

VENTURA COLLEGE
Budget and Resource Committee (BRC) – Minutes -Draft
MCW-312
October 18, 2017

Present: Tricia Bergman, Cathy Bojorquez, Stephanie Branca, Phillip Briggs, Jeanine Day, Tyler Duncan, Sammy Freitag, Tim Harrison, Gwen Lewis-Huddleston, Grant Jones, Lydia Morales, Steve Palladino, Mark Pauley, Kelly Peinado, Arlene Reed, Jason Robinson, Susan Royer, Peter Sezzi, Pamela Yeagley

Recorder: Maureen Jacobs

Handouts: VCCCD FY 18 General Fund Revenue Projections FY18, VCCCD FY18 Adoption Budget Allocation, Ventura College Allocation General Fund 111 FY13-FY18, VCCCD General Fund 111-Allocation Model-Instructional Efficiency, VCCCD Enrollment Management

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
Public Comments	<ul style="list-style-type: none"> ● There were no public comments. 			
Minutes	<ul style="list-style-type: none"> ● The September 20, 2017, minutes were reviewed and approved by unanimous aye vote, as moved Kelly Peinado and seconded by Pamela Yeagley. There was no discussion. 			
Goals Discussion	<ul style="list-style-type: none"> ● Background considerations: <ol style="list-style-type: none"> 1. Discuss how to balance budget 2. Staff completed work before meeting 3. Communicate to College our budget Information 4. Consider budget issues of 2-year schedule 5. Consider efficiency guided pathway ● Understanding the budget including: <ol style="list-style-type: none"> 1. Cost to offer a class 2. What do college employees need to know 3. Awareness of current budget 4. How can college get to 525 			
Budget Report-Susan Royer	<ul style="list-style-type: none"> ● Susan Royer updated the committee reminding all to mind our budgets. If you have the attitude that increases will be covered, that is not going to happen. ● The Bookstore will be rolling out “zero cost books” when available. B&N expects a lower return and that will mean less for the college. Amy Kennedy, VC Bookstore General Manager, did not know of VC’s change to this policy. She will work on forecasting and looking for supplements to the bookstore’s income. Sue estimates this affects less than 3% of sales. 			
Committee Budget Discussion	<ul style="list-style-type: none"> ● Considering we will likely have a budget shortfall next year, what is BRC going to do about it. The discussion included: <ol style="list-style-type: none"> 1. District selling land to offset new Camarillo building 2. Less classes, less classified 3. Tricia asked: “Why cap classes?” Sue replied that certain classes have agreements to not to go over a certain number. 4. Bigger classes are the least expensive way to serve students 5. Kelly asked: “Who looks into other revenue streams?” Cathy replied it is DCAS. 			

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	<ul style="list-style-type: none"> 6. Discuss allocation model each year. Pamela added that as long as DAC allocation model is based on 525, then we are not efficiently spending funds; 7. Examine categorical funding sources concerning sustainable positions and whether shifts in funds are appropriate. (Jeanine added that her department works on identifying positions that can be covered by categorical funds.) 8. Review Guided Pathways timing and funding 9. Review prior forum suggestions. Maureen will send prior forum information to Mark and Cathy. 	Send prior forum information.	Before 11/15/17	Maureen
Facilities Report-Jay Moore/Susan Royer	<ul style="list-style-type: none"> ● Susan said there are limited funds for facilities. <ul style="list-style-type: none"> 1. We have capital projects that include AEC restrooms and HVAC eventually. 2. Pirate’s Walk is in DSA’s approval process. The bulk of the funding is from ASVC. We plan to break ground in February 2018. 			
Program Review Report-Phil Briggs	<ul style="list-style-type: none"> ● Phil said that 90% of the initiatives were turned in for Program Review. ● Next, the Vice Presidents will review the requests and then send to the appropriate committees for their review. He acknowledged that facilities are hard to fit into the Program Review needs. 			
Technology Report-Grant Jones	<ul style="list-style-type: none"> ● Grant reviewed the Strategic Technology Plan 2017-2020. He said he integrated the VC Educational Master Plan and the District’s strategic plan. It is available online at: http://www.venturacollege.edu/committees/college-planning-committee ● Questions regarding the plan included: <ul style="list-style-type: none"> 1. When asked about the future Testing Center’s costs, he replied 60 seats would cost \$180,000. He would look into monetizing the testing center. 2. Tech refresh through program review is the largest portion of spending. In past years, it has been as much as \$800,000 and is now about \$500,000. 3. Standardizing smart classrooms to achieve cost savings 4. Create professional development classes in Microsoft programs. ● The committee asked Grant about information storage for accreditation. He replied that he will verify that we are using SharePoint. Rhonda Lilly will facilitate. He doesn’t know when at this time. 	Verify SharePoint	11/15/17	Grant Jones
Next Meeting	11/15/17			