**Budget Committee Meeting**

**January 24, 2013**

**1:00 pm**

**In Attendance:** Donna Berry, Stephanie Curry, Jan Dekker, Melanie Highfill, Dean Gray, Shelly Sorensen, Christopher Anaya, Diana Rodriguez (notes)

**Action Items:**

* Stephanie C. will draft memo regarding Budget Worksheet.
* Diana R. will reserve LRC 106 for Budget Worksheet training workshop.
* Diana R. will reserve LRC 106 for Budget meeting scheduled for February 28th.

**Approval of Agenda**

**Approval of Prior Meeting Notes**

* November 8, 2012 posted to Blackboard
* December 6, 2012 DRAMT Open Forum

**Latest Budget Update**

* The budget update received from Michael W. was the for 2013/14 budget year.
* For the 2012/13 budget, received additional money due to the passing of Prop 30.
  + Guaranteed from the State that we will get the money. Will receive sometime in June.
* For 2013/14 will have an additional 5% of funding due to the increase in taxes.
* $196.9M increase in apportionment funds to be used for workload restoration, categorical program restoration, cost-of-living, or deferral buy-down.
  + If used for workload restoration, will affect our general fund.
    - Could give us extra money
  + If used for categorical program restoration, it will go back to the specialized programs.
  + Governor wants to give more control locally.
* Student Success
  + In order to get around the 50% law, will give money out as categorical.
* The Governor, LAO (Legislative Analysis Office) and Department of Finance are all on the same page.
* Wants Community Colleges to offer more on-line education to increase the number of courses available through the use of technology.
* Deferral buy-down
  + SCCCD has approximately $23-27M of deferral that the State is to pay us.
* Policies are being implemented for financial aid, BOG waivers, and registration priorities.
* We are eligible for some Prop 39 (energy savings) dollars.
* Move to Student Success
* Adult Education is workforce training, completion of degrees and Basic Skills.
  + This has always been through the K-12, but would like to shift adult education to community colleges.
* Apprentice Programs
  + Shifting responsibility from K-12 to community colleges.

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

* The DRAMT presented at Reedley College (Madera/Oakhurst polycom’d in) to the follow constituent groups: Budget Committee, College Council, and Strategic Planning.
  + Will be presenting to Fresno City and Willow International.
  + DRAMT will be taking the information from the open forums and will identify commonalities and will then determine if this can be implemented into the model.
* Moving forward on trying to get some of the allocations for the other items such as lottery, health fees, matriculation, VTEA.
* Committee is now a modified consensus model as opposed to the 50+1.
  + Because we went to consensus based, everyone has equal say.
  + The permanent committee being proposed will use the consensus model.
* Operating Agreement has been approved.
* Because the Phase I model is not complete, it will not be used for the 2013/14 year per Chancellor Blue.
* When Proposition 30 passed, we received an additional $10 million for the 2012/13 year.
  + Will be incorporated into the new model.
  + Because the amount of revenues we receive and the amount of expenses incurred as a District, we are out of balance. We have more expenses than revenues; the revenues and expenses should be equal.
    - Balanced the first time by using the 3-legged stool:
      * 1) core restructuring which was making operational changes within the different sites and areas;
      * 2) concessions which was taking salaries away from employees; and,
      * 3) taking out of our reserves which is unspent money from previous years.
    - 2012/2013 Final Budget
      * Estimated deficit: $16.2 Million
      * Budget solutions to balance core restructuring: $3.4 Million
        + Has not been completely implemented; will not be able to achieve this savings.
      * Concessions: $6 Million
      * Use of Reserves: $4.9 Million
      * Additional deficit to address: $1.9 Million

**Budget Request Worksheet Feedback**

* Strategic Planning and Department Chairs Suggestions/Comments
  + Addition of a “0” category on the priority scale that would denote anything that was operational as opposed to something that was more programmatic.
  + Priority 1-3 would be used for more programmatic items.
  + Request programs attach their program review recommendations to the plan.
    - Suggest embed hyperlink or have the programs cut and paste into a textbox on the worksheet.
      * For auditing purposes, may be easier for programs to cut and paste rather than have to go an outside link.
  + Add column for accreditation standards.
  + Suggest adding line for SLO’s; however, since SLO’s are going to be incorporated into Program Review and the Program Review is on the worksheet, there will be no need to add a line for SLO’s.
    - Used as a tracking system similar to the college goals.
  + Process is cumbersome for programs that have a lot of supplies.
* Part-time salaries will not be included in the worksheet; however students’ salaries will be.
* Will provide three years of history.
* Faculty asked for clear instructions, specifically how much justification needs to be written.
* CTE’s that have large operational instructional needs will probably have more #1 priorities than other programs.

