Integrated Budget Process as Evidence of Institutional Effectiveness

Presented by Donna Berry and Stephanie Curry

Outline

* Accreditation Warning
* Response to Recommendation
* Integration of Program Review and Strategic Plan into Budget Planning
* Collaboration with all constituency groups
* Transparency and Broad Participation
* Incorporation of process with Perkins, Instructional Equipment, and Lottery funding
* Continuous Evaluation of the Process

Accreditation Warning

* As recommended by the 2005 Accreditation Team and to build on its achievements to date in developing program review and improving institutional planning, the college should develop a practical, integrated planning model with the following characteristics:
* A focus on a limited number of mid- to long-term initiatives to improve student learning and student support services.
* A plan with concrete strategies and actions that are specific, measurable, attainable, results-oriented and time based, and that specify individuals or groups responsible for their completion.
* **A process that clearly ties this planning model to the college's resource allocation processes**.
* Processes for regularly assessing not only the progress in achieving the goals of the plan but also the effectiveness of the integrated planning model itself.
* A model that is inclusive of all institutional planning activities and that clarifies the functions of program review and the various resource committees.
* A planning model that clarifies the relationship of the planning processes at Reedley College and the other planning processes of the State Center Community College District.

Response to Recommendation

* Established Collaborative Partners immediately, including the academic senate and SLO/Program Review Coordinator
* Review of other Resource Allocation planning models
* College wide discussion
* Recommendation was a complete overhaul of our previous top down approach to a bottom up process from the department/program level
* Process includes prioritizations, justifications, and review of historical actuals (link to worksheet)
* Integration of Budgeting Process into Integrated Planning Cycle
* One time Emergency funding requests require the same justifications and planning links so that all resource request are going through the same process

Resource Allocation Worksheet

REEDLEY COLLEGE

2017/18 BUDGET WORKSHEET

EXAMPLE

Department Aero
Unit Code 272040
Contact Perso David Richey

1000's-3000's Accts	Temporary Labor w/Benefits (student workers, lab aides, etc.) excludes adjunct faculty	One Time Project	Priority	Parking Priority	Description of Requested Expenditure	2013/14 Actuals	2014/15 Actuals	2015/16 Actuals	2016/17 Approved Budget	TOTAL 2017/18 Request	2017/18 APPROVED BUDGET	BUDGET COMMITTEE COMMENTS	Link to Program Review Substantiated Goal	Request Link to Strategic Plan Initiative/ Goal #	Justification for Expenditure	Dept. Chair Adjustments	Dept. Chair Comments	Dean Adjustments	Dean Comments	VP Adjustments	VP Comments
92310	Student Employees		2							5,000			2	#2.2						(5,000)	No Justification to support need
92410	Student Tutors																				
	Subtotal of Temporary Labor/Benefits					-	-	-	-	**5,000**	-					-		-		-	

4000's Accts	Supplies, Food, Materials	One Time Project	Priority	Parking Priority	Description of Requested Expenditure	2013/14 Actuals	2014/15 Actuals	2015/16 Actuals	2016/17 Approved Budget	TOTAL 2017/18 Request	2017/18 APPROVED BUDGET	BUDGET COMMITTEE COMMENTS	Link to Program Review Substantiated Goal	Request Link to Strategic Plan Initiative/ Goal #	Justification for Expenditure	Dept. Chair Adjustments	Dept. Chair Comments	Dean Adjustments	Dean Comments	VP Adjustments	VP Comments
94310	Instr Supplies		1			12,854	21,487	13,699	14,940	18,000			1	#2.2	The Aero program has gone through a complete curriculum restructure that will necessitate ALL students attend lab simultaneously. This will place an additional burden on the laboratory facility and equipment. In order to provide the basic skills and technical education (see FAA FAR 147.17 and FAR147.19), many activities require expensive consumable supplies such as aluminum sheet metal, composite resins and fabrics, aircraft fuel, fluids, o-rings, electrical components, turbine engine parts, paints, solvents, the list is extensive. Other funding sources are not keeping up with inflation or increased enrollment.			(3,000)	After Discussing agreed department could do with 15K		
94310	Instr Supplies		1							5,000			2	#2.2	Because all students will be attending lab simultaneously, new, non-consumable equipment needs to be purchased. (See FAA FAR 147.19) Items include pneumatic hand drills, aviation snips, wrenches, riveting tools, drafting equipment, specialty repair tooling, paint guns, sanding machines, safety equipment, etc.						
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94410	Office Supplies		1			247	69	498		200			2	#2.5	Items such as staples, pens, dry erase markers, folder, binders, are used by instructors in completing job assignments.						
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94425	Operional Supplies		1			736	203		400	400			4	#2.2	Aircraft engines require specilized fuel and lubricants to run. Operating aircraft engines is part of the curriculum.						
94530	Publications and Catalogs		1			220	45	218		250			5	#2.3	Allows purchase of aviation related publications in order to stay current with industry trends. Used by both students and staff.						
94490	Other Supplies																				
	Subtotal of Supplies					**14,057**	**21,804**	**14,415**	**15,340**	**25,850**	-										

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95225	Equipment Repair & Maint		1			2,363	355	999	2,250	**2,000**			2	#2.2	The Aero program relies heavily on complicated equipment in the delivery of our training. Often equipment can be repaired by staff, but sometimes it needs to be sent out for repair.						
95235	Computer HW Maint & Lic																				
95240	Computer SW Maint & Lic							201													
95310	Conference					4,461	555	782													
95315	Mileage																				
95330	Hosting Events		0	A		237	288	273	400	400			3	#2.2	Mandated. Establish, maintain, and enhance partnership with educational institutions and business.						
95530	Consultant Services						500														
95710	Advertising		1				50		300	300			3	#2.5							
95725	Postage/Shipping		1					15	100	100			3	#2.5	Needed to help maintain equipment in order to provide facility infrastructure in support of academic success.						
95720	Printing & Binding																				
95928	Chargeback Transportation					501															
	Subtotal of Services/Travel					**7,562**	**1,748**	**2,270**	**3,050**	**2,800**	-										

