



# 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: Mary Clarke-Miller, Roberto Gonzalez, Nghiem Thai, Dana Cabello, Annie Liu, J Ino Sanes Williams

DATE: October 22, 2024		
Agenda	Leader	Notes
1. Approve the agenda	Tri-Chairs	Chair Richardson calls the meeting to order at 3:01pm. Motion to approve the agenda. First by J. Bielanski Second by F. Shah Approval – 6 Objection – 0 Motion passes.
2. Approve meeting minutes from 10/8/2024	Tri-Chairs	Motion to approve last meeting's minutes. First by P. Sayavong Second by F. Shah Approval – 6 Objection – 0 Motion passes.
3. President's Updates	Denise Richardson	Budget Updates

2024-2025 Meeting Dates @ 3pm – 4:15 pm

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		<ul style="list-style-type: none"><li>- VPAS Hire Update: Forum and Final Interview will take place the week of November 11<sup>th</sup>. We finished the first interviews last week. We currently don't know how many finalists we have, but we expect to get that information later in the week.</li><li>- BCC Pickup on Friday, 10/11 was a success. Thank you to Michael Alvillar, Annie Liu, Bobby Birks, and Sylvia Espinosa for organizing the cleanup. We had a huge bin outside of BCC that was completely full.</li><li>- The 1351 budget (which covers personnel/faculty costs) is currently at 31% spent, with 7 weeks remaining in the school year. Being at 31% spent with 7 weeks left is not too bad, but it does signal that they need to be very thoughtful, particularly in terms of the spring course offerings.</li><li>- All funds list (not just the 1351 personnel budget), the requisitions as of today are at 25% of the overall budget. On its face, being at 25% of the budget is a good thing, since they are 7 weeks into the school year. However, it appears they are overspending in some areas, such as custodial supplies and paper, which are beyond where they should be compared to previous years.</li></ul> <p>Student Club Funds</p> <ul style="list-style-type: none"><li>- The District has loaded Student Club Funds - \$24,000. Remaining funds to be allocated are still in progress. VP Shears is still working on getting the funds below loaded.<ul style="list-style-type: none"><li>o Fund 84.- \$41,800</li><li>o Fund 72 - \$20,000</li></ul></li></ul> <p>Committee Name Discussion</p> <ul style="list-style-type: none"><li>- Discussion to vote on a new committee name.</li><li>- Integrated Planning and Allocation of Resources (IPAR)</li><li>- Budget Committee</li></ul>
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		<p>Research on other colleges on their names and charges</p> <ul style="list-style-type: none"><li>- Our sister colleges uses: College Budget Committee (Merritt), Budget Advisory Committee (Laney), and Budget Committee (COA). Budget Committee (Contra Costa), Planning and Resource Allocation Committee (Chabot), Budget Planning Committee (San Mateo)</li></ul> <p>Q (Denise): Should we consider changing the charge to include more than just Fund 1 unrestricted, but to include categorical and grants?</p> <p>Q (Joseph): Do we have a chart of the committees and who they report to?</p> <p>A (Fatima): Under the Participatory Governance section</p> <p>Nghiem: The original charge made sense when we had plenty of funds, but now that our discretionary funds are so low, it doesn't feel like it's necessary to have a committee to advise on the funds because the funds are already earmarked for things. We need a more holistic approach. A committee doesn't need to review and approve every transaction, but should discuss how to intentionally use existing funds in a strategic way to reach our institutional goals.</p> <p>Q (Joseph): Does the committee have annual townhall as part of its charges?</p> <p>A (Denise): We have a Budget Townhall scheduled on 10/31/24. It's not an annual occurrence, but is needed based on current situation.</p> <p>Motion to update Committee Charge A to include unrestricted, categorical, and grant funds. First J. Bielanski Second J. Crutison Approve – 7 Oppose - 0 Motion passes.</p> <p>Q (Roberto): What about bond measure funding? A (Denise): It's not something that we typically talk about on a regular basis, but when we have</p>
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		<p>specific uses, such as technology. Bond Measure funding also isn't held by the college.</p> <p>Charge review: Laney uses "Monitoring college and district planning procedures and fund allocations. Advocating for the necessary capital resources from the District and other funding sources for Laney to effectively support and carry out its educational mission."</p> <p>Nghiem: "This is one of the new 2024 ACCJC standards on resources: The institution develops, maintains, and enhances its educational services and operational functions through the effective use of fiscal resources. Financial resources support and sustain the mission and promote equitable achievement of student success."</p> <p>The new committee's name that was chosen is "Budget Advisory Committee."</p> <p>The updated committee charge chosen to replace "Charge A" is: "Inform and discuss the integrated college budget development process for unrestricted general, categorical, grant, and District fund allocations."</p> <p>Motion to make adjustment to Charge A for the new statement. First - P. Sayavong Second – F. Shah Approval – 7 Objection - 0 Motion passes.</p> <p>Motion to recommend to College Round Table to modify the committee's name to "Budget Advisory Committee" First – J. Bielanski Second – D. Richardson Approval – 7 Objection – 0 Motion passes.</p> <p>Phoumy (comment): For our charge, "Recommends adoption of the budget for the new fiscal year." We haven't been doing this.</p>
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		Denise (comment): We should do this (recommends adoption of the budget for the new fiscal year).
4. Program Review timeline update	Phoumy Sayavong	<p>The program review timeline has been slightly updated. The deadline for the first level of program review submissions by student support service programs and instructional departments has been pushed back to December 6th. This is because the templates for the Student Services and Instructional Division programs were somewhat delayed.</p> <p>However, this timeline adjustment doesn't really affect our review process. The committee will likely get a preview of the program reviews around January 6-15, and then provide a short presentation on the priorities and recommendations around January 11.</p> <p>Denise: The District requires the faculty prioritization and classified professionals by some date, but we haven't received the timeline yet.</p> <p>Azul: Classified Professional prioritization is currently being worked on, but not ready yet. The draft will likely be complete sometime in November.</p>
5. Announcements	All	<p>Denise: We discussed cost-saving measures at the last meeting. Here are some of the ideas.</p> <ul style="list-style-type: none"> <li>- Local partnerships: collaborate with local businesses and organizations for sponsorships and internships.</li> <li>- Green initiatives: programs like compositing, water conservation, and sustainable landscaping can reduce utility costs</li> <li>- Community engagement: host community events or workshops that can generate additional revenue while fostering local relationships and support             <ul style="list-style-type: none"> <li>o Nailah has been working hard to rent out our facilities for events.</li> </ul> </li> <li>- Resource sharing with UC Berkeley: explore opportunities to share resources, such as library access, facilities, and equipment, with UCB.</li> <li>- Volunteer programs: engage students and community members as volunteers for events and initiatives</li> </ul>

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		<ul style="list-style-type: none"><li>- Cost-benefit analysis: regularly assess the return on investment for programs and services to ensure resources are allocated effectively.<ul style="list-style-type: none"><li>o Where is the demand for our programs?</li><li>o Would this be something that would be of value to the community, but bring revenue to the college?</li></ul></li><li>- Staff development: invest in professional development for staff to improve efficiency and reduce turnover, ultimately saving on hiring on training costs.</li></ul> <p>Action for next meeting:</p> <ul style="list-style-type: none"><li>- Come up with more cost-saving measures for the college for the November meeting.</li></ul> <p>Chair Richardson adjourns the meeting at 4:17pm.</p>
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