



Berkeley City College
College Roundtable for Planning and Budgeting
 MEETING MINUTES
 Monday, January 29, 2024 (Special Meeting, 5th Monday)

Members Present: Ari Krupnick, Carolina Martinez, Carolyn Martin, Denise Richardson, Djenilin Mallari, Gail Pendleton, John Nguyen, Joya Chavarin, Kristiyan Klichev, Kuni Hay, Matthew Freeman, Phoumy Sayavong, Ramona Butler, Sean Brooks, Skyler Barton, Stacey Shears, Thomas Rizza

Guests: Amy H. Lee, Andrea Williams, Chris Lewis, Ernesto Nery, Jasmine Sumandal, John Saenz, Joseph Bielanski, Jr., Lilia Celhay, Lissette Flores, Natalia Fedorova

Tri-Chairs: Denise Richardson, College President; Matthew Freeman, Academic Senate President; Tom Rizza, Classified Senate President

AGENDA AND DISCUSSION ITEMS
<p>1. Roll Call / Review Agenda</p> <p>Tri-chair Richardson called the meeting to order at 12:20pm.</p> <p>Motion to approve agenda by: Sean Brooks Second by: John Nguyen Votes in favor: 12 Objections: 0 Abstentions: 0 Motion passes.</p>
<p>2. Review Minutes</p> <p>Tri-chair Rizza requested a review of the December 11, 2023 minutes.</p> <p>Motion to approve minutes by: Denise Richardson Second by: Kuni Hay Votes in favor: 15 Objections: 0 Abstentions: 0 Motion passes.</p>
<p>3. Public Comment</p> <ul style="list-style-type: none"> • VPSS Shears: Reminder of who is a voting member to make sure that those who are non-voters are not voting. Members of Roundtable Committee are noted on the Roundtable agenda. • Tri-Chair Freeman welcomes everyone back to the beginning of the spring semester. Exciting to see everyone back, here in-person and online. Students are amazing as usual, fun to see them all back. Appreciate the amazing Flex Day here at BCC and at the District to start things off. • President Richardson echoes these sentiments and calls out that energy, recognizing that spring is here with all the allergies that it brings. Excited to be back!
<p>4. President's Updates</p> <p>Leader: Denise Richardson, Ed.D., President</p> <ul style="list-style-type: none"> • Shared these updates in her message on Friday. Big shoutout to VPAS Brooks and his team, and Kitchell, who got us our brand-new doors. Wonderful to invite all the students back in a way we can all be proud of. <ul style="list-style-type: none"> ○ VPAS Brooks: "Opening the door to our students' future!"

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- Chancellor Gilkerson is fully seated, back with us at Peralta as she was previously President of Laney College. Dr. Gilkerson was here at BCC on Wednesday, January 10, and met with administrators and others who were on campus who told her about initiatives here at BCC, backdrop in terms of the EMP and merging strategic plan, and updates on triumphs and challenges. Dr. Gilkerson was very impressed. Some probably saw BCC featured as part of the video that she showed to Board summarizing her visits to the colleges.
- BCC is leading the District in some exciting ways regarding enrollment. Kudos to Office of Instruction, Deans, and VPI Hay, who worked tirelessly to make this happen, as well as facilities and resources support from administrative services, and student services who provided support through enrollment workshops. Will continue holding enrollment/registration workshops to encourage students to come to BCC as there are still opportunities through late-start courses.
 - BCC has the highest productivity in the District at 15.15%. For comparative analysis, other colleges are at 13-14%, so BCC is the only one so far that has broken through the 15% barrier. Also at 92.27% of target. Ultimately what this is saying is that we are all doing a great job. This doesn't even yet include late-start classes as well as some Dual Enrollment courses.
 - Q (ASBCC President Klichev): What does 15.15% productivity mean?
A (President Richardson): It is in terms of managing the schedule and making sure that high-demand classes are offered. The ratio of instructors to students.
 - LASS Dean Celhay comments that many faculty also added to their class capacity as there were many courses with a high demand. She highlights that faculty are extending a warm welcome to waitlisted students by expanding beyond the 40-student capacity.
- One of the stated primary goals from the 2024-2028 EMP is to decrease completion gaps for Black students at BCC. Kudos to Phoumy who continues to gather helpful data to inform BCC's efforts toward this goal. Currently in the process of writing the Strategic Plan narrative and telling BCC's story in terms of things we need to do to accomplish this goal, such as hiring success coaches and peer counselors. President Richardson is appealing to the entire campus community about strategies for increasing not just enrollment but also retention as this is an area of growth that BCC needs to address in a substantive way. All hands on deck.
- BCC 50th Anniversary Celebration is in April. Planning Committee will meet tomorrow, plans to disseminate calendar of events in February.
- Last Friday, the combined Planning and Budgeting Council (PBC) & Participatory Governance Council (PGC) took place and Chancellor Gilkerson provided structural guidance. Anticipate additional changes as the Chancellor is looking to increase efficiency in terms of meetings, participatory governance, budget discussions districtwide. VC Jones presented on the governor's budget.
 - COLA increases general revenue by .76% (~\$1.12M). VP Brooks will touch on those during his report.
- First in-person LINK Up is on Thursday, February 8, in room 423.
- President Richardson encourages everyone to take care of ourselves. Drink water, walk, get out there, rest. Discipline ourselves to get the rest we need to take care of our students and ourselves.

