

Budget & Resources Committee  
 Minutes-Draft-(20 Attended)  
 December 16, 2020 From 2:30pm to 4pm  
 ZOOM meeting; <https://cccconfer.zoom.us/j/94843610181>

<b>Budget and Resource Committee Membership 2020-21</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	Andrea Horigan (Tri-Chair)	
2	Career Education 1	Stephanie Branca	<b>X</b>
3	Career Education 2	Vacant	
4	English, Math & Communications	Kelly Peinado	
5	Health, Kinesiology, Athletics & Performing Arts	Ned Mircetic	
6	Library, Languages, Behavioral & Social Sciences, Visual Arts	Mark Pauley	<b>X</b>
7	Sciences & Distance Education	Steve Palladino (FOG Representative)	<b>X</b>
8	Student Services	Emily Bartel	
9	At Large	Maria Reyes-Sanchez	<b>X</b>
10	AFT Designee		
<b>Student (1):</b>	ASVC – Treasurer	Athena Lazos/Marian	
<b>Classified (4)</b>			
1	Career Ed/Administrative Assistant	Katheryn Solorio	<b>X</b>
2	Sciences/Administrative Assistant	Erin Askar	<b>X</b>
3	Sciences/Instructional Lab Tech II	Carol Smith	<b>X</b>
4	Sciences/Instructional Lab Tech II	Alan Wood	<b>X</b>
5	SEIU Designee		
<b>Classified Supervisors (2)</b>			
1	VCBAS/College Services Supervisor	Susan Royer	<b>X</b>
2	VCBAS/College Fiscal Supervisor	Jeanine Day – Tri Chair (On Leave-Temporary)	
<b>Administrators (2)</b>			
1	Career Ed/Academic Dean	Felicia Dueñas	<b>X</b>
2	VCBAS/Director, College Information Technology	Grant Jones	<b>X</b>
<b>Non-Voting Members and Guests</b>			
1	VP-Business Services	Cathy Bojorquez – Tri Chair	<b>X</b>
2	Director, Facilities, M & O	Orlando De Leon	<b>X</b>
3	Recorder	Maureen Jacobs	<b>X</b>

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3	Classified Senate President	Sebastian Szczebiot	
4	Dean, Institutional Effectiveness	Phillip Briggs	X
5.	Faculty, Manufacturing Technology	John Clark	
6.	Coordinator, Nursing	Sandra Melton	X
7.	Faculty, Biology	Preston Pipal	X
8.	Acting Dean, VCEC & Student Engagement	Jesus Vega	X
9.	Faculty, History	Collen Coffey	X
10.	Dean, Health, Kinesiology, Athletics, and Performing Arts	Tim Harrison	X

Agenda Item	Discussion Notes	Action?
1. Welcome / Introductions		
2. Public Comments	None	
3. Action Items: A. Approval of Agenda B. Approval of Minutes	A. Grant moved and Steve seconded to approve the Agenda. There were no objections and the Agenda is approved. B. Mark moved and Maria seconded to approve the Minutes. There were no objections and the November 18, 202 minutes are approved.	
4. Budget Report – Cathy Bojorquez or Jeanine Day (25 min.) A. DCAS Report Out B. FY22 Budget Update	Cathy reported that DCAS meets on 12/17. They will be discussing possible changes to the allocation model for next year, the Police budget, and the Covid budget costs, the percentage of full time equivalent faculty to part time faculty (FON report). She mentioned that the shedding of part time faculty because of dropping classes might actually improve our numbers for the FON report..  In January, the Board will have special workshop to discuss any budget cuts. The legislative analyst Office estimate that the revenues may be higher than the original estimate. These are one-time funds. The state also is deferring millions of dollars in payments to the college system. They could use these funds to reverse those deferrals and may give us the funds they owe us. With a new president elects there may be a funding package with additional dollars given to education. With these uncertainties, the Board continues to work on the guiding principles of any budget reductions.	
5. Technology Advisory Group Report – Grant Jones or designee (10 min.)	Grant reported that TAG was fine with adding words to include social equity and diversity to TAG’s charge. I.T. continues to distribute the initial 120 mobile laptop kits. I.T. will continue with the additional 150 laptops and docking stations when they are received. We are going to try out the “Flex Room” next semester for an engineering class. Half the student will be on site and half will be off site. If it is successful, we will try it elsewhere if funds are available.	

