BERKELEY CITY COLLEGE

CO-CHAIRS
1. **Dr. Denise Richardson,** President
2. **Dr. Phoumy Sayavong,** Institutional Researcher
3. **Fatima Shah,** Counselor

MEMBERS
1. **Chris Lewis,** Interim VPI
2. **Dr. Stacey Shears,** VPSS
3. **Patrick Wallace,** Library Tech
4. **Azul Lewis,** Chemistry and Physical Sciences Laboratory Coordinator
5. **Dr. Jimmy Crutison**, Professor
6. **Dr. Joseph Bielanski,** Articulation Officer
7. **Hameed Algahti,** ASBCC Senator
8. **Louis Chico,** ASBCC Senator
9. **Tenzin Jungney,** ASBCC Vice President of Finance

Berkeley City College's mission is to promote student success, to provide our diverse community with educational opportunities, and to transform lives.

COMMITTEE GOALS
A. Create a transparent and holistic prioritized resource allocation process that encompasses institutional planning, communication and data informed decisions in budget development for all stakeholders.
B. Incorporate information from the Student-Centered Funding Formula (SCFF) and the College Strategic Plan in alignment with the District Strategic Plan and the Vision for Success to inform college resource allocations.

COMMITTEE CHARGE
A. Inform and discuss the college budget development process for unrestricted general fund (Fund 01).
B. Review and prioritize resource allocation requests from the Program Review and Annual Program Updates (APU) process that align to the college goals, priorities, district goals, and ultimately Vision for Success.
C. Recommends adoption of the budget for the new fiscal year.

Location: Room 451A or Zoom (https://peralta-edu.zoom.us/j/81670508148)

DATE: April 22, 2025		
Agenda	Leader	Notes
1. Approve the agenda	Tri-Chairs	Motion to approve the agenda: Joseph Bielanski Seconded by: Phoumy Sayavong Votes for approval: 7 Motion passes.
2. Approve meeting minutes from April 8, 2025	Tri-Chairs	Motion to approve meeting notes: Patrick Wallace Seconded by: Chris Votes for approval: 11 Motion passes.
3. President's Updates	D. Richardson	Dr. Richardson provided updates regarding several budgetary and institutional developments. Beginning July 1, 2025, custodial services at Berkeley City College will be centralized under the district. This transition means that the budget allocations and supply costs related to custodial services will also transfer to the district, along with the responsibilities for supervision and purchasing. Although the current custodians will remain at

the College, this change aims to create more flexibility and scalability when additional support is needed, especially during large-scale events. Greg Nelson, the Deputy Chancellor, will be overseeing this process.

Additionally, Dr. Richardson highlighted an urgent need for increased professional development (PD) funding. During a meeting with PD Chair Katie Koelle, it was shared that the current budget of $25,000 is insufficient. As a result, the College has committed to adding an additional $10,000 in PD funds. VPI Lewis also identified supplemental bond funds that could be allocated for this purpose. Prioritization of PD fund requests will be a future point of discussion.

In a presentation to the Planning and Budgeting Council (PBC), all College Presidents shared updates on their respective allocations. BCC has been allocated $25,866,679 for the upcoming fiscal year. While the reported percentage change is currently misleading due to incomplete year-end data, it is expected to adjust once the fiscal year concludes. Despite recent staff reductions—such as the elimination of several administrative positions, including VPS, Associate Dean of Student Engagement, Duplication Specialist, and Financial Aid Director—the College's general fund total remains unaffected.

Dr. Richardson explained how funds are categorized: full-time faculty salaries fall under "Full-Time Academic," while administrators are in "Academic Admin." Librarians and counselors are placed under "Other Faculty." She emphasized that although BCC has directors, they are funded by categorical resources and not Fund 1. Transfers between categories can be executed as needed to meet budgetary needs. Regarding the Parcel Tax, the College allocates 70% for instructional purposes and 30% toward student services.

The ASL program was briefly discussed. Fatima Shah noted that BCC's ASL curriculum does not currently lead to interpreter certification and lacks a fourth semester course offering. Students interested in interpreter credentials must seek external programs, such

		as Ohlone College. Modifying the curriculum would require extensive changes. CIS was another topic of concern, as it does not align well with transfer pathways, making it difficult for students to obtain an associate degree. Some required CIS courses have not been offered in several semesters. Regarding the Multimedia program, Dr. Richardson highlighted that digital imaging has lower productivity (at 10.7), lacks a full-time faculty lead, and functions more like a community service due to repeat enrollees in non-credit Photoshop classes. Dr. Richardson also reviewed the technology prioritization list created with Tom Rizza and Joe Bay. Key highlights include: a $170,000 classroom tech refresh proposal; $160,000 to upgrade 9 analog classrooms; $450,000 to refresh MMART; and $80,000 for lab 323. All upgrades are targeted for Summer 2025. Bond funding will be pursued, and proposals will be submitted to the District Technology Committee. The shift away from desktops toward laptops with docking stations is also underway, except in locations where part-time faculty require fixed workstations. A $30,000 request will support those. There are also plans to convert some art classrooms into science labs and implement distance education remediation. SAS equipment is needed to meet compliance standards. Additional requests include: $20,000 for LTI instructional support, $36,000 for software (MMART), $30,000 for library security gates, and $38,000 to replace 200 broken Chromebooks
4. Program Review Resource Prioritization Presentations	• President's Office & VPAS: President Richardson • VPI Lewis • VPSS Shears	**President's Office:** The administrative unit requested $15,000 to fund a student worker, $4,000 for PIO training, $2,500 for executive assistant training, $5,000 for senior researcher PD, $1,200 for Canva software, $9,000 for Qualtrics, and $2,000 for survey incentives. **Student Services:** VPSS Shears presented a prioritized list of requests totaling $192,000. These include: $15,000 for Society of Scholars program supplies, support for Umoja, the

		Wellness Center, and UCRC (already in progress), $1,000 for A&R staff to attend CACRAO, additional funding for an A&R hourly clerk, a full-time staff assistant for Enrollment Services (currently unstaffed), and 2–3 part-time counselors to support the expanding Society of Scholars program. **Office of Instruction:** VPI Lewis discussed the need for additional classified support for grant-funded apprenticeship programs, estimated at $150,000. Student workers were also highlighted as a continued need. Flooring updates throughout the college—including science labs and the third floor—will be funded by bonds. The permanent VPI position is now being posted. Patrick Wallace noted that several prioritization requests included subscriptions that the library already provides, such as the New York Times. The group agreed that communication should be sent out to inform faculty and staff of existing resources. These subscriptions are available through the Library's Database page. VPI Lewis will also remind Deans to disseminate this information.
5. Announcements	All	Dr. Richardson shared updates on parking logistics. The College has finalized an agreement with the new parking garage provider. Going forward, part-time faculty and guests will enter a BCC-specific code into a mobile app or QR portal within 10 minutes of parking to avoid tickets. This change eliminates the old validation system. AirGarage has agreed to provide a webinar tutorial, and faculty will not incur any personal cost—the fees will be billed directly to BCC. The new system replaces reimbursement forms and enables more efficient, digital tracking. While the nearby garage remains the primary option, the College may consider using the garage located two blocks away, which still supports the old validation process managed by the former vendor.