1. 1. Welcome/Introductions

1.1. 1.01 Welcome & Attendance

VOTING MEMBERS

Faculty (10):
Brent Wilson (Tri-Chair)
Jennifer Garner - Academic Senate President
Steve Paladino (representing FOG)
Sandra Melton
Jimmy Walker
Dan Clark
Ned Mircetic
Mike Lazarus
Dan Clark
Jose Trujillo

Student(1):
Zyanya Garcia (ASVC Director of Finance)

Classified (5):
Michelle Arias
Katheryn Solorio
Felicia Torres (SEIU appointed)
Jayne Martinez
(vacant)

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.

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. Confirm Committee Membership & Tri-Chairs

· 9/3: David Casas would like to remove himself from Tri-Chair, the decision will go to vote during the October BRC meeting.

3.2. 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.

· 9/3: No updates, will discuss in future meetings.

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.

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.

- The monthly budget summary shared with the Budget Resource Committee (BRC) was identified as a best practice and will resume in October 2025.
- Goal-setting should include reporting back to senates, sharing updates during division meetings, and engaging colleagues.
- Strategic Planning: Recommendation to combine Goals 1 and 3 to emphasize a proactive and sustaining approach. Suggested updates to goal language to reflect continuity rather than expansion.
- ISER/Accreditation: Work will begin in approximately a year. A mid-term report is due in 2027, primarily involving Board responsibilities, with limited impact on budget or evaluations.
- Program Review: Continued efforts to address recommendations and refine the rating and selection process for non-personnel equipment requests.
- Phillip: developed a one-sheet guide outlining what needs to go through Program Review and the submission process.
- An Equipment Refresh Workgroup is being formed to support a campus-wide assessment and develop a comprehensive, planning-based approach to equipment needs. Jesse: is coordinating with a third-party vendor to collect classroom data (e.g., furniture, whiteboards, tables, chairs) to inform the Refresh Workgroup’s planning.
- James Z: noted that Tri-Chairs will meet to draft goals for review in October.

5. Discussion / Information Updates

5.1. Out of Cycle Requests

Date Approved	Requestor	Request	Department	Response
6/30/2025	Sergio Gonzalez	Coordinator	EAC	As part of our Out of Cycle Resource Request process, the Executive Team m on June 30, 2025 and reviewed your request to backfill an open EAC Coordinator position due to a retirement. is felt this position is necessary for the continuity of the EAC. As such, I support hiring for this position.

6/30/2025	Sergio Gonzalez	FT Temp Counselor	EAC/DSPS	As part of our Out of Cycle Resource Request process, the Executive Team met on June 30, 2025 and reviewed your request to establish a Full Time Temporary DSPS Counselor position. After evaluating the outcome data, we have decided to pilot this temporary position to enhance success outcomes and assess the potential need for a permanent position in the future. This temporary position will be funded with DSPS categorical funds. As such, I support hiring for this position.
7/14/2025	Jeffery Alexander	Hudl Software	Athletics	As part of our Out of Cycle Resource Request process, the Executive Team met on July 14, 2025 and reviewed your request for additional funding to renew the Hudl software to assist with targeted improvements and a more strategic approach to student-athlete development. The request is approved.
7/28/2025	Gaby Asamsama-Acuna	Student Services Assistant	Admissions & Records	As part of our Out of Cycle Resource Request process, the Executive Team met on July 28, 2025 and reviewed your request to backfill a Student Services Assistant position due to a resignation. It is felt this position is necessary for the continuity of the Admissions and Records department. As such, I support hiring for this position.
8/25/2025	Jeffery Alexander	Soccer Goal Posts	Athletics	Approved using Equipment Refresh Funding.

· NO Objections during todays 9/3 BRC meetings.

5.2. Program Review Funding Decisions

The committee will review prior year funding allocations.

- The committee reviewed prior year funding allocations, with details presented by James.
- Most requests were funded in 2025; items marked in blue were funded through alternative sources.
- Funding was supported by a higher-than-usual infrastructure model and one-time pandemic-related allocations, particularly for VC Teaching. These funds enabled support for tutoring, student workers, and program development (e.g., ZTC).
- It was noted that these one-time funds (~a couple million dollars) will expire this year, and should be used for project-based initiatives before expiration. These funds are not expected to roll over.

- PB created a one-sheet guide clarifying what must go through Program Review and how to submit requests.
- Facilities Updates: Nursing received external funding, but Program Review covered TR16 Nursing interior/exterior.Projects for roofs, boilers, and HVAC systems are moving forward to improve campus infrastructure.
- Budget Thresholds: JZ clarified that any request over $150,000 is considered a major project, requiring broader discussion. This threshold is noted on the Program Review website.

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.

- JZ initiated discussion on hosting a Budget Reading 101 Workshop for the campus community. Suggested hosts: David or James.
- A 10–20 minute segment during a BRC meeting could be used, but the goal is to make the session accessible to the entire campus.
- DC proposed incorporating the workshop into FLEX Day with AM and PM sessions. October is fully booked; Spring FLEX is a potential option.
- AR recommended aligning training with Program Review season and post-Budget Adoption to enhance relevance and understanding.
- The group emphasized the need for an annual training plan that aligns with key budget milestones: May ReviseBudget AdoptionProgram ReviewAnnual FLEX topics

☑ Collaborate with Oscar and FLEX coordinators to schedule and develop the Budget Reading 101 Workshop.
Assigned to: James Zavas, bwilson1@vcccd.edu
Due: 10/01/2025

6. Budget Reports

6.1. FY26 Adoption Budget Update

The Committee will be provided with an update on the Adoption Budget, which will be going to the Board of Trustees for approval on September 9th.

