

Budget and Resource Committee Membership 2021-22			
Voting Members			
Faculty (9):	Constituency/Title	Name	Attended
1	Academic Senate President or designee	Stephanie Branca (Tri-Chair)	X
2	Career Education 1	Vacant	
3	Career Education 2, Coordinator, Nursing	Sandra Melton	X
4	English, Math & Communications	Vacant	
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 Vacant (FOG Representative) (Spring Sabbatical)	
8	Student Services	Emily Bartel, Alternate-Vanessa Chacon	
9	At Large	Vacant	
Student (1):	ASVC – Director of Finance	Hero Huang	
Classified (4)			
1	MESA-Coordinator	April Montes	X
2	Career Education-Administrative Assistant	Katheryn Solorio	X
3	Sciences/Instructional Lab Tech II	Carol Smith	X
4	Sciences/Instructional Lab Tech II	Alan Wood	X
Classified Supervisors (2)			
1	VCBAS/College Services Supervisor	Susan Royer	X
2		Vacant	
Administrators (2)			
1	Career Ed/Academic Dean	Felicia Dueñas or Debbie Newcomb	X
2	VCBAS/Director, College Information Technology	Grant Jones	X

NON-VOTING MEMBERS			
1	VP-Business Services	Cathy Bojorquez – Tri Chair	X
2	FMO		
3	Recorder	Maureen Jacobs	X
3	Dean, Health, Kinesiology, Athletics & Perf. Arts.	Bernard Gibson	
4	Dean, Institutional Effectiveness	Phillip Briggs	X
5.	Dean, English, Math & Communication	Boglarka Kiss	
6.	Deans, Student Services	Jesus Vega, & Leticia Canales	
7.	Faculty, History	Collen Coffey	
8.	Biology, Faculty	Preston Pipal	
9.	Accounting, Faculty	Mark Frohnauer	X

Agenda Item	Discussion Notes
1. Welcome / Introductions	Cathy welcomed the committee and displayed the agenda.
2. Public Comments	None
3. Action Items: A. Approval of Agenda 3/16/22 (We have a quorum at 22 minutes into the meeting.)	A. Mark Pauley moved to approve today’s agenda and Stephanie Branca Seconded. None objected.The Agenda was approved.
4. Discussion Items: A. Out of Cycle Requests B. Equipment Refresh Funding Workgroup Update	A. There are no Out of Cycle Requests. B. Cathy reported that they are working on next year’s program review cycle There was discussion about what we wanted to get done before the end of the semester for the next program review cycle. The focus is on next year’s program review cycle. We want to make sure that people know that we are working on this. We will make sure that staff knows that having things that need to be replaced are not part of program review. We anticipate that it will take us a year to get good proceses in place. We will send out a memo to the campus introducing this and how we’re going to be moving forward. This memo is a draft at this time. The gist of the memo is that we are looking at this process to make it more effective. We would appreciate your feedback, if it makes sense or not and what may need to be added. We don’t want it too long but there’s going to be enough information to make it clear to people.
5. Committee Evaluation of our Goals	Cathy reported that we will be getting an email from Phillip Briggs asking the committee to evaluate how we did on our committee’s goals. At the end of each year, all committees and advisory groups undergo a self-evaluation. This allows the group to reflect upon what is working well, and what could be improved for next year. Cathy noted that our goals are the same goals from the last year. <u>For next year we should review our goals and charge.</u>

Budget & Resources Committee
Minutes - Draft – 03/16/22
2:30pm to 4pm
<https://vcccd-edu.zoom.us/j/93650453377>

Agenda Item	Discussion Notes
<p>5. Program Review Initiatives–Phil Briggs</p> <p>A. Review prioritizations Include TAG & FOG’s initiatives.</p>	<p>Grant said that TAG reviewed and ranked all of its Program Review Initiatives. He asked if there are any questions on specific initiatives. Cathy noted there there are some items that are annual refresh items. He added that some items have not been refreshed but that I.T. keeps track of this. He welcomes the changes in the approved program review processes where there will be funds set aside for refresh.</p> <p>Cathy asked Phil explain a \$420,000 item. Phil spoke about new scheduling software selected by the district.</p> <p>Susan noted that in FOG’s initiatives, there “major” and “minor” facilities that were mixed in the other’s facilities ranked within. These were moved to the correct lists and one that was not a “facility” and switched to Grant’s I.T. list.</p> <p>Cathy added that regarding the bleachers, we are using state scheduled maintenance to fund it.</p>
<p>6. Budget Report – Cathy Bojorquez</p> <p>A. DCAS Report Out</p> <p>B. Budget Report</p>	<ul style="list-style-type: none"> • Cathy reminded us that DCAS meets the day after we do and its agenda is not posted timely for our meeting. She encouraged the committee to see what is at the link. Cathy would like to review the District’s Administrative Staffing plan and the funding of it. The DAC gets 7.1% of all revenues, The estimated \$193.9 million. They are discussing how much, if any , the district’s budget should go up to cover new positions. The Vice Chancellor will be sharing these decisions later. • Mark Frohnauer feels strongly against the proposal to take funds away from the campuses. • They are suggesting using \$350,000 of reserves. • Cathy pointed out that our COLA is the difference. The last few years we have budgeted at the hold harmless rate, our usual amount. Cathy detailed several computational variables that play into our revenue. • They discussed a compressed calendar. • We will start building our budget process. We have our new Fiscal Services Supervisor, David Casas. He and I will be meeting with all of the deans, managers, and coordinators. We will be scheduling meetings with coordinators over categorical programs. The budget opens 3/18 and the entire buget will be done by June 1st. We will be starting the new year process and I will be reporting back to you. We don’t know yet what number we are budgeting to yet for the unrestricted. That will be after the district or Board decides what our actual percentage will be for the district office. We had proposed budgeting the tentative without that and having that be decided by adoption in September. • Our previous allocation model was heavily based on FTS, schedule delivery model that includes the salaries for instruction, making sure we have an instructor to cover every class. Felicia remembers and wonders where we are at regarding revisiting the budget allocation model for colleges. Cathy said there was a suggestion that when a college gets a set amount for overhead that the amount be aligned with FTS and the student centered funding formula. The amount would always benefit Ventura College because our success metrics.

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	We have a lot of students that meet the socio-economic, disadvantaged, and under represented student. They base it on financial aid eligibility.
7. Technology Advisory Group Report-Grant Jones	<ul style="list-style-type: none"> Grant reviewed I.T.'s progress on the Hi-Flex and Smart Classrooms here and at VCEC. After this they will move on the computer labs. They are working on replacing the insides of the marquees.
8. Facilities Oversight (Advisory) Group	<ul style="list-style-type: none"> Sue reported that Dan Walsh has agreed to be a chair at FOG. The bulk of the last meeting was spent discussing Program Review. Our ratings were completed. We all want to improve the Program Review Process. We all felt good about the Facility Master plan and talked about putting together a sub-committee that would meet and consider updates, any changes on campus. The FMP was not approved at the Academic Senate's second reding. She will attend their next meeting for a discussion. We are working on including language that expressly says that "while this is intended to be a guide, it is not prescriptive and that it is intended to be flexibbel based on needs as they change for programs and for services." All of this will be subject to the participatory process on campus.
9. Items to report to CPC	None
10. Future meeting agenda suggestions	None
10. Announcements:	Cathy added that she welcomes anything the member may want to bring up in BRC.
11. Adjournment/Next Meeting	The meeting adjourned at 3:48pm The next meeting is April 20 , 2022.

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.