

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, Skyler Barton, Thomas Rizza, Christopher Lewis

Guests (manually type): Dana Cabello, Nghiem Thai, Armando Franco, Roberto Gonzlez, Azul Lewis, John Williams, Mary Clarke-Miller

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 12:21 pm.</p> <p>Motion to approve agenda by: Phoumy Sayavong Second by: Skyler Barton Votes in favor: 9 Objections: 0 Abstentions: 0 Motion passes.</p>
2. Review Minutes
<p>Tri-chair Richardson requested a review of the November 25, 2024 minutes.</p> <p>Motion to approve minutes by: Matthew Freeman Second by: Denise Richardson Votes in favor: 12 Objections: 0 Abstentions: 0 Motion passes.</p>
3. Public Comment
<ul style="list-style-type: none"> Matthew Freeman acknowledged and thanked everyone who attended the private swearing-in ceremony for the new Berkeley mayor, Adena Ishii. Adena is a former Berkeley City College student and employee, and she is the youngest mayor in Berkeley history, the first Asian American mayor, and the first woman of color mayor. Matt encouraged everyone to attend Adena's public swearing-in ceremony at Berkeley City Hall on December 10th, which will be the first city council meeting under her new leadership. He noted that Adena's success would not have been possible without the amazing instructors at Berkeley City College, and he gave a shout-out to Gail Pendleton in particular for supporting Adena during her time at the college.
4. President's Updates
<p>Leader: Denise Richardson</p> <ul style="list-style-type: none"> This is the last College Round Table meeting for the Fall 2024 semester. We received a very good audit report from CDWL with no issues. This is a big positive for the college.

- There will be upcoming training related to positive attendance. There have been some changes in how positive attendance is calculated, moving to a more traditional approach. To ensure the college is getting an accurate accounting of the actual hours students spend in positive attendance courses, the District will be providing training in January that will be open to all faculty and staff. The goal of the training is to discourage the practice of some faculty putting in estimated math for the number of hours, and instead focus on getting a standardized and accurate reporting of positive attendance hours. The President emphasized the importance of this training in helping the college improve its tracking and reporting of positive attendance data going forward.
- PCCD will soon be implementing an automated vendor payment system, which is a significant improvement. Now, vendors can apply online to become a vendor and will be assigned a vendor number almost immediately. Importantly, the payments to vendors will also be automated through this new system. The President described this as a wonderful use of AI technology that will help the college maintain better relationships with vendors and onboard new vendors more efficiently. This new automated vendor system is expected to address the previous challenges the district had with paying vendors in a timely manner, which the President sees as a very positive development for the college.
- PCCD will be expanding the use of the Maxient software, which is a product that BCC is already using. Vice President Shears and Dean Johnson are identified as experienced users of Maxient, and the college will be taking the lead in expanding its use so that instructors can more efficiently issue reports on any issues with students. This expanded use of Maxient will allow for better documentation of student-related matters, which the President believes will be broadly beneficial across the college.
- Heather Dodge has been selected as our sabbatical recipient. The President will share the announcement later. Heather will research AI and its uses in community college context.
- President Richardson was provided with a faculty prioritization list from the Academic Senate and will be able to honor the first request on the list, which is a chemistry faculty for Fall. Academic Senate President Freeman will work with his team on identifying the faculty.

Final Strategic Plan (by Phoumy Sayavong)

- Phoumy walked the roundtable through the details of the final strategic plan draft. He explained that the plan is organized around key indicators of success, with specific metrics and action items tied to each indicator. For example, one indicator focuses on increasing enrollment, with sub-metrics related to improving full-time student enrollment and first-time student persistence.
- Under each indicator, the plan outlines annual targets as well as longer-term goals for the duration of the educational master plan. Importantly, the action items associated with these metrics are categorized by division - instructional services, student support services, and administrative services. This is intended to provide clarity on which areas of the college are responsible for implementing the various strategies.
- President Richardson emphasized that this strategic plan will be an essential guiding document for the college going forward. There will be regular updates and evaluation of the impact of the action items, allowing the college to make adjustments as needed. She expressed pride in the final version of the plan and was seeking the roundtable's endorsement to officially adopt and begin implementation.
- Overall, the strategic plan appears to be a comprehensive, data-driven framework that aligns the college's key priorities, metrics, and action plans across the different operational areas. The detailed overview highlighted the collaborative process used to develop the plan and its importance as a roadmap for the college's future.

