



Integrated Planning and Allocation of Resources Committee (IPAR)

CO-CHAIRS

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

MEMBERS

1. **Chris Lewis**, Interim VPI
2. **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>)

In attendance: Gail Pendleton, Annie Liu

DATE: September 24, 2024		
Agenda	Leader	Notes
Approve the agenda	Tri-Chairs	Motion to approve agenda Approval: Joseph Bielanski Second to Motion: Louis Chico Approve: 7 Motion approved
Approve meeting minutes from 9/10/2024	Tri-Chairs	Motion to approve meeting minutes Approval: Azul Lewis Second to Motion: Fatima Shah Approve: 6 Abstain: 2 Motion passes
Budget Update	Denise Richardson	Slides from Dr. Richardson VPAS hire is underway. Finalists will be submitted by the end of October/early November. It will then go to

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		<p>forum before it goes to the Board. Board meetings for consents are now once a month.</p> <p>The District Roadshow shared some difficult realities for the district and BCC in terms of the college's financial situation. As part of this, BCC had to contribute \$478,048 to the district's deficit.</p> <p>The district also required all colleges to have their vacant position funds captured by the district as part of the plan the Chancellor laid out during the district roadshow. This is the salary savings from open positions. These are separate funds from the \$478,048 and are from Fund 1.</p> <p>Resource Management</p> <ul style="list-style-type: none">• All Over Time must be approved by managers in advance• No out of class work without prior agreement between manager and employees• Scheduling within FTEF Allocation.• Extra Service Assignments must serve the best interest of students• Custodial shifts adjusted/new approach to work. We gave up our Lead Custodian position. We currently only have 1 head custodian, 3 full-time custodians, 1 part-time. Working on coming up with checklists of what the expectations are for a day-to-day basis. We had a custodian who came in on Saturday and now eliminated the Saturday coverage as there are only 2 classes on Saturdays. Now we have the custodians work Monday to Friday.• Administrators are taking on extra responsibilities to offset vacancies. President Richardson is covering the role for VPAS. VPI Lewis is currently doing double duty covering for a vacant Dean position. VPSS Shears had to double up for a while we hired Dean Johnson. Dean Johnson is now temporarily covering for the Director of Student Services & Campus Life. We currently have an ad out for the permanent Dean of Liberal Arts position, which we hope to fill by the end of the semester. VPI permanent position will be posted at the end of December; hopefully to hire a permanent sometime in Spring.
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		<ul style="list-style-type: none"> • Collaborative purchasing of equipment/supplies <p>We are monitoring projections of our spending. We've asked different departments to report how they are doing with their spending to pace ourselves with the spending.</p> <p>We are planning to streamline shared governance committee names. Some of the names have similar wording, such as "planning", "integrated", "planning" or several committees include "budgeting". The structure remains the same. The goal is brevity, distinction, and clarity. The District also changed "participatory governance" to "shared governance."</p> <ul style="list-style-type: none"> • Example: Integrated Planning and Allocation of Resources (IPAR) to Budget Committee • Integrated Planning Committee to Institutional Effectiveness Committee • College Roundtable for Planning and Budgeting to College Council <p>All of the membership and committee names can be found on our BCC website. We will bring back plans at the next meeting.</p> <p>Fatima suggested including a short description on what the committees are responsible for.</p> <p>Spreadsheet Action Items We are working on a sample action spreadsheet and team site to make all of the minutes, documents, agendas, for all committees.</p>
<p>Comprehensive Program Review Timeline update</p>	<p>Phoumy Sayavong</p>	<p>The Integrated Planning Committee (IPC) committee usually reviews the progress of the Comprehensive Program Review at each meeting.</p> <p>The Comprehensive Program Review involves the main divisions of the college - administrative services, student support services, and instruction. These divisions will provide updates on the progress of their program reviews, including reviewing data, planning, and identifying any new resources needed.</p> <p>The IPC committee will assemble a small team to review all the elements of the program review and submit an updated version for the full committee to complete. This is part of the regular cycle of the Comprehensive Program Review process for the</p>

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		college. The IPAR committee plays a role in reviewing and endorsing the final resource allocation requests that come out of the program review process.
IPAR Committee improvement plan using spring 2024 self-evaluation results	Phoumy Sayavong	<p>Slides from Phoumy</p> <p>The committee recently conducted a self-evaluation survey of its members to assess how the committee is performing. The committee chairs met to review the survey results and identify ways the committee can improve.</p> <p>Action Items</p> <ul style="list-style-type: none"> • Cite our charge and objectives more often before meetings • Recognize when we meet certain goals • Check our progress at least 4 times a year • Align agenda to objectives/goals and whether we've met them regularly • Attach action items to agenda items • Use spreadsheet of action items completed with dates • Change questions about charge being current and/or modified. • Did the committee review the charge to determine keeping or modifying it? • Improve question about equity and student success and outcomes. Were action plans support equity, success efforts? • Were decisions, discussions, and actions reflective of our institutional commitment to student success and racial equity? • More specific and practical to questions related to EMP indicators • Do our activities/action items support these indicator? If so, which ones and how? Can we code our actions to these indicators? • Review spreadsheet at end of the year to check our progress as a committee? <p>Self-Evaluation Survey: All committees use the same survey at the end of the year</p>
Announcements	All	Upcoming Events

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		<ul style="list-style-type: none">• Board Meeting 2/25/2025 will be at BCC to showcase our programs and campus.• BCC Bulk Pickup is occurring on 10/11/2024. We are currently working on systemizing the efforts. <p>Louis (ASBCC): A group of students has formed a committee to create 3 potential mascot designs for the college.</p> <p>Denise Richardson: BCC is planning to send out a campus-wide survey to get student feedback and input on the mascot options. Chair Richardson encouraged the students and community to participate in the upcoming survey and provide their input on the mascot options.</p> <p>Tenzin (ASBCC): Expressed concern about the student government budget. There's only \$472 left in the account, but ASBCC is not sure how long these funds are supposed to last.</p> <p>Denise Richardson: It's significantly less than what they are used to. VPSS is working on it to find out where's the rest of the money and the budget is.</p> <p>Chair Richardson adjourns the meeting at 3:47pm.</p>
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