

Budget & Resources Committee
Minutes-Draft (09/16/20) (Attending--22)
September 16, 2020 From 2:30pm to 4pm
ZOOM meeting; <https://cccconfer.zoom.us/j/95764420044>
Handout: BRC 9/16/20 Handout

Budget and Resource Committee Membership 2020-21			
	Constituency/Title	Name	Attended-9/16/20
Voting Members			
Faculty (9):			
1	Academic Senate President or designee	Andrea Horigan (Tri-Chair)	X
2	Career Education 1	Stephanie Branca	X
3	Career Education 2	Cynthia Wetzel/ Lynnette Taylor	
4	English, Math & Communications	Kelly Peinado	
5	Health, Kinesiology, Athletics & Perf. Arts	Ned Mircetic	
6	Library, Languages, Behavioral & Social Sciences, Visual Arts	Mark Pauley	X
7	Sciences & Distance Education	Steve Palladino (FOG Representative)	X
8	Student Services/Counselor	Emily Bartel	X
9	At Large/Counselor	Maria Reyes-Sanchez	X
Student (1):			
	ASVC/ Treasurer	Athena Lazos	X
Classified (4)			
1	Career Ed/Administrative Assistant	Katheryn Solorio	X
2	Sciences/Administrative Assistant	Erin Askar	X
3	Sciences/Instructional Lab Tech II	Carol Smith	X
4	Sciences/Instructional Lab Tech II	Alan Wood	X
Classified Supervisors (2)			
1	VCBAS/College Services Supervisor	Susan Royer	X
2	VCBAS/College Fiscal Supervisor	Jeanine Day – Tri Chair (Temp.)	
Administrators (2)			
1	Career Ed/Dean	Debbie Newcomb for Felicia Dueñas	X
2	College Information Technology/Director	Grant Jones	X
Non-Voting Members			
1	Business Services & Administrative Services/VP	Cathy Bojorquez – Tri Chair	X
2	Facilities, M & O/Director	Orlando De Leon	X
3	Classified Senate President	Sebastian Szczebiot	
4	Institutional Effectiveness/Dean	Phillip Briggs	X
Guests (5)			
	MESA/ Program Coordinator I,	April Montes	X
	Health, Kinesiology, Athletics & Perf. Arts/Dean	Tim Harrison	X
	Academic Affairs/VP	Jennifer K-Goetz	X
	VCEC & Student Engagement/Asst. Dean	Jesus Vega	X
	VCBAS/Recorder (Sr. Admin. Asst.)	Maureen Jacobs	X

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1. Welcome / Introductions	New members Alan Wood and Athena Lazos	
2. Public Comments	None	
3. Action Items: A. Approval of Agenda B. Approval of Minutes	<p><u>Mark</u> moved to approve the Agenda and Stephanie seconded. There was not any discussion or nays. The agenda is approved.</p> <p><u>Mark</u> moved to approve the April 15, 2020 minutes. Emily seconded. There was not any discussion or nays. The minutes were approved.</p>	
4. Discussion on Social Justice (20 min.)	<p><u>Andrea</u> began the discussion of how to make “Social Justice part of our BRC’s meetings, agenda, and charge.”</p> <ol style="list-style-type: none"> 1. Adjust our charge to some degree to include language that focuses on the fiscal responsibility to support social justice. 2. She remembered that Cathy had said that where you spend your money reflects your values. 3. It is all very important to all of us that we make this a priority. 4. Would someone like to discuss, add, or change the wording? (The charge is at the bottom of our agenda.) It could reflect that we are conscious and working towards social justice. <p><u>Cathy</u> added that we are going through this in Administrative Council.</p> <ol style="list-style-type: none"> 1. She just started reading <i>How to be an Antiracist</i> by Ibram Kendi, and remembered, “A racist policy is any measure that produces or sustains racial inequity between racial groups.” 2. There is so much about it that perhaps we should, as we are thinking about adjusting our charge, be focusing on the policy aspect of it because that is really. 3. She encouraged us because that really is what we have an impact on here. We make recommendations to the President on the budget and where we put our resources. 4. Cathy invited us to jump in and come up with good language or comments. <p><u>Emily</u> added via zoom chat with what she wrote for her minutes:</p> <ol style="list-style-type: none"> 1. The first one was what the expected outcomes of this discussion are as it pertains to our funding with social justice and equity. 2. More specifically, will every initiative be funded. If it means to social equity or social justice perspectives and how are we defining those parameters. 3. Overall, how this will influence our funding? 4. Restated: How seriously is our committee taking the social justice issue? How will that tie into our funding, and to what degree. 	

