**Budget Committee Meeting**

**March 14, 2013**

**2:00 pm**

**In Attendance:** Donna Berry, Shelly Sorensen, Jim Burgess, Melanie Highfill, Jan Dekker, Dean Gray, Diana Rodriguez (notes)

**Action Items:**

* Diana R. will forward the revised Budget Worksheet and calendar to Classified Senate President, Juan Tirado, and will ask to be on the Agenda. Will do same for College Council and ASG.

**Approval of Agenda**

**Approval of Prior Meeting Notes**

* If you have any corrections to the March 7, 2013 meeting notes, please let Diana Rodriguez know.
* Meeting notes have been posted to Blackboard.

**RC Budget Requests from Worksheet**

* Identified high end items on the Budget Request Worksheet as well prioritization and clarification of costs.
* 140 requests were questioned out of the 358 received.
* In reviewing the worksheets, found that there were duplicate requests. Because of duplicate requests, were able to reduce the total amount by $219,000 from the $540,000 requested.
	+ Instructional Software.
		- In LT5, there is approximately $65,000 set aside for software; $25,000 is for instruction.
			* On the worksheets, there was $14,000 requested in instructional software. These items were “0” out.
	+ Transportation for Instructional Programs
		- Monies have been set aside in the VP of Instruction/Students Services budget for transportation for instructional programs; however, other instructional departments requested monies for field trips. These amounts were “0” out.
	+ Because Material Fees is a non-budget item, any requests were “0” out.
* The revised Budget Request Worksheet was presented to Academic Senate on March 12, 2013.
	+ Academic Senate reviewed the Budget Calendar and liked the fact that it is a longer process.
	+ Will go to Classified Senate on March 18, 2013 and to College Council on March 20, 2013.
* The 2012/2013 RAPP’s were not processed because the money was used for operational purposes only.
	+ The Budget Committee recommended to College Council that the 2012/2013 RAPP’s would be used for the 2013/2014 year. This was approved by College Council.
		- Prioritization will remain the same with the exception of technology. Technology was left off the 2012/2013 RAPP’s, but will be put back on the 2013/2014 RAPP’s and will be prioritized at “1”.
	+ The Executive Cabinet went through the list and identified items that had already been purchased, identified priority items and items that could be purchased through other funding sources.
		- If there is any money left over, the higher priority items will be purchased and the items left over would be included on the budget worksheet.
* If questions are not answered on the budget worksheet from other departments, the Dean will need to make the decision.
* On the revised worksheet added the following columns:
	+ YTD as of March 8, 2013;
	+ Added column entitled “Adjustment by Deans and VP;
	+ Revised 2013-14 Requests.
		- Evaluate, based on adjustments from Deans and VP, on how much more we need to reduce.
		- Once we have made that determination, need suggestions/recommendations on how we move forward to the next level of making those cuts.
* In Division B, Jan identified approximately $75,000 savings in supplies/equipment by lowering amounts and/or identifying other funding sources.
* Audit Suggestions
	+ Needs to be random.
* Program Review
	+ Are the miscellaneous expenditures included in Program Review?
	+ If someone wants to make a change, how is that reflected in their Program Review?
* There is a need to provide more training on the budget.

**Next Meeting:** Thursday, April 11, 2013 at 1:00 pm