

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

Laura Ruberto, Denise Richardson, Annie Liu, Matthew Freeman, Skyler Barton, Chris Lewis, Himali KC, Carolina Martinez, Carolyn Martin, Ramona Butler

Guests (manually type): Tammeil Gilkerson, Matthew Goldstein, Tachetta Henry, J Ino Sanez Williams, Jeejun Bertuso, Dana Cabello, Natalia Fedorova, Roberto Gonzalez

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
<p>Tri-chair Richardson called the meeting to order at 12:20pm pm.</p> <p>We have not met quorum, will not be approving the agenda and minutes.</p> <p>Motion to approve agenda by: Matthew Freeman Second by: Skylar Barton Votes in favor: 9 Motion passes.</p>
2. Review Minutes
<p>Tri-chair Richardson requested a review of the November 18, 2024 minutes.</p> <p>Motion to approve minutes by: Laura Ruberto Second by: Denise Richardson Votes in favor: 9 Motion passes.</p>
3. Public Comment
<ul style="list-style-type: none"> • None
President's Updates
<p>Leader: Denise Richardson</p> <ul style="list-style-type: none"> • The end-of-the-year celebration will be on December 6th from 12:30-2:30pm on the 4th floor. • The hiring process for the Dean of Liberal Arts & Social Sciences position has been completed by the hiring committee, and that selection is now with HR. A special announcement on that hire will be coming out in the next couple of weeks.roun • The Associate Dean of Student Engagement and Basic Needs position has been posted. We hope to have it filled by spring. • For the Acting Dean of Math, Science, and DE position, we will be appointing an acting dean soon, and then will go out for the permanent position. We will be sending out an announcement to have individuals apply for the position, then will have a committee that consists of Matt Freeman (Academic Senate) and the VPs, help select the Acting Dean position. • We expect delays in filling the VPAS position as two of the three final candidates have withdrawn their

application. HR will reopen the search in early January.

4. District Shared Governance Manual

Leader: Chancellor Tammeil Gilkerson, Matthew Goldstein, Tachetta Henry

Slides

[[LINK](#) to download the 2024 PCCD Shared Governance Handbook (PDF & Word Doc) -

<https://www.peralta.edu/pbim>]

- Matthew Goldstein: There were concerns of Peralta adhering to an out of date participatory governance manual and using a draft manuals since 2017/2018, but never managed to finalize the document. This created challenges for committees trying to do the shared governance work. When Chancellor Gilkerson took over in January, she was amenable to reviewing the participatory governance structure and committees. She launched a working group that held summits in the spring and fall to get feedback from all constituent groups across the district on ways to improve the participatory governance approach. Part of this process involved shifting the language from "participatory governance" to "shared governance" to make it more accessible and understandable for everyone involved. The heavy lifting in terms of writing and organizing the new shared governance manual was done by Chancellor Gilkerson, Academic Senate President Matthew Freeman, Tachetta Henry, Matthew Goldstein, and the retired Stephanie Droker.
- Matthew Freeman: The goal of the revisions to the shared governance process was to radically rethink what governance could look like at the district level. This involved bringing in existing leadership from across the district and all constituency groups - students, faculty, staff, and administration - to evaluate the current shared governance model and identify what was working, what wasn't working, and what the key challenges were. This was intended to break down the siloed approach and encourage more cooperation and collaboration. They held a summit to discuss what was working, what were the pain points or challenges. They changed the language to make it more approachable and easier to understand.
- Tachetta Henry: the 6 key objectives of the new shared governance process are:
 1. Inclusive decision-making - Bringing together all constituencies (students, faculty, staff, administrators) to create an environment where all voices are heard.
 2. Transparency and accountability - Enabling open communication and building trust through transparent processes.
 3. Responsiveness to community needs - Adapting and changing to meet the evolving needs of the communities served.
 4. Promotion of academic assessment - Creating a supportive culture of academic excellence, ongoing assessments, and continuous improvement.
 5. Equity and inclusion - Addressing systemic barriers and advancing equity across the district.
 6. Sustainable development - Integrating strategic planning and resource management into the governance process to ensure long-term sustainability.
- Tachetta emphasized that these objectives are meant to guide the shared governance work and ensure it is focused on learning, collaboration, and meeting the needs of the broader community, rather than just operating in siloes.
- Chancellor Tammeil Gilkerson: One of the key goals of the new shared governance process is to

