



Budget Advisory Committee (formerly 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: Annie Liu, Mary Clarke-Miller, Natalia Fedorova

DATE: December 10, 2024		
Agenda	Leader	Notes
1. Approve the agenda	Tri-Chairs	Motion to approve agenda. First – Joseph Bielanski Second – Phoumy Sayavong Approve: 7 Motion passes.
2. Approve meeting minutes from November 11, 2024	Tri-Chairs	Motion to approve minutes. First – Stacey Shears Second – Joseph Bielanski Approve: 6 Abstain: 1 Motion to approve minutes did not pass as we do not have enough votes to meet quorum.
3. President's Updates	D. Richardson	Our new committee's name "Budget Advisory Committee" has passed at College Roundtable. We are at the last meeting of the year.

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

September 10, 24 - October 8, 22 - Nov 12, 26 - Dec 10 - Jan 28 - Feb 11, 25 - Mar 25 - Apr 8, 22 - May 13



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	<p>We received a very good audit report from CDWL with no issues reported, including student refund checks, grants, and parcel taxes. This is a big positive for the college.</p> <p>PCCD will soon be implementing an automated vendor payment system, which is a significant improvement. Vendors can apply online to become a vendor and will be assigned a vendor number almost immediately. Importantly, the payments to vendors will also be automated through this new system. The President described this as a wonderful use of AI technology that will help the college maintain better relationships with vendors and onboard new vendors more efficiently. This new automated vendor system is expected to be available beginning mid-January and address the previous challenges the district had with paying vendors in a timely manner, which the President sees as a positive development for the college.</p> <p>Mary: Can we use the vendor payment system for speakers? Denise: Yes. They will fill out the form and upload their W-9.</p> <p>Please review the November 15, 2024 PCCD announcement email regarding PeopleSoft contract update. For clarification about Direct Pay, this is not a catch-all and does not replace vendor payments. It should not be used more than once a month.</p> <p>There is a Board of Trustee meeting tonight. We look forward to the approval of our Dean of Liberal Arts and Social Sciences position. The candidate is Mozell Person, from San Luis Obispo, with a start date of January 16, 2025.</p> <p>There is a new annual organizational meeting auditor sub-committee on Friday at 3PM.</p> <p>There have been instances of issues happening on</p>
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		<p>campus that’s been escalating to the Board of Trustees. If there are problems, please try to resolve issues on campus first. If you have an issue finding an answer, follow up with the administrators and their assistants. Let’s exhaust all options of resolving the issues at the college before escalating to the Board of Trustees or Chancellor.</p> <p>Personnel Updates</p> <ul style="list-style-type: none">• VPAS Hiring: 2 of the 3 candidates pulled out, so we are reposting the ad immediately and hopefully have applicants by the time we return in January.• Bursar: We currently do not have a bursar on site. We have submitted a Request to Advertise. In the interim, we are bringing on an Account Clerk II, a position that we are hoping to get emergency approval within the next few days. The bursar from COA will help us with some of the work remotely while we work on hiring a bursar and will be paid overtime.• Bobby Birks, our Head Custodian, will be retiring at the end of December 2025. The District will transfer their Head Custodian to BCC so that we have seamless custodial support. COO Nelson will help arrange a meeting for the two of them to discuss transition plans before Bobby retires.• We are going to hire a new chemistry teacher for FY26. We are excited to be able to honor the first position listed in the Academic Senate’s faculty recommended hiring list. <p>2118 Milvia Update: The concrete for the 6th floor is done and we expect the rooftop to be in place sometime in January. The move-in date is</p>
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		<p>Fall 2026.</p> <p>2000 Center Street (The Annex): We are currently working on identifying space to move the programs in the Annex into the main building. President Richardson did a walk through with Academic Senate Matthew Freeman yesterday and will do a walk through with the VPs and the Classified Senate. We expect the proposal to be completed by January and expect to move to take place before the end of May 2025.</p>
4. Comprehensive Program Review timeline update	P. Sayavong	We have hit a huge milestone on the Comprehensive Review. Researcher will compile and summarize the APU resource request from Deans and President.
5. Announcements	All	<p>N/A</p> <p>President Richardson adjourned the meeting at 3:21PM.</p>

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