

Budget Resource Committee
Minutes-Draft
Sept. 18, 2019, From 2:30pm to 4pm
MCW-312

Committee Members

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Handouts for 2019-20 Budget Update: Selected pages from 2019-20 Adoption Budget book and Executive Summary

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Agenda Item	Discussion Notes	Action?
1. Welcome / Introductions	Jason welcomed all and each introduced themselves. Maria Reyes Sanchez would like to join.	
2. Public Comments	There were no public comments.	
3. Action Items: A. Approval of Agenda B. Approval of Minutes	A. Sandra moved and Emily seconded. All were in favor by an AYE vote. The agenda was reviewed and accepted without change. B. Emily moved and Carol seconded. All were in favor by an AYE vote. The <u>May 15, 2019</u> , minutes were reviewed and accepted without change.	
4. Review committee charge. (5 min)	The committee reviewed our charge. Phil said there are changes <u>in the Charge</u> in Participatory and Governance Handbook that was posted to the web: https://www.venturacollege.edu/committees He said <u>the changes</u> were minor. Phil read the new charge. We are no longer a <u>governance</u> committee. We are an <u>operational</u> committee. (Also “subcommittee” is spelled without the hyphen.) There wasn’t any problem for the committee regarding these changes. The new charge is at the end of these minutes. <u>The committee has no objections to these changes.</u>	
5. Review prior-year committee goals and evaluation results discussion. (20 min.)	Cathy presented the results of the evaluation survey questions. Eight responded to the survey and there was a brief discussion of same.	
Agenda-Item	Discussion-Notes	
6. Action Item: Set 2019-20 Goals (15 min.)	The committee as moved by Emily and seconded by Kelly agreed to discuss our 2018-19 goals. All were in favor by an AYE vote. Goals: <u>BRC 2018-2019 Goals:</u> 1. Discuss and understand the State’s new funding allocation model and create a list of implications for the budget at Ventura College.	

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	<u>Discussion:</u> <ul style="list-style-type: none"><u>Cathy: “We had hoped the State would have more answers but the state was changing, not the Matrix, but how they were determining its application. The state still working on the details.”</u><u>Andrea suggested using instead of “discuss and understand”, “discuss and demonstrate by creating...”</u><u>Cathy also suggested “understand and analyze” and/or “analyze implications and provide feedback to the District...by creating a list of implications” or analyze the implications and provide feedback to the District.</u>	
	<u>2. Implement a new methods (s added) of communication about budget issues to Ventura College employees.</u>	
	<u>2.</u> <u>Discussion:</u> <ul style="list-style-type: none"><u>Jason recommended VC’s Business Club to Cathy as they produce podcasts. The committee recommended having a budget presentation at “All College Day.” Cathy is happy to do that. Cathy also mentioned that “Coffee with Kim” is an unstructured meeting and attendees could ask budget questions.</u>	
	<u>Adoption of Goals 1 and 2 Approval was moved by Kelly and Steve seconded. All were in favor by AYE vote.</u>	
	<u>3. Discuss and understand Guided Pathways. Create a list of implications for the budget at Ventura College.</u> <u>Discussion:</u> <ul style="list-style-type: none"><u>Stephanie is concerned about Guided Pathways, and creating a list of implications for the budget. She asked “Should it be a goal or just an interest?”</u><u>Phil feels he is not the person to report.</u>	
	<u>The committee’s consensus is that we were not active in this goal because none of us are affiliated with Guided Pathways. Guided Pathway</u>	

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	<p><u>decisions are made with or without BRC input. Sue is on the Guided Pathways Committee and attending the retreat this Friday. She will report back.</u> Steph: concern about guided pathways. We need to figure it out. Program Rev and Guided Pathway updates and Phill feels he is the wrong. One to report.</p> <p><u>Sus is on committee and retreat on Friday. When you are talking wheather. Decisions will be made with or without brc input.</u></p> <p><u>Should it be a goal? Agree not a goal but an interest. Stelph, what actions would brc have.</u></p> <p><u>3. Discuss and understand Guided Pathways. Create a list of implications for the budget at Ventura College.</u></p> <p><u>For 19-20 continue Goals 1 and 2. Stephanie was concerned about our third goal regarding</u></p>	
7. Budget Report – Cathy Bojorquez or designee (15 min.)	<p><u>Cathy presented reports from Handouts for 2019-20 Budget Update: Selected pages from 2019-20 Adoption Budget book and Executive Summary</u> <u>https://www.vccd.edu/departments/budget-and-state-reportng/budget-documents</u></p> <ul style="list-style-type: none"><u>Much is focusing on the Student Center Formulae with a slow transition from FTEs</u><u>The 3 year hold harmless is extended.</u><u>The final allocation will come out February, 2020.</u><u>COLA is the same</u><u>STRS & PERS are still going up but not as much because of the buy down.</u><u>Cathy is attending DCAS on Thursday, 9/19 and the budget and allocation model will be discussed.</u><u>Usually we come closer to 2% carry-over but we had higher RICOH costs, sabbaticals, and VC's costs for the Sheriff's Academy.</u><u>Cathy explained funds</u><ul style="list-style-type: none"><u>111-General Fund</u><u>113- Infrastructure funding for Program Review</u><u>114- Self-supporting programs like Civic Center and the VC Bookstore.</u><u>One key to understanding budget costs is that for each dollar spent on</u>	

