BUDGET PLANNING COMMITTEE (BPC)
Planning for the 2016-17 Budget Year

NOVEMBER 11, 2015, 3:00 P.M.

SS 104 – Downstairs Conference room

AGENDA FOR BPC MEETING

1. Call Meeting to Order –3:00 pm

2. Introductions: Chris Gaines and Doug Edgmon are co-chairs.

3. ACTION REQUIRED: Approve Meeting notes.

4. INFORMATION: Review Integrated Planning Calendar

5. INFORMATION: Review TPC/FPC ranking rubric and discuss process for BPC ranking and dissemination of information

6. INFORMATION: Review Budget Augmentation Request Form

7. INFORMATION: Update on progress with Facilities Master Plan Update. Plan updates must be completed by December 15, 2015. Siskiyou Design will provide a preliminary draft report by the December due date. It will have draft data and information, but will lack pictures, maps, and formatting. The complete master plan will likely require additional engineering studies and surveys. The complete update is expected to be complete during Spring/Summer 2016.

8. INFORMATION: Continue discussion on fees.

    8.1 Optional technology fee – Increase or no change?

    8.2 Materials fees – Adjustments?

    8.3 Non-resident tuition – Maintain competiveness in Northern CA.

    8.4 Transportation fee – No.

    8.5 Student center fee – Recommend a vote or not? Need ongoing funds to maintain the student union.

9. INFORMATION: Safety update.

    9.1 Public Safety Office staffing.

    9.2 Use of capital fund for safety/security costs.

    9.3 Cell signals and previous recommendations to install cell boosters at Eureka campus.

    9.4 Telephone and audio unit order.

    9.5 Door locks – Inventorying the many door locks needing upgrades.

    9.6 PE field public address system upgrade and concession stand data line for VOIP phone.

10. INFORMATION: Water Board fines update – The Water Board has agreed to allow CR to offset the roughly $200K in fines by spending $200K from Measure Q on the leech field to replace the wastewater treatment facility. $200K is already allocated in Measure Q for this purpose.

STANDING CLOSING ITEM:

1. Discuss: Plus, Minus, Delta/Closing the loop, Accreditation issues on this meeting.

    CR BPC website: http://inside.redwoods.edu/BudgetPlanning/

    CR Accreditation website: http://www.redwoods.edu/accreditation/

2. Tentative future BPC meeting dates, all times start at 3 pm:

    a. Wed, Dec 16
    b. Wed, Jan 13
    c. Wed, Feb 17
    d. Wed, Mar 23
    e. Wed, Apr 20
    f. Wed, May 18

CCC confer is available for those unable to attend in person.

PARTICIPANT DETAILS
> Dial your telephone conference line: (888) 450-4821
> Cell phone users dial: 719-785-4469
> Enter your passcode: 390091

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MEMBERS PRESENT	Sue Alton, Michael Dennis, Tami Engman, Lee Lindsey, Tami Matsumoto and Lorie Walsh.
OTHERS PRESENT	Luke Halonen, GHD, Steve McHaney, GHD, Bert Braden, GHD, Cathy Cox, Kintay Johnson, Qua Ming, Brian Van Pelt, and Mike Woyak
CALL TO ORDER	Michael Dennis called the meeting to order at 3:02 p.m.
ACTION APPROVE SUMMARY NOTES	The meeting notes from September 16, 2015 were approved as presented.
INFORMATION UPDATE ON Utility Infrastructure Project	Representatives from GHD, Inc., the engineering firm that is developing the plans for the Utility Infrastructure (UIR) project was on hand to give a general overview of the project. The GHD representatives stated that the UIR project will be broken into nine (9) smaller projects some of which will be happening simultaneously. The URI includes the following listed below (and may not be done is the order listed):

- Water Tanks and Transmission Main
- Wastewater Treatment and Disposal System
- Building Infrastructure and Site Utilities
- Campus Energy Management System
- IT Server Room
- Campus Fire Alarm System
- Applied Technology Building Retrofit
- Student Union Building Retrofit
- Campus Cabling

These projects with a brief description are posted on the BPC website at the following link
http://inside.redwoods.edu/BudgetPlanning/documents/GHDUtilityInfrastructurepr ojects.pdf

Mr. Lindsey reported that there will be a lot of activity on campus once the construction begins. He also reported that some buildings and classrooms will need to be vacated and taken "offline" to allow for retrofitting. He stated that the AT Building and Student Union will definitely be impacted and all efforts will be made for the construction to take place over a summer when the fewest students faculty and staff will be affected.

