**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.