

Berkeley City College  
**College Roundtable for Planning and Budgeting**  
 MEETING MINUTES  
 Monday, April 14, 2025

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

Carolina Martinez, Carolyn Martin, Denise Richardson, Annie Liu, Gail Pendleton, Joya Chavarin, Himali KC, Phoumy Sayavong, Ramona Butler, Skyler Barton, Stacey Shears, Thomas Rizza

**Guests** (manually type): Dana Cabello, Armando Franco, Zaira Sanchez, Mozell Person, Kyla Oh, Emily Segal, John Saenz, Randy Yang

**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 <u>Richardson</u> called the meeting to order at <u>12:20</u> pm.	
Motion to approve agenda by: Skylar Barton Second by: Carolina Martinez Votes in favor: 10 Motion passes.	
2. Review Minutes	
Tri-chair <u>Richardson</u> requested a review of the <u>3/24/25</u> minutes.	
Motion to approve minutes by: Stacey Shears Second by: Joya Chavrin Votes in favor: 10 Motion passes.	
3. Public Comment	
<ul style="list-style-type: none"> <li>N/A</li> </ul>	
4. President's Updates	

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President Denise Richardson opened her update with a reminder for all community members to prioritize self-care, particularly during demanding periods. She acknowledged that in order to fully support students, faculty and staff must first take care of themselves. She then transitioned to share positive news about BCC's UC transfer performance. According to recent data published in the San Francisco Chronicle, BCC ranks #4 among all California community colleges for UC transfer rates, with an admission rate of 36% and an impressive 84% enrollment rate for those admitted. President Richardson praised the college for achieving such results despite its smaller size and encouraged the team to take pride in this achievement. Skyler Barton added valuable context, noting that the college had the second-highest overall number of transfers and enrollments, further highlighting BCC's success.

Richardson also shared updates about the upcoming Shared Governance Retreat scheduled for May 23, 2025, which marks a significant shift from participatory to shared governance. Additionally, she noted that this Friday, April 18, the President's Budget Committee (PBC) will convene to discuss budget updates and efficiencies across colleges. On the topic of campus's new signage, she mentioned changes to existing signs to improve clarity and student privacy, particularly emphasizing support for the Undocumented Community Resource Center.

It was also confirmed that Mayor Adena Ishii will be the keynote speaker at this year's graduation. A podcast featuring Mayor Ishii will be recorded later in the week, with Tri-Chairs Tom Rizza and Denise Richardson conducting the interview. Richardson emphasized the importance of inclusive language in all graduation communications. She urged faculty and staff to use phrasing that explicitly states participation is welcome for all, especially in light of current political sensitivities. Website language is also under review, and she asked everyone to be mindful of the tone and terminology used online, aiming to avoid politically sensitive "buzzwords."

The annual End-of-Year Celebration is scheduled for May 2, 2025. Richardson noted a possible uptick in retirements and resignations due to the newly approved \$35,000 resignation incentive, available to long-term part-time faculty, classified professionals, and some administrators. A decision regarding participation in this incentive must be made soon. She asked that members refer any interested colleagues to their representatives for more information.

Richardson also addressed parking logistics, thanking the Business Office team for effectively distributing new garage passes. Monthly passes have been provided to most employees, and a system for part-time staff using the older garage is being arranged. Until then, parking costs can be reimbursed through petty cash. A new system for the part-timers is expected to be in place next week. She concluded by thanking all involved in this effort and expressed optimism about the improved parking experience.

## **5. Shared Governance Updates - Integrated Planning Committee / Integrated Planning & Allocation Resources / Facilities Committee / Tech Committee**

### **Integrated Planning Committee (Stacey Shears/Chris Lewis)**

Dr. Shears reported that the Integrated Planning Committee (IPC) will convene next on April 24, 2025. During

that meeting, the committee will work on end-of-year governance surveys and follow up on any pending accreditation items. This meeting will also serve as a check-in for year-end reporting and institutional effectiveness measures.

