

**VENTURA COLLEGE**  
**Budget and Resource Council (BRC) – Minutes**  
**Campus Center Conference Room**  
**October 21, 2015**

**Present:** Jeanine Day, Tim Harrison, Perry Martin, Sandy Melton, Peder Nielsen, Mark Pauley, Rebecca Russell, Lynn Wright,  
**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>Peder moved and Perry seconded to approve the September 16, 2015 minutes. There was no discussion and all approved by "aye".</li> </ul>			
<b>Accreditation</b>	<ul style="list-style-type: none"> <li>Tim will send template to our group. He asked if it should be A through D or A-D separate: Replies: Sandy, "in the format it is written"; Lynn, "easier to work A through D so that we can see who is responsible and if their work is completed".</li> <li>Tim said November is clean-up and evidence is gathered Jan, Feb, March. Phase 1 is narrative, phase 2 is evidence.</li> <li>Tim said DCAP has a new check list, new probing questions.</li> <li>Peder updated that his area will not be complete. He is working with the district to separate responses into categories.</li> <li></li> </ul>	Send template	October	Tim Harrison
<b>Program Review</b>	<ul style="list-style-type: none"> <li>Lynn asked if BRC would consider creating a list of things now needed by program review requests.</li> <li>Tim said that the Program Review process will be on our next agenda. It will include providing dollars during a time frame.</li> <li>Jeanine said we need to have a deadline and have it conveyed.</li> <li>We need a different process or bucket of funds for safety concerns as we have done in prior years.</li> <li>Lynn mentioned that part of the timing problem is that some M &amp; O projects can't be done during class time, can't spend after April 15th, then summer funds are gone. Jeanine replied that if a project is over \$10,000, she can set it up and save it so that it rolls over into the next fiscal year.</li> <li>Tim also commented that the initiative estimate and the actual are sometimes significantly different. Sandy said she always has a quote with her initiatives.</li> </ul>			

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<b>Budget Update</b>	<p>Tim reported the following:</p> <ul style="list-style-type: none"> <li>• We have dollars in categorical funds but not in the general fund. Funds for classified are needed and is a key issue.</li> <li>• The \$14 million for scheduled maintenance will go through an infrastructure funding model the next board meeting. VC will receive between \$3 and 4 million. Included in the proposal will be an amount going to unfunded retirement liability.</li> <li>• We need funds for projects and scheduled maintenance that include cost of ownership. There are no dollars for salaries. Currently there is a VC Project List that totals \$8.5 million. Jay said that we do not have the manpower to get things done in a timely way.</li> <li>• We have 3SP funds and other one-time dollars to hire more staff but the grant does not allow for creating offices or equipment/furniture needs.</li> <li>• Mark brought up our paper/bureaucratic complexities. He wondered how/if it helps students and how it may contribute to and/or increase our classified staff needs. <ul style="list-style-type: none"> <li>Jeanine replied the complexities are district-wide. She said VC has tried to streamline some procedures but was stopped by the district. She is hopeful that now with new district staff; she will be able to present some things that will help.</li> <li>Some recent district changes/improvements include: <ul style="list-style-type: none"> <li>DAC is scanning A/P and travel documents</li> <li>Beth Thompson is from private business and implemented new travel procedures</li> </ul> </li> </ul> </li> <li>• Rebecca suggested asking Susan Royer, our College Services Supervisor, for project management assistance.</li> <li>• Lynn said that tracking student payroll for categorical is a nightmare. The cost of tracking needs to be added in Program Review as a cost required along with the space and equipment needs.</li> </ul>			
<b>Program planning process</b>	<ul style="list-style-type: none"> <li>• We had a diverse discussion about program planning in reference to Program Review. Some of the comments include: <ul style="list-style-type: none"> <li>Lynn: our Education Plan should drive everything</li> <li>Rebecca: If we build a facility, its cost must include a custodian, ILT, etc. She asked "Where do we have this discussion?"</li> <li>Peder said: "WW need to take staffing out of Program Review. The last program review had over 70 positions and only 11 were filled. There are 7 or 8 unfilled classified position that haven't been offered. What do we need to meet instructional changes?"</li> <li>Jeanine added that we should fill the positions or said position may not be there.</li> </ul> </li> </ul> <p><u>Misc:</u> How big do we want programs to be?  If we reduce a program, how does it affect other programs?  What do students want?</p>			

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	<p>Nursing is all grants funded and not expensive to the college. If you cut it, how does it affect other departments?</p> <p>AG is a growth area and needs support. What are we taking away from which department to have it?</p> <p>Jobs, Transfer and Life Long Learners are not money makers.</p> <p>What is our commitment to have grants?</p>			
<b>Next Meeting</b>	November 18, 2015			