strengthen everyone's understanding on a topic or situation, and provide a space for generating ideas and potential solutions, so that the district can move forward together effectively. She explained that the aim is to make the shared governance process more collaborative and generative, rather than just having "talking heads" in meetings. The goal is to have everyone engaged in learning together, identifying clear steps, prioritizing, and resolving issues, rather than just operating in siloes, and effectively use people's time.

- Some specific ways Gilkerson said they are trying to achieve this include:
 1. Providing orientation and onboarding for all shared governance committee members at the start of the year
 2. Holding two governance retreats - one at the start and one mid-year - to set the stage and check in on progress
 3. Requiring resource presentations from colleges and the district to promote transparency and alignment
 4. Adopting enrollment targets through a collaborative process involving student success, equity, and enrollment goals
- The overall intent is to create a more integrated, transparent, and generative shared governance model that fosters collective understanding and problem-solving, rather than just a top-down decision-making process.

The new shared governance handbook outlines several key operating principles, including:

- Community Commitments - This defines what it means to serve as a member of the shared governance committees, including expectations around meeting attendance and participation.
- Tri-Chairs - All committees will have three co-chairs - one faculty member, one classified professional, and one administrator. This is intended to support the work of the committees.
- Meeting Agendas - The agenda topics for committee meetings will be carefully curated to ensure they are substantive issues that require collaborative discussion, rather than just informational items that could be handled through email.
- Long-Term Assessment - There will be ongoing assessment of how well the shared governance process is meeting its stated goals and objectives, with a focus on continuous improvement.

The handbook provides more detailed information on these operating principles to help guide the work of the various shared governance committees and ensure consistency across the district. The goal is to create a more structured, transparent, and collaborative governance model.

The new shared governance handbook introduces a "gradients of agreement" approach to committee decision-making. Matthew explained that this is meant to move away from the previous model of simple up-or-down votes on proposals. The gradients of agreement provide a range of options for committee members to express their level of support or concern, rather than just a binary yes/no vote.

The gradients include:

- "I'm all for this"
- "I have a few minor concerns"
- "I have some reservations"
- "I seriously disagree because..."

The key benefit of this approach is that it requires committee members to articulate any reservations or concerns they have, rather than just voting against something. This is intended to encourage more thoughtful

dialogue and problem-solving within the committees before final decisions are made. He noted that this gradients of agreement model has already been adopted successfully by the college's Academic Senate, and the district is now implementing it across all shared governance committees. The goal is to make the decision-making process more collaborative and transparent. This can be found on Page 7 of the manual.

The new shared governance model includes an "Inquiry Decision-Making Model" that is meant to guide the committees' work throughout the academic year.

- The key elements of this model are:
- Define the Desired Outcome - The committees start by clearly defining the objective or problem they are trying to address.
- Discover Experiences - The committees then work to discover and understand the experiences and perspectives of students, employees, and the broader community.
- Imagine Possibilities - Based on the discovery phase, the committees imagine and brainstorm potential solutions or approaches.
- Design What Should Be - The committees then design and develop their recommended course of action.
- Decide and Recommend - Finally, the committees make a formal recommendation based on their inquiry process.

This inquiry-based model is intended to make the governance process more collaborative, generative, and responsive to community needs, rather than just a top-down decision-making structure. Additionally, the handbook outlines a roadmap for how this model will be implemented over the course of the academic year: Orientation and onboarding, two governance retreats to set goals and check progress, and regular cross-collaboration between committees to share information and align efforts. The goal is to create a more integrated, transparent, and sustainable shared governance system across the district.

