

Berkeley City College
College Roundtable for Planning and Budgeting
MEETING MINUTES
Monday, September 23, 2024

Members Present (*bold to indicate present, delete absent*):

Laura Ruberta, Carolina Martinez, Carolyn Martin, Denise Richardson, Annie Liu, Gail Pendleton, Joya Chavarin, Himali KC, Phoumy Sayavong, Ramona Butler, Skyler Barton, Stacey Shears, Thomas Rizza

Guests (manually type): Nghiem Thai, Joseph Bielanski, Dana Cabello, Lisette Flores, Chris Bernard, Christopher Lewis, Sam Gilette, Mary Clark-Miller, Natalia Federova, Ino Sanez Williams

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

AGENDA AND DISCUSSION ITEMS
1. Roll Call / Review Agenda
<p>Tri-chair Richardson called the meeting to order at 12:20 pm.</p> <p>Motion to approve agenda by: Stacey Shears Second by: Tom Rizza Votes in favor: 11 Objections: Abstentions: Motion passes.</p>
2. Review Minutes
<p>Tri-chair Richardson requested a review of the 9/13/2024 minutes.</p> <p>Motion to approve minutes by: Stacey Shears Second by: Skylar Barton Votes in favor: 12 Objections: Abstentions: Motion passes.</p>
3. Public Comment
<ul style="list-style-type: none"> • Technology Committee: replace Chair Chris Lewis with Nghiem Thai • Enrollment Management: include Chris Lewis as Co-Chair with Stacey Shears
4. President's Updates
<p>Leader: D. Richardson</p> <ul style="list-style-type: none"> • The new course catalogs are done and distributed, with further improvements planned with Curricunet. Hard copies and online copy are available. If anyone wants a hard copy, contact Tom. Thank to Tom and Nancy on your diligence for making this happen. • Website redesign in progress; feedback requested from staff. Tom sent out the link to give feedback. We are the first college to update the website using this vendor. • Campus-wide trash pickup scheduled for October 11th. There will be a trash pickup event on October 11th. Dr. Richardson mentioned she will be going around the college campus today to identify areas where the trash pickup is needed. Bobby and Michael will be providing tags for people to designate

whether items need to go to the district, be used elsewhere, or just need to be trashed. Dr. Richardson encouraged everyone to take advantage of this trash pickup opportunity, as the aesthetics of the college campus are important. She asked people to keep an eye out for the public announcement with more details about the trash pickup event.

- Mayoral debate to be hosted on campus on September 26th. There is a link to the announcement about the mayoral debate that will be sent out again. Dr. Richardson stated that this is a great opportunity for students to engage with the mayoral candidates. She emphasized the college's commitment to providing access to the community for this mayoral debate.
- Budget Townhall will be on October 31st.

5. Participatory Governance Committee Goals Tracker

Leader: Denise Richardson

- Dr. Richardson proposed implementing a spreadsheet-based tracker to more effectively monitor the progress and completion of action items identified in the participatory governance meetings.
- The tracker would include details like:
 - The specific action item
 - The person(s) responsible
 - The due date
 - The current progress status
 - The completion date
- The goal is to have a more systematic and visible way to track the committee's progress on its objectives, rather than relying solely on meeting minutes.
- The tracker would be reviewed at each participatory governance meeting to keep everyone updated on the status of action items.
- The idea is to improve accountability and efficiency in the participatory governance process.
- Feedback was solicited from the meeting participants on the best way to implement and utilize this goals tracker.
 - Lissette suggested keeping the tracker and the meeting minutes/agenda in the same spreadsheet, but as separate tabs. This would help keep the documents connected and avoid confusion.
 - Tom proposed having a form where people could submit proposed action items ahead of the meetings, which could then automatically populate the tracker spreadsheet. This could help streamline the process.
- Overall, the tracker is intended to supplement the meeting minutes and provide a centralized tool for monitoring the committee's action items and outcomes.
- Stacey: Will the tracker be used consistently across all participatory governance committees, or if there could be some flexibility in how it's implemented based on the needs of each committee?
- Andrea raised the idea of involving non-voting committee attendees in submitting potential action items for the tracker.
- There was agreement that the tracker would be helpful for providing evidence of the committee's work, especially for accreditation purposes.

- The plan is to have a more fleshed out version of the tracker ready for the next participatory governance meeting, incorporating the feedback provided. If there are columns or items to include in the tracker, send it to Denise, Matt, Tom, and Annie.

6. Accreditation Report & Timeline

Leader: Chris Lewis

- BCC is currently working on their midterm accreditation report for the Accrediting Commission for Community and Junior Colleges (ACCJC) and had their first meeting last week to delegate the responsibilities.
- VPI Lewis provided an overview of the accreditation report process:
 - They have assembled an accreditation team with representatives from various areas.
 - The team has divided up the four main sections of the report among the members.
 - They have started gathering evidence and drafting content for the report.
 - The report is not meant to have a long narrative. Mendicino College had an example that was 13 pages long.
- The timeline includes:
 - Meeting every two weeks throughout the fall semester to work on the report.
 - Providing a working draft to Roundtable on October 28th for feedback.
 - Meeting with Academic Senate in early November to also get input on the draft.
 - Aiming to have the final draft ready to go to the Board of Trustees on February 11th.
- VPI Lewis noted that the ACCJC is no longer requiring a response to the previous recommendations in ISER, since BCC's accreditation was fully restored.
- The team is reaching out to various committees and groups on campus to ensure they capture all the relevant work and improvements to include in the report.
- There was discussion about also involving students in the accreditation process and report.

