needed to bridge gaps in spaces. This is such a topic and one that, before we make a move, requires some outreach to be done. Matt does not have a solution, but is bringing this up for consideration. Not sure whether this is an issue of timing given the issue of state compliance, but worth discussing now. For example, who was asked about these proposed locations, who in the community has an awareness of the needs and barriers that are there?  
A (Angélica): President’s Cabinet has a broader perspective given the areas represented. Agrees that student input is necessary this summer. We must also work within the constraints of the building so as to not take a room offline nor convert an all-gender restroom to a nursing pod. But a space must be identified that is private and allows privacy. The concern can and should be addressed, but Roundtable may not need to be involved in the specifics of it.

**Action**

Motion to approve item by: Kuni Hay  
Second by: Mazin Saeed  
Votes in favor: 12  
Objections: 0  
Abstentions: 0  
Motion passes.

**4. Review: Final EMP Draft to Board**

Leader: Angélica Garcia

- Not a review of the draft as this has already been brought to, and approved by, Roundtable. Angélica thanks all parties involved. Campus forums, EMP Steering Committee, IPC, Roundtable, so many colleagues have been involved. The final EMP was well-received at the last Board meeting, during which Kuni was Acting President. Angélica invites Kuni to share comments.
- Kuni: At that meeting, the shared vision graphic, timeline, and inclusive process were highlighted by the Board, as well as the roadshow to governance spaces. BCC was lauded for consistently gathering feedback, such as via the form that Tom posted on EMP website. Board gave accolades about the process that BCC employed for developing the EMP, as were the two guiding questions regarding removing poverty and alleviating gentrification. The EMP was noted as a vision-led way of looking at BCC's future, and the Board was very complimentary.
- Angélica: Sister colleges in their process of completion were looking to BCC's draft. She commends the entire college community for the heavy lift to get an EMP done and BCC should celebrate that we are able to look at this Shared Vision graphic and consider the different ways that career services, student services, academic support, and everything locks into strategies for success, thereby feeding into the indicators for success. We are able to see how we as a college have worked to achieve those gaps.
- Moving forward as we head into strategic planning, consider what the measurable objectives are. For example, as a tri-chair of another committee, a department chair, a community member, etc., everything we do funnels into these measures. How is it that I/my division/my program, feeds into these levers? Use the EMP and the shared vision as an anchor. The more we use this as an anchor, the less duplication of efforts will happen, making for easier to manage fiscal processes.
- The EMP will be up for Board approval tomorrow evening, then will go up as a final document on the college website and will be distributed across the college.
- Q (Lisa): What is the timeline for the strategic plan that follows this EMP?  
A (Angélica): On May 30, the participatory governance retreat will start some conversation around how different committees part of the decision-making process can inform it. Because EMP is so tight and clearly outlined, the strategic plan should wrap up within one semester. Phoumy from IR will pull preliminary objectives, and data will show where we must start moving on things. Actual completion will take place this fall. The strategic plan will also go through a 5-year period.
- Q (Matt): Will we ask the same reps to be part of the discussion and writing of the strategic plan?  
A (Angélica): Part of that will be discussed at the governance retreat as a starting point. Current IPC Committee will be a starting point, though she acknowledges that IPC is in a period of assessing how it will evolve. Members of the EMP Steering Committee have expressed interest in continuing with the strategic plan should a similar body be created.

## 5. Governance Retreat Date

Leader: Tri-Chairs Andrea Williams, Angélica Garcia, and Matt Freeman; Kuni Hay

- Matt: The Leadership Retreat is scheduled for Tuesday, May 30. Those invited are Roundtable Committee members, as well as (tri-/co-)chairs of committees.
- Kuni: Lots has evolved since we last had a retreat. She thanks everyone for their effort. On 5/30, the group will look at the shared vision graphic, how to frame it, and look to it as the governance glue and how to frame the operational structure of governance at BCC. IPC's role is a big question,

such as looking more into institutional effectiveness rather than planning vision. Responding to accreditation, responding to the recommendation of creating an institutional culture of assessment. Assessment Committee has come forward to express interest in creating a culture of assessment of BCC, which will be one discussion during the retreat.

- Angélica: Two summers to now, we have gained a lot of ground and opened up a self-evaluation of BCC's governance process. We have archived, documented the work along the way. For a college willing to commit to a governance retreat, it allows the leadership team to do the work that can be done over the summer, especially as faculty are off-contract. During the summer, it informs the rest of the work which is so impactful. Angélica sees the benefit of it to set up for institutional effectiveness and accreditation follow-up.
- To reiterate, invitees are an extension of the participatory governance manual: IPC, IPAR, F/H/S, Technology. As changes occur and bring in new leadership, new leaders will onboard at governance retreat. A note that some chairs of standing committees are on the agenda but not on the governance retreat invitation/agenda.

