

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

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

Guests (manually type): J Ino Sanez Williams, Armando Franco, Joseph Bielanski, Natalia Fedorova, Nghiem Thai, Izzie Villanueva, Michael Alvillar, Pierce Byrne, Catherine Nichols, Thao Ha, Gianmarco Mazzella

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

AGENDA AND DISCUSSION ITEMS
1. Roll Call / Review Agenda
Tri-chair <u>Freeman</u> called the meeting to order at <u>12:20</u> pm. Motion to approve agenda by: Stacey Shears Second by: Chris Lewis Votes in favor: 8 Objections: 0 Abstentions: Motion passes.
2. Review Minutes
Tri-chair <u>Freeman</u> requested a review of the <u>September 23, 2024</u> minutes. Motion to approve minutes by: Stacey Shears Second by: Chris Lewis Votes in favor: 8 Objections: 0 Abstentions: Motion passes.
3. Public Comment
• None
4. President's Updates
Leader: Denise Richardson <ul style="list-style-type: none"> • There was a successful bulk trash pickup day last Friday on 10/11/2024, though some safety concerns arose with community members accessing the bins. • BCC Midterm Flex Day will be on 10/16/2024 and we want to encourage higher participation and attendance. • Standard Operating Procedures: The president introduced plans to create specific Standard Operating Procedures (SOPs) for BCC to complement vague administrative procedures (APs) that don't provide enough detail for college-specific operations. One example is AP 3900 on "Time, Place, and Manner," where BCC will outline its guidelines for free speech zones.

5. BCC Shared Governance Manual, Role of Tri-Chairs and Proxy Voting

Leader: Matthew Freeman

[File] Proposed edits

- Shared Governance Language Change: The term "shared governance" is now preferred over "participatory governance" at the district level. This shift aligns with efforts to ensure governance reflects shared values and commitments rather than just participation. The change is part of a broader district-level governance manual that BCC will need to vote on for official adoption.
- Manual and Committee Updates: Various proposed updates to the Shared Governance Manual were discussed, including:
 - The removal of outdated dates on the manual's title page and replacement with individual page update dates.
 - Clarifying which committees are subject to the Brown Act and codifying those that are not.
 - Updating committees like the Facilities, Health, and Safety Committee to reflect a tri-chair leadership model.
 - Fixing inaccuracies in committee names, such as "Integrated Planning Committee."
 - Adding the Affordable Education Materials Committee to the manual under Academic Senate standing committees.
- Tri-Chair Role and Proxy Voting: A proposal was made to include a description of the responsibilities of tri-chairs in the governance manual. Additionally, the allowance of proxy voting was suggested, where a representative could appoint a proxy from the same constituency to vote on their behalf if unable to attend meetings.

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

Integrated Planning Committee (Stacey Shears/Chris Lewis)

- Program Review Timeline and Templates: A timeline for the comprehensive program review process for the 2024–2025 academic year was shared, with final submissions due by December 6th. Folders for departments and student services will be created to facilitate document submission.
- Migrating to Curriculnet for the program review
- Phoumy: A schedule of training sessions will be provided for faculty and staff to familiarize themselves with the data dashboards and learn how to use them to address prompts in the program review templates. The training will primarily focus on instructional units, but sessions will also be available to support student services staff. Additionally, individual training sessions can be arranged for those who need further assistance with the dashboards.

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

- We are currently working on hiring the VPAS. It is taking a little longer because of the scheduling of the interviews, which are for this week.
- We went over progress of our spending during the meetings. Not many updates other than that.

