Budget Resource Committee
Meeting Minutes – Draft 1
September 18, 2019, from 2:30-4PM
MCW-312
Handouts for 2019-20 Budget Update: Selected pages from 2019-20 Adoption Budget book and Executive Summary

Name	Constituency-Dept./Div.	ATTD
Faculty (9) Voting		
Andrea Horigan	Academic Senate President Designee-Tri-Chair	x
Mark Pauley	Visual Arts/Beh.& Soc. Sci.	x
Kelly Peinado	English, Math & Lrng. Res.	x
Sandra Melton	Career Education	x
Stephanie Branca	Career Education	x
Steve Palladino	Sciences (also FOG Rep.)	x
Emily Bartel	Student Services	x
Ned Mircetic	Health/Kin/Per Art	
Vacant	At Large	
Student/Classified/Administrators (9) Voting		
Carlo Plasencia	Student Rep/ASVC Treasurer	x
Katheryn Solorio	Admin Asst.-Career Education	x
Erin Askar	Admin Asst.-Sciences	x
Jason Robinson	ILT II-Career Education , Tri-Chair	x
Carol Smith	ILT II-Sciences	x
Susan Royer	College Svc. Supv-Bus. & Admin. Svcs.	x
Jeanine Day	Fiscal Svc. Supv – Bus. & Admin. Svcs.	
Grant Jones	I. T. Director	x
Non-Voting Members		
Cathy Bojorquez	VP Business & Administrative Services, Tri-Chair	**x**
Vacant	Director, FM&O	
Sebastian Szczebiot	Classified Senate President	
Phillip Briggs	Dean, Inst. Equity & Effectiveness	x
Guests		
Damien Pena	VP Student Affairs	
Jennifer Kalfsbeek-Goetz	VP Academic Affairs	
Tim Harrison	Dean, Ath, Kin, Health, Perf. Arts	
Lynn Wright	Dean, English, Math & Learning Resources	
Debbie Newcomb	Dean, Career Education	
Dan Kumpf	Dean, Sciences	
Jesus Vega	Asst. Dean, VCEC	
Maria Reyes Sanchez	Counselor, EAC	

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Agenda Item	Discussion Notes	Action?
1. Welcome / Introductions	Jason welcomed all and each introduced themselves. Maria Reyes Sanchez would like to join.	
2. Public Comments	There were no public comments.	
3. Action Items: A. Approval of Agenda B. Approval of Minutes	B. Emily moved and Carol seconded. All were in favor by an AYE vote. The May 15, 2019, minutes were reviewed and accepted without change.	
4. Review committee charge. (5 min)	The committee reviewed our charge. Phil said there are changes in the Charge in Participatory and Governance Handbook that was posted to the web: https://www.venturacollege.edu/committees He said the changes were minor. Phil read the new charge. We are no longer a <u>governance</u> committee. We are an <u>operational</u> committee. (Also "subcommittee" is spelled without the hyphen.) There wasn't any problem for the committee regarding these changes. The new charge is at the end of these minutes. The committee has no objections to these changes.	

5. Review prior-year committee goals and evaluation results discussion. (20 min.)	Cathy presented the results of the evaluation survey questions. Eight responded to the survey and there was a brief discussion of same. All respondents affirmed the business of the committee reflected the committee charge. In general, the respondents felt that the committee environment was supportive, ideas were recognized and issues were addressed in a timely manner. As to meeting the goals set by the committee, half of the respondents marked that the committee did not meet the goal with many other respondents marking unsure. There were comments that the committee's efforts on clarifying the Program Review process took much of the committee's time last year.
	
	BRC 2018-2019 Goals:
	    1. Discuss and understand the State's new funding allocation model and create a list of implications for the budget at Ventura College.
	        <u>Discussion:</u>
	        • *Cathy: "We had hoped the State would have more answers but the state was changing, not the Matrix, but how they were determining its*	

