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

1.2. Mindfulness for Students

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

o ***Basic Needs & SNAP Benefits:*** *Concerns were raised regarding SNAP benefits and the availability of basic needs resources. The conversation included strategies for resource distribution and the role of the campus food pantry.*

o ***Student Engagement & Talent:*** *JB shared that a student worker designed the light display for the upcoming performance, highlighting student creativity and the valuable opportunity for hands-on experience.*

o ***Campus Events:*** *The Día de los Muertos event was well attended last week, featuring significant student contributions and a variety of campus activities.*

2. Adoption of Agenda

2.1. Agenda Review and Adoption

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

o *No Objections – OK to proceed with agenda.*

3. Action Items

3.1. No Items

4. Goals

4.1. Review Committee Charge

If no changes are proposed, BRC will report back to CPC with a recommendation to keep the current structure as-is. *CHARGE:* "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 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."

Motion: *DC moved to keep the item as-is.*

Second: *Steve Palladino seconded the motion.*

Vote:

All in favor

No opposition

No abstentions

Outcome: *Motion carried. Item will be sent to CPC for approval.*

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

Tri-Chairs reviewed the 25-26 goals and will discuss proposed 2026 goals (see below)

4.2.1. Proposed FY26 Committee Goals (Proposed)

- 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.
- Ventura College Budget Resource Information Request form – Collaboration

Goal 1:

*James shared a link to the **Budget Resource Information Request Form** and opened the floor for feedback. He clarified that the form is **not a resource request form**, but rather for information purposes.*

Feedback:

o ***JG** suggested renaming the form to avoid confusion.*

o *The committee agreed to update the title to: **"Information Request Form – Ventura College Budget Resource Committee."***

Goal 5:

o ***Committee Feedback:** The floor was opened for feedback and discussion.*

Action Item

***Motion:** Michelle moved to adopt the proposed goals.*

***Second:** Katheryn seconded the motion.*

***Vote:** Motion carried unanimously.*

***In favor:** All*

***Opposed:** None*

***Abstentions:** None*

***Result:** Motion approved.*

5. Discussion / Information Updates

5.1. Out of Cycle Requests

o *(5) Attachments provided for reference; all are replacements.*

o *Workflow for personnel vs. non-personnel clarified.*

Routing Process:

- *Personnel items: Go to the Executive Team first, then to the Senate.*
- *Non-personnel items: Go to the Budget Review Committee (BRC), then the Executive Team, then the Senate.*

- *Out-of-cycle items: Start with BRC to ensure as much process as possible before moving forward.*

o *Budgetary impact is the primary lens for this review.*

o *Spreadsheet suggested for fiscal transparency.*

o *Current items are out-of-cycle and prioritized for timely processing.*

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.

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.

o *DC will be hosting a reading session in Spring, no date selected yet.*

o *Idea is to do a Business Services Open House in Guthrie, early December. Open forum for Q&A.*

6. Budget Reports

6.1. FY26 October YTD Budget Report (David Casas)

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

o *General Fund: Presented by department and category (expenditures, committed, available). PT Faculty budget pool tracked for year-end usage.*

o *Highlighted Line: Shows total, not broken down by department (JZ).*

o *Budget Details:*

o *Page 5: Student Health Center – beginning balance, revenue, expenditures, ending balance.*

o *Page 6: Child Development Center – same breakdown.*

o *Categorical Grants: Listed alphabetically; includes State & Federal grants.*

o *Instructional Lottery Funds:*

o *Organized alphabetically by department; includes YTD (as of 10/31), committed amounts, and remaining balance.*

o *MC Question: What is Instructional Lottery? DC Response: State lottery funds for instructional supplies; now includes Basic Needs.*

o *JZ: Two types—unrestricted and restricted (Prop 20). Restrictions have eased; VC expanding use for departmental needs.*

o *Action Items:*

§ *Kelley to add Lottery Funds discussion to December agenda.*

§ *DC to create document outlining allowable uses.*

o *JZ: Funds reset annually; carryover allowed but no departmental banking. Goal: develop spending intentions; further discussion in December.*

