

Berkeley City College
College Roundtable for Planning and Budgeting
MEETING MINUTES
Monday, August 25, 2025

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

Jenny Yap, Carolina Martinez, Denise Richardson, Annie Liu, Joya Chavarin, Umaima Raisa, Matthew Freeman, Phoumy Sayavong, Skyler Barton, Thomas Rizza, John Saenz, Fatima Shah

Guests (manually type): Dana Cabello, Camille Verbera, Mozell Person, Lisette Flores, Kyla Oh, Amy Lee, Armando Franco, Jasmine Sumandal

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 Freeman	called the meeting to order at 1:24 pm.
Motion to approve agenda by: Denise Richardson Second by: Joya Chavrin Votes in favor: 11 Objections: Abstentions: Motion passes.	
2. Review Minutes	
Tri-chair Rizza	requested a review of the 5/12/2025 minutes.
Motion to approve minutes by: Joya Chavrin Second by: Phoumy Sayavong Votes in favor: 8 Objections: Abstentions: 3 Motion passes.	
3. Public Comment	
<ul style="list-style-type: none"> N/A 	
4. President's Updates	
<p>Dr. Denise Richardson began by warmly welcoming attendees back for the new semester and expressed appreciation for their commitment to the Roundtable. She emphasized the significance of the committee as a space for planning, shared governance, and collaborative progress. Dr. Richardson then provided a series of updates that highlighted both institutional successes and ongoing challenges.</p> <p>She shared reflections on the recent BCC Open House, which brought together community partners such as Berkeley High School, the Downtown Berkeley Association, and the Berkeley Symphony. Attendees showed</p>	

strong interest in student demographics, particularly noting that only 8% of BCC students are enrolled full-time. Dr. Richardson stressed that this statistic represented both a challenge and an opportunity, underscoring the importance of ensuring students are aware of their resources and motivated to pursue full-time enrollment. She further noted that **39% of BCC students are first-generation college students** and that the college community must respond to issues of housing insecurity and enrollment slippage, especially among Latinx and international students in light of national policy shifts. Despite these concerns, she proudly reaffirmed that BCC ranks **#1 per capita in transfers to UC Berkeley among all 116 California community colleges**, a testament to faculty and staff commitment.

Dr. Richardson highlighted four institutional strategic goals: increasing enrollment, boosting retention, eliminating achievement gaps, and strengthening inclusive community engagement. She tied these goals to both accreditation preparation and the College's strategic plan, emphasizing the need for visible commitment across committees. She also reported on administrative restructuring, explaining that following the departure of Dr. Shears to the State Chancellor's Office, her VPSS position would not be backfilled immediately. Instead, Dr. Richardson will personally oversee the Wellness Center, SAS, and HSI programs for the Fall 2025 semester. She also expressed her intention to bring on a **Director of Student Activities and Campus Life**, citing the need for stronger support for ASBCC and campus-wide student engagement.

On staffing, Dr. Richardson reported that a SAS staff assistant position has been posted, that the **VPI position closes this Friday** with interviews expected in September, and that a new A&R specialist is being sought to address staffing shortages due to district centralization, in which our three Admissions technicians will be transferred to work at the District. She also announced a continuation of the **BCC Emergency Student Scholarship**, made possible through another generous donation from **Judi Sui**, a former UC Berkeley employee who has repeatedly demonstrated commitment to BCC students. Last year, Ms. Sui donated a total of \$20,000 to BCC, with \$10,000 going toward the BCC Emergency Student Scholarship and \$10,000 for an endowment. Finally, Dr. Richardson encouraged participation in the upcoming **District Roadshow** with the Chancellor and Deputy Chancellor, scheduled for September 10, 2025, from 3:00–4:00 PM in the BCC Auditorium.

5. Facilities Updates

Dr. Richardson provided a detailed facilities update, noting that over the summer, several important moves took place: MESA, the Wellness Center, and Umoja were all relocated into the main campus building. She stressed that bringing all student services under one roof until the new Milvia Street building opens in Fall 2026 will create stronger synergy and community presence. She also shared positive feedback on the new flooring, painting, and the visible improvements to the building's appearance.

A significant update was the introduction of a **new security team, Aventus Security**, which has been received positively for its professionalism. Faculty and staff were encouraged to download the PeraltaSafety app for personal and campus safety. Another major improvement was the creation of a **new faculty lounge in Room 517** (the former bookstore), which now includes computers and is open daily from 7:30 AM–7:30 PM. Additionally, space for part-time faculty has been set aside in Room 562, ensuring they have greater access to workspaces.

