



VC Budget and Resources Council (BRC) Agenda

October 1, 2025 2:30pm - 4:00pm PDT

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.

1. 1. Welcome/Introductions

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

START
2:30pm

2:30pm

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. Approve September Notes



BRC Minutes_Sept 2025.pdf

3.2. Confirm Committee Membership & Tri-Chairs

Begin a conversation about filling David's Tri-Chair role.

4. Goals

4.1. Review Committee Charge

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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

5. Discussion / Information Updates

5.1. Out of Cycle Requests

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.

-  [OC Workgroup 2 Recommendations.pdf](#)
-  [FY26 Infrastructure Funding Model - Clean Final.pdf](#)
-  [FY26 Allocation Model - Clean Final.pdf](#)
-  [FY25 Budget Assumptions and 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.

6. Budget Reports

6.1. FY26 First Quarter Budget Report (David Casas)

David Casas

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

-  [BRC 09262025 PDF.pdf](#)

7. Reports

7.1. DCAS - James

7.2. Board of Trustees - James

7.3. Technology Advisory Group Report – Grant

- I. Working with faculty on student logins for computer labs.
- II. Preparing budgets for the next round of approved program review initiatives.
- III. Adding new audio/visual systems to the SCl conference room.
- IV. Working with contractors on the technology design for the new dorms.
- V. Will meet with Jamie in PAC to refresh their theatre projector.

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:

Nov 5,

Dec 3,

Jan 7,

Feb 4,

Mar 4,

Apr 1,

May 6

END
4:00pm