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	<p>TAG agreed on its goals that include improving the reliability and coverage of our Wi-Fi network and providing device-charging stations for students’ devices. We would also like to expanding TAG to include more perspectives and continue to provide off-site assistance.</p>	
<p>6. Facilities Oversight Advisory Group Report – Steve Palladino or designee (10 min.)</p>	<p>Steve reviewed the state of the interviews for firms applying for the contract on our Facilities Master Plan update. They will be interviewing the final three in January and hope to go to the February Board for approval.</p> <p>Orlando reviewed the Solar project activity in the west and east lots. If you drive by the West Lot, you will appreciate the transformation in the East Lot. We are hoping for a mid-February completion. The Science HVAC project in ongoing. Early next year we hope to start running the system and work on any problems. After the state inspector approves and as areas become open and available, we will work on setting up the rooms.</p> <p>Steve continued letting us know that FOG is reviewing our program review items as well as FOG’s goals.</p> <p>Steve began a discussion on the Project Initiation Form (PIF) and some necessary edits. The discussion included reasons for not using the Program Review process; projects that cannot wait for the Program Review process but could be reviewed by FOG and/or projects that are funded by donations.</p> <p>Maria brought up that although funded, would there be a potential for continual funding needs. Steve thought it was “not a bad idea” to include “Cost of Ownership” on the form. Phil added that the PIF does not preclude putting something in Program Review. Steve said he could add a question: “Is this project included in Program Review?”</p> <p>Susan added that the PIF projects were kind of outside Program Review. She and Steve had a long discussion on the PIF’s purpose and the Program Review mechanism. It makes sense for some projects.</p> <p>Steve felt there is more specific information included in the PIF that is not seen in Program Review.</p>	
<p>7. Program Review Initiatives – Phil Briggs or designee (20 min.)</p> <p style="padding-left: 20px;">A. Out-of-Cycle Resource Request Process</p> <p><a href="https://www.venturacollege.edu/college-information/program-review/out-cycle-resource-request-process">https://www.venturacollege.edu/college-information/program-review/out-cycle-resource-request-process</a></p>	<p>Phil reported that we have just actually finished creating an “Out-of-Cycle request process for projects or requests that come up that need a shorter turnaround than Program Review affords. The Academic and Classified Senates approved it. It is a potential place for some of these projects. Another item is that Program Review has some parameters/safeguards built into Program Review: Orlando reviews it in order to assign a Pirate’s Code. In addition, some things facilitate SLO completion. Phil is worried that staff may circumvent Program review if they use another process.</p> <p>Steve said that Orlando would review it as part of FOG’s review. He added that FOG is not going to approve anything that should go through Program Review.</p> <p>Cathy added that some donations have to do with things that affect facilities. VCF wanted</p>	

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	<p>us to accept a donation where there was no oversight or discussion, review by FOG or Program Review.</p> <p>Tim brought up the example of Art Work on campus.</p> <p>Phil continued that the Program Review process is long. This form is a process to send requests forward. The <u>Out-of-Cycle resource request process</u> is a process where you click on the link. It also includes Position/Staff replacements and growth positions.</p> <p><a href="https://www.venturacollege.edu/college-information/program-review/out-cycle-resource-request-process">https://www.venturacollege.edu/college-information/program-review/out-cycle-resource-request-process</a></p> <p>Phil reviewed the form. Academic and Classified Senates get automatic notification, BRC is notified for Equipment as is Cathy, Andrea, and Jeanine. After 30 days of review, the President can decide. It has already been filled out for some staff replacement positions. Cathy added that she, the Exec. Team would not want to approve without all the information. The PIF is good in that it would add information. The PIF would identify funding.</p>	
8. Items to report to CPC		
9. Future meeting agenda suggestions		
10. Announcements: PR individual ranking deadline 2/26/21		
11. Adjournment/Next Meeting	The meeting adjourned at 3:58PM. The next meeting is January 20, 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.