	application. The state still working on the details.” 2. Implement a new method of communication about budget issues to Ventura College employees. Discussion: *Cathy commented that her efforts to create podcasts this past year did not happen due to the demands of overseeing the Facilities, Maintenance and Operations (FMO) department after the retirement of the Director of FMO and her learning curve with the podcast software.* *Jason recommended VC's Business Club to Cathy as they produce podcasts. The committee recommended having a budget presentation at "All College Day." Cathy is happy to do that. Cathy also mentioned that "Coffee with Kim" is an unstructured meeting and attendees could ask budget questions.* 3. Discuss and understand Guided Pathways. Create a list of implications for the budget at Ventura College. Discussion: *Stephanie is concerned about Guided Pathways and creating a list of implications for the budget. She asked "Should it be a goal or just an interest?"* *Phil feels he is not the person to report.* *The committee's consensus is that we were not active in this goal because none of us are affiliated with Guided Pathways. Guided Pathway decisions are made with or without BRC input.*	
6. Action Item: Set 2019-20 Goals (15 min.)	The committee as moved by Emily and seconded by Kelly agreed to discuss our 2019-20 goals. All were in favor by an AYE vote. **BRC 2019-2020 Goals:** 1. Discuss and demonstrate the State's new funding allocation model by creating a list of implications for the budget at Ventura College. Discussion: *The committee decided to keep this goal from the prior year with a slight modification after a discussion on the use of the word "understand"* 2. Analyze VCCCD's Allocation Model and create a list of implications for the budget at Ventura College.	

	Discussion: • *Cathy noted that the District Council on Administrative Services (DCAS) will be reviewing the current districtwide budget allocation model and making modifications that will impact the colleges. The committee discussed the need to understand the impact of these proposed changes in order to provide input and make recommendations at DCAS.* 3. Discussion: • *The committee decided to keep this goal from the prior year with changing it from one new method to multiple methods.* • *Jason recommended VC's Business Club to Cathy as they produce podcasts. The committee recommended having a budget presentation at "All College Day." Cathy is happy to do that. Cathy also mentioned that "Coffee with Kim" is an unstructured meeting and attendees could ask budget questions.* Adoption of Goals 1 and 3 Approval was moved by Kelly and Steve seconded. All were in favor by AYE vote.	
7. Budget Report – Cathy Bojorquez or designee (15 min.)	Cathy presented reports from Handouts for 2019-20 Budget Update: Selected pages from 2019-20 Adoption Budget book and Executive Summary https://www.vcccd.edu/departments/budget-and-state-reportng/budget-documents • Much is focusing on the Student Center Formulae with a slow transition from FTEs • The 3 year hold harmless is extended. • The final allocation will come out February, 2020. • COLA is the same • STRS & PERS are still going up but not as much because of the buy down. • Cathy is attending DCAS on Thursday, 9/19 and the budget and allocation model will be discussed. • Usually we come closer to 2% carry-over but we had higher RICOH costs, sabbaticals, and VC's costs for the Sheriff's Academy. • Cathy explained funds:	

	111-General Fund 113- Infrastructure funding for Program Review 114- Self-supporting programs like Civic Center and the VC Bookstore. • One key to understanding budget costs is that for each dollar spent on salary, we have about $0.50 in statutory benefit costs. • 95% is payroll and of that 69% is tied to instruction	
8. Program Review Report – Phil Briggs or designee (5 min)	Tabled to next meeting because of time. Please see: https://www.venturacollege.edu/college-information/program-review/program-review-2019-2020 for the Program Review Process, Timeline, Dates, Planning Parameters, Resource Request Intricacies, Program Review Cycle and the VC Educational Master Plan 2017-2023	
9. Technology Advisory Group Report – Grant Jones or designee (5 min.)	Grant said I.T. is" keeping the ball rolling." He is busy giving Pirate Codes for Program Review Initiatives.	
10. Facilities Operations Group Report – Steve Palladino or designee (5 min.)	Steve said the Mission Avocado trees have been planted.	
11. Items to report to CPC	None discussed.	
12. Future meeting agenda suggestions	• Felicia Duenas reminded the committee that BRC wanted to develop a BRC process for new programs. • Cathy, DCAS budget update • Discuss what costs should go through the allocation model	
13. Announcements	None	
14. Adjournment / Next Meeting	The meeting adjourned at 4:16PM. The next meeting is October 16, 2019.	

FY18-19 Charge: *The Budget and Resource Committee (BRC) is a* governance *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 Committee 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, and analyzes total cost of ownership issues for Ventura College. The* sub*-committees of the BRC are the Facilities Oversight Advisory Group and the Technology Advisory Group, which prepare reports and make recommendations to the BRC.*

FY19-20 New Charge: 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, and analyzes total cost of ownership issues for Ventura College. The subcommittees of the BRC are the Facilities Oversight Group and the Technology Advisory Group, which prepare reports and make recommendations to the BRC.

Goals: BRC 2018-2019 Goals (Approved 10/17/18)

1. Discuss and understand the State's new funding allocation model and create a list of implications for the budget at Ventura College.
2. Implement a new method of communication about budget issues to Ventura College employees.
3. Discuss and understand Guided Pathways. Create a list of implications for the budget at Ventura College.