o *DC: Funds should be spent throughout the year, not saved for spring.*

o *JM Question: Allocation process? JZ Response: Based on history, FTES, dean input, and requests; reviewed during budget development.*

o *Student Equity & Achievement (SEA) Grant:*

o *FY26 breakdown by program; some programs show no budget due to one-time funding.*

o *Allocation: $5M total ($1.2M carryover, $3.8M ongoing). Rolling spend-down model.*

o *Challenge: Permanent salaries vs. allocation both at $3.8M; advocacy for COLA ongoing.*

o *Page 2: Position breakdown by program (Deans, Counselors, Specialists, etc.).*

o *"Other" category includes student travel and related expenses.*

o *Budget Report Packet: Will be used in workshops for general review.*

o *PERKINS Categorical:*

o *Career Ed funding for special populations, PD, innovation projects, and equipment.*

o *Will serve as example for "How to Read a Budget" session.*

o *Includes FOAP guidance and program code breakdown; transition to CIP codes upcoming.*

o *Program codes 01–59 = Instructional.*

o *Key Takeaways:*

o *Lottery funds flexibility increasing; spending intentions to be clarified in December.*

o *SEA grant faces structural funding challenges; advocacy for COLA continues.*

o *Perkins and categorical grants will be used for budget literacy training.*

- *Action Items:*
- *Kelley: Add Lottery Funds to December agenda.*
- *DC: Prepare document on allowable Lottery fund uses.*
- *JZ: Provide further explanation on spending intentions in December.*

7. Reports

7.1. DCAS - James

- *Discussion on budget documents, assumptions, and models (shared previously). Models are performing as intended in first full year of implementation; recommendation is to continue as-is. Further review scheduled for December.Starting Budget Development for FY27*

7.2. Board of Trustees - James

- *Student Housing: State documents for Lease Revenue Bond are being signed to secure funds; item on November agenda (procedural, tied to project budget).*
- *Cell Tower Agreement: Renewal scheduled for November; issues resolved, resolution expected. Generates $40K annually, supports VC cell coverage. Current agreement runs through 2027; extension in progress to avoid relocation.*

7.3. Technology Advisory Group Report – Grant

- *Reviewed October 13 meeting minutes.*
- *Discussed new Program Review codes and requests; preview of initiatives before ranking.*
- *Verified new TAG goals to be completed over the next year.*
- *Shared updates on current Program Review initiatives; TAG provided feedback.*
- *Student Housing project update: shared network diagrams; professional architectural diagrams forthcoming.*
- *Baseball/Tennis courts classified as classrooms; preparing to install fiber for live streaming. Junction boxes will enable plug-and-play functionality for a permanent solution.*

7.4. Facilities Oversight Group - Steve

- *Student Housing: Construction documents submitted to State for approval; bids split into site work (Sept) and building (Oct 31). Six contractors pre-qualified; full package bidding starts Nov 7. Goal: break ground in Feb (saves $1M in cost escalation). Design is complete and approved by DSA. Funding estimate close to original; may request additional state funds. Project intended to be self-sufficient, covering all operational costs.*
- *Student Services Support: Volz and Jeff Alexander assisting; increased campus movement expected.*

o *FOG Goals:*

Convert MCE rooms to lab space and lounge.

Upgrade conference chairs campus-wide to a standard, replaceable model.

Signage and landscaping escalated to top priorities.

o *STEM Building: Modulars set; construction completion expected Jan 2026. Furniture planning underway; possible late-start class in Spring to activate space.*

o *Parking: No loss of spaces; accessibility ramp added.*

o *FM&O Projects: Multiple projects in progress, targeted for December completion.*

8. Items to report to CPC

8.1. CPC Reporting

o *BRC Goals & Charge have been approved today, OK to go to CPC 11/5 – James to email Phillip Briggs.*

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:

Dec 3,

Jan 7, (Kelley to poll group with alternate Jan dates)

Feb 4,

Mar 4,

Apr 1,

May 6