	Budget and Resource Committee Membership 2020-21		
	Constituency/Title	Name	Attended
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	X
4	English, Math & Communications	Kelly Peinado	X
5	Health, Kinesiology, Athletics & Performing 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	Emily Bartel	X
9	At Large	Maria Reyes-Sanchez	X
Student (1):	ASVC – Treasurer	Athena Lazos	
Classified (4)			
1	Career Ed/Administrative Assistant	Katheryn Solorio	
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.)	X
Administrators (2)			
1	Career Ed/Academic Dean	Debbie Newcomb/ Felicia Dueñas	X
2	VCBAS/Director, College Information Technology	Grant Jones	X
Non-Voting Members			
1	VP-Business Services	Cathy Bojorquez – Tri Chair	X

2	Facilities, M & O	Orlando De Leon	X
3	Classified Senate President	Sebastian Szczebiot	X
4	Dean, Institutional Effectiveness	Phillip Briggs	X

Agenda Item	Discussion Notes	Action
1. Welcome / Introductions	None	
2. Public Comments	None	

3. Action Items:
  A. Approval of Agenda
  B. Approval of Minutes. 09/16/20
  C. Discuss changing our charge (Rubric) **(20 min.)**
	A. Andrea moved to approve the Agenda and Emily seconded. There was no discussion and the Agenda is approved.
	B. The committee reviewed the Minutes. Steve moved to approve and Grant seconded. There was no discussion. The Minutes are approved.
	C. Andrea recounted our discussion at the last meeting, the importance of including within our description of our charge, the focus on social justice and equity. Mark moved that we make the change as written below. Emily seconded. There wasn't further discussion. The Committee approved.
	Approved Charge revision:
	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, and analyzes total cost of ownership issues for Ventura College. The subcommittees of the BRC are the Facilities Oversight Advisory Group and the Technology Advisory Group, which prepare reports and make recommendations to the BRC.
	
	Andrea added that we should look over the FOG's rubric and asked Steve to provide FOG's rubric; where can we add social justice and equity into our ranking, some sort of language that focuses on whether or not the requests considers social justice and equity.
	1). **Cathy** added that we would need to report it out to CPC for CPC approval.
	2). Discuss possible changes to FOG's rubric.
	   A). **Andrea** added that we could suggest changes to consider equity in the decision-making.
	   B). **Steve** said FOG is meeting tomorrow and would discuss this. **Andrea** thanked him.
		Discuss possible changes to BRC's and FOG's rubric.

4. Budget Report – Cathy Bojorquez or Jeanine Day (25 min.)	**Jeanine** reported that the budget was approved at the last Board meeting and has now rolled over into Banner. Some late journal entries may have been caught in the transition and will be reflected soon.	

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A. DCAS Report Out: 1). Guiding Principles for Budget Reductions (revised)-Draft 2). FY Timeline and Process for Budget Development Calendar-Draft) 3). District Budget Allocation Model	1). <u>Guiding Principles for Budget Reductions-Draft</u>: We are definitely looking at different ideas for budget reductions, but not for this year. We do not want massive layoffs; rather, "not replacing staff". This handout gives you some idea of some of the key points; things we will be looking at as we look at budget reductions that have the least impact on students and to maintain our personnel. We don't want to use our district and campus fund balances or reserves. They should be considered one-time dollars. We cannot compromise the safety and health of our students, faculty or staff. We want to come up with a plan for being a little lean, using money wisely. We plan to finalize this at our next DCAS meeting. **Maria** thanked her for the update and questioned what the projected percentage of potential budget cuts was. **Cathy** said they have talked about targeting a 10% cut. It may be less than that but we have up to a 10% rate in place. We are trying very hard to stay away from positions and look at vacancies in order to prepare. The Ed. Code is set up and you have to give proper notice by March 15th. There is a state deadline for the following year. It doesn't mean that when we get to that point, people will be laid off. However, if we do not notice them, we cannot lay them off. We will be looking and discussing this at DCAS and here at BRC. Classified has, by Ed. Code, a 60-day notice. At this point, we want to have everyone understand the picture, be fair and communicate it. This will apply for management as well. **Cathy** stressed again that it does not mean that people will be laid off; rather it is planning, unfortunate planning. **Jeanine** repeated that these Guiding Principles will be finalized at the next meeting because it is already time to start (2) <u>budget development for the next year</u> (handout). **Jeanine (**3) <u>District Budget Allocation Model</u>: "How do we want to change our allocation model in order to be fair to all the colleges? We settled on one or two scenarios for the future. Please review the handout so you will see our timeframes. **Cathy** said the biggest part of the allocation is the **Class Schedule Delivery Allocation** part of the allocation formula. We will continue to work on the scheduled delivery portion of the allocation. **Emily** asked (first in the chat, see attached) if in the Guiding Principles, could we request that there be some data given to the decision making process. She also asked, "Who is the final decision-maker on campus that ultimately decides on budget restrictions. It seems to be CPC but even then, is it the Executive Team that makes those decisions. Who would make the final decisions on the budget reductions?" **Cathy** replied that she, Jeanine, and Dan Clark all attend DCAS. They could bring your question forward. You could also email in any suggestions you have. As far as final decision-making for the campus, the governance committees are advisory to the President. The final decision-making would be the President and the Executive Team. It then goes to the Chancellor depending on what those items are, especially if they are positions or layoffs. These would then go to the Board. Other reductions such as travel would not necessarily need Board approval. The Board approves our whole budget. VC cannot hire, fire, or create new positions without Board approval. Cathy added that maybe things will change and the Board will want to look at everything. There may be a lot of communication. She anticipates that this will be a standing Board topic at every Board meeting. **Emily** asked what was meant by cutting 10%. **Cathy** replied that right now we have been asked to target expenses if we had to cut 10%; how would we get there? What would we reduce: travel, buying equipment? None of the colleges can cut 10% without not filling	