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

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

- No update at this time.

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

- Last meeting was on Tuesday, May 9, during which they received an update on the budget.
- Due to journal entries, BCC should be ending FY23 with a balanced budget. District told us that any deficit from FY23, as well as surplus from FY23, will carry into FY24. Can hold on to other funds. Will wait to see how that shapes out.
- FY24 general fund is uploading.
- Angélica thanks Sean, IPAR, and Executive Cabinet; surplus carrying over has not historically happened. This is a great thing! If we are in deficit, that will also carry over and next year's budget would be reduced. VPs Shears, Hay, and Brooks worked hard with their managers, direct reports to make sure that we are not in deficit. Because of different funding methods and methodology around it, BCC had been carrying around \$1.2-1.3M dollars of over-expenditures. Over 3 years, we have shrunk it. This is the first year we have an ending balance without deficit (no borrowing money from the future). This took lots of work, which shows! This is in addition to supporting the districtwide deficit announced in the fall. This was a huge lift, all of us have felt the pains of it in different ways. This is a huge accomplishment!
- Q (Matt): When will you know if we have a surplus or deficit?  
 A (Sean): Final payroll on June 30, by July will more of an idea. Confident that we have done a good job of budgeting appropriately.  
 Q (MF): Will Sean send communication from his office when that is finalized?  
 A (Sean): Yes, will let Roundtable know once finalized.

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

- John: Met on May 12, went over summer items: MESA Center approval. Dean Lewis presented MESA item to be approved by F/H/S. OOI with Business Office selected Room 1 at 2000 Center Street as temporary dedicated space for the MESA Center. This was reviewed and endorsed by the

President's Cabinet and Exec Team. Key requirement is dedicated space and staff. This will provide space for director and support staff, as well as space for workshops, office hours, MESA Campus Council. F/H/S unanimously approved on May 12 when Dean Lewis presented. Now making report to Roundtable for official approval at next meeting.

- Sean: Demo work for 2118 Milvia will start shortly. Sometime beginning in mid-June. Building will come down, then rebuilding will take place 14 weeks after. 6 weeks of work to take place inside building, after 12-14 weeks of hard demolition outside. Will be scraped sometime this summer.
- Also, Smart Classroom locks, about 30, have had challenges with access. Had walkthrough this morning. Will get locks with tumblers by beginning of fall. He will continue to follow up and check in.
- Q (Kuni): If the card readers are going away, can you clarify what the tumblers are?  
A (Sean): Tumblers will house a physical key.
- Q (Carolyn): Awesome update. Should faculty plan to request keys going into the fall?  
A (Sean): Yes.
- Sean: Working on front door at 2050 Center. Door has been ordered, in the process of fabricating. 6 weeks of work to be done in front of campus. Front entrance will be secured temporarily with plywood. Access to East or West of campus, will work through mechanics of it during the summer. Will have an update later this week or early next week. Bear with us during this update.
- Angélica recap: Front door needs to be repaired. Time for when materials will arrive, will take place in beginning of fall semester. ~6 weeks, will have alternative access routes in the meantime. Will have to work with local city safety officials. Need to meet all egress requirements, ADA accessibility. Sean will work on this during the summer. When it has to happen over the fall, with enough lead time going into it, will determine alternative access via main entrance and security. Notes that there will be some discomfort for a bit while this is being addressed. The accessible ramp will be there in case there are ADA needs, also think of utilizing 2 stairwell doors for possible additional access points. Worked really hard to stay on it to be done by summer. VPs were on it, but they could not move things faster. Communication will be important. It is understood that this is not ideal.
- 4/10 work schedule beginning the week of June 5, per the memo sent by District and BCC-Announcements. Campus is closed on Fri-Sun during summer, with the exception of a class meeting on Saturday, July 15. The Mental Health Forum on Friday, June 9, will move to Annex building, Room 3 (2000 Center).
- Q (Matt): Confirming—Demo on new building begins 6 weeks after mid-June (2<sup>nd</sup> week of August)? Also, front door will be offline?  
A (Sean): Correct.  
Q (Matt): Will Center Street be closed?  
A (Sean): He is going through a traffic litigation plan. Center Street will likely will have 1 lane with flaggers.  
Q (Matt): In addition to communications regarding the front door, he asks for daily briefs during the demolition period for folx coming to campus via MLK with alternative routes, if it's closed. Communicate ahead of time for staff and also students.
- A (Sean): Yes, we are putting a plan together now.
- Q (Lisa): Confirming—6 weeks for internal scraping to prepare internal for demo, 12-14 weeks of demo for everything?