7. Shared Governance Updates - Integrated Planning Committee / Integrated Planning & Allocation Resources / Facilities Committee / Tech Committee

Integrated Planning Committee (Stacey Shears/Chris Lewis)

- They met and discussed working on a comprehensive review. VPSS Shears has a small group need to connect. They need to make revisions to the template and are pretty close to having a timeline. They need to work backwards based on the due dates to create a working timeline.

Integrated Planning & Allocation Resources (Denise Richardson/Phoumy Sayavong/Fatima Shah)

- The IPAR committee will be held tomorrow afternoon at 3PM.
- Discussions include going over the evaluation that took place about effectiveness.
- Agenda includes going over the District Roadshow and implications for BCC, as well as the budget that's established for the college.

Facilities, Health, and Safety Committee (Denise Richardson/Armando Franco)

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- The committee had a very comprehensive review and discussion at their recent meeting.
- A main message that came through was the need for increased training on various safety and emergency protocols:
 - Training on CPR, Narcan, active shooter response, and other emergency procedures
 - Ensuring all faculty and staff are aware of the protocols and feel prepared
- There was discussion about scheduling regular emergency drills on campus to practice the protocols.
- Questions were raised about the role and function of the Behavioral Intervention Team and how it interfaces with the college's emergency response.
- There were funding questions around maintaining and replenishing the emergency supply kits in classrooms, and for the plan to print and install the emergency instruction flipbooks, which have already been updated.
- Planning for the upcoming campus-wide trash pickup day on October 11th was also discussed, including coordinating the coding system.
- The committee also reviewed the status of installing new waste baskets in the men's rooms across campus, as only 2 out of many were installed.

Technology Committee (Nghiem Thai/Erika Yeh/Tom Rizza)

- Bond G Measures Funding for Computer Refresh:
 - The committee was given approval to utilize \$970,000 in bond measure funds to refresh and update computers across campus.
 - Vincent Koo is working on a tracking list to prioritize which computers will be replaced first based on age and department needs.
- Network Infrastructure Upgrade:
 - The network infrastructure upgrade is 99% complete, including finishing work in the annex building.
 - They are developing a final assessment to document the completion of this project.
- Classroom Technology Upgrades:
 - The Office of Instruction has identified \$250,000 in funding to upgrade technology in 6 specific classrooms, which included Rooms 421, 422, 424, 431.
 - This will include upgrading wiring, installing new 4K projection systems, and future-proofing the rooms.
 - The goal is to have these classroom upgrades completed by the end of the spring semester.
- Wiring for New Building:
 - The committee has engaged construction managers to handle the networking and wiring for the new building across the street.
 - They are doing assessments to ensure the wiring is installed ahead of the HVAC work in the new building.

Enrollment Management (Stacey Shears/Chris Lewis)

- The Enrollment Management working group typically meets twice per semester - after the main enrollment rush and towards the end of the semester to prepare for the upcoming term.

- Stacy has sent out a calendar invite to schedule the October meeting of the Enrollment Management group.
- The goals of these meetings are to:
 - Review what worked well and identify any pain points from the previous semester's enrollment process.
 - Discuss ways to better support enrollment from the local unified school districts.
 - Prepare for the upcoming semester's enrollment.
- The importance of not only getting students enrolled, but also retaining them from fall to spring, was emphasized as a key focus area.
- The president encouraged everyone to share any ideas they have for improving enrollment and retention with the VPI and VPSS.

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

Academic Senate (Report by Matthew Freeman)

- N/A

Classified Senate (Report by Tom Rizza)

- Michael Avillar passed off the Classified Gum Drop Unicorn for John and Camille in LRC for their work.
- Provided a general update on the college website, encouraging classified staff to fill out the forms as suggested.
- Next meeting is this Wednesday and will send out agenda later today.

Associated Students of Berkeley City College (Report by Himali KC)

- ASBCC met last Thursday and assigned the students to their committees. They are currently planning for Club Rush tomorrow and will serve pizza.
- Thank you Stacey, Raniyah and Annie, for helping with the planning. Himali is excited to see the new clubs and civic engagement.
- Dr. Richardson encouraged Himali to share any ideas she has about how the college can do a better job of retaining students and to bring the topic up to the ASBCC council to discuss potential ideas.

9. Announcements

- Andrea provided an update on the upcoming transfer fair, noting that around 42 colleges and universities will be participating. Andrea asked the group if anyone would be interested in donating any swag or items that could be used for raffles or giveaways at the transfer fair. She said anyone who wants to contribute can email or call her, and she will come pick up the donated items. Andrea also mentioned that she believes she has enough volunteers lined up to assist with the transfer fair, but she thanked the group for allowing the Associated Students of Berkeley City College (ASBCC) to use the room for providing food during the event, and the Student Ambassadors for working the event.
- Dr. Richardson: The September Classified Professional Award was given to Yang Xi at last week's Link Up. She's our custodian who always has a positive attitude and is greatly deserving of the award.

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10. Adjourn Meeting
The meeting was adjourned by Tri-chairs Freeman, Richardson, and Rizza at 1:09 pm.
<i>Next Meeting: Monday, October 14, 2024, 12:20PM-1:30PM, Room 451A/B (or via Zoom)</i>

Minutes from live meeting: **Annie Liu, (510) 981-2851, aliu@peralta.edu**