2015-16 Budget Committee Summary

5/10/15	Progressive change occurred when canned comments from the Budget Committee were added into the worksheets where items weren't funded as requested.
5/14/15	PAC submitted items as requested by Dr. Caldwell to be considered as Strategic Initiatives. Donna noted that these should have gone through the process. ---progress on this topic was made and documented in the 2/25/16, 3/10/16, 3/31/16, and 4/28/16 Budget Committee notes detailing how President's Cabinet went through the budget process in submitting Strategic Initiatives for larger scale items.
8/27/15	• The Budget Committee
9/10/15	• Progress Student Engagement monies from Special One-Time Requests • The committee imposed a 3 minute time frame for presentations to the committee aiding in the ability to move forward especially when there are working meetings that are needing to occur • Process - The committee continues to start off sorting in a way to provide anonymity to requestors, then begins working on priority levels

9/24/15	• Progress – Worksheets sent to Dept. Chairs/Div. Rep/Deans/VP 9/15/2015
	    o Email All notifying worksheets sent out 9/23/2015
	    o Training with Deans Group (Donna) 9/17/2015
	    o Training with SSLC (Melanie) 9/23/2015
	    o Training with OC (Aaron)
	• Aaron will be training Darin Soukup of Oakhurst
	• Stephanie advised that she will be conducting budget training for new faculty and may enlist the assistance of Melanie H.

10/8/16	• First discussion on ***
10/22/16	• Challenges – heated discussions for emergency funding requests. The committee remained firm and neutral deferring to the appropriate source when topics that were out of their scope arose.
11/5/16	• Special One-time funding requests – The committee completed the process keeping in mind the need to be equitable across all sites Reedley College.
11/19/16	• Special One-time Funding Requests – positive adjustments in how they were examined was completed. All requests for furniture were moved to a long list to then be weighed against one another. This was completed in an attempt to fund first what would most benefit students, then what was in need of replacement based on a needs assessed hierarchy. • The Budget Committee reviewed all requests attempting to fund as much as possible, finding alternate sources when a viable option. • PROGRESS – the Expenditure Approval Hierarchy was modified adding coordinators to the level of Directors, increasing dollar amounts in the hierarchy has proven to be successful.
12/03/16	Discussion on the process took place: • 91 requests with blank priorities were moved to the bottom • Those without justifications and priorities should be highlighted in some way for tracking purposes, to be able to reach out to them. • Tools to help individuals such as word wrap should be shared, this way they are not adding additional rows, etc. • Canned responses were created, making it a quicker process to cut and paste, cutting down on typing Process in progress • The budget committee found items that were eligible for Perkins although not listed as eligible

	- The committee began by sorting everything by priority – not sorted by location, not sorted by division, only from zeros down. - The committee added the budget committee comments column - Also added was the increase/decrease column allowing the budget committee to see if they are being equitable Mini-Grant process - Discussed was the way the process skewed from previous years where members of the Budget Committee were invited to participate in the process.
12/10/16	- IEO monies were discussed. A process has been established – if monies were granted, yet not expended by a certain date – the money would go back into the pot for consideration of reallocation. - Progress in one-time emergency funding request form – change in language to include the need for an 'itemized list' was captured and implemented - The dates on the Budget Development Planning Calendar Flowchart were softened to alleviate needs for flexibility
1/14/16	Mini grants – the Budget Committee was firm in not allowing mini-grants that were not funded be approved automatically. At least one program had listed in their justification that their mini-grant needs would help enhance their program. The committee agreed that items that will enhance programs and ultimately cause curriculum changes should be included in worksheets.
1/28/16	Effort to assist Madera Perkins was discussed. A meeting had been coordinated and was held on February 17th with CTE faculty aiding to prioritize, leading to overall prioritization once they meet again with the entire group.
2/25/16	- Committee was in support of Madera progressing and establishing its own Perkins and CDC subcommittees. Guidance was provided by Melanie and David Clark to Madera CTE and CDC faculty. Discussed were what was and was not allowable, they also went through all of the budget requests together. **Roles of Department Chairs – Department Chairs shared the comment that they didn't understand some of the justifications; they asked what their roles should be. Should it be the Deans who send worksheets back for clarity. The committee agreed that at no point should worksheets move forward unless there is clarity and justifications
3/10/16	- Suggestion to add 'not applicable' onto the worksheets was captured for programs that cannot tie their requests. - Budget Committee members, Marcy Davidson and Stephanie Curry offered their expertise in suggesting that they would be willing to offer training to department chairs
4/14/16	In regards to programs that do not complete their worksheets for whatever reason, to prevent negatively affecting programs, the committee will fund items that the Budget Committee knows are recurring requirements. To close the loop, the Budget Committee will send the worksheets back to the programs with the Budget Committee's comments.
4/14/16	Regarding the budget process, there is a need to continue educating the deans and VPs. This would help to ensure that they know what to look for and prevent unnecessary legwork by the Budget Committee.

4/28/16	- The Budget Committee, now with a defined budget process discussed how they would like to extend the process over to Categorical programs. - Target date for worksheet disbursal back to the submitting departments shall be no later than May 13, 2016. This will help to close the loop before they leave for the summer. - Conducting a survey was also discussed to try and capture comments fresh from the completion of the process. - Training department heads on budget monitoring and labor distribution reports was discussed as something that the Budget Committee needs to ensure takes place