BUDGET PLANNING COMMITTEE (BPC)
Wednesday, May 3, 2017
10am   SS 104
<u>AGENDA</u>

1.  CALL MEETING TO ORDER

*2.*  ACTION
2.1 Approve Notes from 3/28/17

3.  REVIEW
3.1 Supplemental Budget Request – KT Furniture/Equipment
3.2 Supplemental Budget Request – Commencement Chairs

3.  DISCUSSION
3.1 Debrief on Discussion with PRC/IT

4.  STANDING CLOSING ITEM(S):
4.1. Discuss: Plus, Minus, Delta/Closing the loop, Accreditation issues on this meeting
4.2. CR BPC website: http://internal.redwoods.edu/bpc
4.3. CR Accreditation website: http://www.redwoods.edu/accreditation/

5. FUTURE AGENDA ITEMS

6.  OTHER

7.  ADJOURN MEETING

*Next meeting: TBD*
*Have a good summer!  I will miss you all!*

*Presenter 2900310*

NOTES

1) CALLED MEETING TO ORDER: **Present:** Michael Dennis, Kintay Johnson, Debbie Topping, Kristy Seher, Julia Peterson, Tami Matsumoto (ph), Juliana Le Clair (ph), Crislyn Parker-support
**Absent:** Steven Roper

2) ACTION
   *2.1 Approve Notes from 3/28/17*: approved as amended.
   *2.2 Review/Finalize Combined BPC, TPC, FPC Rankings*:
   *Discussion/Action:*
   - Agreed: ranking ties will be decided by cabinet.
   - Agreed: the resource request for the DN Library leaky roof should have been submitted via the SBARF form for immediate repair, not submitted through program review.
   - Agreed and completed to move this item and the personnel request to the top of the resource spreadsheet, in red, with a note why they were not ranked.
   - Moved to submit the BPC rankings to the cabinet.
     Unanimous agreement to forward the spreadsheet as amended to Cabinet.
   - Agreed that BPC will not share the results of the ranking with the rest of the college, but leave that up to Cabinet with a recommendation that funding sources for approved items be included on the final, prior to posting. Julia will share the spreadsheet with FPC only.
   *2.3 Next steps*:
   - Agreed Michael will write an introductory email for Crislyn to email to cabinet along with the spreadsheet on behalf of the BPC.

3) DISCUSSION
   *3.1 Process Improvement: Changes, Revisions*
   **Discussion:**
   - Committee discussed adding a column or checkbox in the program review template on whether a request has been ongoing. If our process is zero based then budgeting does not include this. The question, is if the committee ranked a resource low in the past, will the ranking change in the present?
   - Program review requests and justifications need to be very clear and specific. Discussed having the BPC chairs meet with Deans individually or at Deans Council to discuss how to improve this process.
   - Discussion on categorical funding: should dollar amounts be reviewed; was there consultation; how long will funding be available to support and will the district be required to take over (e.g. maintenance or software) costs; and whether the BPC should develop a process for this
   - Look at ranking rubric and pull down of number of students impacted in the program review?
   - Discussion on funding for auxiliaries; specifically the cafeteria: the funding request is quite large, as is the need for continued funding. Do the revenues provide the funding for the auxiliary (is this supposed to be a self-supporting venue)? Add to the program revenue template field to indicate whether there is revenue offset; make clear we are looking at net costs, or don't include revenue offsets; must be consistent.
   - BPC discussed whether the committee should contact authors when requests aren't clear. Given BPC is advisory to cabinet, we would be spending a lot of time asking for detail and can't chase people. Compromise: BPC will train deans on what a good request looks like, they can initiate changes or ask for more data from the author level.
   - BPC main purpose is to work with the Business Office to project the budget for next year, prioritize requests and help the EMC be more functional.

*Presenter 2900310*

**BPC Process and Spreadsheet Modifications/Changes:**
- Add column to the ranking spreadsheet for completed/funded requests.
- Add a column/drop down menu to the resource request spreadsheet for Cabinet to identify the likely source of funds (categorical, district, other)
- Add comments section to the spreadsheet why or why not a ranking was lower or higher.
- The spreadsheet should only show the final averages when sent to cabinet. Following cabinet decisions, a sortable spreadsheet posted with comments on the status of request will be made public. BPC will not release the final until cabinet has reviewed.
- Include Lee as an optional attendee on Outlook meetings. He is then aware of when meetings are held and can check agendas; we can specifically request his presence when we become aware of clarification.
- BPC needs a business office liaison.
- Revise committee faculty and staff memberships, work with, IEC to make revisions.   BPC currently has 3 faculty and two classified.
- Combine FPC and TPC. Include 2 faculty for these committees and have two on BPC would align the committees.
- ***Recommend the trustees calendar and IEC calendar match. Everyone should be in agreement before deadlines are determined.***
- BPC will set finalization by March 15 a goal. Committee agreed if the college can finalize the whole process prior to summer, it will help all areas.

