

1. 1. Welcome/Introductions

1.1. 1.01 Welcome & Attendance

Attendance

Members

Present: James Zavas, Jennifer Garner, Zyanya Garcia, Jayni Martinez, bwilson1@vcccd.edu, Phillip Briggs, Kelley Bruns

Absent: Jeffery Alexander

Guests

Present: Jimmy Walker, Felicia Duenas, Steve Palladino, Dan Clark, David Casas, Grant Jones, Michelle Arias Cervantes, Katheryn Solorio, Jamie Birkett

Absent: Aaron Jones, Sergio Gonzales, Michael Lazarus, Jesse Sluder, Sanra Melton, Ned Mircetic, Jose Trujillo, Felicia Torres, Alma Rodriguez, 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. Approve September Notes

All in favor, no abstentions or objections.

3.2. Confirm Committee Membership & Tri-Chairs

Begin a conversation about filling David's Tri-Chair role.

The committee discussed filling David's Tri-Chair role, which involves a 30-minute agenda-setting meeting before each BRC session and reporting to the Classified Senate.

No volunteers came forward; David will continue in the role until a replacement is found.

4. Goals

4.1. Review Committee 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.

Phil Briggs requested each committee to review their charge and suggest updates if needed. Changes are optional but encouraged if the charge is outdated or unclear.

Dan Clark raised a question about the reporting structure of FOG and TAG.

- Grant Jones confirmed TAG's reporting is effective and should remain unchanged.
- Steve Palladino agreed the same applies to FOG.

Next Steps: JZ recommended keeping this item on the November agenda for final discussion. If no changes are proposed, BRC will report back to CPC with a recommendation to keep the current structure as-is.

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

Goal Progress: JZ noted good progress on committee goals, though some may not be fully complete. Opened the floor for discussion.

Comments & Suggestions:

- JW suggested incorporating Banner Training into Goal #1.
- DC shared updates to Goal #4 and added the report to the agenda. Reports will continue to be posted on the BRC webpage.
- Action Item: Kelley to upload the Information & Description Document to the BRC webpage.

Goal #1 Enhancements (via Brent's comments):

- Share meeting highlights with the committee.
- Consider quarterly reporting or a newsletter for campus-wide budget awareness.
- Add a feedback form to the BRC webpage for anonymous input.
- Host Budget 101 sessions once per semester.

These suggestions will be discussed further by the full committee.

5. Discussion / Information Updates

5.1. Out of Cycle Requests

JZ reported some recent classified staff vacancies due to promotions and retirements, which will require backfilling. Additionally, one faculty resignation in the Automotive department will be filled from an existing candidate list.

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.

The committee reviewed the Guiding Principles section of the budget assumptions. While final budget numbers are not available until January, the focus is on reaffirming or updating the long-standing guiding principles. The goal is to begin this work in the fall and gather feedback at both the committee and campus levels.

Discussion Points:

- General statements on past budget accomplishments and current guiding principles were shared.
- Initial review will begin at DCAS, with feedback to be brought back to BRC.
- Committee members are asked to read, review, and share the documents with their senates to support broader discussion.
- JZ emphasized the importance of these principles in shaping future funding decisions and project evaluations.
- Dan Clark asked about alignment with CCVC work; JZ confirmed some overlap, as CCVC draws from campus values.
- David Casas noted that Classified Senate approved VC's Guiding Principles last spring.
- JZ suggested there may be interest in expanding or reaffirming the principles due to recent changes.

Action Items:

- Kelley to send documents and Boardable meeting link to the group.
- Keep this item on the November BRC agenda for continued discussion and feedback before final review at DCAS in Nov/Dec.

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.

David Casas is working on dates and will have updates in November, keep on agenda.

6. Budget Reports

6.1. FY26 First Quarter Budget Report (David Casas)

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

The committee reviewed the FY26 first quarter budget report (as of 9/26/25), including updates on classified and faculty salaries, department budgets, and categorical program timelines. Grants will be reviewed next.

Key Updates:

- College Promise Program: JZ explained that demand for AB19 College Promise Grant funding exceeds available resources. VC is partnering with the Foundation to raise funds and reevaluate eligibility criteria.
- Categorical vs. Grant Funding: Categorical funds are recurring and typically include COLA adjustments. Grants are one-time allocations (state, federal, local) with fixed terms. IEPI Grant (\$200K) added for 2025–2027, supporting Transfer Center and Curriculum. HSI Grant unexpectedly ended on 9/30/25, resulting in a \$1M budget loss. VC is committed to continuing STEM Harbor work despite funding challenges.
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- Federal Grant Impacts: Several programs (SAIL, HSI, PORT) affected by sudden federal contract changes. PORT Grant funds must be spent by 9/30/26; no additional \$600K will be received.
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- Instructional Lottery Funds: Final pages of the report show department-level breakdowns of YTD, committed, available, and remaining funds.

Action Items:

- Kelley to email FOAP document and add it to the BRC website.
- Keep this item on the November BRC agenda for continued updates.

Closing: David Casas invited questions and noted that budget reports will be shared monthly, highlighting significant changes.

7. Reports

7.1. DCAS - James

7.2. Board of Trustees - James

7.3. Technology Advisory Group Report – Grant

- Discussed progress on the Administration Building Project
- Reviewed Program Review Initiatives
- Addressed student computer lab login issues and related challenges
- Provided updates on Student Housing planning and current tasks
- Brainstormed goals for FY25–26; suggestions made, finalization to occur at next meeting

7.4. Facilities Oversight Group - Steve

- Facilities Assessment: Jesse reported that SCI and AEC buildings have the most significant issues. SSC was cleared of immediate facility concerns.
- Student Housing Project: Two DSA packages will be submitted—one for site work and one for the building. Estimated Timeline: Groundbreaking in Feb 2026; opening in Fall 2027. Site work may begin while building plans are under review.
- Next Steps: Focus areas include Student Life, application process, and working group discussions.
- Subgroups Formed: Teams have been created to address Basic Needs, Mental Health, Student Services, and Safety/Security.

8. Items to report to CPC

8.1. CPC Reporting

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:

Nov 5,

Dec 3,

Jan 7, *Faculty are still off contract - Tri-Chairs will propose a new date for later in the month of Jan/ Jan 10th is when Governor's Budget is announced.

Feb 4,

Mar 4,

Apr 1,

May 6