

**Budget & Resources Committee**

**Minutes - Sept. 15, 2021**

**2:30pm to 4pm**

Meeting: <https://vccd-edu.zoom.us/j/94806615688>

Handouts: DCAS Agenda 9/16/21 and Adoption Budget FY21-22-Select Pages

<b>Budget and Resource Committee Membership 2021-22</b>			
<b>Voting Members</b>			
<b>Faculty (9):</b>	<b>Constituency/Title</b>	<b>Name</b>	<b>Attended</b>
1	Academic Senate President or designee	Dan Clark (Stephanie Branca for Dan)	X
2	Career Education-Tech & Workplace Essentials	Stephanie Branca-Tri Chair	X
3	Career Education-Business, CJ, Child Dev. & Nursing	Sandra Melton	X
4	English, Math & Communications	Boglarka Kiss	
5	Health, Kinesiology, Athletics & Performing Arts	Ned Mircetic	
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 attending</u>	X
9	At Large	Maria Reyes-Sanchez	
<b>Student (1):</b>	ASVC – Director of Finance	Hero Huang	
<b>Classified (4)</b>			
1	MESA-Coordinator	April Montes	X
2	Sciences/Administrative Assistant	Erin Askar (Katheryn Solorio for Erin)	X
3	Sciences/Instructional Lab Tech II	Carol Smith	X
4	Sciences/Instructional Lab Tech II	Alan Wood	X
<b>Classified Supervisors (2)</b>			
1	VCBAS/College Services Supervisor	Susan Royer	X
2	VCBAS/Fiscal Services Supervisor	Jeanine Day (on leave)	
<b>Administrators (2)</b>			
1	Career Ed/Academic Dean	Felicia Dueñas or Debbie Newcomb	
2	VCBAS/Director, College Information Technology	Grant Jones	X

**Budget & Resources Committee**

**Minutes - Sept. 15, 2021**

**2:30pm to 4pm**

Meeting: <https://vccd-edu.zoom.us/j/94806615688>

Handouts: DCAS Agenda 9/16/21 and Adoption Budget FY21-22-Select Pages

<b>NON-VOTING MEMBERS</b>			
1	VP-Business Services	Cathy Bojorquez – Tri Chair	X
2	Director, Facilities, M & O	Orlando De Leon	X
3	Recorder	Maureen Jacobs	X
3	Dean, Health, Kinesiology, Athletics & Perf. Arts.	Bernard Gibson	<b>X</b>
4	Dean, Institutional Effectiveness	Phillip Briggs	X
5.	Dean, Student Services	Jesus Vega	
6.	Dean, Student Services	Leticia Canales	X
7.	Faculty, History	Colleen Coffey	
8.	Faculty, Biology	Preston Pipal	
9.	C. E., Administrative Asst.	Katheryn Solorio (Classified Alternate and Voting Member this meeting.)	
10.	Director, College I. T.	Grant Jones	X
<b>Agenda Item</b>		<b>Discussion Notes</b>	
1. Welcome / Introductions		Cathy greeted the attendees and let the group know that we are working with the district so that in the future we will move on to Board Docs. Hopefully this will be in November. We have gone through our first training. Stephanie said she is technically here as the designee for Dan Clark. Maureen added that we have 12 voting members attending.	
2. Public Comments		None	
3. Action Items: A. Approval of Agenda B. Approval of Minutes C. Review of Committee Charge		A. Mark moved to accept the agenda and Sandy seconded. The agenda was approved by Zoom raised hands. B. Mark Pauley moved to accept the minutes and April seconded. The minutes were approved by Zoom raised hands. C. Cathy reminded us that every year, we need to review our charge and decide if we want to make any changes. Cathy read the charge below. She asked if anybody had any suggestions and if we are comfortable with it. Cathy moved and Steve seconded to keep the charge as written. She asked that if anyone was opposed to raise his/her Zoom hand. None opposed.	
4. Discussion Items: A. Out of Cycle Requests – none B. Allocation of funds for equipment replacement and total cost of ownership.		A. Cathy explained “Out of Cycle Requests”. B. Cathy reviewed some of our conversations that came out of our reviewing the equipment Program Review requests. She gave the example of a lawn mower that has a 20-year life and so at some point it has to be replaced. As a committee, we talked about setting up something. Do we want to have a subcommittee to work on this and how are we going to decide the useful life of equipment? We spoke of setting up a pot of funds dedicated to this. There are funds set up to refresh equipment and technology. We have “a four fund” that includes the	

