1. Welcome & Introductions

Most members are attending the Achieve the Dream conference. Small attendance today.

1.1. Mindfulness for Students

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

- Zyanya: Women in History and Y2K-themed events happening this month.
- Astronomy/Steve: Astronomy event on March 17 and community stargazing on March 18 with refreshments.
- IT Support / Kelley: IT student workers assisted with an office move; performed professionally.
- Cash for College / JZ: Successful event at VCEC with strong student-worker support and ~150 attendees.

2. Adoption of Agenda

2.1. Agenda Review and Adoption

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

No objections.

3. Action Items

3.1. Approve February Minutes

Feb Meeting Minutes

No objections

3.2. Out of Cycle Requests

(3) Out of Cycle requests are attached here for committee review, shared as an FYI. No action required.

3.3. Equipment Requests for BRC Prioritization

The group will review the attached documents today, read through each request, and discuss any questions or comments. Before the next meeting, all BRC committee members will individually review and rank the requests. James will ask Phil to separate the higher-cost items for separate consideration. Due date and ranking link will be provided to voting members by Phillip Briggs at a later date.

4. Discussion / Information Updates

4.1. FY27 Budget Planning

- The FY27 budget development cycle is underway. Departments are currently being consulted regarding their budgets. Budgets are expected to be loaded by the end of next

week for work to begin in Banner.
- The attached document outlines the full timeline, budget assumptions, the Governor’s budget, and permanent salary details.
- James requested that all departments begin working on their budgets now to ensure the most accurate information is captured by those directly involved. Limited flexibility for changes is expected this year. Final numbers will become clearer by April in preparation for the tentative budget.
- Critical budget areas will be reviewed and discussed as needed.

Key Points from Discussion

- Grants: Coordinators and Managers should monitor grant updates from Senior Accounting Techs rather than from James.
- Budget Development Details: Page 3 – Key budget development componentsPage 4 – Overview of revenue sourcesPage 5 – Explanation of expenditure categories, including salary percentages
- Page 3 – Key budget development components
- Page 4 – Overview of revenue sources
- Page 5 – Explanation of expenditure categories, including salary percentages
- Campus PD & Parking Fees: Parking revenue offsets only about 30% of Campus PD costs and remains below pre-COVID levels.
- Co-Curricular Funding: Historically supported by bookstore commissions and Civic Center revenue; bookstore commissions have significantly declined. One more year of operating at current levels is expected. Future strategies may include increasing Civic Center fees.
- PAC Revenue Question: JB inquired whether income from PAC performances could be reinvested into PAC maintenance and upgrades. JZ noted this requires review, as events generating revenue also incur substantial hosting costs. This will be part of broader discussions over the next year.
- VCCCD FY26 P1 Exhibit C Review: James highlighted data on total computational revenue and funding sources.
- Student Success Allocation: Revenue changes are influenced by a three-year enrollment headcount. Flat or declining enrollment—driven by student work demands, financial constraints, and limited time—affects outcomes.
- Student-Centered Scheduling: There is an opportunity to gather direct student input to determine scheduling needs that support greater success. Student-driven data would be essential for making meaningful schedule adjustments.

4.2. Spring Budget Reading 101 Workshop Planning

Committee discussion about attending the Dept Chairs Coordinators meeting and turning the Spring Budget Reading 101 into a FLEX workshop.

- Brent suggested that James present a budget-reading session at the Department Chairs event. Further details will follow as discussions continue.

5. Budget Reports

FY26 Feb YTD report.

- General Fund: Overall spending is aligned with expectations—less than $20K variance from the total budget. At 65% through the fiscal year, non-personnel expenses (supplies, materials, etc.) are under 50% spent. Most variances are timing-related, with no red flags identified. Budgets have adequate remaining balances, and no surprises are anticipated.
- Health Services Fund: The current balance appears high, but it is expected to decrease as fees and costs are processed throughout the year.
- Child Development Center (CDC): The CDC is trending appropriately and showing improvement following recent collaboration with Amanda. Expanded hours this year increased costs, but revenues are tracking well. Endowment funds provide additional support.
- End-Date Management: James is meeting with Deans and Program Directors to ensure funds with expiration dates are fully planned and spent before deadlines.
- Lottery Funds: Lottery allocations are in good standing. James does not anticipate returning any funds and aims to ensure all available dollars are fully utilized for student benefit by year-end.

6. Reports

6.1. DCAS - James

6.2. Board of Trustees - James

Student Fees & Parking Fees and SHC Fees will be on the next Board Agenda (March 10, 2026) Feedback from Administrators & students is expected.

6.3. Technology Advisory Group - Grant

Met on Feb 9th, reviewed Program Review initiatives and hosted a discussion and reviewed the ranking process. By the next TAG meeting all requests will be ranked and the committee will host a discussion about the committee ranked initiatives.

6.4. Facilities Oversight Group - Steve

- The committee met in late February to review Program Review initiatives and discuss the ranking process. All initiatives are expected to be fully ranked by the next FOG meeting, followed by a committee discussion of the results.
- The group revisited the idea of establishing special campus memorials for individuals who have passed (e.g., tree, bench, rock) and would like to continue exploring options.
- Campus signage standards are currently under review. The committee plans a campus walk-through to assess wayfinding needs and identify both exterior and interior signage improvements.

7. Items to report to CPC

CPC Reporting

8. Future Meetings

8.1. 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.

8.2. Future Meeting Dates

NEW 1st WED dates:

- Apr 8 ?
- May 6

- The April meeting date falls during Spring Break. The BRC agreed to move the meeting to April 8th and offer a Zoom option.
- James noted that canceling the meeting would not be advisable, as it will include important budget updates and the Program Review ranking results.
- The committee confirmed that the April 8th meeting will be held via Zoom. Kelley will send out the meeting link and invitation shortly.