

**VENTURA COLLEGE**  
**Budget and Resource Committee (BRC) – Minutes**  
**Campus Center Conference Room**  
**March 16, 2016**

**Present:** Phillip Briggs, Will Cowen, Jeanine Day, Tim Harrison, Alex Kolesnik, Gwen Lewis-Huddleston, Sandy Melton, Peder Nielsen, Joanna M.G. Ohide, Mark Pauley, Carol Smith, Lynn Wright,  
**Handout:** Executive Summary 7/1/15-3/10/16 by Jeanine Day, Fiscal Services Supervisor  
**Recorder:** Maureen Jacobs

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Minutes</b>	<ul style="list-style-type: none"> <li>The February 17, 2016, minutes were corrected and accepted by consensus.</li> </ul>			
<b>Campus Update</b>	<ul style="list-style-type: none"> <li>All the VPs and the President will be sending out a monthly updates.</li> </ul>			
<b>BRC's Advisory Committees</b>	<ul style="list-style-type: none"> <li>All agreed that we should at FOG and TAG, Facilities and Technology Advisory Groups to every BRC meeting agenda.</li> </ul>	Add FOG and TAG to Agenda	04/8/2016	Tim/Mark
<b>FY 16 Evaluation survey</b>	<ul style="list-style-type: none"> <li>Alex suggested working on our evaluation for FY16 at our next and last BRC meeting, 4/20/16. We should discuss what to include in the evaluation and review goals.</li> </ul>	Create year end evaluation	04/20/16 meeting	Council
<b>BRC Communication</b>	<ul style="list-style-type: none"> <li>Tim spoke about how he would like to send current executive information so that instead of him reporting to the council (like the 2/17/16 meeting), the council would have current information beforehand so that we could have a discussion at our meeting. He said it is possible to identify what is confidential. Gwen commented that the moment you send an email, it becomes non-confidential. Some suggested DAC determinations could be presented as "discussed but not decided". Often DAC would like the Board to see/know of it before it is made public.</li> <li>Tim met with Greg and discussed BRC's need to have more information in order to decide issues.</li> <li>Greg agreed and also agreed that Fiscal Services should assist the Deans in budget planning. Jeanine is assuming Dave's reporting. Dave agrees that he shouldn't be the keystone. She passed out a handout, An "Executive Summary" that shows where VC is now financially. Jeanine explained the summary and answered questions.</li> <li>Mark suggested a budget template to disseminate information; 4 pages that will turn into 2 pages that BRC will receive on a monthly.</li> </ul>	Share Executive budget summary with Council	04/20/16	Tim
		Create template	Fall 2016	Tim/Jeanine

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Review Executive Summary</b>	<ul style="list-style-type: none"> <li>Jeanine led the council through the Executive Summary, explaining and answering questions as needed.</li> </ul>			
<b>Facilities List</b>	<ul style="list-style-type: none"> <li>Tim displayed the Facilities list. It needs an "Executive Summary." BRC could help rank the projects. Jay would identify the costs. Alex would like to see a monthly facilities report. Tim can see including a facilities report in his monthly update of for example the current 20 projects and their status.</li> </ul>	Facilities Executive Summary  Add Facilities Report to Update	04/20/19  03/31/16	Jay Moore  Tim Harrison
<b>Accreditation Update</b>	<ul style="list-style-type: none"> <li>Tim has a rough draft of Standards 3B &amp; 3D. April 20<sup>th</sup> is when all is due.</li> </ul>	Complete 3B and 3D	04/20/16	Tim Harrison
<b>Next Meeting</b>	April 20, 2016			