

Berkeley City College
Facilities, Health and Safety
MEETING MINUTES
Tuesday, February 18, 2025

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

Denise Richardson, Armando Franco, Stacey Shears, Michael Alvillar, Emily Segal, Kimiya Farzam, Gabriel Martinez, Johnny Dong, Charlotte Lee, Carolyn Martin

Guests (manually type): Chris Lewis, Natalia Fedorova, Annie Liu, Joanna Louie, Dana Cabello, Mozell Person, Carolina Martinez, Amy Lee, Janine Greer

Co-Chairs: Denise Richardson, College President; Armando Franco, MESA Program Director

AGENDA AND DISCUSSION ITEMS

1. Roll Call / Review Agenda

Co-Chair Richardson called the meeting to order at 12:32 pm.

Motion to approve agenda by: Stacey Shears

Second by: Michael Alvillar

Votes in favor: 9

Objections:

Abstentions:

Motion passes.

2. Review Minutes

Co-Chair Richardson requested a review of the 12/13/2024 minutes.

Motion to approve minutes by: Stacey Shears

Second by: Denise Richardson

Votes in favor: 7

Objections: 1

Abstentions:

Motion passes.

Co-Chair Richardson requested a review of the 2/10/2025 minutes.

This was for the special meeting held to relocate UCRC.

Motion to approve minutes by: Stacey Shears

Second by: Denise Richardson

Votes in favor: 7

Objections: 1

Abstentions:

Motion passes.

3. President's Updates

Leader: Denise Richardson

- President Richardson reviewed the new official voting members of the committee, which we received from the Academic, Classified, and ASBCC senates.
 - **Administrators:** Denise Richardson, Armando Franco, Stacey Shears

- **Classified Members:** Emily Segal, Johnny Dong, Michael Alvillar
- **Faculty:** Charlotte Lee, Gabriel Martinez, Carolyn Martin
- **Students:** Kimiya Farzam, Louis Chico, Prabhakar Oli, Ahyan Malik
- We received four nominations for student representatives and will need to reach back out to ASBCC President to confirm which three will be on our list. This will be finalized at the next meeting.
- We will continue with the Co-Chair model until the remainder of the semester. The Tri-chair model for committee leadership will be implemented in the fall. This will help us remain aligned to the academic calendar.

Hiring Updates

- The new bursar, Maria Kristianti, started work today.
- VP of Administrative Services and Associate Dean of Student Engagement positions remain on hold.
- Dr. Shears will be leading graduation commencement planning with Dean Johnson’s help.
- The District will provide additional assistance to support budget operations. There will be new software available to help us with projecting our finances.
- Public Safety has changed its name to Community Safety.

4. Space Allocation for Annex Closure

Leader: Denise Richardson

Proposed Relocations

- With the upcoming closure of the Annex in May, MESA, Umoja, and the Wellness Center—need to be relocated within the main campus building. A decision will need to be made quickly as it will take time to plan out the execute the move.
- The proposed plan suggested moving MESA to the 5th floor, using Room 543 as a lounge and Rooms 541 and 542 for office and counseling spaces. Armando noted that this move aligns with grant requirements and would place MESA closer to science labs and faculty. He acknowledged some space reduction but emphasized this is a temporary arrangement for one year until the Milvia building is ready.
- Umoja was proposed to move to Room 226 on the 2nd floor, which would be reconfigured for program activities. The Wellness Center was proposed to occupy Rooms 223, 223A, 222, and 226A, providing space for student wellness services, counseling, and peer mentorship.
- Dr. Stacey Shears: Proposed using Room 223 for peer mentors, while Rooms 223A and 226A would be converted into confidential spaces for one-on-one counseling. Also suggested using Room 222 for interns and a part-time counselor. Acknowledged that the current rooms are not ideal for counseling, as they need to be cleared out, but noted that they are some of the only available spaces.

Concerns Raised

- However, concerns were raised about these relocations. Faculty members pointed out that the 5th-floor faculty lounge is frequently used for meetings, student consultations, and make-up exams. Adjunct faculty also use Rooms 541 and 542 as workspaces, raising the question of where they would go if those rooms were reassigned.
- Michael Alvillar: Noted that Room 541 is currently being used by Human and Social Services (Dr. Christina Tam) and flagged the need to ensure her accommodation before reallocating the space. He also raised a logistical concern about what to do with all of the ASL furniture and materials currently stored in those rooms, since ASL is now online.
 - Denise: We will ask the District to provide additional support to facilitate the move.
- Carolyn Martin: Expressed concern that Room 543 is the faculty lounge, which is actively used by faculty for meetings, private student discussions, and make-up exams. Questioned where faculty would hold these activities if the space were reassigned. She is working with Mary Clark-Miller and the Academic Senate to create a list of who is using the offices. She also raised concerns on where faculty would have lunch or take breaks, as they have not been allowed to use the Classified lunchroom on the 4th floor. Previous concerns over the 4th floor have been

that the administration didn't want faculty or others interrupting classified's lunch break to ask them about work questions.

