

Budget & Resources Committee
 Minutes-Draft 02.11.21-(20 Attended)
 January 20, 2021, From 2:30pm to 4pm
 ZOOM meeting; <https://cccconfer.zoom.us/j/93650453377>

Budget and Resource Committee Membership 2020-21			
Voting Members			
Faculty (9):	Constituency/Title	Name	Attended
1	Academic Senate President or designee	Andrea Horigan (Tri-Chair)	X
2	Career Education 1	Stephanie Branca	
3	Career Education 1, Coordinator, Nursing	Sandra Melton	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	
7	Sciences & Distance Education	Steve Palladino (FOG Representative)	X
8	Student Services	Emily Bartel, Alternate-Vanessa Chacon	X
9	At Large	Maria Reyes-Sanchez	X
10			
Student (1):	ASVC – Treasurer	Athena Lazos/Marian	
Classified (4)			
1	MESA-Coordinator	April Montes	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	X
Administrators (2)			
1	Career Ed/Academic Dean	Felicia Dueñas	X
2	VCBAS/Director, College Information Technology	Grant Jones	X
Non-Voting Members & Guests			
1	VP-Business Services	Cathy Bojorquez – Tri Chair	X
2	Director, Facilities, M & O	Orlando De Leon	X
3	Recorder	Maureen Jacobs	X

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3	Dean, Health, Kinesiology, Athletics & Perf. Arts.	Tim Harrison	
4	Dean, Institutional Effectiveness	Phillip Briggs	X
5.	Assistant Dean, VCEC & Student Engagement	Jesus Vega	
6.	Faculty, History	Collen Coffey	
7.	Biology, Faculty	Preston Pipal	
8.	College I. T. Services, Director	Grant Jones	X
9.	C. E. Administrative Asst.	Katheryn Solorio	X

Agenda Item	Discussion Notes	Action?
1. Welcome / Introductions	Andrea welcomed Vanessa Chacon who is the substitute for Emily Bartel. April Montes is Classified Senate's selection. She has previously attended as a guest.	
2. Public Comments	None	
3. Action Items: A. Approval of Agenda B. Approval of Minutes	(We have a quorum-14) A. Maria moved and Kelly seconded to accept the Agenda. There was no discussion and there were none opposed to approving the Agenda. B. Carol moved and Kelly seconded to approve the December minutes. There was no discussion and there were none opposed to approving the Minutes.	
4. Budget Report – Cathy Bojorquez or Jeanine Day (25 min.) A. DCAS Report Out B. FY22 Budget Update	A. Cathy said that the Governor's proposed January budget is a good budget. It is holding steady and there is even a slight increase. There is not a whole lot of difference for the community colleges. The main reason, although many people/companies are challenged and hurting, the Tech sectors are doing well during the Pandemic. We will be getting 1.5% COLA (This includes K-12.) Regarding the deferrals that the State is doing, they will be paying back next fiscal year. For us the impact is our cash flow. The District had started looking at getting a loan so that we can meet our payroll and other commitments for next year. Now we would not qualify. The deferrals are reversed and they are giving us COLA. There are some one-time funds for emergency grants and financial aid grants to students to address students' basic needs, support retention and enrollments strategies, extend zero textbook costs, and increase faculty professional development. There was no mention of IELM or scheduled maintenance. We do not have many sources for our facilities. This is a concern but overall it is a good budget. The discussion of studying areas that could be cut was pulled from the Board agenda. It may come back at another date but overall this is good news for use for next year. B. DCAS meets tomorrow, we will continue discussions on the District's budget allocation model, and the different types of metrics tied to Student Success and Equity.	

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	<p>C. We have some additional Cares funding and will call it “Care Supplemental”. The student portion goes directly to students as financial aid. They have expanded what the institutional supplemental funds can be used for. That is good for us. It allows more for some salaries. It mentions “student support services.” We can include indirect costs, some administrative costs, and look at things like lost revenue. We have lost funding in Civic Center rental income and the Child Development Center fees.</p> <p>D. Moving forward we will have to come up with a plan and get it to the Board. It will be a topic for February’s BRC meeting along with the Polices Services expenditures and revenues. It is a continuing issue.</p>	
5. Technology Advisory Group Report – Grant Jones or designee (10 min.)	<p>Grant reported that TAG has been working in ranking our Program Review Initiatives. You can find all of our projects at this link: I.T. Projects: https://www.venturacollege.edu/departments/administrative/information-technology/major-projects Here are some of them:</p> <ul style="list-style-type: none"> A. Continue to clean returned, student Chromebooks so they can go out again. B. Working with ASVC on the Cafeteria upgrades C. Upgrade the outdoor Wi-Fi antenna D. Marquee on Telegraph repairs E. Continued assistance with remote office support F. Setup and configuration of the High Flex rooms 	
6. Facilities Oversight Advisory Group Report – Orlando DeLeon and Steve Palladino or designee (10 min.)	<p>Orlando spoke about VC’s current campus projects:</p> <p>A. Solar Project:</p> <ol style="list-style-type: none"> 1. The project has been on track. So not too much of an impact. They are going to be done with East lot late February and pull off to complete and move back into West lot. This should be complete late March. 2. There will be on-going testing and commissioning of the system. It should not prevent our use of the lights at that point, if we are opening them back up. (Regarding the winds, they did pull off these last couple of days. It was unsafe.) <p>B. Science/HVAC Project:</p> <ol style="list-style-type: none"> 1. We have a March completion date, revised from the original December date. We encountered some issues in the project. (Some were unforeseen.) 2. When we started pulling apart the building to install all the new structural steel to support the new rooftop units, we encountered quite a bit of issues. There was a bit of a holdup. We have worked through all the issues and now we are installing the 	