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	<p><u>Andrea</u> agreed these were great questions for how we should adjust our charge:</p> <ol style="list-style-type: none"> 1. Our charge should be re-worded to include being fiscally cognizant of social justice issues. 2. Then, how things are funded. 3. She asked if we know any rubrics for including social justice to use rating the different requests. 4. <u>Emily</u> agreed. <u>Andrea</u> said these were great questions. <p><u>Mark</u> said the most appropriate place to put that is the rubric. The concept is part of the charge but not more than that. We need a statement in principle and then add to the rubric.</p> <p><u>Stephanie</u> agreed that we could have sort of a suggestion and then wordsmith what will be in the charge. She mentioned that the charge was reviewed when we did the whole revision of the “Making Decisions” document. Our changes to the charge needs to feed through whatever other places it is supposed to be updated.</p> <p><u>Andrea</u> thought it is a great point. She suggested placement in the fourth line down. The District’s Educational Master Plan uses analysis of college resources to support a sustainable budget and then inserting somewhere in that sentence that says, “reflects social justice”. She is not quite sure what.</p> <p><u>Mark</u> replied that we want to say that we are considering it. That is about all we can say in the charge. Anything else would need being a rubric and include a great deal of detail.</p> <p><u>Andrea</u> agreed and said she thought it needed to go on to CPC in the sense of how we rank requests; perhaps through a subcommittee. Funding with Program Review is going to have to be revised and may have a snowball effect.</p> <p><u>Mark</u> agreed that about the fifth line down in the charge is where we would say what we are considering “social justice equity”. See below in red. He said adding ‘equity’ is an important issue because that is the overall concept that we are trying to achieve. Emily agreed.</p> <p><u>Cathy</u> confirmed the place with Mark and suggested “social justice and equity issues or concerns” She suggested social justice and equity goals...for Ventura College.</p> <p><u>Mark</u> thought we are considering those as part of the accountability issues. We did not go on about what we mean by budget planning. We are considering budget planning.</p> <p><u>Andrea</u> would like us to add this as an Action Item for the next meeting to discuss it.</p> <p><u>Cathy</u> confirmed that it would go to Academic and Classified Senates, CPC, and the College President.</p> <p><u>Phil</u> said that we would want to vote on it here and approve it. Then we would move it to the other groups and get approval. After, we will change it in the handbook.</p>	<p style="text-align: right;">This will be an action item at our next meeting.</p>

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	Program Review resources (includes current RUBRIC) https://www.venturacollege.edu/college-information/program-review/program-review-2020-2021	
5. Budget Report – Cathy Bojorquez or designee (25 min.) A. Adoption Budget (Pages 1-4) 1.) VCCCD Unrestricted Allocation, Districtwide, Police Services 2.) VC Unrestricted Summary(Page 5) 3.) Categorical Summary (Page 6-8) 4.) SEA FY20 & FY21 Summary (Page 9-10) 5.) CARES/COVID Response Funding (Page 11) B. Health Benefit Committee report out (Pages 12-17)	Cathy reviewed her handout on our budget. She will not be going over every single number so that we will not be overwhelmed. 1. FY21 Adoption Budget Allocation (Page 1): A. Normal allocation model B. No changes to it in relation to SCF app. DCS is going to be looking at it with some possible changes. C. FY22: this is our final revenue, less district-wide expenses (Districtwide Services by Program (Page 2). D. \$146 Million available to be allocated to the three campuses (Page 1) Allocations: 1) Class Schedule Delivery Allocation- \$28,293,114 2) Base - 7,302,413 3) FTES - 15,901,006 4) FY20 Carryovers <u>3,635,022</u> Total \$55,131,556 E. DCAS is looking at preserving the class scheduled delivery allocation F. We are looking at proposing that Student Center Funding funds (\$65million) be held alone, not part of any new allocations. G. We may be seeing changes as we move forward. 2. VCCCD Unrestricted Allocation, Districtwide, Police Services, Parking Services Fund (Page 3) A. Carryover: The Board approved for us to have more than our 2% carryover. B. We have a total of \$55 million: VCCCD 20-21 Adoption Budget, Page 4 & FY21 Adoption Unrestricted Summary, and Page 5. Even with our contribution to Police services, (below) 1) Campus Police’s revenue pays for their expenses. Parking permits and tickets generate Police Service’s revenue. Because of Covid, there will not be parking permit or ticket revenue. They are cutting their budget and not filling positions, not hiring as many cadets (or any). We do not know about the Spring Semester. 2) The Board has approved using \$2 million in emergency funds from reserves at	

