BUDGET PLANNING COMMITTEE (BPC)
Planning for the 2014-15 Budget Year

NOVEMBER 27, 2013, 3:00 TO 4:00 PM, NEW BOARDROOM

AGENDA

STANDING OPENING ITEMS:
1. Call Meeting to Order – 3:00 pm
2. ACTION REQUIRED: Approve Meeting notes from October 30, 2013. – 3:01 pm

DISCUSSION/ACTION:
1. ACTION REQUIRED: Approve recommendation to President on Measure Q rebalance, PASS 2 – 3:03 pm (rankings might be done by email)
2. Discuss:

STANDING CLOSING ITEM:
1. Discuss: Plus, Minus, Delta/Closing the loop on this meeting – 3:55 pm

CR BPC website: http://inside.redwoods.edu/BudgetPlanning/
CR Accreditation website: http://www.redwoods.edu/accreditation/

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: 565058
BUDGET PLANNING COMMITTEE
Wednesday October 30, 2013
3:00 p.m.
SS 104
Draft
Summary Notes

MEMBERS PRESENT
Michael Dennis, Tami Engman, Chris Gaines, Angelina Hill, Anita Janis (phone), Lee Lindsey, MaryGrace McGovern, Crystal Morse, Steven Roper and Lorie Walsh.

CALL TO ORDER
The meeting was called to order by committee co-chair Lee Lindsey, Vice President, Administrative Services

ACTION

APPROVAL OF MEETING NOTES
The meeting notes from September 27, 2013 were approved with revisions. The final version will be posted on the BPC website.

RATIFY EXISTING MEASURE Q PROJECT LIST
Vice President Lindsey asked the committee to reaffirm the existing Measure Q project list and the rebalancing of budgets for these projects. He stated that with the closeout of the new academic buildings there will be some budget remaining that will be moved to the projects on this list. He also stated that it will be necessary to take all ADA and health and safety issues out of all projects and put them into one line item. He noted by doing so this will identify the repairs and upgrades that must be done.

After lengthy discussion the committee agreed unanimously to reaffirm and support the existing Measure Q project list and rebalance the budgets for these projects. The committee discussed connections between these projects and accreditation standards and the District’s planning agendas. The committee concurred that the updates made to the facilities and equipment throughout the district will continue to create an improved environment of student learning. The committee also noted that these projects can be clearly linked to accreditation standards and planning agenda.

Mr. Lindsey stated that he will forward this information to President Smith and request on behalf of the committee that the holds on the current project list be lifted. The committee will need to provide another recommendation to President Smith after the November meeting which will include additional resource requests from this year’s program review.

DISCUSSION

CHANCELLOR’S OFFICE UPDATE
Mr. Lindsey commented that for the past 5 years we have experienced a mid-year budget cut from the chancellor’s office. He went on to say that we won’t know what the 12-13 fiscal year cut is until mid-November. There is concern due to the current enrollment being down compared to last year at this time. Mr. Lindsey stated that the conservative route for the district would be to continue with another year of stability funding. He also stated that it is very important to get enrollment up to increase revenue and prevent further budget cuts throughout the district.
### FACILITIES & TECHNOLOGY SUBCOMMITTEES

**MASTER PLAN UPDATES**

There was discussion regarding the need to update the Facilities and Technology Master plans. Angelina Hill commented that the Technology Master plan is currently being reviewed and will be updated. It was noted that the Facility Master plan may not require much updating.

### IT PROJECTS

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It was reported by Steven Roper that the Voice Over internet phone (VoIP) system will be rolled out during the week of December 16 and new phones will be installed. He also noted that the technology infrastructure is in worse shape than originally suspected.

### FALL 2013 ENROLLMENT UPDATE

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Angelina Hill reported that enrollment is currently below 2000 FTES for the fall semester. She emphasized the need to stabilize and grow enrollment. The change in rules for course repeatability may be partially responsible for the decrease.

### DISTRICT CASH FLOW & SOUND FISCAL MANAGEMENT CHECK-LIST

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The State Chancellor’s Office Sound Fiscal Management Self-Assessment checklist was reviewed and it was noted that the district has shown improvement for this year. It was reiterated that enrollment is of the utmost concern and if it continues to be down next year it will affect our stability funding and there will be a need for another round of district-wide re-organization.

### ANNUAL PLAN ITEMS

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There was a brief discussion regarding the implementation of a budget cycle for equipment replacement and for capital repairs and maintenance. The district will need to look at increasing these budgets in the general fund once all of the Measure Q funds have been spent.

**ADJOURN SUBMITTED**

4:00 p.m.

lw