**Budget Request Worksheet Pilot**

* All department will use the worksheet.
  + It will give the Budget Committee an opportunity to see, once all the worksheets are compiled, how we get the requests prioritized.
    - Will have an opportunity to see if the worksheet will need to be modified after this pilot program is complete.
* Need to identify and finalize what we want to go out as a pilot.
* Priority codes will be changed as follows:
  + “0” = Mandated and required by accreditation, licensing or regulatory requirement
  + “1” = Essential to the operations, health and safety
  + “2” = Important, but not essential
  + “3” = Expand or enhance program (wish list)
* Add textbox to worksheet for program review substantiated goals.
* Due Dates:
  + Send worksheets to Department Chairs and cc Deans by January 30, 2013
  + Schedule training dates (February 4, 5, 11 and 12, 2013) in LRC 106.
  + Completed worksheets to Department Chairs by February 14, 2013.
    - Deans/VP will need to review worksheets before they go to Melanie H.
  + Completed worksheets to Melanie H. by February 22, 2013.
  + Worksheets will be compiled and presented at the February 28, 2013 Budget Committee meeting.
* Donna B. will send out e-mail informing department chairs and Deans know that the worksheet is forthcoming. E-mail will include due dates and training dates.
  + Stephanie C. will draft e-mail.

**Budget Development Calendar**

* Included State Center’s due dates on the Development Calendar (dates are highlighted).
* The final version of the Budget Development Worksheet for the 2013-14 budget will need to go through Senate.
  + If planning to develop requests and complete worksheet in August, suggest it go to Senate at least to their 2nd meeting in March.

**Decision Packages – Lottery**

* The RAPP process for the 2012-2013 went through Strategic Planning, who did an A, B, C ranking; the budget committee used a number ranking.
  + Strategic Planning’s ranking was not necessarily the merit of the project, but whether or not certain criteria was met.
  + Budget Committee was based on certain levels of criteria, for example, student population.
* Sorted Rankings (review handout).
* Recommendations were forwarded to College Council.
  + Based on the criteria from Strategic Planning and the Budget Committee, wanted a 3rd body to review, which would be the Executive Cabinet (President and Vice-Presidents).
  + When forwarded to College Council, would show that 3 bodies were involved in the ranking.
* It was determined that the Lottery funds for the 2012-2013 year were going to be used for operational purposes.
* Submission of proposals for 2013-14 lottery funds.
  + Donna B. does not feel proposals need to be resubmitted.
  + Have identified items that have already been purchased. Suggest taking those items and vetting back through.
    - Still have $1.4 million in requests.
  + Still do not know if lottery funds will be available.
* Want to make recommendation to College Council the proposals be vetted through the Executive Cabinet for their ranking, using the 2012-2013 proposals.
  + The VPs were only provided RAPP’s for their area.
  + Concern: Adding a layer that has not already been identified to a process that has already started without vetting it through the groups.
    - Current process: Strategic Planning → Budget Committee → College Council
    - If the process is going to change, will need to get approved.
* Propose to clean up the 2012-2013 RAPP spreadsheet, deleting those items that have already been purchased.
  + Decisions Packages need to be completed prior to the March Board meeting.
  + Forward list to College Council for their recommendation to the President.

**Use of Reserves**

* Need to identify a process on how we use reserves.
  + Use a percentage to identify categories.
  + Other colleges use the following categories: technology, scheduled maintenance, instructional, student services.
  + Needs to be a one-time project.

**Next Meeting:** Thursday, February 14, 2013 1:00 pm