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Matthew Freeman added that faculty greatly appreciate the lounge and requested discussion on copier access, including whether faculty can temporarily use third-floor copiers. He explained that several faculty departments are located on the third floor. He also noted that the Academic Senate is forming a team to remain actively engaged in facilities governance as the College prepares for the Milvia building transition. In response, **Dr. Richardson** explained that executive leadership will coordinate with classified professionals to ensure a strategic and collaborative transition, avoiding the burden placed on a few individuals during the previous Annex move. **Armando Franco** further emphasized the need for clarity on the District's role and resources in supporting this transition.

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

Integrated Planning Committee (Chris Lewis): The first meeting will take place on **September 11**, and the committee will meet every second and fourth Thursday. This semester's focus will be on accreditation coordination, specifically the ISER, with invitations and announcements forthcoming.

Budget Advisory Committee (Dr. Richardson): The first meeting is scheduled for **September 9**. Tri-Chair **Fatima Shah** has stepped down from her role, and the Academic Senate is in the process of naming a replacement. The committee will vote for two Tri-Chair positions for Classified and Faculty. While the meeting had originally been slated for August 26, low confirmed membership necessitated rescheduling.

Facilities, Health, and Safety Committee (Dr. Richardson & Armando Franco): The first meeting will occur next week, with voting for two additional Tri-Chairs to take place for the Classified & Faculty positions. It was noted that **Charlotte Lee** will be stepping down, and **Adriana (Dri) Regalado** from Counseling has agreed to step into a new leadership role.

Technology Committee (Mozell Person / Erika Yeh / Tom Rizza): This committee will also meet on **September 11th** from 12:30–1:30 PM. A review of the committee charge will be conducted, and updates will be shared.

Enrollment Management (Chris Lewis): Enrollment Management will continue its practice of meeting twice per semester: once shortly after the major enrollment rush in early September, and again in late October or early November in preparation for spring registration. **Amy Lee** will assist with committee coordination, and announcements will be sent soon.

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

Academic Senate (Matthew Freeman): The Senate has not yet met this semester, with its first meeting scheduled for **September 3**. Key priorities will include setting measurable goals for the year, evaluating departmental needs through the Chairs Council prioritization process, and reflecting on the results of last year's governance self-evaluation survey led by **Phoumy Sayavong**. Freeman emphasized the importance of incorporating these survey results into committee minutes to support accreditation. He also acknowledged the accreditation team's recommendation to continue assessing governance structures. New Senate appointments include **Vice President Fatima Shah, Joya Chavarin, Skyler Barton, and Jenny Yap** as the newly elected Chair of Chairs Council. **Carolyn Martin** was thanked for her four years of service as she transitions to district-level committees.

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Classified Senate (Tom Rizza): The Classified Senate will hold its first meeting this Wednesday, meeting regularly on the second and fourth Wednesdays. Rizza reported on a successful **Professional Development Speaker Series** led by **Annie Liu** on home purchasing in the Bay Area, which was well attended by classified professionals, faculty, and students. He also welcomed **John Saenz** as a new Classified Senate representative, filling the space left by **Ramona Butler**, whose 16 years of service were warmly acknowledged by **Matthew Freeman**. Classified Senate officers **Loan Nguyen** and **Azul Lewis** will prepare the agenda for the upcoming meeting.

Associated Students of Berkeley City College (Umairah Raisa): **President Umairah Raisa** introduced herself as a second-year Data Science major originally from Bangladesh, sharing her personal story of transitioning into the U.S. education system. She expressed her vision to create a more welcoming environment for incoming students, recalling her own initial intimidation and highlighting how faculty and staff support helped her feel at home. She emphasized the importance of making BCC resources more visible to students. The first ASBCC meeting is scheduled for **September 4**, with weekly meetings to continue each Thursday during College Hour. The executive board is undergoing training, with support from **Dean Raniyah Johnson**, and ASBCC is currently working on appointing Chief Justices and other committee representatives. ASBCC will also make their student shared governance appointments at this meeting.

8. Announcements

Tom Rizza announced the inaugural **Peralta Pumpkin Pursuit 5K** and 1-mile fun run/walk for youth, scheduled for **October 18 at Merritt College**. Proceeds will benefit the Peralta Foundation. Participants will receive a t-shirt, finisher medal, and drink tickets, and the event is open to the broader community.

9. Adjourn Meeting

The meeting was adjourned by Tri-chairs Freeman, Richardson, and Rizza at **1:08** pm.

Next Meeting: Monday, September 8, 2025, 12:20PM-1:30PM, Room 451A/B (or via Zoom)

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