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**College Roundtable for Planning and Budgeting**

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- A (Sean): Yes.
- Q (Carolyn): Allston Way Garage is not open on the Allston side, which would be impacted by a closure of Center.  
A (Angélica): To our understanding, the Allston doorway is closed for safety reasons on the high school end as well as due to demolition on Allston Way. Sean will work with garage staff to make sure that the Allston entrance is available as these closures occur. Note that the door for Allston is also on backorder.
- Q (Mazin): Notes that anyone can park by entering from Center, and/or can enter Allston by foot.

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

- Has not met since last Roundtable. Done for the year.

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

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

- Matt hands over time his time as Academic Senate President to Claudia who chairs the math department to speak regarding a loss within the faculty ranks.
- Claudia: David Powell passed unexpectedly on May 6 and on May 17, Academic Senate passed a resolution honoring the life and work of David Powell. David was hired as an adjunct professor in Fall 2017, was at BCC as a volunteer in the LRC, w a tutor, worked with Dual Enrollment. He had degrees from Stanford and was passionate about math. This is a tremendous loss to students, the College, and the math department. In the fall, they will plan something to honor his life and work. Claudia thanks Matt for the time and opportunity to share.
- Matt will forward the resolution that Academic Senate passed, written by the math department, which can also be shared in the President's Report to the Board.

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

- Elections for the next leadership team takes place this week. Final tabulations will be this Friday. Will also announce winners and the new executive leadership team by next Tuesday so that the new President and/or leadership team can attend the governance retreat. Classified Senate will have their last official meeting of the year on Wednesday, May 31.
- Andrea is deeply appreciative of everyone's support during her tenure. She thanks Dr. Garcia and Academic Senate President Freeman for including her as a Roundtable tri-chair. It has been an exceptional learning experience and she is honored to be part of this. She notes that she will still participate in Roundtable, albeit in a different capacity.
- Matt thanks her for rolling with him and Angélica as they all learned through this new tri-chair structure. She has so much respect for her and the role she does, and it is great that she will be forever remembered as the first tri-chair of Roundtable.

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

- Last report to Roundtable. Thanks everyone for the opportunity to be part of Roundtable. Experience was great, thanks for everything.
- Angélica confirms that Kristiyan Klichev is incoming ASBCC President for 2023-24.

**8. Announcements**

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- John: Commencement is Wednesday, May 24, at Zellerbach Hall. Looking forward to seeing everyone there. Weather will be great. Grads expressed excitement for the day.
  - Angélica thanks Matt for sharing the invitation to faculty. 38 have RSVPd!.
- Angélica: Thanks colleagues at BCC who were part of supporting AAPI Graduate Celebration at Laney on May 12: John Nguyen, Phoumy Sayavong, Susan Cuong, Susan Truong, Christine Taing-Rivera. This was the first time BCC participated in AAPI Grad Celebration. Students represented in full force and were very loud as part of the celebration. She thanks Carolina Martinez, Martín De Mucha Flores, and Lissette Flores for their leadership and support of the first in-person Raíces Cultural Graduation last week. Thanks the team for supporting the event, collaborative efforts, and encouraging students to participate. She thanks Ramona Butler for her leadership of the African and African American Graduation Celebration, which was incredibly impressive. It was great to see Mazin graduate, Andrea as a name reader, and Stacey who helped with setup and checking graduates in. Beautiful to see students and their families and loved ones. Lavender Graduation is a new event that also passed earlier this month, and she thanks Doris Hankins for supporting the coordination of the event. These events happen because so many come together to celebrate students. She can hardly wait to see commencement and witness all graduates this Wednesday.
- Matt: This is Dr. Garcia’s last official Roundtable serving in a tri-chair role. He and Angélica started their respective roles together at the height of a global pandemic, sharing pandemic presidencies in their respective spaces. She is strongly tied to commitment and strength as a leader and president of this college. He notes that it is appropriate that in her final comments, President Garcia was speaking about the students. He thanks Angélica for that. On behalf of Academic Senate, and as a tri-chair, he wishes her the best on her new role as President/Superintendent at Santa Rosa Junior College. Congrats, and he wishes her and her family the very best. He thanks her for her leadership of the college.
- Angélica: It’s truly bittersweet. She cares very deeply about Berkeley City College, about the work we all do in support of students. She will shamelessly copy the many really amazing things that BCC does for students and bring them up to Sonoma County. Will be rooting for the College from afar. This is the place that truly transforms lives, whether by administrators, faculty, classified professionals. This is her very first presidency, and a very meaningful one. She thanks everyone for the opportunity to serve with them.

**9. Adjourn Meeting**

The meeting was adjourned by Tri-chairs Garcia, Freeman, and Williams at **1:20pm**.

*Next Meeting: Monday, August 28, 2023, 12:20–1:30pm, Conference Rooms 451 A/B and via Zoom*

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