- The Adoption Budget will be presented to the Board of Trustees on September 9.

- JZ encouraged committee members to review the Budget Narrative in the Adoption Budget Book, which outlines the budget process from state to district level.
- Despite a $30 billion state deficit, education funding remained stable with a COLA and no major cuts, supported by reserves and one-time deferrals.
- The total district budget is $641.4 million, with updated revenue projections and allocation models. The current model, now fully phased in, aligns with the Student Centered Funding Formula.
- Charts showing departmental breakdowns and faculty budgeting were shared; part-time faculty lines may show zero due to pooled budgeting.
- Fund 114: Campus-related operations (e.g., Civic Center, Bookstore) generate revenue that remains with the campus. Some HEERF/COVID relief funds remain.
- Fund 113: Supports infrastructure and Program Review. No state funding received in 3+ years. A few million dollars are set aside for football field and track replacement.
- Fund 12X: Restricted funds (see report for details).
- Fund 124: Campus PD and parking. Revenue has declined while costs increased. PD is now fully staffed. Discussion included student parking vouchers and potential donor support.
- Fund 13X: Student Health Center funded by student fees; showing positive trends.
- Fund 4X: Capital projects (e.g., gym elevator, bleachers, HVAC) are state-funded.
- The Board allocated $6.4 million toward Student Housing to sustain and grow the program.

7. Reports

7.1. DCAS - James

o Ongoing budget conversations.

7.2. Board of Trustees - James

- Budgets are scheduled to go to the September Board meeting, following a special summer session focused on Student Housing.
- Dan Clark raised concerns about individual Purchase Orders (POs) being pulled and questioned during Board meetings, which may conflict with accreditation standards and business practices.
- JZ clarified that Ventura College is not being specifically targeted. Most inquiries are addressed before meetings by executive and campus leadership, who must provide clear rationale and documentation to support PO requests and approvals.

7.3. Technology Advisory Group Report – Grant

I. Working with faculty on student logins for computer labs.
II. Preparing budgets for the next round of approved program review initiatives.
III. Adding new audio/visual systems to the SCI conference room.
IV. Working with contractors on the technology design for the new dorms.
V. Will meet with Jamie in PAC to refresh their theatre projector.

7.4. Facilities Oversight Group - Steve

Student Housing Project & Campus Construction Update

- Final construction design for Student Housing was reviewed during last week's FOG meeting. Next steps include: DSA reviewStep 1: Site preparationStep 2: Building construction
- JZ noted that if state funding becomes available, it will be used before district reserves, with the goal of returning unused reserve funds.
- Campus Project Status:

1. ADM Business Office – (Bid 718) – Pending Sep Board Approval.
2. AEC Elevator & Bleachers (Bid 684) – Framing, Drywall, MEP Rough-in & Plaster Ongoing. ATS shipping 9/5, Elevator delivery 3rd week of October and Bleacher delivery and install Dec 1st.
3. AEC HVAC – Final comments returned to A/E, pending V2 resubmission to DSA pending.
4. AEP Fence & Gate – Final screening to be installed 8/28 and then ready for closeout.
5. CDC Flooring – Rooms 28/29 Friday 9/12, material purchases and ready to install. Will require relocating furniture again.
6. CDC Iron Fence & Window protection – Repackage bid to contract fence/gate at entry only and LV scope. M&O self-perform Door hardware and electrical.
7. Centennial Landscape Refresh – V2 design submitted to M&O, pending review and approval.
8. ECT CL Security Fencing – Fence Factory Proposal received, pending other pricing to proceed with install.
9. ECT Greenhouse – A/E PO issued, currently in design.
10. East lot EV Charging Stations (48 new dual-port) – SCE ready to begin, M&O working on IOR & LOR Proposal for site work. Will need to package EV Charger install bid.
11. Global Garden (Bid 686) – Reseeding, fertilizing, & maintenance ongoing still until lawn is accepted.
12. OKC Project (Bid 681) - Pending DSA final fee to process a PO and receive Certification Letter.
13. LRC Roof – Finalized comments on CDs and pending 100% CDs to bid for summertime 2026.
14. M Building Flooring – Door threshold purchased at break room, pending install. New furniture delivery 9/19/25.
15. SCE Transformer replacement – Internal SCE meeting pending to provide EEOR update on application details.
16. SCI Facility Assessment – Design analysis ongoing, A/E requested list of clarifications to recommend repairs.

17. STEM Modular Building (Re-Bid 717) – NTP issued for 9/8, East Lot impacts starting 9/13.
18. TR 16 Nursing Skill Lab TI – Pending design development: SOW and drafting. Pending announcement from the District
19. VCEC Expansion & Seismic Retro – Pending proposals, due September 16th.
20. VCPD & M Building – EEOR Design proposal accepted, pending contract to process PO and begin design.
21. WAM 5th Auto Lift –PO issued for site improvements. Demo tentative 9/3 and 9/4 or the following week. M&O to contact LOR directly.
22. West lot EV Charging Stations (41 new dual-port & 3 single-port) – Pending DSA approval and SCE project planning. Potential install is set for this Wednesday and Thursday.

8. Items to report to CPC

8.1. CPC Reporting

9. Future Meetings

9.1. Future Agenda Items

9.2. Future Meeting Dates

NEW 1st WED dates:

Sept 3,

Oct 1,

Nov 5,

Dec 3,

Jan 7,

Feb 4,

Mar 4,

Apr 1,

May 6