1. Welcome & Introductions

Call to order 2:34 via zoom

1.1. Mindfulness for Students

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

1. Diversity Festival is bringing a lot of students out around campus, has been nice to see students interacting and enjoying the variety of ensembles
2. ASVC Centennial Event tonight (4/8/26) Student bands will be performing as well as Banda at 7:00 pm.

2. Review and Adoption of Agenda

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

There were no objections to the approval of today's agenda.

3. Action Items

3.1. Approve March Minutes

March Meeting Minutes

There were no objections to the approval of the previous meeting minutes. Brent moved to approve the minutes, Michelle seconded the motion. The motion passed with one abstention.

3.2. Out of Cycle Requests

None to review at this time.

3.3. Review BRC Equipment Request Ranking Outcomes:

Open group discussion to review the rankings and questions.

The group reviewed the BRC equipment request rankings to confirm prioritization prior to advancing the list to the Executive Team. Questions were raised regarding whether smaller-cost items could be funded through alternate or unrestricted sources to allow higher-cost requests to rise in priority. It was clarified that the purpose of this review is to confirm relative priority, not to determine funding sources at this stage. Funding may ultimately come from multiple sources and will be addressed later in the process.

Replacement equipment is subject to an established financial threshold (approximately $2,500–$3,000), while new equipment requests do not have a defined cost threshold. It was noted that future versions of the ranking spreadsheet could benefit from a column identifying potential funding sources (e.g., lottery, unrestricted, general) to assist with downstream decision-making. Discussion also highlighted ongoing confusion around what qualifies as instructional vs. non-instructional requests; possible future refinements to the process were acknowledged.

The rubric scores reflect the collective rankings submitted by BRC members and are intended to determine whether the prioritization appears appropriate for advancement to the Executive Team.

Final outcomes will account for items approved, items funded through alternate means, and items not approved.

Motion: Move the ranking forward as presented to the Executive Team.

- Moved by: David Casas
- Seconded by: Katheryn
- Vote: All in favor; no abstentions

Outcome: Approved to forward the ranking list to the Executive Team for review.

4. Discussion / Information Updates

5. Budget Reports

FY26 March YTD report.

David presented the FY26 March Year-to-Date Budget Report (as of March 31, 2026). The report includes a newly added column showing the adopted budget, adjusted budget, expenditures, and current balance, with data broken down by ORG and department description.

Updates from prior months include reinstating previously expensed part-time faculty costs and retaining the budget pool line, which now reflects the remaining pool balance. Actual expenditures are shown through the end of March, along with projections for the remainder of the fiscal year. JZ noted that overall spending is tracking as expected.

Examples were shared from SHC and CDC, highlighting allocations, expenditures, and remaining balances. Categorical and grant budgets are summarized by spent, committed, and available funds. New lottery-funded ORGs include the Basic Needs Center and ZTC Program, with documents reflecting remaining FY26 balances.

JZ noted that several CTE programs have experienced unexpected cost increases this year. Deans are currently working with faculty to analyze these increases and better understand their sources, scope, and impact. This information will be brought forward in future discussions to support shared understanding and planning.

Action Item:

- Kelley to resend the updated budget report in an accessible, operable PDF format.

5.1. FY27 Budget Updates

5.1.1. DRAFT Allocation Model

A draft District allocation model was shared for review. The model reflects a total district revenue allocation of $115,864,496, which includes a 2% carry-over from the prior year totaling $1,430,631.

For Ventura College, the draft allocation is as follows:

- College Allocation: $72,346,439

- 2% Campus Carry-Over: $1,430,631
- Total FY27 Tentative Budget: $73,777,070

Overall, the FY27 outlook reflects a relatively flat budget year over year.

5.1.2. Department Budget Meetings

David is meeting with division offices and department managers to review expectations for the FY27 flat budget and to support maintaining budgets at current levels. Several meetings have already taken place, with discussions focused on identifying adjustments, aligning division funding, and clarifying FY27 budget goals.

Lottery funding has increased, providing greater flexibility for supplies, materials, and related needs. These meetings also serve as an opportunity for departments to raise concerns, priorities, and funding requests, even where full funding may not be feasible within a flat budget. It was noted that including the BAS Division in these conversations is beneficial for transparency and planning.

In response to a question regarding SCI Division budget management, it was noted that David has shared a five-year budget spreadsheet with all Deans to gather input and support broader discussion before finalizing the SCI Division budget. James and David will work together with the Deans to further develop and support the SCI budget.

Overall, the process is progressing as planned and budgets remain relatively flat.

6. Reports

6.1. DCAS - James

The DCAS discussed revenue projections and planned expenditures for district-wide services. The most significant cost increases were noted in insurance and IT, consistent with expected annual escalation. Legal fees were also identified as a major driver of increased district-wide service costs.

Offsetting these increases, energy costs and services have decreased, which is expected to help lower energy budgets in the coming year.

6.2. Board of Trustees - James

At the prior month’s meeting, the Board of Trustees approved an increase to the Health Center Fee. The Board did not approve an increase to Parking Fees for the upcoming year.

6.3. Program Review - Phil

Phillip will share the President and Executive Team Program Review decisions with faculty and staff, including information on where the required forms are located on the VC website. Memos documenting faculty and staff decisions have already been posted.

Decisions related to Equipment, Facilities, and Technology will be communicated and posted at a later date, following completion of required review processes, with an anticipated timeline in the summer term.

Decision Summary (for transparency):

- Faculty: Approval was granted to fill two vacant faculty positions, corresponding to the highest-ranked requests: Welding and EMT.
- Classified: No new classified positions were approved due to budget constraints. While the merit and need for the requests were acknowledged, insufficient funding was available to support them at this time.

6.3.1. Faculty Prioritization

- Faculty: Approval was granted to fill two vacant faculty positions, corresponding to the highest-ranked requests: Welding and EMT.

6.3.2. Classified Prioritization

- Classified: No new classified positions were approved due to budget constraints. While the merit and need for the requests were acknowledged, insufficient funding was available to support them at this time.

6.4. Technology Advisory Group Report – Grant

Absent, not in attendance due to job walk.

6.5. Facilities Oversight Group - Steve

FOG reviewed several PIFS submissions this month. Items discussed included a Wellness Lounge mural project through the Student Health Center in partnership with a student mural class, highlighting a strong cross-campus collaboration. Additional projects reviewed included EAC testing lab and office upgrades, as well as the Basic Needs shipping container and pantry construction.

Some projects will require scope revisions to avoid DSA triggers and align with available funding and feasibility.

An update was provided on the Student Housing Project, noting that DSA approved the first increment on April 8, 2026. Approval of the second increment is anticipated within the next few weeks.

FOG also spent time reviewing the Program Review rankings, with a particular focus on prioritizing campus-wide HVAC projects. The group made minor adjustments to the rankings and submitted a revised rubric to the Executive Team for consideration.

7. Items to report to CPC

CPC Reporting

Ranked Equipment piece.

8. Future Meetings

8.1. Program Review Rubric for FY27

Department Chairs requested an opportunity to review and discuss the FY27 Program Review Rubric at the next meeting, with the goal of identifying and implementing any potential improvements while there is still time to do so. An open discussion is planned to gather feedback and consider suggested changes before the process advances further.

Action Items:

- Kelley to distribute the FY27 Program Review Rubric to all members in advance of the next meeting.
- Add Program Review Rubric discussion as an action item on the next meeting agenda.

8.2. 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.

adjourned 3:33 pm