Agenda Item	Discussion Notes	Action
	some position(s). If we can do it by not filling vacancies, we don't know which. We have not had these discussions. However, if you look at any of the college's budgets, we cannot cut 10% without not filling some vacancies. **Jeanine** reminded us that over 90% of our general fund is salary and benefits. **Cathy** said the Board could also opt to use some reserves and allocate them to the colleges to help cover, so there are other options. This committee needs to be aware of the circumstances and possibilities and have these discussions. **Maria** said we need to propose a plan of action should we need to proceed in this direction and be able to allocate resources to cover deficits we may be facing. **Jeanine** added that any district resources would be one-time funds. Keeping a position but not being able to cover it in the future would be a problem. **Cathy** added that this Covid recession is one that we haven't experience before. We don't know if the economy will recover or when. Someone asked about encouraging retirement. If we are in declining enrollment and we are not replacing positions, then retirement incentives can also generate savings and could be effective. She will ask about it.	
6. Technology Advisory Group Report – Grant Jones or designee (10 min.)	**Grant** reported that I.T. continues remote support for our workers. I.T. is going through prior tech refresh requests and program review requests including smart classroom upgrades. Some are in the Science building and those are on hold during the HVAC project. The cafeteria conference room was renovated and I.T. reinstalled necessary technology. I.T. is moving the VC Foundation Marketplace office to the Sportsplex ticketing booth during the installation of the solar project. Regarding Wi-Fi and student use, students can go to the Beach and/or use the Wright Event Center parking lot if the solar project fences block the East Parking lot.	
7. Facilities Oversight Advisory Group Report – Steve Palladino or designee (10 min.)	**Steve** reported that he with the FOG sub-committee has initially reviewed the 12 architectural groups applying for the bid to work on our Facilities Master Plan, 2021-26. The sub-committee narrowed it down to six and they are preparing questions and a rubric to interview them. They are looking for a group that will have significant engagement with the campus. FOG is finalizing a Project Initiation Form (PIF) to review small campus projects. This form will ask for maintenance, technology details, and funding information to evaluate a project's effects. He will be communicating widely with campus constituencies the need for completing PIF's. **Orlando** added that the Solar Project is finally starting. It will go from mid-November through mid-February. On the ASC 120 renovation, we had a job walk with a good turnout. It will hopefully go to the December Board meeting and begin early next year. The LRC chiller installation began last Friday. The old chillers were removed and the two, new chillers were installed. They will serve both the LRC and the SSC buildings.	
8. Program Review Initiatives – Phil Briggs or designee (10 min.)	**Phil** said the Program Review Initiatives are making their way through the process and are currently being prioritized in the VPs' areas; Academic Affairs, Student Affairs, and Business and Administrative Services. After, they will be sent to the Executive Team.	
9. Items to report to CPC	**Andrea** would like it reported to CPC that we are going to develop a rubric that includes social justice and equity. She is hoping that all the other stakeholder groups will do the same. Cathy confirmed that we need to bring our	Report Charge change to CPC.

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	revised charge to CPC.	
10. Future meeting agenda suggestions	Discuss BRC's and FOG's current rubrics.	
11. Announcements	**Cathy** added that there was a request from Academic Senate for a little more detail than the summary provided on the SEA budget. We will be posting that to our webpage and will send out an email when it is done. She will provide a cover sheet/ legend to introduce it and explain how to read it and to help people as they are looking at Banner reports. It will help to understand what the data is and/or where to find it. It will include definitions of the accounts. She will wait until the end of October so that it includes the adopted budget. **Sue** asked if it would be appropriate for BRC to talk about the FMP proposals based on cost. **Cathy** thought it would be appropriate to bring it to this committee. **Jeanine** spoke about the Classified Halloween picture contest and prizes.	
12. Adjournment/Next Meeting	The meeting adjourned at 3:30. The next meeting is November 18, 2020.	

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