**Budget Advisory Committee (Denise Richardson/Phoumy Sayavong/Fatima Shah)**

In the Budget Advisory Committee report, it was noted that the next meeting will be held on the following Tuesday. The committee is expected to review updates to the college’s budget and discuss the recent budget modifications received from the District. This discussion will include analysis of changes in budget development and funding allocations.

**Facilities, Health, and Safety Committee (Denise Richardson/Armando Franco)**

The Facilities, Health, and Safety Committee recently met and is scheduled to meet again on May 9, 2025. During the last meeting, members discussed the upcoming move-out of the Annex, targeting a mid-May deadline of May 15. Umoja and MESA programs will transition to rooms 223 and 226 respectively, while the Wellness Center will remain for one additional week to prevent service interruptions. The plan is to consolidate services in the main building—MESA on the 5th floor and Wellness/Umoja on the 2nd floor.

Renovations will also be underway, including updates to flooring and carpeting throughout the campus. Room 411, 413, 424, 311, 312, 315, 214, and 216, along with the Library and Learning Center, will receive new carpet tiles and vinyl planks.

A “Topping Off” ceremony celebrating the sixth-floor milestone of the new building is scheduled for Wednesday, April 16, during college hour. The Chancellor, Board of Trustees, and community representatives will be in attendance. Furthermore, Richardson highlighted the formation of a mural task force, including faculty and classified professionals, who will collaborate to design art for the new building.

**Technology Committee (Mozell Person/Erika Yeh/Tom Rizza)**

The Technology Committee postponed its most recent meeting due to scheduling conflicts. The committee will reconvene during April 15<sup>th</sup> at College Hour to finalize the college’s technology prioritization list, which will be submitted to the District Tech Committee.

**6. Governance Updates - Faculty Senate / Classified Senate / ASBCC**

**Academic Senate (Report by Matthew Freeman)**

N/A

**Classified Senate (Report by Tom Rizza)**

Tom Rizza provided the Classified Senate update, noting that elections are currently underway. The nomination period has been extended through Friday of that week, and ballots are expected to go out the following week. Once complete, the college will welcome a new Classified Senate. Rizza also reflected on the recent Classified Symposium held at Laney College—the final session in a four-part series—which featured sessions on LinkedIn, mental health, work-life balance, and a Classified Senate panel. He expressed appreciation for all BCC participants who engaged in the event. The next Classified Senate meeting will be scheduled soon.

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**Associated Students of Berkeley City College (Report by Himali KC)**

Deputy Chancellor and Chief Operating Officer Greg Nelson attended a recent ASBCC meeting to engage students in a discussion about the bookstore. The meeting was productive, with students sharing ideas for improvements. Chancellor Nelson also donated bookstore items to support upcoming ASBCC events. Himali reflected on the recent ASBCC election forum, where candidates shared their platforms. She expressed gratitude for her time as ASBCC President and noted that while she will not attend the topping off ceremony, she is excited for the organization's future under new leadership. She thanked the Roundtable for their support as she transitions toward transfer.

**7. Announcements**

President Richardson reminded members that the fall schedule has been posted and communications about enrollment have been sent. Graduation information has also gone out, with the ceremony scheduled for Thursday, May 22, 2025, from 10:00 AM to 12:00 PM at Laney College's Eagle Stadium. Faculty and staff who wish to attend were sent instructions for reserving regalia. She also gave a heartfelt thank-you to VPSS Shears and Dean Renia Johnson for managing the logistics and ensuring a smooth graduation planning process.

Lisette Flores announced that the annual Career Fair will take place on Wednesday, from 12:00 PM to 2:00 PM in the Atrium. The event, hosted in collaboration with the Transfer Center, Career Education, and HSI, will feature over 20 employers. Students will have the opportunity to take professional headshots, have their resumes reviewed, and participate in mock interviews. The Roundtable expressed appreciation for this important student-centered initiative.

**8. Adjourn Meeting**

The meeting was adjourned by Tri-chairs Freeman, Richardson, and Rizza at 12:54 pm.

*Next Meeting: Monday, April 28, 2025, 12:20PM-1:30PM, Room 451A/B (or via Zoom)*

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