

VENTURA COLLEGE
Budget and Resource Council (BRC) – Minutes –DRAFT
Campus Center Conference Room
November 18, 2015

Present: Phillip Briggs, Will Cowen, Jeanine Day, Tim Harrison, Alex Kolesnik, Sandy Melton, Mark Pauley, Rebecca Russell, Carol Smith, Lynn Wright
Handout: Ventura College – FY14-15 Program Review Funding Sources
Recorder: Maureen Jacobs

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Minutes	<ul style="list-style-type: none"> The October 21, 2015 minutes were approved as corrected by consent. 			
Cost of Ownership	<ul style="list-style-type: none"> Tim told us the history of our inventory lists. Our challenge is to have a plan for cost ownership of equipment, including costs for replacement and maintenance. Will added that “equipment account” includes expenses for purchases over \$200. The equipment account includes replacement and consumable supplies such as nets costing \$275. Deans need to have the time to determine a budget for the division’s equipment cost of ownership. The budget needs to include maintenance annual software licensing. 	Determine division equipment budget		Division Deans
Program Review	<p>Peder: What should be included in Program Review? What is covered from other budgets? Discussion:</p> <ul style="list-style-type: none"> Tim said that Greg would like a group to work on it; we are at a point where we need simplification. Facilities needs direction from us. Rebecca asked if BRC is working with Phil on what’s included in Program Review. Phil said that Program Review right now is a catch-all. It would be better if we limited what Program Review will be used for and create a budget for what it costs to run the college. Tim added that proportional budgeting, proportional shrinking and growing is effective. We need to know how much our growth dollars will be and what will be our payroll increase. Program Review Budget: <ul style="list-style-type: none"> ✓ Last year I.T.’s Program Review Initiative list included items also in Tech Refresh. ✓ We have \$150,000 of last year’s initiatives that were not done. Does anyone have an issue with using this year’s funding to complete these? Tim said we don’t have a process for an outdated initiative. Grant said he could finish the \$150,000 now. PR will be completed in January and 	<p>Determine what should be included in Program Review.</p> <p>Process for outdated initiatives.</p>		<p>Phillip Briggs/BRC Committee/ Administration</p> <p>Committee?</p>

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	<p>funds can be disbursed.</p> <ul style="list-style-type: none"> ✓ We have \$1.1million in FY16-17 Highs. Do we want to fund it or less? ✓ Jeanine explained that Fund 113 funds have specific categories that are unrestricted but can't be for salaries. There is \$1.4 million in the Fund 13 and it can be rolled over. Fund 114 receives funding from auxiliary enterprises such as Civic Center, Bookstore, and Vending. Fund 114 funds can be moved anywhere. Civic Center pays some staff salaries. ✓ Jeanine asked <u>when</u> PR funds will be spent, FY16 or FY17? Council: We have an issue with the April, May, June dead time. We need to work on our timing. ✓ Tim and Jeanine are working on a fund report. ✓ Peder remarked that our staffing level is the lowest in the state. We will have some additional part time staff through 3SP. Do we want to have staff on soft money? We need to know our growth dollars. We don't know how much the payroll will increase. ✓ Jeanine asked "How are we going to grow our revenue?" Mark said we need a grant writing team to bring in dollars. ✓ Rebecca asked what the PRT suggested. Tim will find out. Do we include asset and personnel in Total Cost of Ownership? We need conversations at the department level. Mark suggested adding TOC to PR initiatives; TOC for 5 years. ✓ Phil said that right now PR is a catch-all but we can limit for what PR can be used and create a budget for what it costs to run the college. This would create a base budget and a lower Program Review budget. ✓ Tim said proportional budgeting, proportional shrinking and growing helps. Jeanine added that part time instructional does increase and decrease proportionally. 	<p>Timing of spending PR initiatives. Fund report</p>		<p>J Day/T Harrison</p>
<p>Facilities list</p>	<ul style="list-style-type: none"> • Tim and Jay: We have \$9.5 million in requests. How much do you want to spend? Do we want to hold \$500,000 for equipment? • Rebecca: Are we looking at insurance to cover lost equipment? Jeanine will check with DAC. • Do we have a list of positions that we can categorically fund? Jeanine will research. • Will: Until we know what the staffing and facilities budget, we should earmark \$1.1million of it for both. Mark noted we have one-time dollars. • Jeanine said we need to budget for safety. • Tim mentioned that College of the Canyons purchased a building and rents it out to increase revenue. We have questions like what does it cost to run LRC or Nursing. 	<p>Discussion Check on insurance List of positions Safety Budget</p>		<p>Committee J Day J Day Safety Comm.?</p>

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Accreditation	<ul style="list-style-type: none"> • Tim has a draft of 3A and will review with Dave Keebler. • Tim said that Robin Calote will be working to combine and create an “all in one voice” self-study. 	Review 3A		T. Harrison/D. Keebler
Next Meeting	December 16, 2015-Cancelled, January 20, 2016-Cancelled February 17, 2016			