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	<p>the Chancellor’s discretion.</p> <p>3) The District has received a COVID relief block grant made up of federal and state money through the Chancellor’s office. We will take some of the block grant to help as allowed. Some of this will go to the Police Services budget to balance it and to maintain the parking lots.</p> <p>C. We are \$900,000 less than adoption last year.</p> <p>1) District wide expenses are up a bit but it is really the proportionate share among the three colleges. We had a bigger impact from our decline than the other two colleges.</p> <p>2) The State is not giving us COLA but we have the Hold Harmless.</p> <p>3) See the detail on other pages. Some of the increases are in salary and benefits costs.</p> <p>4) For the fall semester positions, we are not going to fill until spring.</p> <p>5) We have moved to CalPERS health insurance but we all received a 2% raise so that salary and benefits have actually gone up. Retirees generate many of these settings.</p> <p>6) By November or December, we should know what we could depend on.</p> <p>D. CARE’s funding:</p> <p>1) The student portion is completely being distributed directly to students for assistance.</p> <p>2) The Federal portion has to be used by December so we have switched some funding sources from our institutional portion where we have longer to spend it. We have hired provisional staff to help with health screenings.</p> <p>3. Health Benefit Committee report out (Pages 12-17): I included this to show the number of people who signed up and the costs.</p>	
<p><i>6. Technology Advisory Group Report – Grant Jones or designee (10 min.)</i></p>	<p>Grant explained the “virtual desktop environment” for our student labs.</p> <p>A. I.T. is getting everyone what’s needed to work offsite. We have bought 500 Chromebooks that they have been checked out to students plus lighter duty laptops to help our instructors. We are moving away from stationary desktops to docking stations, a monitor and a laptop that can be used offsite</p> <p>B. The library got a new setup for the computer lab and the music department is getting new Mac Minis installed.</p> <p>C. We are using our software to see who is logging in and what type of machine is used. This is so we can gather metrics on who has the oldest machines.</p>	

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	<p>D. We are working on QR codes to help with contact tracing with our health app.</p> <p>E. Grant reminded us to contact him if something comes up.</p>	
7. Facilities Oversight Advisory Group Report – Steve Palladino or designee (10 min.)	<p>A. Orlando reported:</p> <ol style="list-style-type: none"> 1. The Facilities Master Plan RFP advertisement was out and we received a good amount of interest. The FOG sub-committee is in the process of screening these responses. We hope to present to the December Board. 2. Cathy added that the stakeholder group meetings would be in the early Spring. 3. The CSC is being updated with paint, floor and furniture as directed by Libby Fatta’s ASVC team and funding. 4. Grounds has cleaned ECT’s garden area and has removed large, dead trees near the avocado orchard. 5. The Science HVAC project is progressing. They are demolishing and removing the roof. 6. The LRC/SSC Chiller replacement project will begin in October. 7. The Solar Project will begin in October. <p>B. Steve reported:</p> <ol style="list-style-type: none"> 1. Frisbee golf baskets have been pulled out and stored. We will wait for a better, safe layout 2. FOG is working on a Project Initiation Form (PIF) that will formalize a process for presenting projects to FOG. 	
8. Program Review Initiatives – Phil Briggs or designee (10 min.)	<p>A. Phil explained the program review process and the program information needed such as enrollment, how many students are passing which classes, degrees and certificates awarded, and student demographics.</p> <p>B. Identifying data shows where improvement is needed.</p> <p>C. Program Review requests are due September 18th; Instructional to the Deans; Technology to Grant Jones; and Equipment to Orlando DeLeon.</p> <p>D. The requests are prioritized by the respective Vice President and then the appropriate committee.</p> <p>E. BRC has until February to prioritize its requests.</p> <p>F. Andrea asked if the rubrics could be changed to reflect some the equity issues or metrics.</p> <p>G. Phil replied that they are currently being completed with the existing rubric. He didn’t know how much people are actually looking at the rubrics as they are completing the requests. We could possibly use an updated rubric as we are ranking this year’s requests. However, he said that it would be most likely to be more fully implemented if we were to update the rubric this</p>	

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	year and then use it for next year.	
9. Items to report to CPC	The change in the BRC charge when it is adopted.	
10. Future meeting agenda suggestions	Emily requested that we have the agenda, minutes and handouts earlier than the day before the meeting so that her department could review. Cathy agreed	
11. Announcements	None	
12. Adjournment/Next Meeting	Adjournment at 3:40PM. Next Meeting: October 21, 2020, 2:30-4PM via ZOOM meeting; https://cccconfer.zoom.us/j/95764420044	

FY20-21Charge: 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, **social justice and equity (goals?)**, 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.