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
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

Attendance

Members

Present: James Zavas, Jennifer Garner, Jayni Martinez, Phillip Briggs, Kelley Bruns

Guests

Present: Jimmy Walker, Felicia Duenas, Jesse Sluder, Steve Palladino, Dan Clark, David Casas, Grant Jones, Michelle Arias Cervantes, Katheryn Solorio, Alma Rodriguez

1.2. Mindfulness for Students

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

Alma - Dreamers Resource Center lunch was a success. Giving Tree and Gratitude lunch were successful.
Steve - shared a student success story.

2. Adoption of Agenda

2.1. Agenda Review and Adoption

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

The minutes were approved for publication. All members voted in favor, with one abstention (Alma), who was not in attendance at the previous meeting.

3. Action Items

3.1. Lissanna Follari

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

Valerie, serving as proxy for Lissanna, requested approval to reallocate funds for the project. The lab and classroom spaces require significant updates, as current labs are deteriorating. The 8-bed lab (supported by a grant) needs an appropriate room. Currently, the setup is hybrid with beds and computers.

Proposed Changes:

- Remove labs from Room 341.
- Convert Room 336 into a student lounge with standing desks and collaborative space for students and faculty.

Comments:

- JZ: Utilization research confirms ample capacity.
- GJ: A dedicated space is required for the Sysco lab due to specialized equipment (cables, gear rack, bolts, etc.), making hybrid functionality impractical.
- JZ: The concept makes sense given functional differences; requested BRC feedback before proceeding/ The Sysco equipment is still being purchased; the main change is the room's purpose and concept, which is supported by the Dean and faculty.

Motion: Motion by FD, seconded by GJ. All in favor; no opposition; no abstentions. Approved.

Action Items:

- JZ to review with Executive Team.
- David Casas to receive Program Review information and track approvals.

4. Goals

4.1. See 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. (JZ, DC and anyone else interested)
- 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.

JZ **-** Goals will remain on agenda as a reminder. James is seeking BRC members to take ownership and drive these initiatives forward, reporting progress back to the committee. Interested members should reach out to the Tri-Chairs.

5. Discussion / Information Updates

5.1. Out of Cycle Requests

One item was shared with the group as an FYI regarding the A&R replacement, which is already budgeted. JZ will review details to provide clarity on funding for the move.
DC - Asked whether there are Exec Team guidelines on what positions are replaceable, whether it is case by case or position-specific.

JZ - Explained that out-of-cycle replacements are typically handled case-by-case. For classified positions, funding and work are in place, allowing continuation. The process differs from Program Review or new requests for additional positions. In tighter budget situations, hierarchy would be considered to balance the budget.
The Executive Team currently reviews these on a case-by-case basis. In general, these are critical positions that need to be filled once vacant.

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.

JZ - Infrastructure and allocation models are established. This is a relatively new item. James suggested reviewing and considering current guiding principles with minor adjustments based on OC submittal and MC comments/changes.
Jennifer Garner reported that the Academic Senate approved the proposal with Moorpark amendments as it's Nov 20th meeting.
David Cases confirmed that the Classified Senate also approved the proposal with Moorpark amendments.
Open floor discussion: No objection. JZ to bring to DCAS.

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.

DC and JZ will coordinate to set a date for the workshop. David is open to incorporating feedback into the session.
JW - Suggested that reviewing ACCT equipment would be helpful.
Alma - Recommended reaching out to current AA's for administrative perspective on what would be most helpful during the workshop.

5.4. Lottery Funds Discussion

See attachment for VC guidelines on Prop 20 restricted Lottery Funding for Instructional Materials.