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	<u>salary, we have \$1.50 in statutory benefit costs.</u> <ul style="list-style-type: none">• <u>95% is payroll and of that 69% is tied to instruction</u>	
8. Program Review Report – Phil Briggs or designee (5 min)	<u>Tabled to next meeting because of time. Please see:</u> <u>https://www.venturacollege.edu/college-information/program-review/program-review-2019-2020 for the Program Review Process, Timeline, Dates, Planning Parameters, Resource Request Intricacies, Program Review Cycle and the VC Educational Master Plan 2017-2023</u>	
9. Technology Advisory Group Report – Grant Jones or designee (5 min.)	<u>Grant said I.T. is “keeping the ball rolling.” He is busy giving Pirate Codes for Program Review Initiatives.</u>	
10. Facilities Operations Group Report – Steve Palladino or designee (5 min.)	<u>Steve said the Mission Avocado trees have been planted.</u>	
11. Items to report to CPC	<u>None discussed.</u>	
12. Future meeting agenda suggestions	<ul style="list-style-type: none">• <u>Felicia Duenas reminded the committee that BRC wanted to develop a BRC process for new programs.</u>• <u>Cathy, DCAS budget update</u>• <u>Discuss what costs should go through the allocation model</u>	
13. Announcements	<u>None</u>	
14. Adjournment / Next Meeting	<u>The meeting adjourned at 4:16PM.</u> The next meeting is October 16, 2019.	

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~~Does the comm meet it's charge~~

~~No Comments~~

~~Goal 1 some discuss comments all true. We had hoped the State would have more answers but the state was changing not the metrix but how they were determining, details that they are working and continuing --~~

~~Implemenet a new method to communicate. Other than the budget workshop and having it in newsletters. Erin reminded , Business club does podcasts~~

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FY18-19 Charge: The Budget and Resource Committee (BRC) is a governance 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 Committee 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, and analyzes total cost of ownership issues for Ventura College. The sub-committees of the BRC are the Facilities Oversight Advisory Group and the Technology Advisory Group, which prepare reports and make recommendations to the BRC.

FY19-20, New 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, and analyzes total cost of ownership issues for Ventura College. The subcommittees of the BRC are the Facilities Oversight Group and the Technology Advisory Group, which prepare reports and make recommendations to the BRC.

Goals: BRC 2018-2019 Goals (Approved 10/17/18)

1. 1. Discuss and understand the State's new funding allocation model and create a list of implications for the budget at Ventura College.
2. 2. Implement a new method of communication about budget issues to Ventura College employees.
3. 3. Discuss and understand Guided Pathways. Create a list of implications for the budget at Ventura College.

~~Jason recommended Business clup-~~
~~BRC recommends having budget presentation at all college day Cathy is happy to do that~~
~~Open budget, very details good showing-~~
~~Kim has Capt. Chat and they will be along line of budget information and there will be people. Coffee with Kim is completely unstructured-~~

~~Guided Pathwaykys- Kunknowwwwnn~~
~~Last goal discussed had no comments~~

~~Timely manner questions~~

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9: Most all agree:

Nwext question
Last what suggest

Cathy felt lke we idd a lot in program review from Jason. Jason hope we do other issues:

Goals for this year:
Moved by Emily, Kelly seconded. All Aye:

Goals
~~Steph: concern about guided pathways. We need to figure it out. Program Rev and Guided Pathway updates and Phill feels he is the wrong. One to report. Sus is on committee and retreat on Friday. When you are talking wheaather. Decisions will be made with or without BRC input. Should it be a goal? Agree not a goal but an interest. Steph, what actions would BRC have.~~

New allocation model

1. ~~Is the state and will be a hugej~~
2. ~~How would the Goal is injesting information and dispersing idea.~~
~~Steph only 2 goals.~~
~~Our newsletter is now more like a only newspaper. And she hoop links to more infor.~~

Continue staying appr

Need ti continue communication and relat Budget discussion to BRC from Carol. Jason suggests a ??