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

Integrated Planning Committee (Stacey Shears/Kuni Hay)

- VP Hay: Per handbook, IPC will have 2 meetings this semester: Feb 1 and April 18, 12:20–1:30pm. Currently going through the APU process. Directors, managers, deans are going through recommendations for resource allocation, will then go to VPs, then shared with IPAR on Feb. 13.

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

- VPAS Brooks: Had PBC meeting on Friday, January 26, 9–10:30am. Dr. Jones discussed current state budget as the governor’s 2024-25 budget was released ~2 weeks ago. Currently forecasted with \$34B shortfall. Governor plans to keep CCCs intact, has guaranteed that they will fund to support nursing shortage, student housing. This year’s budget (24-25) will include 0.76% COLA, a little bit less than previously; does not account for step increases, COLA associated with categorical funds. Budget will be tight, VPAS Brooks and his team, as well as District Finance, are monitoring the situation. VPAS Brooks expresses gratitude for the governor's budget update as there are no huge cuts to CCC budgets. Will continue to unravel plan for the next fiscal year.
- IPAR last met on December 12 before winter break. Discussed budget, slightly overspent. Will meet again on January 30 during which they will present a snapshot of BCC’s budget. VPAS Brooks is working with deans to ensure the budget is accurately reflected.

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

- Assoc. Dean Nguyen: First meeting is on February 9, 12:30–1:30pm. They meet on the 2nd Friday of each month.
- VPAS Brooks: The front door is completed and functioning well. He thanks everyone for their patience with its completion. A couple of tweaks still need to be made, but it is going well. New site at 2118 Milvia will include student artwork on the green mesh that will cover the project. Scheduled to go up next month. Construction of new building is scheduled to go to Board sometime this spring.
- Note hours for building. Any increased needs for service, let VPAS know so that work can be accommodated.
- *Per email sent by VPAS Brooks on 1/31/24 at 9:56am—*

On Mondays – Thursdays, BCC Main is open until 11:00pm. We do have classes that can go until 9:45pm sometimes. These are the arrangements below that we have on hand to ensure closure of campus promptly by 11:00pm.

- *Classrooms where we have evening classes will not be cleaned until 10:15pm to allow faculty and students the opportunity to congregate and stay afterwards for office hours/tutoring if needed. These activities must conclude by 10:15pm*
 - *If there is a student by themselves in a classroom after a class ends, they are encouraged to relocate to the LRC or Student Lounge*
 - *The only permitted usage after class concludes is if faculty and students are engaged in active discussions/learning, etc. Under these circumstances, they are permitted to occupy the classrooms until 10:15pm*
 - *If we do find a classroom empty before 10:15pm, then we will start the daily custodial cleaning process*
- *Security will make their rounds in the LRC, Student Lounge, and other common areas starting at*

10:30pm to encourage faculty, students, and visitors to exit the building

- *The 3rd floor restrooms will be the restrooms that are left open after classes end and should remain open until Security does a final sweep*
- *For Fridays and Saturdays, the same procedures apply, it is just that we would start the process on Fridays at 6:15pm (Building closes at 7:00pm) and on Saturdays at 5:15pm (Building closes at 6:00pm)*

Technology Committee (Chris Lewis/Erika Yeh)

- MSCE Dean Lewis: Meets 2nd Thursdays each month. Will have their first meeting on February 8. Send agenda items to Dean Chris Lewis.

