

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

JANUARY 27, 2016, 3:30 P.M.

SS 104 – Downstairs Conference room

AGENDA FOR BPC MEETING

1. Call Meeting to Order –3:30 pm
2. ACTION REQUIRED: Approve Meeting notes from November 11, 2015
3. ACTION REQUIRED: Review Enrollment Management Committee’s 2016-17 FTES and TLU projections
4. INFORMATION: Review Resource Requests from Program Review and discuss process for forwarding requests to TPC and FPC
 - 4.1 <http://webapps.redwoods.edu/ProgramReview/Requests.aspx>
5. INFORMATION: 2016-17 Governor’s Budget Update
6. INFORMATION: Emergency Preparedness

STANDING CLOSING ITEM:

1. Discuss: Plus, Minus, Delta/Closing the loop, Accreditation issues on this meeting.
Next meeting would like to have the accreditation standards on the agenda and how we use the standards in decisions.
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, Mar 23
 - b. Wed, Apr 20
 - c. 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: 119577

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BUDGET PLANNING COMMITTEE (BPC)

Planning for the 2015-16 Budget Year

Wednesday, November 11, 2015

3:00 SS 104

Summary Notes

MEMBERS
PRESENT

Nick Brichta, Michael Dennis, Doug Edgmon, Chris Gaines (phone), Angelina Hill, Lee Lindsey, Tami Matsumoto, Debbie Topping, Lorie Walsh and Judy Yu.

CALL TO ORDER

Michael Dennis called the meeting to order at 3:02 p.m.

ACTION
APPROVE
SUMMARY
NOTES

The meeting notes from October 14, 2015 were approved as presented.

DISCUSSION
INTEGRATED
PLANNING
CALENDAR

The Integrated Planning Calendar was discussed and it was noted that the Enrollment Management Committee has requested a more methodical process to review the Resource Requests and funding of Instructional Equipment. It was also noted that it would be helpful if items had an identified funding source.

Dr. Hill stated that there may be a different understanding of the term “discretionary funding” and she asked how miscellaneous items should be ranked.

Tami Matsumoto asked if there is a rubric that the vice president of instruction uses. She stated that there needs to be more transparency on how items are ranked. She also suggested that it might be good to go over the list line by line after items are ranked so there is clear understanding.

Vice President Lindsey reiterated that the BPC should only be ranking items that are \$5,000 or more and to use caution when grouping small items together so that the detail is not lost. Mr. Lindsey stated that if a program or department does not have budget available for basic operational expenses a request should be made for a base budget increase.

TPC/FPC RUBRIC
BPC RANKING &
DISSEMENTATION
OF INFORMATION

There was discussion regarding the rubric used by BPC and Mr. Lindsey stated that the BPC should not re-rank items that have already been ranked by FPC and TPC. He also stated that when doing the ranking the committee uses the objectives of the district mission but it may be useful to use a rubric for items that are not ranked by the subcommittees. He continued by stating that ideally all requests will go through the sub-committees before going to BPC, but if an item comes in late in may get tucked in without being ranked by the subcommittees.

Dr. Hill reviewed the rubric and how it’s used. Tami Masumoto suggested making the ranking scale 1-10 rather than 1-3 so that not so many items end up being a 3. Discussion continued regarding suggestions on rubrics and how to calculate scores. Dr. Hill will try to incorporate the suggestions into the rubric, but stated that there will need to be more than one rubric used.

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There was also discussion regarding dissemination of information and the importance of developing a better process of letting everyone know the results of the rankings. The following suggestions were made:

- Number each request for ranking,
- After items are ranked by subcommittee notify the author
- After ranking by BPC a funding source is identified and authors will be notified that they can begin making purchases.
- Tami Matsumoto suggested that the Committee Digest would be a good location to post the final rankings and close the loop.

It was also noted that ranking should be done for categorically funded requests.

BUDGET AUGMENTATION REQUEST FORM (BARF)

Mr. Lindsey noted that there will be times when things come up that didn't go through program review. When that occurs BARF is the form to use. It's will be reviewed by cabinet and will either approved or not based on available funding.

Tami Matsumoto commented that feedback from faculty should include documentation to show why this request was not included in program review and why it can't wait until next year.

The BARF has to come from a cabinet member. This process is only to be used infrequently and in emergency type situations. When a BARF is approved a report out should be sent back to BPC.

FACILITIES MASTER PLAN

Mr. Lindsey reported that Facilities Master Plan (FMP) 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.

Mr. Lindsey continued by saying that CR is a very complicated because of all of the seismic issues on campus. A full FMP has not been done in a long time and the last one was very unrealistic; not much can be carried forward and we must start from scratch. The focus will be on replacing buildings that have seismic issues and any of the buildings that we are occupying today that are not fully up to code. The FMP will include an inventory of all of the upgrades needed.

STUDENT FEES

There was discussion regarding the following student fees:

- Optional technology fee – Increase or no change?
Last meeting there was discussion regarding the possibility of a variable rate and it seems that the feedback from IR is that it would be very difficult to do. Tech fee is currently \$10 and is optional. Do we want to raise or keep it at \$10?
- Materials fees – Adjustments? Should be checking every couple of years to make sure that fees cover materials.

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- Non-resident tuition – Maintain competitiveness in Northern CA. Stay competitive but not allowed to go much lower.
- Transportation fee – No, not much interest in this fee, instead we worked to get the discounted bus passes.
- Student center fee – Recommend a vote or not? Ongoing funds are needed to maintain the student union. This fee would require a student vote. We are going to need funds to upgrade the student union in the future. Where will funding come from? Probably not the year to do this, but wanted to get this on the committee's radar.

CAMPUS SAFETY

1. Public Safety Office staffing.
 - Currently one issue is that there is not always someone there to answer the phones. Cabinet has approved a position to be split between security and the business office to help support staffing in this area.
 - Working on more training and started conversation with the Sheriff's office regarding resource officer to be on campus.
2. Use of capital fund for safety/security costs.
 - BPC voted last year to put \$700,000 in capital requests so we will need to pull some of this out to cover the emergency/safety costs.
3. Cell signals and previous recommendations to install cell boosters at Eureka campus.
 - 12 signal boosters have been ordered
4. Telephone and audio unit order.
 - Installing phones in every classroom, will also have a speaker unit that has an audible unit. Each phone will also have a panic button.
5. Door locks – Inventorying the many door locks needing upgrades.
 - This is much larger project than we knew. Old door knobs need to be replaced in the AT buildings. There needs to be crash bars on all doors and ideally this would all be hooked in to a card swipe system. Classrooms need to only have one door used as the entrance/exit and other doors should remain locked. Working with a vendor to come in and re-work the current system, working to simplify the system. If this wasn't so high profile this would probably only need to go to FPC.
6. PE field public address system upgrade and concession stand data line for VOIP phone.
 - PE upgrade will include data line to snack shack and Wi-Fi in this area and also PA system.

ADJOURNED
SUBMITTED BY

4:30 p.m.
lw