**VENTURA COLLEGE**

**Budget and Resource Council (BRC) – Minutes – As Corrected**

**Campus Center Conference Room**

**February 18, 2015**

**Present:** Will Cowen, Jeanine Day, Willy Eck, Tim Harrison, Grant Jones, Dave Keebler, Gwen Lewis-Huddleston, Sandy Melton, Jay Moore, Peder Nielsen, Mark Pauley, Rebecca Russell, Art Sandford, Tanya Shaffer, Lisa Smith, Lynn Wright

**Recorder:** Maureen Jacobs

**Handouts:** VC College Year-End Projected Balance Analysis-02/18/15, VC-2016-Accreditation Self Study, and VC Accreditation review-New Standards linked to Old Standards

| **Agenda Item** | **Summary of Discussion** | **Action (If Required)** | **Completion Timeline** | **Assigned to:** |
| --- | --- | --- | --- | --- |
| **Prior minutes** | There were no changes or corrections to the November 19, 2014, minutes. |  |  |  |
| **Accreditation** | * We will hear status reports at the next meeting. * BRC members have access to Adm. Council drive for budget information:   Link is \\vfs01\admincouncil\ -- Click on this link.   * Dave explained how the council previously ranked the standards 0, 1, 2 based on a gut feeling without evidence and answers. * Answering the Standard IIID: Additions are highlighted.   Standard IIID (Re-) Assignments:   1. Dave, Jay 2. Art, Gwen 3. Art, Gwen 4. Art, Gwen 5. Guadalupe 6. Rebecca – 1/21 update 7. Sandy, Jeanine 8. Dave, Lisa Smith 9. Jay 10. Lynn and Tim- 1/21 update 11. Mark Pauley 12. Will and Tim- 1/21 update 13. Alex 14. Alex 15. Sandy, Jeanine 16. Peder | Status Reports | 03/18/15 | See list |
| **Budget** | * Dave reviewed the VC Year-End Projected Balance Analysis. Tracking the year-end balance on the General Fund reveals a $250,000 deficit. This year was not funded with enrollment growth dollars. Subsequently, the Vice Chancellor has agreed to commit more dollars, $220,000 plus a 4-week summer session of $220,000. Dave will encumber vacancy dollars to balance the budget. Year-end dollars are already spent. * One remedy is to ask the Board to move $1 million to cover deficits. * We will have to look at other sources to fund Program Review. * Dave reported that have filled 8 classified and 4 growth instructors. We are trying to restore levels of support. * Tim asked if we can recommend a level of capacity. He suggested proportional cuts and increases. * We would like to have a 2% cushion in FTEs. Next year VCCCD enrollment growth is capped at 1%. |  |  |  |
| **BRC Charge:** | Mark led a brief discussion that included these comments:   * BRC is a governance committee that includes providing budget development, program review, identifying resources and prioritizing initiatives. * We should review strategic plans. * FOG and the Technology committees should present to the BRC * We are responsible for budget and facilities. * Tim will work with Jay, Peder, Lynn and Mark to come up with a draft for the next meeting.   (Current) Charge: The Budget and Resource Council monitors college compliance with Accreditation Standard III.D and makes recommendations to the Vice President on budget development, maintenance and operations, and other programs within the purview of the Vice President of Business Services. In addition, the BRC identifies funding sources to advance the initiatives that emerge through the college planning and program review process. The faculty Co-Chair of the BRC serves as a member of the Accreditation Steering Committee. | Draft charge revisions | 03/18/15 | Sub-committee |
| **Making Decisions at Ventura College 2012-13** | Dave reported that the President created a “Making Decisions at VC” task force. Part of its efforts will be to align the colleges committees with our Planning Parameters flow chart. He explained how governance adds value, perspective and voice to the process. Integrated planning includes the district. This council is on the design side of the budget. Once the council agrees, it becomes operational. |  |  |  |
| **Next Meeting** | March 18th, 1:30 PM in the Campus Center Conference Room. |  |  |  |