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

Academic Senate (Report by Matthew Freeman)

- Have not yet met this semester. First scheduled meeting is on Wednesday, February 7 on campus to meet quorum obligations, with virtual option. All are welcome at meetings, hope to see some there. Updates:
 - As a member of District Academic Senate (DAS), he was excited to host State Chancellor Sonya Christian at District Flex Day at Laney. In his tenure at PCCD, this was the first time that the state chancellor has physically come to any of the colleges and been an official part of Flex Day. He is grateful to have been able to help organize that and to host the new state chancellor and Vision 2030 and the impact that it will have across the various community colleges. Chancellor Christian's address highlighted how BCC is leading the way in PCCD, such as being in plus status in every category of Vision 2030 such as mentorship, etc. Tri-Chair Freeman conveys the need to include this in the upcoming Accreditation report.
 - Has been in contact with Chancellor Gilkerson who reached out to him with interest to come to BCC for a listening tour with faculty in February or early March. Will announce once date is finalized.
 - One standing committee of Academic Senate is the Professional Development Committee. In addition to Flex, Professional Development awarded 2 faculty with sabbaticals: Ari Krupnick and Gabriel Martinez. Announcing this to celebrate them here, and will also do the same at the next Academic Senate meeting.
 - This is an election cycle (2-year) for Academic Senate. Tri-Chair Freeman will send out announcements about eligibility, and will reach out to cultivate a good turnout and great participation from colleagues across campus.
- He invites everyone to attend the Senate February 7 meeting.

Classified Senate (Report by Tom Rizza)

- Set to meet on Wednesday, February 14. He is working with fellow officers to put together the agenda. Will send out announcements, looks forward to gathering.

Associated Students of Berkeley City College (Report by Kristiyan Klichev)

- Met last Thursday for the first time. Full room of dedicated students. This semester, they are focusing on encouraging voting and students' civic engagement. Working with Student Engagement and Basic Needs department to achieve this goal. Last week was Welcome Week, lots

of events. Student Ambassadors team focused on enrolling students, showing classes, giving tours and campus guidance; very engaged last week. Campus Resource Fair took place and was a great opportunity to tap in, get involved, and connect with resources on campus (EOPS, Basic Needs, etc.).

- Club Rush will take place on Tuesday, February 6, 12:20–1:20pm. 35-40 clubs and organizations will be tabling in the Atrium to encourage students to learn about clubs at BCC. This is arguably the best way for students to get involved on campus. Great start to the semester.

7. Announcements

- VPI Hay: Thank you for finalizing and updating Participatory Governance dates and times so that the visual calendar could be created. Shout out to Vanessa Phillip for her leadership of the process, and thanks to Tania who linked the calendar on the website.
 - <https://www.berkeleycitycollege.edu/participatory-governance/spring-2021-participatory-governance-calendar/>
 - Find it on the website by going to “About BCC” at the top, select “Governance” from the drop-down menu, and find the calendar linked on the left-side navigation menu.
- Tri-Chair Freeman: One of the things that Tri-Chairs were charged with last semester is to audit the handbook. Will meet on February 7 after the Academic Senate meeting to start generating comparative data to bring back to respective committees and ensure it is accurate.
- Ramona Butler: Black History Month Committee and Lunar New Year Committee are collaborating on events in February. The whole month is set up. Will share a confirmed calendar with everyone, hope all can participate and support committees and students.
- VPI Hay: BCC is leading Apprenticeship for the state. BCC was invited to submit an application to the grant. She thanks Dr. Chavarin for helping with the application for \$1.5M to support apprenticeship to cultivate students to be teaching assistants, and also ensuring support to/for disabled students. Melina Winterton also submitted a \$1.35M CAI grant over 3 years for HUSV, hoping both will be awarded. Hope to hear from state chancellor’s office by March.
 - She also thanks LASS Dean Celhay for supporting both grants at the last minute and over the weekend, working with both faculty members to ensure submission.
 - Dean Celhay: Work is meant to expand what we are offering to students. BCC is lucky to have two passionate, committed faculty who completed this work.
- President Richardson: These grants also address our commitment to equity and social justice.

8. Adjourn Meeting

The meeting was adjourned by Tri-chairs Freeman, Richardson, and Rizza at **12:57pm**.

Next Meeting: Monday, February 12, 2024, 12:20–1:30pm, Conference Rooms 451A/B and via Zoom

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