VC Budget and Resources Council (BRC) Agenda

November 5, 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. No Items

4. Goals

4.1. Review Committee Charge

If no changes are proposed, BRC will report back to CPC with a recommendation to keep the current structure as-is. *CHARGE:* "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.

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4.2. Establish Committee Goals for 25-26

The Committee will discuss and establish goals for the 2025-26 fiscal year.

24-25 Committee Goals:

1. Develop a communication plan of budget topics, timeline, and methods of sharing information with the campus community.

2. Review and update as needed the equipment request process.

3. Expanding BRC members' understanding all sources of funding, including categorical programs and grants.

4. Update and expand the budget report information and descriptions document to make it current and add a budgetary decision-making flowchart.

5. Out of Cycle Budget Requests

4.2.1 Proposed FY26 Committee Goals (Proposed)

- 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.
- Expand BRC Members' understanding of all sources of funding, including categorical programs, grants, special funds, and capital projects.
- Establish procedures for reviewing Out-of-Cycle budget requests (non-personnel).

- Clarify relationship between FOG, TAG, and BRC.
- Establish Equipment Refresh Process.
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  Ventura College Budget Resource Information Request form – Collaboration

5. Discussion / Information Updates

5.1. Out of Cycle Requests

- Classified Priority Out of Cycle Notice 10.20.25 Off Assist Grounds SSSSI.pdf
- Classified Priority Out of Cycle Notice 10.29.25 ILT I Auto.pdf
- Out of Cycle_Classified Staff_Evening and Weekend Activities Attendant.pdf
- Out of Cycle_Classified_Grounds Maintenance Worker.pdf
- Out Of Cycle_Full Time Faculty.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.

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.

6. Budget Reports

6.1. FY26 October YTD Budget Report (David Casas)

The Committee will review a budget status report for the first quarter of FY26.

- BRC 11042025 - Complete.pdf
- Perkins FY26 through 10-31-25.pdf
- SEA FY26 Budget Summary.pdf

7. Reports

7.1. DCAS - James

7.2. 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

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:

Dec 3,

Jan 7,

Feb 4,

Mar 4,

Apr 1,

May 6

END
4:00pm