- JZ: Explained there are two types of Lottery funds: Prop 20 (Restricted) Lottery FundsUnrestricted Lottery Funds Restrictions have been eased over the past 10 years, but allowable purchases still apply for each category. Resource: cde.ca.gov/fg/aa/lo/lotteryfaqs.org

- GJ: Asked if funds can be used for subscriptions. Answer: Yes, as long as they are directly used by students in class.
- DC: Shared that Senate Bill 820 and AB 2884 expanded the definition of “Instructional Materials” under Prop 20. This expansion helps address FoodShare & SNAP limitations and offsets funding gaps from other sources.
- DC: Noted it’s helpful to understand how VC supports students in other ways.
- JZ: Confirmed VC uses this expansion to support multiple departments, including ZTC, lending library, sciences (consumables), welding, and athletics.
- JG: Asked if lab supplies are included. Answer: Yes, if they are used by students in class; the funds are designed to support student instruction.
- DC: Mentioned the PDF version includes links to all Education Codes. Contact DC with any questions.

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.

(See attachments for detailed breakdown by FUND code as of 11/30/25 — 36% of current budget spent.)

- DC: Asked if the fiscal year is a hard cut-off or variable. JZ: Confirmed June 30 is the hard cut-off, based on when work is completed.

- Question: How is apportionment handled for summer sessions? JZ: If a summer class ends before 6/30, it is recorded in the current fiscal year.If it starts after 7/1, it goes into the next fiscal year.For classes that straddle fiscal years, the default is to record them in the next fiscal year, but adjustments can be made.Last year, it was financially advantageous to shift everything into the previous fiscal year to report lower FTES numbers to the state, maximizing funding under the formula.

- DC: Next section breaks out by Department, ORG, and expenditures.

- DC: Categorical funds (12X) are structured as: Budget, Spent, Committed, Available, End Date.

- COLA (Cost of Living Adjustment): Additional revenue is coming to the district to cover increases.Not all programs receive COLA—only 4 or 5 do; others do not.Fluctuating rules make spending challenging, especially for Financial Aid.

- JZ: Opened the floor for additional topics for future meetings.

Restricted Lottery Funds (See pages 36–37)

- Includes Budget, Year-to-Date, Committed, and Remaining balances.
- Highlighted Basic Needs and ZTC Program allocations to cover unexpected departmental needs throughout the year.

- SP: Asked how sums are determined. Answer: Primarily based on historical data and program needs. Unallocated funds have allowed us to meet needs so far. If requests exceed available funds, prioritization will be necessary.
- FD: Noted that Deans allocate Lottery funds based on program needs so each program can manage its own lottery resources.

7. Reports

7.1. DCAS - James

Discussed budget models and guiding principals.

7.2. November Board of Trustees - James

JZ did not attend the November meeting and reported nothing specific to BRC. Earlier this week, a special Board meeting was held regarding Project Labor Agreements (PLA) to negotiate with local trade unions.

The Board voted to direct the Chancellor to begin negotiations for a potential PLA. Typically, PLAs commit to using a percentage of local labor. If implemented, this will likely impact costs for capital projects, particularly in Facilities. The intent is to increase efficiency and keep dollars within the community.

PLAs are common in districts preparing for bond measures or major construction projects.

7.3. Technology Advisory Group Report – Grant

- Meeting: Held on November 13 with usual turnout; actively seeking new members.
- New Project Proposal: Genius Bar concept from LRC/Brooke to mirror Oxnard College's Tech Bar.Purpose: Peer-to-peer tech support and student resource.Challenges: Liability and staffing.Funding: Supported by a grant, but several moving parts remain; details still being worked out with LRC staff.
- Executive Summary: Sent campus-wide regarding Tech Refresh funding. Additional funding received to contract work for refreshing the entire 2nd floor of MCW (all classrooms).
- Program Review Initiatives: Active projects underway.Outside of Sysco Lab (MCE), all items have been ordered; awaiting delivery and installation.
- 3rd Floor Computer Lab: Discussions ongoing; no concerns raised. TAG agrees this is a good fit for students.

7.4. Facilities Oversight Group - Steve

Meeting tomorrow 12/4. No updates.

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

- Faculty are unavailable on January 7, making rescheduling difficult.

- A poll was sent, and results were reviewed: January 14 will not work due to the SEAS Committee meeting.Proposed option: January 21 at 2:00 PM

Options:

- Cancel January meeting and resume in February, or
- Host on January 21 and continue with regular schedule.

Next Step:

- JZ will email the group regarding cancellation or continuation.

4:06 adourned.