

Budget & Resources Committee
 Minutes-Draft (17 Attended)
 April 21, 2021, From 2:30pm to 4pm
 ZOOM meeting; <https://cccconfer.zoom.us/j/93650453377>

Handouts: DCAS Agenda for April 22, 2021, VCCCD FY22 Tentative Budget Allocation and Budget Resource Committee Evaluation 2020-2021

Budget and Resource Committee Membership 2020-21			
Voting Members			
Faculty (9):	Constituency/Title	Name	Attended
1	Academic Senate President or designee	Andrea Horigan (Tri-Chair)	X
2	Career Education 1	Stephanie Branca	X
3	Career Education 1, Coordinator, Nursing	Sandra Melton	X
4	English, Math & Communications	Kelly Peinado	X
5	Health, Kinesiology, Athletics & Performing Arts	Ned Mircetic	X
6	Library, Languages, Behavioral & Social Sciences, Visual Arts	Mark Pauley	X
7	Sciences & Distance Education	Steve Palladino (FOG Representative)	X
8	Student Services	Emily Bartel, Alternate- <u>Vanessa Chacon</u>	X
9	At Large	Maria Reyes-Sanchez	X
Student (1):	ASVC – Treasurer	Athena Lazos	
Classified (4)			
1	MESA-Coordinator	April Montes	X
2	Sciences/Administrative Assistant	Erin Askar	X
3	Sciences/Instructional Lab Tech II	Carol Smith	
4	Sciences/Instructional Lab Tech II	Alan Wood	
Classified Supervisors (2)			
1	VCBAS/College Services Supervisor	Susan Royer	
2	VCBAS/College Fiscal Supervisor	Jeanine Day – Tri Chair	X
Administrators (2)			
1	Career Ed/Academic Dean	Felicia Dueñas	
2	VCBAS/Director, College Information Technology	Grant Jones	X
NON VOTING MEMBERS			
1	VP-Business Services	Cathy Bojorquez – Tri Chair	
2	Director, Facilities, M & O	Orlando De Leon	
3	Recorder	Maureen Jacobs	X

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3	Dean, Health, Kinesiology, Athletics & Perf. Arts.	Tim Harrison	
4	Dean, Institutional Effectiveness	Phillip Briggs	X
5.	Assistant Dean, VCEC & Student Engagement	Jesus Vega	X
6.	Faculty, History	Collen Coffey	
7.	Biology, Faculty	Preston Pipal	
8.	C. E. Administrative Asst.	Katheryn Solorio	X

Agenda Item	Discussion Notes	Action
1. Welcome / Introductions	None	
2. Public Comments	None	
3. Action Items: A. Approval of Agenda B. Approval of Minutes C. Approval of Rubric word change	<p>A. Mark moved and Andrea seconded to accept the Minutes. There was no discussion and there were none opposed to approving the Agenda.</p> <p>B. Andrea moved and Mark seconded to approve the today's agenda. There was no discussion and there were none opposed to approving the Minutes.</p> <p>C. Mark move to approve the word change as provided below. Kelly seconded. There was no discussion and none were opposed to approving the following word change as highlighted:</p> <p><u>Criticality: Impact on the Learning and/or Operating Environment</u> In one or two sentences explain how critical this request is to your program's goals. Is it essential to the success of your program? If so please explain why. Does this request duplicate or enhance already present resources? If not critical and redundant please explain how this request will provide additional value to your program. If this item promotes equity in your program, please explain.</p>	
4. Discussion Items: A. Out of Cycle Requests - None B. Allocation of funds for equipment replacement and included total cost of ownership.-(Next meeting)		
5. Budget Resource Committee Evaluation 2020-2021 –Phil Briggs	Phil explained that every year we examine our committee efforts and functioning via a survey. He reviewed the results regarding our charge, goals and functioning. There was discussing about the comments. In general, some would like to know more about the amounts budgeted to the district from our allocation. Jeanine answered that we could bring it up as a follow up topic and Kelly agreed.	
4. Budget Report – Cathy Bojorquez or <u>Jeanine Day</u>	A. Jeanine introduced a new system named Chrome River for processing PCard charges and travel expenses (including Mileage Reports). Everyone will be trained. Petty cash will continue as is.	