Mr. Lindsey will continue to provide periodic updates to the district as the projects develop and timelines become more certain.

ADJOURNED	4:30 p.m.
SUBMITTED BY	lw

Integrated Planning Home

Entity	Activity	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
Board	Review Mission/Vision/Values	July											
IEC	Post Institutional Effectiveness Report		Aug										
Instruction	Revise assessment plans and outcome mappings		Aug										
All Areas	Conduct interdisciplinary & institutional assessment dialogue at Convocation		Aug										
IR, IEC	Submit spring assessment reports, due September 15			Sept									
IEC	Update Institutional Effectiveness Scorecard			Sept									
Board	Adopt the final budget			Sept									
IEC	Review annual institutional planning items for fall			Sept									
IR	Provide datasets for program review, available September 4			Sept									
Board	Discuss the Institutional Effectiveness Scorecard				Oct								
Administration	Hold employee workshops on budget and planning				Oct								
All Areas	Complete and submit Program Reviews, Due October 31st				Oct								
PRC	Submit faculty requests to the Faculty Prioritization Committee					Nov							
Faculty Prioritization Committee	Rank faculty requests					Nov							
PRC	Evaluate Student Development and Administrative Program Reviews					Nov	Dec						
EMC, BPC	EMC gives preliminary TLU estimate to the BPC						Dec						

Responsible	Task												
VPs, Deans & Directors	Review all operational resource requests to determine funding and send approved but unfunded items to the BPC						Dec						
EMC, BPC	EMC gives final TLU estimate after Governor's Budget							Jan					
IEC	Review annual institutional planning items for spring							Jan					
BPC	Categorize and distribute unfunded resource requests to the functional committees for ranking							Jan	Feb				
PRC	Evaluate Instructional Program Reviews							Jan	Feb	March			
BPC	Review state budget assumptions and build preliminary budget to include funded initiatives							Jan				May	
Instruction	Submit fall assessment reports, Due February 15								Feb				
BPC	Prioritize resource requests using rubric, based on assessment and data links (FPC, TPC)								Feb	March	April		
All Committees	Conduct self-evaluations and submit to IR									March			
IEC	Hold integrated planning summit										April		
All Planning Committees	Draft annual planning committee meeting schedule for upcoming year. Determine if/what members are needed										April	May	
IEC	Collect updates for Institutional Effectiveness Report											May	
IEC, Expanded Cabinet	Review draft annual institutional plan											May	
BPC	Finalize ranking of resource requests,											May	

		July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May	June
	forward to President, Cabinet and post final rankings to web												
IR	Assess Institutional Planning Indicators											May	June
Administration	Finalize annual institutional plan & present to BOT												June
Board	Adopt tentative budget												June
VPISD, President	Present the Program Review Committee Executive Summary to the Board												June
		July	**Aug**	**Sept**	**Oct**	**Nov**	**Dec**	**Jan**	**Feb**	**March**	**April**	**May**	**June**

Committee Rubric for determining Resource Request Rankings to the Budget Planning Committee
College of the Redwoods

Priority	Score
Required by law, mandate or to support accrediation? (includes life safety and ADA) [1, 0]	1 = required. 1's are sorted by first and get priority over all 0s.
Impact on student success? (supported by assessment or achievement data) [1, 2, 3]	1 = no impact, 2 = indirect impact, 3 = direct impact.
Support strategic planning intitiatives? (e.g., annual plan, Ed master, strategic) [1, 2, 3]	1 = no support, 2 = indirect support, 3 = direct support.
Appropriate support and facilities to implement and maintain requested technology? [1, 0]	1 = yes, 0 = no
Number of students and faculty impacted? [1, 2, 3}	1 = Fewer than 100 students and staff, 2 = 100 to 500 students and staff, 3 = greater than 500.

College of the Redwoods
Budget Augmentation Request

Fiscal Year: _____

Date: _____

Submitted by: _____

Description/Purpose	Account Code(s)	Amount	One-time or on-going?	Approved			
				Dir, HR	VP, ISD	VP, Admin	President
Example Purchase new copier for instructional staff, to be located in the lower Admin Building lobby	11006-2011-000-6760-56410	$4,000	One-time	Yes AF 11/1/12	Yes KS 11/1/12	Yes LL 11/1/12	Yes KS 11/1/12
		$					
		$					
		$					
		$					

Comments or additional information: _____

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