



# Berkeley City College

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## Memo

**To:** Romaneir Johnson, Vice Chancellor of Finance and Administrative Services

**From:** Dr. Rowena Tomaneng, President  
Berkeley City College

**Date:** June 6, 2018

**RE:** 2018-2019 Budget Reductions for Berkeley City College

**CC:** Dr. Jowel C. Laguerre, Chancellor  
Shirley Slaughter, Director of Business & Administrative Services

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Per your request, please find attached Berkeley City College's 2018-2019 Budget Reductions. As directed, we have identified vacant positions to be frozen and discretionary budgets to be reduced. The total requested amount by the district, **\$855,647** has been met.

Please note that vacant positions were identified based on consultation with Division Deans and Department Leaders. Also, the majority of the discretionary reductions have been applied to the Office of the President, Office of Business & Administrative Services, Office of Student Services, and Office of Instruction.