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DCAS Report Out and Budget Update	<ul style="list-style-type: none"> B. We will be hiring some cadets for monitoring Covid guidelines once we start coming back on campus. C. There is a workgroup that is working with our trust set up. We are mandated by the state to have a certain percentage set up in a trust to cover operating costs. Andrea thought Cathy was going to make a list of how things are going to be spent. D. We discussed Fund 693. It is for retiree health benefits. E. We discussed the tentative budget allocation. We will be balancing our budget to this. F. Ventura College will be moving to a “Small College” designation. There will be some changes in our allocation model based on this. We will be losing some money in the future. They are going to phase it in over 5 years so that we do not have a sudden, huge amount of money missing. G. Kelly noted that she heard in the past that it is an absolute disaster if we move down to a Small College. Jeanine answered that she was not sure what our budget would look like in the future. Different percentages would be used year to year. However, if we get more money with the student success allocation, it may not look so different. Jeanine reviewed several of the amounts on the allocation model and the carryover. H. Budget Update: Jeanine and Cathy have been working with the deans and directors on their budgets. I. Jeanine went over some of the larger Covid expenses: Chromebooks, laptops, hotspots, high flex gear, software, and custodial supplies/sanitizing machines, and UV system. She asked if anyone had requests that would be Covid related to contact her or Cathy. Carol brought up our ventilation project. 	
5. Technology Advisory Group Report – Grant Jones or designee	<ul style="list-style-type: none"> A. There will be changes to the ENS-Emergency Notification System. The three colleges will conform, removing the Medical Alert button and keeping the Active Assailant and Disturbance in the classroom. We are removing the Medical Alert button because there is no staff to respond after hours or weekends. Staff should call 911. B. I.T. continues to work on Chrome Books and fulfilling as staff requests. C. We are planning on about 15 more High Flex rooms and faculty training for it. D. We are working on a new student lab in Financial Aid. 	
6. Facilities Oversight Advisory Group Report – Orlando De Leon and Steve Palladino or designee	<ul style="list-style-type: none"> A. Steve brought up the Project Information Form (current name) that was emailed to BRC members last month. We did not have time to review or approve last meeting. Steve reviewed the PIF. Andrea said we would make this an ACTION item next meeting. All agreed. 	PIF Form next meeting
8. Items to report to CPC	Change to BRC rubric and Jeanine said she would let them know the PIF is coming.	
9. Future meeting agenda suggestions	<ul style="list-style-type: none"> A. Update on allocation of funds for equipment replacement and add cost of ownership B. Review final PIF. C. Amounts budgeted to the district from our allocation. D. Carol mentioned there was a STEM grant meeting that may include a STEM Center. Since there is funding involved, she thinks BRC should be aware as well as the FMP groups. She thinks Grants may have 	

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	a place in BRC discussions; not in how the grant is spent but on how it may influence what is going on or spent elsewhere. Jeanine agreed and thanked her.	
10. Announcements:	None	
11. Adjournment/Next Meeting	The meeting adjourned at 3:45pm. The next meeting Fall, 2021	

FY20-21Charge (Revised): The Budget and Resource Committee (BRC) is an operational committee responsible for making recommendations to the College Planning Committee and the Ventura College Executive Team. The faculty Co-Chair of the BRC or designee serves as a member of the Accreditation Steering Advisory Group and makes a budget report to the College Planning Committee about Ventura College budget and resource activities. The BRC meets regularly to consider and recommend program review resource requests that support the goals of Ventura College and the District Educational Master Plans, performs usage analysis of College resources to support a sustainable budget, considers strategic and budget planning, accountability issues, social justice and equity, and analyzes total cost of ownership issues for Ventura College. The subcommittees of the BRC are the Facilities Oversight Advisory Group and the Technology Advisory Group, which prepare reports and make recommendations to the BRC.