VC Budget and Resources Council (BRC) Agenda

September 3, 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.

START
2:30pm

1. 1. Welcome/Introductions

2:30pm

1.1. 1.01 Welcome & Attendance

VOTING MEMBERS

Faculty (10):
Brent Wilson (Tri-Chair)
Jennifer Garner - Academic Senate President
Steve Paladino (representing FOG)
Sandra Melton
Jimmy Walker
Dan Clark

Ned Mircetic
Mike Lazarus
Dan Clark
Jose Trujillo

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

Classified (5):
Michelle Arias
Katheryn Solorio
Felicia Torres (SEIU appointed)
Jayne Martinez
(vacant)

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. Confirm Committee Membership & Tri-Chairs

3.2. 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.

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. Discussion / Information Updates

5.1. Out of Cycle Requests

Date Approved	Requestor	Request	Department	Response
6/30/2025	Sergio Gonzalez	Coordinator	EAC	As part of our Out of Cycle Resource Request process, the Executive Team met on June 30, 2025 and reviewed your request to backfill an open EAC Coordinator position due to a retirement. It is felt this position is

				necessary for the continuity of the EAC. As such, I support hiring for this position.
6/30/2025	Sergio Gonzalez	FT Temp Counselor	EAC/DSPS	As part of our Out of Cycle Resource Request process, the Executive Team met on June 30, 2025 and reviewed your request to establish a Full Time Temporary DSPS Counselor position. After evaluating the outcome data, we have decided to pilot this temporary position to enhance success outcomes and assess the potential need for a permanent position in the future. This temporary position will be funded with DSPS categorical funds. As such, I support hiring for this position.
7/14/2025	Jeffery Alexander	Hudl Software	Athletics	As part of our Out of Cycle Resource Request process, the Executive Team met on July 14, 2025 and reviewed your request for additional funding to renew the Hudl software to assist with targeted improvements and a more strategic approach to student-athlete development. The request is approved.
7/28/2025	Gaby Asamsama-Acuna	Student Services Assistant	Admissions & Records	As part of our Out of Cycle Resource Request process, the Executive Team met on July 28, 2025 and reviewed your request to backfill a Student Services Assistant position due to a resignation. It is felt this position is necessary for the continuity of the Admissions and Records department. As such, I support hiring for this position.
8/25/2025	Jeffery Alexander	Soccer Goal Posts	Athletics	Approved using Equipment Refresh Funding.

5.2. Program Review Funding Decisions

The committee will review prior year funding allocations.

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 Adoption Budget Update**

    The Committee will be provided with an update on the Adoption Budget, which will be going to the Board of Trustees for approval on September 9th.

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 SCI 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. **Future Agenda Items**

    9.2. **Future Meeting Dates**

    NEW 1st WED dates:

    Sept 3,

    Oct 1,

    Nov 5,

    Dec 3,

    Jan 7,

Feb 4,

Mar 4,

Apr 1,

May 6

END
4:00pm