**Budget Committee Meeting**

**February 28, 2013**

**1:00 pm**

**In Attendance:** Donna Berry, Stephanie Curry, Melanie Highfill, Dean Gray, Jason Meyers, Christopher Anaya, Diana Rodriguez (notes)

**Action Items:**

**Approval of Agenda**

**Approval of Prior Meeting Notes**

* If you have any corrections to the January 24, 2013 meeting notes, please let Diana Rodriguez know.
* Meeting notes have been posted to Blackboard.

**Latest Budget Update (Standing Meeting)**

* There is $197M that can be spread state-wide; $4.7M belongs to SCCCD.
  + Governor has option of being able to give to workload restoration, restore categorical or COLA.
  + Typically the Governor will go to Legislation and they will dictate how they want that money to go.
  + This year, the Governor wants the Board of Governors to make that determination.
  + Until we get direction either from the State or Board of Trustees, we are planning our FTES flat. Whatever FTES we have this year, it will be flat next year.

**Evaluation of RC Budget Requests from Worksheet**

* Received 100% participation.
* Donna B. went over the General Fund budget (XX0).
  + The Current year includes what was budgeted.
  + The last three years of history shows actual costs.
  + The numbers in red are the requests from the worksheets.
    - We have requests in excess of our allocations, approximately $600,000.
* Melanie H. summarized all the department worksheets into one spreadsheet.
  + It was recommended that the Budget Committee go by department.
    - Items highlighted in yellow - the Budget Committee have questions regarding the amount being requested.
    - Items highlighted in orange – information missing, for example, description of items, justification, priority code.
* A summarization by Unit (department code) was distributed which shows the sum of Actuals over the past 3 years (2010-2012). This summarization will be available on Blackboard.
* Suggest that we have a centralized area for office supplies and computer equipment.
* Because of the length of time it took to by department, by object code, it was suggested that Melanie H., Donna B. and Stephanie C. identify “high end” items.
  + Will schedule a meeting for the Budget Committee to meet on Thursday, March 7, 2013 at 2:00 in LRC 106.
  + Will only review items that were identified as “high end” or are questionable.
  + Will not include Lottery in the worksheets.
* The finalized 2013/2014 Budget Request Worksheet with instructions will need to go to Academic Senate by their 1st meeting in April.

**Next Meeting:** Thursday, March 7, 2013 at 2:00 pm in LRC 106; will go over the Budget Worksheets for the Reedley Campus only.