**Budget Committee Meeting**

**February 14, 2013**

**1:00 pm**

**In Attendance:** Donna Berry, Stephanie Curry, Jan Dekker, Melanie Highfill, Shelly Sorensen, Peggy Marks, Jason Meyers, Elias Quiroz, Diana Rodriguez (notes)

**Action Items:**

**Approval of Agenda**

* Under “Other” will add the following:
	+ Proposition 30 Allocation
	+ Residence Hall
	+ Food Services
* Standing Item
	+ Categorical Update
		- Because the Categorical Committee is a sub-committee, this will remain as a standing item.
		- Will need to have a member of Categorical Committee attend to update the Budget Committee.

**Approval of Prior Meeting Notes**

* January 24, 2013 posted to Blackboard.

**Latest Budget Update**

* There is nothing new to report from the State.

**Categorical Update**

* Renee Dauer is working on date/time that the Committee can meet on a regular basis.
* She is also working on a master calendar which will contain report due dates for all the categorically-funded programs.
* Examples of categorically-funded programs are DSPS, Perkins, Cal-Works.

**District-Wide Resource Allocation Task Force Update**

* The DRAMT was presented at all sites.
	+ Have consolidated and summarized all items of concern.
* Melanie H., Jim Gilmore and Donna B. worked on a proposal and suggestion on a Full-time faculty equalization calculation.
	+ When you have a higher percentage of full-time faculty to part-time faculty at one location and the opposite at the other and because of the cost of full-time faculty, funding needs to be equalized.
	+ There were some people who were on the committee who did not like the fact that the classified and managers were not included.
		- This was taken care by the base allocation.
		- Full-time faculty was driven by FTES.
	+ The recommendation did not pass because it could not be visualized.
* There was a discussion to use a different rate for CTE programs.
* Did the HR, Signature and Technology Taskforce identify funding?
	+ It was confirmed that neither one of these taskforce discussed money or made any recommendations.
* The Signature Program is a district-wide taskforce to identify what qualifies as a signature program.

**Budget Request Worksheet Training Update**

* Melanie conducted 14 training sessions; they were well received.
* There was 100% attendance by Department Chairs.
* Melanie explained to all participants that because this was a pilot program, the Budget Committee is looking for feedback and recommendations. There is always room for improvement.
* Suggest that we conduct a short survey and send it to only those who participated in the training workshop, will include Department Chairs and Madera.
* Need to concentrate on Student Services.
	+ Melanie H. has met with Renee D.
		- Renee will meet with each program in Student Services to go over the worksheet.
* Worksheets are due to Melanie by February 22, 2013.
* Looking at conducting training in Madera next week.
* It was suggested departments be given a baseline and if more money is needed, then it needs to be justified.
	+ Each department should determine their own baseline.
	+ The only problem is that costs fluctuate each year.

**Budget Request Worksheet Pilot – Next Steps**

* The Budget Request Worksheets will be compiled by Melanie and will review at next Budget Meeting.
* This process will be documented.

**Decision Packages – Lottery**

* It was recommended to College Council that the 2011/2012 requests for decision packages be used for 2013/2014
	+ Decision packages have to be in the District Office by March 1st
	+ Recommended: Will take existing list with the prioritization and will add the technology component.

**Use of Reserves**

* Look at identifying categories:
	+ Safety
	+ Scheduled maintenance projects
		- Scheduled maintenance done by District Operations
		- Schedule maintenance done by the campus.
	+ Instructional projects
	+ Student Success initiatives
	+ Non-instructional equipment
	+ Economic uncertainty contingency
* State law requires us to maintain a 5% reserve; Board policy is 6%.
* Have reacted to the Sandy Hook incident and want to make sure that our Child Development Centers are safe.
	+ May need to use reserves for safety.

**Other**

* Proposition 30 Allocation
	+ Based on FTES.
	+ District Office did receive some proposition 30 monies.
	+ Will use to restore salaries, core restructuring, and the additional sections that were added back into the schedule. Will then evaluate once everything has been restored.
		- Will need to identify to the Board how we are going to spend the money. This will go to the March Board meeting.
	+ Allocation of Proposition 30 (approximately) was as follows:
		- SCCCD: $9.9M
		- Reedley College: $1.6M
		- Madera Center: $527,000
		- Oakhurst Campus: $36,000
* Residence Hall
	+ At February Board meeting, a 3% increase in residence fees and adding an extra $50 to the $750 meal plan was approved.
		- The next tier up from the $750 plan also increased to $50.
	+ Contract Deposit
		- Deposit is split to an activity fund and the other portion is for maintenance.
		- Was $140, but was increased to $150.
			* The extra $10 will go into the Activity fund portion.
	+ Approved health fee from $17 to $19
* Food Services
	+ Donna B. was tasked to put a plan together to generate more revenue.
		- Last year Food Services was $143,000 in the red.
		- John C. has reduced his costs in a variety of way, for example, using FWS students, reducing comp time, price comparisons, etc…
		- A plan to impact the employees was not implemented.
		- Anticipates a loss of $150,000 loss this year.
			* Loss will come out of Reedley College’s reserves.
* Child Development Center
	+ Reedley is proposing increase in fees.

**Next Meeting:** Thursday, February 28, 2013 1:00 pm in LRC 106; will go over the Budget Worksheets for the Reedley Campus only.