**Program Review Template Modification**
- Modify the program review template resource request tab or add instructions for authors/deans to be clear about safety issues: is required by law, mandated, other and why it is a safety issue.
- Add a reminder to the program review template resource request column for authors to include dollar amounts/estimates or their request will not receive the attention it may merit.
- Add or alter the column requesting consultation on the program review templates: consultation was initially for IT purposes; however, other consultation may be needed with facilities, maintenance, other departments

4) STANDING CLOSING ITEM(S):
    4.1. Discuss: Plus, Minus, Delta/Closing the loop, Accreditation issues on this meeting: Discussion is included in the comments above.
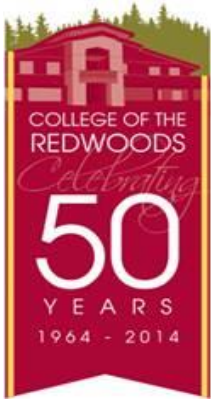
    4.2. CR BPC website: http://internal.redwoods.edu/bpc

    4.3. CR Accreditation website: http://www.redwoods.edu/accreditation/
- Discussed and agreed that "Accreditation" in agenda item 4.1 refers to ACCJC accreditation requirements, not programmatic accreditation. BPC wants to be sure terminology is universal.

5) FUTURE AGENDA ITEMS

6.  ADJOURN MEETING

*Next meeting: 5/3/17; cancel 4/19/17*

# College of the Redwoods
## Supplemental Budget Request Form

Supplemental funding is designed to provide funds for items and/or activities not anticipated during the last program review process and cannot wait until the next program review funding cycle. Please fill out this form entirely and submit it to the appropriate Cabinet member.  The request will be reviewed by the President's Executive Cabinet if Vice President approves .
It is important to note that all funded items must be submitted to the appropriate integrated planning committee for review before implementation.

Fiscal Year:

Date:

Submitted by:

| Type of Request: | Account Code(s) *GL code to be budgeted?* | Requests for new technology, facilities, or equipment require consultation. Did you consult with TPC or FPC? |
|---|---|---|
| General Request: | | YES:                NO: |
| Operational Request: | **$$ Amount $$** | **If yes, who was consulted?** |
| Urgent Request: | | |

**Description of Request:** *include justification as to why it can't wait until next budget cycle*

**Relationship to Institutional Plans (Strategic, Education, Annual, SSSP or Student Equity) or Assessment**
*Include the specific plan and action item relevant to your action to be taken.*
***For example:*** *Annual Plan 2013-2014 Theme: Persistence; or  Goal 1: Student Success: EP.1.6.2 Develop a plan for narrowing the achievement gap for underrepresented student populations.*

**One-time or Permanent Augments?**
***One-time augments:***
- *Will be covered from temporary savings in other areas, or*
- *Will increase the District's total budget for the year?*

***Permanent augments:***
- *Will be covered by permanent budget cut in other area and identify the source of the budget cut, or*
- *Will permanently increase the District's budget.*

==Comments== **or additional information:**

**Cabinet Review Date:**                          **Cabinet Decision**

**Cabinet Comments:**                               YES:

                                                                    NO:              Refer to next Program Review:

## Lindsey, Lee

| | |
|---|---|
| **From:** | Ruiz, Melissa |
| **Sent:** | Friday, April 21, 2017 9:09 PM |
| **To:** | Lindsey, Lee |
| **Cc:** | Gates, Jolene |
| **Subject:** | Chairs & Computers |

Hello Lee.  Per your request on Wednesday, I did an inventory of the HTEC Education Building classroom chairs and computers.  Below is a breakdown of items needed.

**Classroom 1**
31 – Chairs
1 – Computers (instructor station)

**Classroom 2**
12 – Chairs
0 – Computers (no instructor station)

**Classroom 3**
17 – Chairs
1 – Computers (instructor station)

**Computer Lab**
34 – Chairs
Note:  There are 22 computer stations and 2 round tables in the front of the classroom which seats 6 students each totaling 34 chairs needed.
2 – Computers (instructor station)
Note:  Please note that only 20 of the 22 computers in the lab are going to be replaced with equity money.  The ADA and instructor stations need the computers replaced.

I hope this is helpful.  Please let me know if you have any questions.

Melissa