Comments

- Matthew Freeman requested access to a college-wide spreadsheet that would detail all the grant-funded projects, the amounts of funding, how much has been spent or being spent, and potentially amount that can be used for recommendations on potential priorities for faculty.
- Freeman explained that the Academic Senate has been focused on standardizing the amount of work release time that is provided for different grant-funded positions. The goal is to ensure there is accountability and that the faculty are meeting the expected levels of work and service tied to the grant-funded release time. Freeman indicated they want to avoid situations where some faculty get significant release time from grants, but may not be putting in commensurate hours of work.
- The President acknowledged this was an important issue and agreed to work on providing the requested information to the Academic Senate. She recognized the need for consistency and accountability around how grant-funded faculty release time is utilized across the college.

Motion to endorse the 2023-2028 final strategic plan.

Move: Christopher Lewis

Second: Skyler Barton

Vote to approve: 13

Motion passes.

Mission, Vision, Values Update

[PPT]

- The President provided an update on the finalized mission, vision, and values statements for the college, which were developed through a collaborative process with the campus community. The new mission statement reflects the college's commitment to transforming lives through innovative academic programs, faculty-inspired critical thinking, and vital administrative and staff support - together creating a dynamic environment that empowers students to earn degrees, certificates, and achieve successful careers and transfers.
- The top-ranked vision statement is "Engage, Empower, Excel", capturing the college's dedication to engaging, empowering, and ensuring the excellence of every student. The seven core values identified through the survey process are equity, diversity, academic excellence, innovation, community, collaboration, and respect.
- The President expressed pride in the final language of the mission, vision, and values, noting that they truly represent the collaborative work and priorities of the campus. She sought and received endorsement from the roundtable to move forward with formally adopting and implementing these updated statements college-wide.

Action: Move to endorse the Mission, Vision, Values

First: Skyler Barton

Second: Joya Chavarin

Approves: 12

Motion passes.

Mascot Update (Tom Rizza)

- Regarding the mascot update, Tom shared that the campus community had narrowed down the options to four potential mascots - a coyote, a penguin, an owl, and a butterfly. The college had solicited graphic design concepts from students for these four options.
- Dana Cabello raised a concern about the coyote option, noting that the term "coyote" can have a negative connotation related to the southern border issue and could be offensive to many in the campus community. The President acknowledged this important point and said it had not been raised previously, but that it was valuable feedback to consider as the college moves forward with the final mascot selection.
- The next step is for the college to share these four mascot graphic concepts with the broader campus community in a final survey to determine the ultimate mascot choice. The President expressed excitement about getting student input and feedback on the options before finalizing the new college mascot.

Other Updates

- Bobby Birks, our Head Custodian for the last 5 years, will be retiring at the end of this month. We will be receiving a transfer Head Custodian from the District, effective January 1st. There will be no interruption in support.
- Ramona Butler and Zaira Sanchez were the winners for the President’s Classified Awards for November and December. This was awarded at last week’s end of the semester party.

5. Classified Hiring Prioritization and Recommendation Process

Leader: Roberto Gonzalez and Azul Lewis

- Roberto Gonzalez and Azul Lewis provided a detailed overview of the new classified hiring prioritization and recommendation process that has been developed by the Classified Senate.
- Roberto explained that the Classified Senate had first approved this process back in 2015, and they have now updated it to take into account practices at the other Peralta colleges. He noted that the BCC process is more comprehensive than what some of the other colleges have in place.
- Azul then walked through the four different scenarios in which this hiring prioritization process would be applied. The first is the traditional route through the program review and APU cycle. The second is for filling vacancies due to attrition like retirements or resignations. The third and fourth scenarios involve a more abbreviated process for grant-funded positions or new restricted-funded roles.
- Regardless of the scenario, the core elements of the process include the hiring requestor providing a written narrative, convening an ad hoc committee from the Classified Senate to review the needs, and then that committee making a recommendation. Azul highlighted the specific steps and criteria that would be used to evaluate and prioritize the classified hiring requests.
- President Richardson: We will revisit this topic at the next Round Table for voting in January 2025 for endorsement after committee members have more time to review the document and ask questions.

