

**VENTURA COLLEGE**  
**Budget and Resource Committee (BRC) – Minutes**  
**MCW-312**  
**September 20, 2017**

**Present:** Erin Askar, Stephanie Branca, Phillip Briggs, Jeanine Day, Sammy Freitag, David Keebler, Gwen Lewis-Huddleston, Lydia Morales, Steve Palladino, Mark Pauley, Kelly Peinado, Jason Robinson, Susan Royer, 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:
<b>Public Comments</b>	<ul style="list-style-type: none"> <li>There were no public comments.</li> </ul>			
<b>Minutes</b>	<ul style="list-style-type: none"> <li>The April 19, 2017, minutes were reviewed and approved by unanimous aye vote, as moved by Gwen Lewis-Huddleston and seconded by Kelly Peinado.</li> </ul>			
<b>Prior Action Items</b>	<ul style="list-style-type: none"> <li>BRC charge changes, confirm new</li> <li>BRC Goals</li> </ul>			
<b>Motion to Select FY17-18 Faculty Co-Chair</b>	<ul style="list-style-type: none"> <li>As there were no other candidates, Mark Pauley accepted the nomination from Gwen and Kelly seconded. Mark's nomination was approved by unanimous aye vote.</li> </ul>			
<b>Review BRC Charge Language</b>	<ul style="list-style-type: none"> <li>The committee discussed the charge; including "Total Cost of Ownership, (TCO). Mark suggested these underlined revisions:               <ol style="list-style-type: none"> <li>"The faculty Co-Chair of the BRC Add: <u>or designee</u> serves as a member of the Steering Committee and makes a budget report to the College Planning ...see #2</li> <li><u>Council (change to Committee).</u></li> </ol> </li> <li>Steve moved to approve these changes and Kelly seconded it. These changes were approved by a unanimous aye vote.</li> <li>Revised Charge:</li> <li>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.</li> </ul>	Complete changes to Charge	10/18/17	Mark Pauley
<b>BRC Goals FY17-18</b>	<ul style="list-style-type: none"> <li>Deliverables Discussion: Committee and David Keebler:               <ol style="list-style-type: none"> <li>Consider budget issues of 2-year schedule</li> <li>Finalize Master Plans-Technology and Facilities</li> <li>Help college staff to understand the budget</li> <li>Complete Accreditation Section III early</li> </ol> </li> </ul>	Complete changes to Goals	10/18/17	BRC Committee

Agenda Item	Summary of Discussion	Action (If Required)	Completion Timeline	Assigned to:
<b>Program Review Process Changes-Phil Briggs</b>	<ul style="list-style-type: none"> <li>• Phil reviewed the recent Program Review process changes:               <ol style="list-style-type: none"> <li>1. We have a 3-year staggered program process.</li> <li>2. Resource request process is based on size of program.</li> <li>3. Jay and Grant first evaluate initiatives. Phil spoke with department chairs in early August. So far, Jay &amp; Grant have only heard from three of 70 departments.</li> <li>4. Mark suggested an Admin Council announcement that includes a deadline date.</li> <li>5. Phil reminded that the process starts online.</li> </ol>               Steve reminded us that FOG would decide what to send to the BRC.             </li> </ul>	Announce initiative submissions and deadline.	Next Admin Council	Phil Briggs
<b>Budget Report</b>	<ul style="list-style-type: none"> <li>• Susan Royer presented and explained the district's General Fund Revenue Projections FY18 and FY18 Adoption Budget Allocation. She said that this year our shortage was balance by one-time funds. The College President commented that next year it could be \$2 million.</li> <li>• The College President presented his reports on allocation, the general fund, and enrollment management. The discussion included the history of the productivity factor, 96.4% of the general fund budget is personnel costs, and how the productivity factor changes affect dollars available for positions, (concerning classified positions).</li> <li>• The committee's homework is to study the budget handouts and look for possible, creative solutions.</li> <li>• Background considerations:               <ol style="list-style-type: none"> <li>1. Discuss how to balance the budget</li> <li>2. Staff complete work before meeting</li> <li>3. Communicate to college the budget information</li> <li>4. Consider budget issues of 2-year schedule</li> <li>5. Consider efficiency of guided pathway</li> <li>6. Understanding the budget including:                   <ol style="list-style-type: none"> <li>A. The cost of offering a class</li> <li>B. What do faculty and staff need to know</li> <li>C. Awareness of current budget</li> <li>D. How to the college get to 525?</li> </ol> </li> </ol> </li> </ul>	Homework: Suggest possible, creative budget solutions.	10/18/17	Committee
<b>Technology Report</b>	<ul style="list-style-type: none"> <li>• Grant Jones was absent.               <ol style="list-style-type: none"> <li>1. The committee will ask Grant to have a designee.</li> <li>2. Ask him to send something in writing to Sue for Mark to submit to the committee regarding information storage.</li> </ol> </li> </ul>	Contact Grant re: designee and information storage solutions.	10/18/17	Susan Royer
<b>Facilities Report-Jay Moore</b>	<ul style="list-style-type: none"> <li>• Jay Moore was absent.</li> </ul>			
<b>Next Meeting</b>	10/18/17			