

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

Present: Phillip Briggs, Will Cowen, Jeanine Day, Abra Flores, Tim Harrison. Grant Jones, David Keebler, Alex Kolesnik, Sandra Melton, Jay Moore, Mark Pauley, Arlene Reed, Susan Royer, Carol Smith, Corey Wendt, Lynn Wright, Pamela Yeagley

Recorder: Maureen Jacobs

Handouts: VC Program Review Process Rubrics, VC Fund 111 FY17 Ending Balance at 01/03/17, FY18 Governor's Proposed Budget-California Community College System 01/10/17

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 October 19, 2016, minutes were reviewed and approved by unanimous aye vote, as moved by Alex Kolesnik and seconded by Will Cowen. There was no discussion. 			
Introductions	Kelly Denton came to introduce herself as the new Academic Data Specialist. She asked that our committee tell her or Katie of any changes or if we propose any changes that may affect the class schedule.			
Prior Action Items	Prior actions will be covered in our new existing/expanded agenda.			
Program Review Initiatives Prioritization Process	<ul style="list-style-type: none"> Two teams recommended the High, "H" list but the list needs to be reviewed by Jay Moore for Facilities, Grant Jones for Technology, and Dave Keebler for equipment using the appropriate rubric. We need to add an agenda item <u>Program Announcement and Approval Procedures</u> Set aside dollars and add a new line to commit to renovation of 5 classrooms per year. Add Agenda for <u>Facilities Request Process</u>. How do we determine what is Maintenance and what is appropriate for Program Review? Both Grant and Jay found initiatives that were not appropriate for Program Review and/or specific for other funding. "This is what our plan is this year." As we go through the process, we can find out how to improve this process. We need to add a timeline to the processes. We need to work on how we prioritize. Faculty staffing will be fast-tracked to Academic Senate by 11/2/16 because we want to be competitive. <ul style="list-style-type: none"> Chairs and Deans had the same due dates. Both have to review for appropriateness. Jay said we need more information on an initiative to be able to evaluate. We need to know what the preparer has in mind. 	Add to agenda	02/14/17	Committee
		Add to agenda	02/14/17	Committee

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	<ul style="list-style-type: none"> • Mark added: We need a check list for Total Cost. We need to have the information first before we proceed then meet with the preparer for more detail. • Arlene said Program Review is the only place to request items not in the budget. Dave replied, "Is it an emergency? Is it something your Vice President may approve?" 			
Budget Report	<ul style="list-style-type: none"> • Dave presented the "Governor's Proposed Budget for FY18. • With the "May Revise" we will see how this is adjusted so that we can have a tentative budget in June. • Dave presented VC College Fund 111 FY17 Ending Balance. He explained how he used the general fund 111 year to date expenses and the past two years to estimate the projected expenses for the end of this year. • He said the hourly instruction account is difficult to control and is a systemic problem. Also some of our categorical funding has some matching. 			
Accreditation Update	<ul style="list-style-type: none"> • Dave Keebler told the committee that we are waiting for formal action. It is not yet available. • Mark asked "How do we want to approach being done with accreditation before it is due?" • Open discussion including: <ul style="list-style-type: none"> ○ Create a formative process so we keep the effort going ○ Set a timeline, annual or semiannual. Jay said it should reflect our normal operating procedures. • Grant asked if we have a repository, SharePoint or another format. He has worked with Victory to set it up. <ul style="list-style-type: none"> ○ Jay asked if it can cross-reference. ○ Dave said that it needs an indexing system. ○ Tim asked that it be put on as a standing item on the agenda. • Mark said we need 4 people for 4 areas. We need a chair for each standard. • Dave said that Tech and Facilities will take on their evidence and Finance is his area. Tim, Alex and DCHR will take "HR". 	SharePoint Database-format and search abilities.		
Technology and Facilities Reports	<ul style="list-style-type: none"> • Both Jay and Grant review their progress on the initiatives, major campus projects and their respective master plans. 			
College Resources Mega Initiative-New Ideas	<ul style="list-style-type: none"> • Mark would like us to bring ideas to the group for this list. It will be on the agenda for our next meeting. 	Add to agenda	02/15/17	Committee
Next Meeting	02/15/17			