VC Budget and Resources Council (BRC) Agenda

December 3, 2025   2:30pm - 4:00pm PST
MCW-312

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 the 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.

Adopted Goals for 25-26

- Goal #1: Formalize budget communication plan including communication on topics such as timeline, methods for sharing information with the campus community, planned workshops, and feedback mechanisms for campus constituents.
- Goal #2: Expand BRC Members' understanding of all sources of funding, including categorical programs, grants, special funds, and capital projects.
- Goal #3: Establish procedures for reviewing Out-of-Cycle budget requests (non-personnel).
- Goal #4: Clarify relationship between FOG, TAG, and BRC.
- Goal #5: Establish Equipment Refresh Process.

START
2:30pm

1. 1. Welcome/Introductions

2:30pm

1.1. 1.01 Welcome & Attendance

VOTING MEMBERS

Faculty (9):
Brent Wilson (Tri-Chair)
Jennifer Garner - Academic Senate President
Steve Palladino
Sandra Melton
Jimmy Walker

Dan Clark
Ned Mircetic
Mike Lazarus
Jose Trujillo

Student(1):
Zyanya Garcia (ASVC Director of Finance)

Classified (5):
Michelle Arias
Katheryn Solorio
Felicia Torres (SEIU appointed)
Jayni Martinez
Jamie Birkett

Classified Supervisors (2):
David Casas (Tri-Chair)
Alma Rodriguez

Administrators (2):
Career Ed, Academic Dean - Felicia Duenas
College Information Technology, Director - Grant Jones

Non-Voting Members:
Business & Admin. Services, Vice President - James Zavas (Tri-Chair)
FM&O, Director - Jesse Sluder
Institutional Effectiveness, Dean - Phillip Briggs
Dean, Health, Kinesiology, Athletics- Jeffery Alexander
Dean, Sciences - Aaron Jones
Dean, Student Services - Sergio Gonzalez
Faculty - History, Colleen Coffey

1.2. Mindfulness for Students

The committee will center ourselves around students, a practice that helps keep students in mind.

2. Adoption of Agenda

2.1. Agenda Review and Adoption

The committee shall review and adopt today's proposed agenda.

3. Action Items

3.1. Lissanna Follari

Request the reallocation of funds from program review through the BRC Committee for MCE336, 341, 343

4. Goals

4.1. See adopted Goals for 25-26

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5. Discussion / Information Updates

5.1. Out of Cycle Requests

PDF Classified Priority Out of Cycle Notice 11.21.25 A&R Tech.pdf

5.2. FY27 Budget Planning

The committee will review the Budget Assumptions (Guiding Principles Section), the Infrastructure Model, and the Allocation Model to discuss if there are any changes that should be proposed to DCAS as part of the FY27 Budget Development process.

PDF Oxnard & Moorpark College Recommendation for Guiding Principles.pdf

5.3. Fall Budget Reading 101 Workshop Planning

During the May meeting, the BRC Group requested that James host a "Budget Reading 101" workshop. In this session we will discuss potential dates, outline the workshop content, and determine the appropriate frequency to ensure the material is relevant and beneficial across all divisions and staff levels.

5.4. Lottery Funds Discussion

W Restricted Instructional Lottery Allowable Expenses FY26.docx

6. **Budget Reports**

6.1. **FY26 November YTD Budget Report (David Casas)**

The Committee will review a budget status report for the period ending 11/30/25.

BRC 12032025.pdf

7. **Reports**

7.1. **DCAS - James**

7.2. **November Board of Trustees - James**

7.3. **Technology Advisory Group Report – Grant**

7.4. **Facilities Oversight Group - Steve**

8. **Items to report to CPC**

8.1. **CPC Reporting**

- Key discussion, decisions/recommendations, and any requests for guidance from CPC?

9. **Future Meetings**

9.1. **BRC Equipment Workgroup**

- Working Group Volunteers include: Grant Jones, Jesse Sluder, Mike Lazarus, Steve Palladino, Katheryn Solorio, Felicia Duenas, Kelley Bruns
- Update on Workgroup created to Develop Equipment Refresh plan.

9.2. **Future Meeting Dates**

NEW 1st WED dates:

Jan 7, (see rescheduling survey results below)

Feb 4,

Mar 4,

Apr 1,

May 6

January Meeting Poll.jpg

END
4:00pm