- President Richardson explained that we can share the 4th floor lunchroom and still adhere to not asking classified about work related questions or ask them to work during their break.
- Charlotte Lee: Pointed out that Rooms 541 and 542 are frequently used by part-time faculty from math, social sciences, and CIS (Computer Information Systems) departments. Emphasized that part-time faculty often lack designated workspaces, making these rooms critical. Also noted that Room 543 (faculty lounge) is actively used for faculty meetings and study sessions.
- Emily Segal: Mentioned that adjunct faculty use the computers and printers in Rooms 541 and 542. Raised concerns about where adjuncts will go if those spaces are taken.
- Alternative Space Suggestions
- Carolyn Martin: Suggested exploring underutilized modern languages classrooms, as those courses are now mostly online. Also inquired about large, unused computer labs on the 3rd or 4th floors.
- Natalia Fedorova: Recommended that Johnny Dong review classroom usage data from past semesters to identify underutilized rooms before making a decision.
- Johnny Dong: Expressed concern that classroom space is already at capacity, as some rooms previously used by ESOL were reallocated for basic needs services. Acknowledged that ASL classrooms on the 2nd floor seem underutilized and could potentially be used for Wellness and Umoja.
- Christopher Lewis: Provided a room usage chart for review, highlighting Room 423 as a potential option, as it is currently being repaired for AV issues but might be available in the fall.
- Charlotte Lee: Suggested repurposing student spaces like the student lounge or ASBCC offices in the basement. Proposed potentially partitioning the 5th-floor faculty lounge so faculty and MESA could share the space.
- Denise Richardson: Noted that the bookstore space is currently vacant but will be repurposed by the district in the fall. It may be available temporarily, but this would not be a long-term solution.

Decision & Next Steps

Due to the number of unresolved concerns, the committee did not reach a final decision on space reallocation. Instead, it was agreed that:

1. Johnny Dong will analyze classroom usage data to identify potential spaces.
2. The committee will hold a special meeting to finalize space reallocation.
3. Alternative spaces (e.g., bookstore, student lounge, faculty lounge partitions) will be explored further before making a final decision.

5. Campus Closure Time

Leader: Armando Franco

- After the last Flex Day, security concerns were also brought up by 5-6 faculty members, particularly regarding Marina Security's handling of evening closures. Faculty members reported that classrooms and offices were being locked earlier than necessary, disrupting evening classes and faculty work. Counseling areas on the second floor were also being locked prematurely. They would be in the middle of doing something and Marina Security would start locking up.
- We need to clarify the closing time and sweep time. The building closes at 11pm and classrooms should be closing at 10pm.
- Carolyn: Faculty office gets closed and the two doors that go to the rooms. The two doors to the printers and lounge are locked. Affects the science department. They have to post up signs to say that they're still in the rooms until 10pm. Carolyn will check in with Academic Senate to see what time is comfortable for people.
- Gabriel: SAS is getting locked before 6:30pm. Counseling has a 7PM closing time on Tuesdays & Wednesdays.

- Emily: They start “sweeping” around 9pm Monday to Thursdays and Fridays at 6PM.
- Stacey: We need to work with Deans to find out their schedules and relay the post orders that’s coming from the District. We can gather information from staff and faculty and program leads to determine what areas should be locked when.
- In response, the committee decided to work with Dean Abdul Pridgen to update Marina Security’s protocols to reflect the actual needs of faculty and students.
- Denise: We had a security issue two weeks ago on 4th floor. Someone forced all of the doors open on all of the administrative offices. They stole three gift cards from Denise for classified professionals. As we make these plans, we are doing so with consideration of security for spaces.
- Michael: Request to not call “handicapped buttons” to ADA buttons. Need to add that 5th floor buttons are not working either.

6. Public Comments

- Emily Segal raised concerns about ICE activity protocols on campus. She emphasized the need for clear safety protocols to inform faculty and staff on how to respond if ICE is present in the area. She suggested that students be given guidance on whether they should stay in private spaces (classrooms, offices) rather than public areas (student lounge, atrium), as ICE has different levels of access to these spaces. She also recommended training for faculty and staff on how to properly support undocumented students during such situations. Additionally, she asked whether there are plans for emergency alerts or campus-wide notifications in case of ICE activity nearby, similar to alerts for other safety threats.
 - President Richardson acknowledged Emily’s concerns and confirmed that Berkeley City College sent out our own campus specific protocol last week. However, BCC does not currently have an ICE-specific protocol in place for ICE activity that occurs in areas outside, but near BCC, such as UC Berkeley. She agreed that this is an important issue and stated that she would consult with Director Pridgen and the Deputy Chancellor to determine whether emergency alerts or email notifications could be sent out in the event of ICE activity near campus. She also mentioned that the Undocumented Student Task Force has been discussing ways to provide guidance and training for faculty and staff. She noted that initial training sessions would likely start with front-facing staff on the first floor and would gradually expand. Additionally, she highlighted that campus relocation efforts for the UCRC are part of this broader initiative to enhance student safety and support.
- As the meeting was running long, Michael Alvillar has several items that he wanted to keep on our radar, which included: 1) Evac Chair Training; 2) Active Shooter Training for Flex Day; 3) There are no emergency supplies on the 4th floor; 4) The student lounge furniture and flooring is in despair; 5) Who is on the emergency response team?; 6) Fire Drill
- Carolina Martinez: We need signs of what is public and what is private
- Natalia: Do we receive communication about safety from the City of Berkeley?
- Gabriel: April 18th, there is a state chancellor training that’s doing regional training at COA for undocumented students. Here is the [link](#) to the registration form.
- Special Meeting to go over the space + posters for undocumented students and LGBT.

7. Announcements

- N/A

8. Adjourn Meeting

The meeting was adjourned by Co-Chairs Richardson and Franco at 1:35 pm.

Next Meeting: Tuesday, March 18, 3-4PM, via Zoom



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