After DCAS, Cathy will send to uss an update.

Then up Tg

o you if you want to.

District HR has set up shared sites like for Title 9.....so then CB could direct. Our attentil
Resounee, Ud qw EW F=GOIN

~~Jason goals stays the same. Shhould we keep and I on Should we keep awas.~~

~~Need a motion, we will leave PR off.~~

Jason read:

1 as is

3. Down to 3

4. Discuss and kunderstand the VCCCD dthe application of allocation model.

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Andrea, can use understand and discuss and understand in one sentence.
Steph,

Create a list of implications.
If we did discuss the state's new funding and then
Discuss and demonstrate by creating-

2. Change to district
3. Cathy would like up to understand analyze
Analyze the implication of the state model and provide feedback.

There are 3 things that are taking off

Analyze implications and provide feedback to the district

by creating a list of implications

The last implement new methods of communications to VC
Mocws by Kelly, Steve seconded all in favor no opposed

From adopted budget book and from executive summary.
Key issues:

Much is still focusing on the Student Center formulae. Slow transition from 170, fte i20-19

Plus 3 year hold harmless and that is extending-

Our allocation for 189-19 got last 6/28/19

Final would come out Feb 2020.

Cela

Strs and Pers still going up but not as much because of the funds buydown

Revenue Calaiton \$175- Million dollars goes through allocation model, actual \$173 million.

DACS is being held and discussing it. Maybe put it aside and give schools part toward pers and str.

Allocation Model:

\$175 million at top and then after DAC 146 Million we are still using

5% overhead and a portion on

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~~\$52.2 million allowed to cover 2% but we only had \$300,000~~

~~March got the last \$ but too late so carry over \$680,000. 52.2 adjust balance.~~

~~Our was lower thisss year 1. Ricoh hirer costs. Our faculty costs, part time and sabbatical diff. Biggest one Sheriffs academy VC responsiblityt we get FTES and they get \$ back and don't pay it back. State held on implementing.~~

~~We ended up paying for 1k7-18 and 18-19~~

~~We kusually come closer to 2%~~

~~This contract is up and hoping they will pay rent.~~

~~Snapshot of district budtget. Our subtotls is 83% of who budget.~~

~~Then next page is by location~~

~~95% us payroll. 69.2 tied to instruction~~

~~113 infrastructure:~~

~~Main way we fund Program Review, kunrestricted 111, infra 113, kind of a year in arrears because you don't know how much spending until done~~

~~VC fy projected endg fund balance~~

~~Page double at 0c than MC.~~

~~Felicia ia right, just a snapshot. \$ in OC same as \$vc.~~

~~PAGE 4 has~~

~~Actually page~~

~~DW, liability insurance I.T. Board scheduled maintenance some teacher conferencing and there is an actual like in the budget book~~

~~114, self supporting, Bookstore,~~

~~820 in revenue,~~

~~Key Budget Understanding costs. For each \$1, we have statutory benefits, legal \$1.50 for every \$1.~~

~~This is too cover, we slef tax on \$20million, it is \$600,000 more expended.~~

~~We are looking at coming up with a plan where help it.~~

~~Drawing on an irrevocable trust to stat paying that down. Maybe by 20, 21.~~

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~~BRING ACUARIAL INFORMATION REMEMBER-~~

~~There is a pea
\\k in about 15 years. We want to spend the funds.~~

~~\$78, in ending fund balance-
Fund 111, \$40m controlled at district
113 and 114 is actually-~~

~~Focus on funding and we are down in enrollments~~

~~District wide - 5 million for-~~

~~Last page-~~

~~Program Review Phil asking for priattes cove
Tag- Ball-rolling
FOG- Steve~~

~~Mission avocado trees are in
Nava gifting them-~~

~~CPC chair-~~

~~Futre meeting agenda items:
Felicia, new programs BRC process to do so-~~

~~Sandy is there anything we can do to encourage district to pay-
Flow to college
Do you like the idea. Of/~~

~~It should go through allocation-~~

~~We want to discuss this more in the future. Cathy will send out after DCAS~~

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Announcement re
Adjourn 0/16

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