The finalized handbook is now online and we aim to begin implementation in Spring 2025.

District Committees

- At the top is the Planning and Budgeting Committee (PBC), which is now the highest-level shared governance committee. The previous "Participatory Governance Council" has been eliminated, as it was seen as problematic. Reporting to the PBC are several district-level committees, including:
- District Facilities Committee
- District Technology Committee
- Holistic Safety and Wellness Committee
- Student Success and Enrollment Management Committee
- District Academic Senate
- Paralca Classified Senate

These district-level committees then have corresponding college-level committees that report up to them. The meetings are open and the Agenda and Minutes are publically available on BoardDocs.

Changes to Committee Meetings

- The committee meetings have been shorten to a maximum of 90 minutes.
- They are using data to make decisions.

- Committees are now smaller. They want a leaner and more efficient group to make sure that they can meet quorum for votes.
- In response to a question about how to get the college-level shared governance committees aligned with the new district-level structure, a few key points were made:
- Onboarding and Orientation: Matthew Goldstein mentioned there are plans for "continuation of the summit" where folks will come together at the beginning of the year to discuss the new shared governance manual and how it relates to the local college-level processes.
- College Autonomy: Goldstein acknowledged there hasn't been specific discussion of resources being dedicated to integrating the college committees, as there is an element of college autonomy that needs to be respected.
- Responsibility of College Leaders: Goldstein suggested it will be incumbent upon those in formal leadership roles at the colleges (e.g. senate presidents) to help bring what they learn at the district level back to their respective college committees.
- Denise: It is important to roll it out at each of the college level. Flex Day can be a resource to provide training on this new model.
- Matthew Freeman: Reach out to your senates to let them know that you want to be part of the committees. Review some of the work they're doing and it relates to their specific work
- Tri-Chairs model: These are by appointment. Leadership should be reaching out to specific people for appointments. We should empower people to have them participate and share their skillset to join the committees. These are all public meetings, so even if we have fewer voting members, you can still show up. Aside from voting, attendees can still play a large part in the committee and share their ideas.

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

Integrated Planning Committee (Stacey Shears/Chris Lewis)

- The current main task is program review. The templates have been sent out and people are working on writing the content. If anyone needs information or questions, can contact their Deans or VPI Lewis.
- Midterm Reports – task force is meeting today; may be the last meeting for the semester.

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

- We had robust discussion about budget efficiencies at the last meeting. We received amazing feedback from the three ASBCC members, who gave ideas to continue what we do.
- We have a number of Tri-Chairs and members absent this week, so we are cancelling tomorrow's meeting and will reconvene in December.
- The IPAR (Institutional Planning and Allocation of Resources) Committee proposed changing their name to the Budget Advisory Committee (BAC). The key points were: Rationale for Name Change: The IPAR committee felt changing the name to Budget Advisory Committee would better align with the names used at the other colleges in the district. They also felt the name "Budget Advisory Committee" would be more accessible and less of a barrier for students.

Motion to officially change the committee name in the BCC shared governance manual from change the

“Integrated Planning & Allocation Resources” to “Budget Advisory Committee”.

- First to Motion by Himali KC
- Second to Motion – Skylar Barton
- Vote: 9 in agreement
- Motion passes.

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

- Regarding the Facilities, Health, and Safety Committee, the key points discussed were:
- Tri-Chair Structure: It was proposed to formally codify a tri-chair model for this committee, with one administrator, one faculty member, and one classified professional member serving as the chairs. The current model requires three administrators as chairs.
- Reduction in Membership: The current committee membership is 18 members, but it was proposed to reduce this to 12 members total - 3 administrators, 3 faculty, 3 classified staff, and 3 students. The current model requires 3 administrators, 6 faculty, 7 classified professionals, and 2 students.
- Rationale for Changes: The goal of these changes is to align the committee structure with the new tri-chair model being implemented across the shared governance committees, as well as to create a more symmetrical and representative membership. The current existing membership also does not have enough members to meet quorum.