**Budget & Resources Committee**

**Minutes - Sept. 15, 2021**

**2:30pm to 4pm**

Meeting: <https://vccd-edu.zoom.us/j/94806615688>

Handouts: DCAS Agenda 9/16/21 and Adoption Budget FY21-22-Select Pages

Agenda Item	Discussion Notes
	<p>infrastructure funds that is used for a lot of our program review items. We also had some carryover funds that we were given. I was tied to when the “Student-Centered Funding Formula” had been implemented. The State kept changing the amount and giving us a little more money. Some of these funds were moved to refresh.</p> <p>Cathy has identified for the Fiscal Services Office how we are using the funding and has identified a few items that will use these refresh funds.</p> <p>C. Stephanie agrees that we should have a subgroup that could address this and that we will definitely put it on as a future item.</p>
<p>5. Budget Report – Cathy Bojorquez (25 minutes)</p> <p>A. DCAS Report Out</p> <p>B. Budget Update</p>	<p>A. Usually the DCAS meeting is before BRC. Because it isn’t this time, Cathy will review the DCAS agenda.</p> <ol style="list-style-type: none"> <li>1. There has been some DAC proposed office “organizational restructure”. There are a few positions they would like to create but their current budget allocation does not cover them.</li> <li>2. There is an actuarial study on our retiree health benefit commitments. It is updated every year. It is very high because we have individuals that have lifetime benefits. We do know that our liability is going down because the number of individuals who get lifetime benefits will continue to decrease over time and the premiums paid by the district to Medicare supplement type plans cost less than a regular healthcare plan. How we currently fund our liability for our retiree health insurance is we self-tax ourselves on every dollar of payroll for permanent employees.</li> <li>3. Dropping Students for Non-payment: This semester we did not drop students for non-payment. This is a change from our past practice. There is interest among many in the district to continue this process. We will review the impact of this.</li> <li>4. The DAC is reviewing the guidelines for travel reimbursement for candidates for employment. In the past, there wasn’t any.</li> <li>5. They are also reviewing the parking permit fee process and tickets. These were suspended during Covid-19. How we are going to be able to transfer funds to Police Services.</li> <li>6. Cathy reviewed the change in our health benefits. There is a basic plan that is our starting point. Either you get some money or you pay some money. We had three PERS plans and now we will have two plans. (There was more discussion between Mark, Carol and Cathy concerning particulars and some personal experiences.)</li> </ol> <p>B. Budget Update: Attached are selected pages from the adoption budget. These are highlights of what may interest our committee.</p> <ol style="list-style-type: none"> <li>1. Deferrals: Our district sets up a receivable but the State does not actually give us the cash until the next fiscal year. This saves the State money.</li> <li>2. WE have a 5.07% COLA, which is huge this year. There’s a breakdown of why it’s so large this year. It’s because they didn’t fund us; so they are fixing it. K12 received more so now they are giving it to us too.</li> <li>3. Budget Assumptions:             <ol style="list-style-type: none"> <li>a. We are in a “hold harmless”.</li> </ol> </li> </ol>

**Budget & Resources Committee**

**Minutes - Sept. 15, 2021**

**2:30pm to 4pm**

Meeting: <https://vccd-edu.zoom.us/j/94806615688>

Handouts: DCAS Agenda 9/16/21 and Adoption Budget FY21-22-Select Pages

Agenda Item	Discussion Notes
	<ul style="list-style-type: none"> <li>b. The 2% that's part of the allocation model and the one-time carryover that we were allowed in FY21 is now no longer allowed. That is were we got some of the funds to start our refresh account for equipment.</li> <li>4. Cathy discussed the differences between the old and new funding models.</li> <li>5. Anyone interested in going over the budget on a one-on-one or small group basis is welcome to contact her.</li> <li>6. Stephanie commented about the academic salary portion and how it makes sense for our college and for the district to have such a large percentage of our budget going to academic salaries "because of the nature of the product we offer as education from the Faculty. It's inseparable and also it's perishable, meaning that if we're not there teaching, then the product doesn't get delivered."</li> </ul>
6. Program Review Initiatives – Phillip Briggs or designee (10 minutes)	<p>Phil reported that Program Review is open now. The Deadline for everyone is to submit their program review by 10/3. He put links in the chat to the current year and another link to the requests from last year.</p> <p><a href="https://www.venturacollege.edu/college-information/program-review/program-review-2021-2022">https://www.venturacollege.edu/college-information/program-review/program-review-2021-2022</a>  <a href="https://www.venturacollege.edu/college-information/program-review/program-review-2020-2021">https://www.venturacollege.edu/college-information/program-review/program-review-2020-2021</a></p> <p>On 11/2/21 this group will have until the end of February, 2022, to rank all the equipment requests as will FOG for facilities requests and TAG for tech requests.</p>
7. Technology Advisory Group Report – Grant Jones or designee (10 minutes)	<p>We met this Monday and had 4 members on site and the rest on Zoom. We will probably continue with Zoom. We discussed the upcoming changes to ENS's buttons, the installation and training of Hi-Flex classrooms, the possibility of installing Hi-Flex in large campus conference rooms, and VCEC will have fiber networking installed.</p>
8. Facilities Oversight Advisory Group Report – Orlando De Leon or Steve Palladino (10 minutes)	<ul style="list-style-type: none"> <li>1. Orlando reported that they are continuing with the lighting installations, air handlers and then ductwork (nighttime work because it requires shutting down air conditioners).</li> <li>2. The architectural firm has been busy putting together the materials from the meetings, forums, and Captain's Chat. They will move on to the Academic and Classified Senates. Susan added that it's been hard getting multiple student voices. They are going to approach FYE and ASVC. April Montes suggested MESA.</li> </ul>
9. Items to report to CPC	Nothing at this time.
10. Future meeting agenda suggestions	Form subgroup to address refresh funding.
11. Announcements:	Cathy asked our new Dean of Student Services, Leticia Canales to introduce herself.
12. Adjournment/Next Meeting	The meeting adjourned at 3:53pm. The next Meeting: October 20, 2021

**FY20-21 Charge (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.