

Budget & Resources Committee
Minutes-Draft 12/11/20
Co-Hosts: Cathy Bojorquez and Andrea Horigan
November 18, 2020, From 2:30pm to 4pm (18 Attended)
Zoom Meeting (New Link)

Handouts: Program Review Equipment Requests FY20-21 and Equipment Request Guide & Rubric (2018)

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 should be 1	Sandra Melton	
4	English, Math & Communications	Kelly Peinado	X
5	Health, Kinesiology, Athletics & Performing Arts	Tim Harrison	X
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	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/Academic Dean	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	
4	Dean, Institutional Effectiveness	Phillip Briggs	X

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Agenda Item	Discussion Notes	Action
1. Welcome / Introductions	None	
2. Public Comments	None	
3. Action Items: A. Approval of 11/18/20 Agenda B. Approval of Minutes. 10/21/20 C. Discuss Rubric (20 min.)	<ul style="list-style-type: none"> A. Mark moved and Cathy seconded to approve the Agenda. There was no opposition or discussion. The Agenda is approved. B. Emily moved and Mark seconded to approve the Minutes. There was no opposition or discussion. The minutes are approved. C. Kelly questions how the weight on the rubric was determined. Cathy replied that BRC determined the weight. She added that now that Social Justice and Equity is added to our charge, we should look at the rubric with that in mind so that the staff will know how they will be scored next year. 	
4. Budget Report – Cathy Bojorquez A. No DCAS Report Out: The DCAS meeting is tomorrow, 11/19.	<p>Cathy said DCAS would be reviewing the Police Budget as part of the district-wide expenses.</p> <p>We are supposed to do a quarterly review of the fund that the district uses to pay retiree health benefits but because of the change to CalPERS, we do not yet have all the necessary cost numbers.</p> <p>Cathy will report out next month on this along with a report on the student centered funding formula.</p> <p>Cathy shared her screen showing the Budget Resources Committee website and the link to our Budget Information. This includes updated reports for Fund 111s and 12X. She invited the committee to review these reports. They go into more detail including program and account codes. She continued to explain that the budget always has two different funding sources; the current year allocation and the prior year carry over. (Account code 7991 is that of the Balance Forward.) She asked for questions.</p>	
5. Technology Advisory Group Report – Grant Jones or designee (10 min.)	<p>Grant reported that his office and TAG:</p> <ul style="list-style-type: none"> A. Agreed that they will be looking into integrating social equity and justice into their charge. B. His office is continuing to push out the 120 mobile laptop stations to classified and faculty so they have the gear they need to work at home. C. Is setting up a pilot of a “high flex” classroom so that the instructor with an ILT can instruct students in the classroom and at home. D. Review and update the committee’s goals. This will include improving VC’s wireless infrastructure and completing the Emergency Notification System. E. TAG has received a link to rank the individual Program Review initiatives that are due in January. 	
6. Facilities Oversight Advisory Group Report – Steve Palladino or designee (10 min.)	<ul style="list-style-type: none"> A. Steve reported that FOG discussed how to ‘shoehorn “social justice and equity’ into the rubric. FOG used examples of facilities. They considered fitting it into “criticality”; FOG will discuss adding another concept here at the next meeting. B. Steve spoke about campus projects that may or may not show up in Program Review. These would be projects that may affect a change of space or a location. The projects could be introduced and proceed toward approval through a Project Initiation Form (PIF) that would be reviewed by FOG for required information (funding, location, approvals). He offered the examples of the “Global Gardens” and “Staff Memorials.” He could send the PIF form and examples of both or either to BRC members for their 	

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	<p>review.</p> <p>C. Orlando updated the committee on the Solar Project and the Science HVAC installation. He also said that a few of our eyesores near Child Development Center, the old pool area, and around the ECT building have been cleaned up.</p> <p>D. Steve reported on the progress of the FOG’s subcommittee that is vetting Facilities Master Plan architectural groups who will be working on the RFP. Six groups will be interviewed within the next 3 weeks.</p> <p>E. Tim inquired about the source of funding and how much will be spent for these major projects. He also suggested that these projects be listed on the BRC website.</p>	
7. Program Review Initiatives – Phil Briggs or designee (10 min.)	Phil will be sending out an electronic link to the committee to complete their ratings on the Program Review Equipment initiatives.	
8. Items to report to CPC	None. There was a discussion about the path of approval for FOG’s Project Initiation Form (PIF) and how it relates to the Program Review process.	
9. Future meeting agenda suggestions	None at this time.	
10. Announcements	None	
11. Adjournment/Next Meeting	At 3:45PM, Cathy moved to adjourn and Emily seconded so they could attend the CPC meeting. The next meeting is December 16, 2020.	

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.