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

- The Facilities Committee met unofficially last week. We need to figure out who are the voting members in the committee, as both Chairs are new to this committee and need to go over the shared governance manual to make sure that they meet the requirements for membership, quorum and voting.
- Big thank you to all of those who helped with the BCC Bulk Trash Day. Someone from outside of the community tried getting into the trash bins, which is unsafe.
- They discussed restocking the emergency backpacks kits and escalating installing the trash bins in the men’s bathroom.
- There were a lot of requests for training for emergencies and mental health.
- We are currently updating our flipbooks. We have 98 offices, and plan to print 125 copies. These haven’t been updated for about 10 years.
- We have 55 functioning cameras at BCC.
- 10/17 is the great Shakeout. We haven’t decided to do an emergency drill yet, but need to decide what we’d like to do because we need 72 hours to make the announcement if we are to pursue an emergency drill. If we do this, there will be a RAVE alert sent on 10/17 at 10:17am about this.
- Matthew Freeman (Q): The Academic Senate aims to audit faculty office use to optimize space allocation and improve departmental cohesion. This process is intended to be brought forward for formal discussion in the Facilities, Health, and Safety Committee. Can Matt or someone in the Academic Senate get on this agenda to help with this?
- Armando (A): Armando has a document about who’s using which office, but needs to be updated

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

- The Technology Committee met on Thursday, 10/10/24. They established committee goals, review committee charge, and discussed how we prioritize how to provide hardware (desktop and laptops) to faculty.
- They discussed whether they want to pursue getting more Chromebooks for students. Is it a priority that we want to pursue? Who would fund that? Who would be in charge of it?
- They are also working on doing a computer refresh and purchasing AV needs for the new buildings
- Technology provision: Vincent Koo has been trying to provide equipment for everyone, but it’s not enough desktops and laptops for all of the faculty. They’re not sure what is expected. PFT contract says that the administration will give a reasonable attempt for equipment, but it’s not a formal requirement.
- Launch of the new website

Enrollment Management (Stacey Shears/Chris Lewis)

- Meeting is scheduled for November 1st.

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

Academic Senate (Report by Matthew Freeman)

- The Academic Senate last met on 10/2. They took action to vote on goals for the academic year, which includes clarifying processes on faculty offices. They want to create a faculty led task force on making recommendations for faculties writing grants. This would help those who want to write grants, but don’t know who to turn to for help.

- Catherine Nichols & Nancy Clayton (Curriculum Committee) has been working on California state mandates AB1111 and AB928, which require all community colleges, CSU, and UC systems to standardize course numbers, descriptions, outlines, and recommended textbooks across institutions.
 - **Progress:** Berkeley City College has submitted and approved the first six curriculum updates for common course numbering at the local level, with plans for them to be approved at the statewide C-ID (Course Identification Numbering System) next week.
 - **Next Phase:** The second phase involves updating 20-25 additional courses, which will occur in Spring 2025. The work is part of a statewide initiative to ensure alignment in course numbers and content across all public colleges and universities in California.
- Gaza Strip Cease Fire: Freeman discussed a resolution calling for a ceasefire in Gaza, which was initially introduced by Merritt College. The Berkeley City College Academic Senate considered whether to adopt a similar resolution, adjusted to reflect their institution. The discussion involved the possibility of also recommending this resolution to the District Academic Senate. While there was support for the resolution, the Senate decided to revisit it for further consideration at a future meeting, either the next one or shortly thereafter, depending on quorum availability.
- Their next meeting is 11/6.

Classified Senate (Report by Tom Rizza)

- Classified Senate met last Wednesday, but Tom had another meeting at the same time, so he did not have much to updates to share.
- Peralta Classified symposium will be at BCC on 11/15 from 8am-4pm. A RSVP was sent out.

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

- Club Rush was a success and had great engagement. 105 students completed the slips for pizza. The event likely had over 150 students.
- ASBCC budget is finally in.

8. Announcements

- Stacey: Latine event this Thursday, 10/17: Curanderex Toolkit in Room 431.
- Izzie: Undocumented Students week is going on this week and will be everyday across all campuses.
- Matt: We have an election coming up. 10/21 is the last day to register to vote in time for 11/5. There are lots of QR codes across the campus for people to register how to vote.
- Tom Rizza: The newly launched website includes a form for submitting issues or updates related to governance, minutes, and agendas. It can also upload attachments, such as screenshots.

9. Adjourn Meeting

The meeting was adjourned by Tri-chairs Freeman, Richardson, and Rizza at **1:13** pm.

Next Meeting: Monday, October 28, 2024, 12:20PM-1:30PM, Room 451A/B (or via Zoom)

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