Question (Roberto): Can we get clarification on intention of the membership? Are these members going to be appointed?

Answer: The committee members are going to be appointed by the Classified Senate, Academic Senate, ASBCC, and College President.

Motion to update the Facilities, Health, and Safety Committee to formally codify the Facilities Tri-Chair and a reduction of membership from 18 to 12, with the 12 being equally represented by the 4 constituency groups.

First to Motion: Chris Lewis
 Second to Motion: Himali HC
 Approve: 10

Motion Passes.

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

- The chairs are absent.

Enrollment Management (Stacey Shears/Chris Lewis)

- The meeting is in early December.

Berkeley City College
College Roundtable for Planning and Budgeting

MEETING MINUTES
Monday, November 25, 2024

Academic Senate (Report by Matthew Freeman)

- Met on November 20th. They had two action items, which included the full-time faculty prioritization. There was a list of 4 faculty and the Academic Senate unanimously endorsed the list from Chairs of Chairs, Laura Ruberto. They will send this to the College President. The positions included full-time faculty for chemistry, CIS computer science, biology, and a second chemistry position.
- Gaza Resolution: The Academic Senate passed a resolution to support a call for ending the humanitarian crisis in Gaza. Freeman noted this was a thoughtful and respectful discussion, even with differing views. This is tied to the college mission for social justice work. The resolution passed and will be sent to College President.
- Freeman gave report as voting delegate as the ASCCC. Peralta faculty help passed two legislation to increase our educational services and ESOL faculty who write and pass a resolution to bridge gaps in our ESOL articulation.
- Next meeting is on December 4th. One of the action items will be to endorse the mid-year report for ACJCC and will hear from VPI Lewis for action.

Classified Senate (Report by Roberto Gonzalez)

- On the November 20th meeting, the Classified Senate approved the final version of their "Classified Hiring Prioritization and Recommendation Process" document. This document had been originally created around 2015 but had gotten lost, so they dusted it off and updated it. The updated document now includes 4 specific scenarios in which the hiring prioritization process can be applied, beyond just the annual program review cycle.

Scenarios Covered:

- Scenario 1: Tied to the program review/APU cycle (annual)
- Scenario 2: When a vacancy occurs due to attrition (resignation, retirement)
- Scenario 3: When there is a grant proposal under development that may include funding for staff
- Scenario 4: When there are restricted funding sources (grants, parcel tax, etc.) to consider for hiring

- 9-Step Process: The core of the document is a 9-step hiring prioritization process that will be applied, with the specific steps depending on the scenario. This includes opportunities for review and refinement of the process itself. Gonzalez stated the Classified Senate looks forward to sharing this updated document more broadly and getting it adopted through the shared governance process.

1:33PM: Motion to extend the meeting by 10 minutes.

Approval: 10

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

- Destress Event: ASBCC, along with the Basic Needs Center, Wellness Center, LGBTQI, and API Club, hosted a destress event this past Friday. This was well-attended, especially given it was nearing finals week, and helped support students during the current election results. The goal was to ensure all students feel welcome on campus regardless of the election impact.
- Using Campus Boards: ASBCC has been asking students what can be done to make them feel safer on campus. They are utilizing the boards outside the ASBCC office to get student feedback.
- Internal ASBCC Work: ASBCC is working internally with the Inter-Club Council to ensure full club

Berkeley City College
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representation.
7. Announcements
<ul style="list-style-type: none"> • Forego due to time
8. Adjourn Meeting
The meeting was adjourned by Tri-chairs Freeman, Richardson, and Rizza at <u>1:38</u> pm.
<i>Next Meeting: Monday, December 9, 2024, 12:20PM-1:30PM, Room 451A/B (or via Zoom)</i>
Minutes from live meeting: <u>Annie Liu, (510) 981-2851, aliu@peralta.edu</u>