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	<p>system. Moving forward it should go smooth.</p> <ol style="list-style-type: none"> 3. LRC Chiller Project was completed early November. There are people in building now so they are benefiting from the completion of that project. 4. We are closing that out. We are going to the February board so we can close it out. There is one minor change that remains. 5. ASC120 is under way. It was awarded in December. Once the holiday break was over, the contractor has been there. (They also had to pull off these last couple of days because of the wind. (They were up on the roof.) We are projecting completion Spring break. On March 29, we have the moving company scheduled to move the equipment out of the existing CNC lab. <p>C. Other Projects:</p> <ol style="list-style-type: none"> 1. We are prepping to do some restroom upgrades in a few buildings including the Campus student Center, Veteran Resource Center and the Bookstore. 2. Those who have been on campus recently will see that we have done a few improvements around campus. 3. New locker drop off for the Library near ADM. 4. Cleanup around campus: ECT and the garden area; the CDC and the old pool area; 5. Our goal moving forward is to not store stuff like that so that we can prevent needing to clean up. <p>Steve asked if the location of the Library locker drop-off was permanent. In addition, Orland said it was temporary until we return to campus.</p> <p>Orlando added that we have three finalists for the updating of our Facilities Master Plan. We are setting meetings to meet with them next week. We are trying to select a firm for approval at the February Board meeting. If not February, then March.</p> <p>Steve reviewed the progress of the Project Initiation For (PIF) and its difference from Program Review Initiatives. FOG will continue to work on its format and content.</p>	
<p>7. Program Review Initiatives – Phil Briggs or designee (20 min.)</p> <p style="padding-left: 20px;">A. Out-of-Cycle Resource Request Process</p> <p>https://www.venturacollege.edu/college-information/program-review/out-cycle-resource-request-process</p>	<p>Carol pointed out that there are tech equipment initiatives included in the list. After a discussion including Cathy, Phil, Grant, and Carol, Andrea and Cathy agree that all should be pulled from the Equipment list and put on the I.T. list. These were reported to Phil.</p> <p>They are 1. GEO1803-Laser Printer, 2. TUT2001-Laptops, 3. ARC2009-3D Printer, 4. MAT2005-Monitor, 5. MAT 2003-Laptops and 6. IT1712-Pinnacle Contract AV Equipment at PAC&ASC.</p> <p>Cathy said we will have to figure out a way next year for when you (Orlando and Grant) are getting the pirate codes that you are making sure they have been listed under the right type</p>	

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	<p>of request. The 6 listed will be removed from BRC’s Equipment. Maureen will send revised list to Phil Briggs and he will correct lists.</p> <p>Steve asked about funding. Cathy replied that funding could change. In addition, there may be categorical funds some years. These may have certain requirements and there may be allowable expenses. There may be different funding sources. Usually we note that we are funding, for example, items 1-4 through a memo. If one is skipped, we usually note why.</p> <p>Phil spoke about the “Out of Cycle Resource Request process” and the <u>updated</u> draft. (See link). After the request is submitted, an email is generated to the appropriate approvers, Deans, Dept. Chairs, relevant committee, and VP. Phil spoke about the workshops and training his office has provided. They are also posting the rubric for each committee. He feels we have improved over the past couple of years. The committee had a general discussion about program requests</p>	
8. Items to report to CPC	None	
9. Future meeting agenda suggestions	Approval of program review equipment ranking. Deadline is 2/26/21. Review final PIF form.	
10. Announcements:		
11. Adjournment/Next Meeting	The meeting adjourned at 3:46pm. The next meeting is February 17, 2021.	

FY20-21Charge (Revised): 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.