6. Update on Tutoring Program

Leader: Camille Verbera and John Williams

- Camille and John provided a comprehensive overview on the updated Canvas site called “BCC Tutoring Site for Faculty”, which has information on a range of topics, including the tutoring program liaisons, chairs, office hours, role of faculty advisors, debunking myths, FAQs, what tutors can and cannot do (the difference between tutors vs instructional aides), hiring and training tutors.
- The topic was designed more for faculty in mind, especially for any faculty who wants an embedded tutor in their class.
- CRLA
- The tutoring program includes a robust training component led by faculty coordinator Jenny Lowood. Williams explained that the tutor training involves a low-commitment schedule, with tutors meeting for 2 hours per week on Fridays to complete two levels of training. The training covers a wide range of topics, including tutoring best practices, strategies for working with students with disabilities, and techniques for fostering critical thinking and self-sufficiency in students, rather than simply providing answers. The goal of this comprehensive training program is to equip the tutors with the skills and mindset to effectively guide and facilitate student learning, rather than just supplying solutions. He emphasized that this training is a crucial element in preparing the college's tutors to optimally support student success through the tutoring services offered.
- Tom Rizza asks: Is there centralization on how we can communicate the info to students? How about if there are tutors that are not part of the LRC, like if they are in English or labs? There are certain programs that have their own tutors and does their own thing, such as Multimedia Arts and science, which are not integrated into this process.
- John Williams: On our website, there is a section for tutors schedule, where people can see the hours that they work and what classes that they’re embedded into. Those programs are not part of this. The LRC would look into ways to better integrate and coordinate the various tutoring services to provide a more cohesive experience for students.
- Azul Lewis asked whether the tutoring information and resources that were presented were new or updated, or if there were particular areas that had been changed or added compared to previous versions.
 - John: The section about embedded tutors and debunking myths are the sections with the most changes. There will be updates to this project as more questions are asked.

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

Integrated Planning Committee (Stacey Shears/Chris Lewis)

- Have not met since the last College Round Table meeting

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

- Have not met since the last College Round Table meeting

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

- Have not met since the last College Round Table meeting

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

- At the last meeting, they established and approved annual goals. One of those goals is to explore ways the college can continue to support the Chromebook loan program, as the committee feels this is an essential need for students, especially in accessing distance education.
- The technology committee would like to request someone come to one of their meetings next semester to provide an update on the construction of the new building. This is because another one of their goals is to plan for furnishing that new building with AV and IT equipment.

Enrollment Management (Stacey Shears/Chris Lewis)

- The Enrollment Management committee last met in November. One area was the work the Vice Presidents of Instruction across the district have been doing to try to establish a more collective and collaborative process for scheduling, particularly around remote, online, and hybrid courses. The goal is to identify potential efficiencies through this more coordinated scheduling approach. They’ve started to look at some data to see how they can improve.
- VPI Lewis also discussed extra FTEF that the college had at that time, as enrollment was under budget. However, he noted that the college is now pretty much on target with its FTEF budget for the spring semester
- Unless there are reductions on low enrollment, we’ll stick with the Spring 2025 schedule as is. However, we were able to get a few extra courses for Spring.
- There are several student services events happening in Spring: such as enrollment workshops, student success day. There is a calendar in place for these events. We will wait until VP Shears is at the next meeting to go more in depth with this.
- VPI Lewis explained that the committee has been focused on developing new outreach materials, such as a brochure, to promote dual enrollment opportunities to charter schools and other non-OUSD institutions. He noted that this is an important area of focus, as the dual enrollment efforts have traditionally been more centered around the OUSD schools. By creating new marketing and informational resources specifically for non-OUSD schools, the college is aiming to expand access and awareness of dual enrollment for a broader range of high school students. This initiative to reach out to charter schools and other non-OUSD partners is part of the Enrollment Management Committee's broader work to enhance the college's dual enrollment program. These new dual enrollment outreach materials will be forthcoming, as the committee continues to prioritize increasing participation from a diverse range of high school students through these collaborative partnerships.
- Matthew Freeman explained that the District has recently implemented a Student Success and Enrollment Management Committee at the District level and is required to appoint three administrators. This committee is a recent addition to the district's shared governance structure, as outlined in the new shared governance manual presented by the Chancellor and President Goldstein at a previous roundtable meeting. Has there been any outreach from the District Office to appoint any BCC administrators? Freeman wanted to ensure there was appropriate BCC administrative participation on this important committee.
 - VPI Lewis: No, not that we are aware of.

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

We tabled the governance updates for this meeting.

Berkeley City College
College Roundtable for Planning and Budgeting
MEETING MINUTES
Monday, December 9, 2024

8. Announcements
<ul style="list-style-type: none">• Matt: Thank you to President Richardson on communication with him and Chair of Chairs (Laura Ruberto) on finding funding to help hire the faculty from the faculty prioritization list. We were able to use the existing funds to support funding this position.• Denise: End of the semester, successful.
9. Adjourn Meeting
The meeting was adjourned by Tri-chairs Freeman, Richardson, and Rizza at 1:24 pm.
<i>Next Meeting: Monday, January 27, 2025, 12:20PM-1:30PM, Room 451A/B (or via Zoom)</i>
Minutes from live meeting: Annie Liu, (510) 981-2851, aliu@peralta.edu