



Ventura College
Budget and Resource Committee
Minutes-Draft, Wednesday, April 17, 2019
MCW-312, from 2:30-4:00PM

Present: Emily Bartel, Stephanie Branca, Phil Briggs, Jeanine Day, Felicia Duenas, Grant Jones, Alex Kolesnik, Vanessa Luiz, Sandra Melton, Steve Palladino, Kelly Peinado, Jason Robinson, Susan Royer, Carol Smith (14)

Recorder: Maureen Jacobs

Handouts: Rubrics and Prompts for Technology, Facilities and Equipment

Agenda Item	Summary of Discussion	Action
1. Welcome/Introductions	The meeting was called to order around 2:30PM by Co-Chair Jason Robinson. Jason asked the committee to introduce themselves.	
2. Public Comments	There were no public comments.	
3. Action Items: A. Approval of Agenda B. Approval of Minutes	A. The committee reviewed today's agenda. Sandra moved to approve the agenda and Felicia seconded. All approved by an Aye vote. In discussion it was noted that Phil Briggs named was misspelled. All approved Agenda and correction by AYE vote. B. Approval of the previous minutes were delayed so the Program Review agenda items could be addressed.	
4. Budget Report-Cathy Bojorquez or designee	There was no new information. Cathy could not attend this meeting.	
5. Program Review Report-Phillip Briggs or designee	Phil reported that the final prioritized initiatives were posted on the website. Now, we will wait until the funding is determined to see what can be accomplished. https://www.venturacollege.edu/college-information/program-review/program-review-2018-2019	
6. Technology Advisory Group Report-Grant Jones or designee	A. Grant reported that he has been receiving prioritized Program Review Initiative requests. B. I.T. is working on Tech Refresh purchases and implementation including updating 10 smart classrooms. The pilot smart classroom is SCI-350. They will be ordering equipment for 9 more. They are ordering 24 P C's, 12 for faculty and 12 for staff. C. This week there will be a walk-through for the Emergency Broadcasting System, followed by bids. They are hoping to start this summer and it will take two years. 1. Felicia asked if would replace RAVE. Grant explained that it blast the emergency to all devices and programs.	
7. Facilities Advisor Oversight Group report-Steve Palladino or designee	A. Steve reported that FOG will work on a form to submit Campus/Facilities projects B. Earth Day Planning: 1. We will be platting native plants. 2. We will end with speaker from Patagonia in PAC C. Tim brought up an outdoor class.	
8. Rubrics and Prompts	Grant: TAG approve Rubric as is. Steve: Facilities may reduce traits.	



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	<p>A. Alex asked if Facilities Master Plan was updated. Susan replied that we are hoping for that when we get the new director. She hopes to reduce its size (currently 200 pages). Grant agreed that it needs to be a working document. Alex said we have to correct the Rubric where it says to agree or comply with the Facilities Master Plan.</p> <p>B. Discussion on presentation of Prompt and Rubric:</p> <ol style="list-style-type: none"> 1. Describe request and point them to the rubric with the prompt.. 2. Sandy explained the need for an explanation. Include "don't elaborate". Suggest a couple, or few sentences. 3. We want a guide to writing the request. 4. Stephanie said we should work on the prompts and take them to a vote on May 15. 5. Send suggestions to Maureen or Tri-Chair. 6. Take out yes or no responses and use does, how, etc. 7. Prompt numbers should align with rubric numbers. 8. May 15th goal, final review and all formatted the same way. 9. Ask for age of initiative and take off "have you requested initiative before?" 10. In Sustain, ask "What funding have you identified to pay for this?" 11. Add colon at Criticality. 	
9. Advisory Groups Membership	<p>We should have a discussion about representation. The membership is not strict. Grant commented that the same core of people show up. They are interested. The Academic and Classified Sentates solicit membership.</p> <p>Stephanie suggested visiting our 2 advisory committees.</p>	
10. Items to report to CPC	Cathy or Jason will present rubric and prompts for FY19-20.	
11. Future Meeting Agenda suggestions: A. Improving Transparency, what does the campus know about BRC?	<p>A. Budget process for new academic programs</p> <p>B. Process for new things.</p> <p>C. Review committee evaluation results</p>	
12. Announcements	None	
13. Adjournment: The next schedule meeting:	Jason adjourned the meeting at 3:44PM. The next meeting is scheduled for August 21, 2019, from 2:30-4:00 PM in MCW-312.	