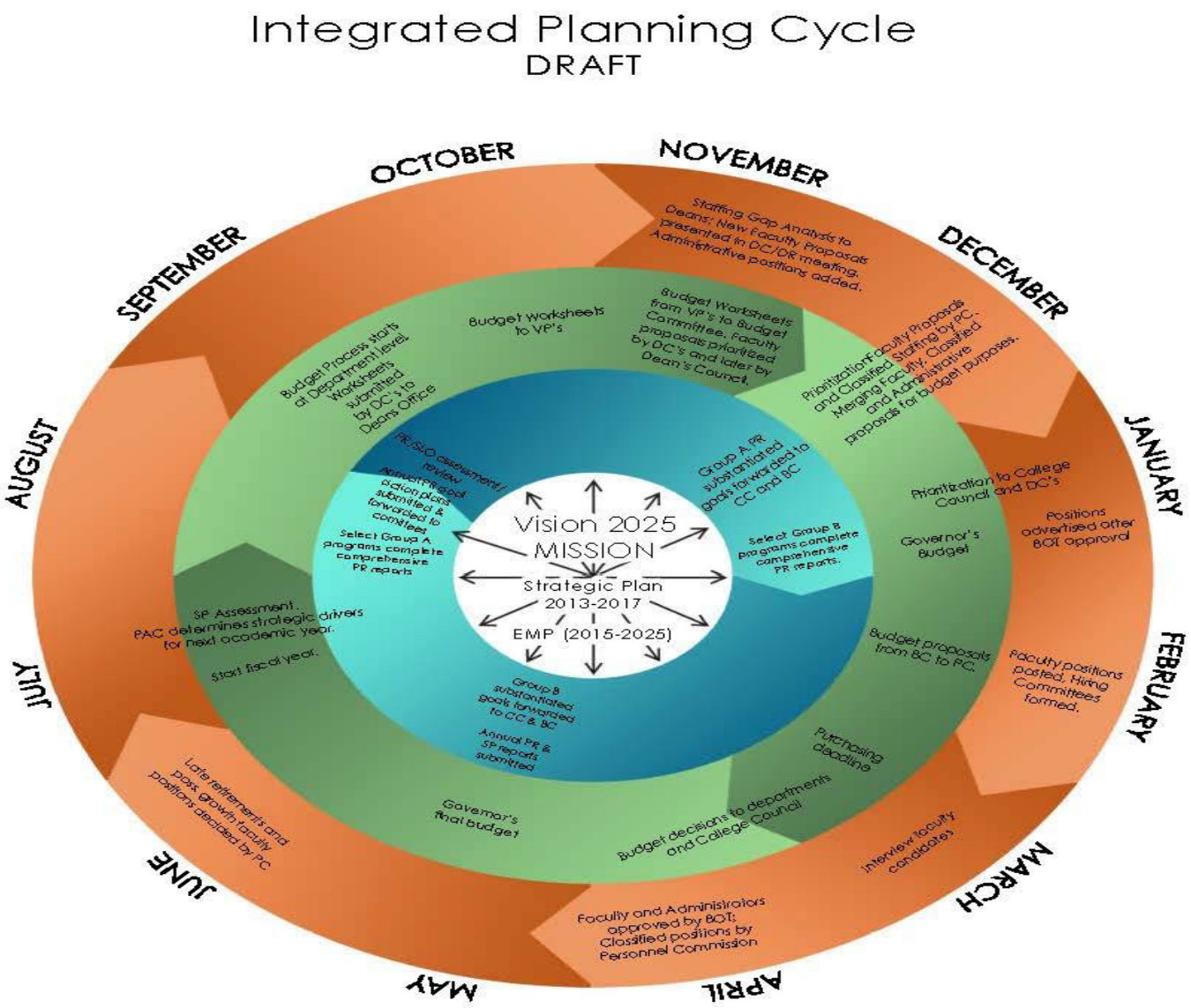
6000's Accts	Equipment (new or replacement)	One Time Project	Priority	Parking Priority	Description of Requested Expenditure	2013/14 Actuals	2014/15 Actuals	2015/16 Actuals	2016/17 Approved Budget	TOTAL 2017/18 Request	2017/18 APPROVED BUDGET	BUDGET COMMITTEE COMMENTS	Link to Program Review Substantiated Goal	Request Link to Strategic Plan Initiative/ Goal #	Justification for Expenditure	Dept. Chair Adjustments	Dept. Chair Comments	Dean Adjustments	Dean Comments	VP Adjustments	VP Comments
96510	Equip LT 5K		3	B		20,613	9,849	23,658	4,999	15,000			1,2	#2.2	Due to recent changes in the Aero program structure, lab classes will no longer be team taught, effectively doubling the number of students using the same teaching aids. The program currently uses a small number 1960's gas turbine engines to fulfil the FAA regulation in Part 147 of the FAR which states that students must "Inspect, check, service, and repair turbine engines". This task must be taught to a level 3 which requires the students to perform the task "to a high degree of practical application" and simulate "return to service" conditions. This mean that the lab must simulate as closley as possible the complete tear-down, repair, and reassembly of these engines. A final task that is required to return an engine to service is a power and performance check. Unfortunatly, in the past, only one of the engines was able to meet these requirements. Repeated disassembly and reassembly over the last two decades has rendered the engines almost useless. We have relied on one engine to meet this regulation, which has recently been damaged and can no longer operate safely. The Aero Program Review, recommendation #2 states, "Address the real, and immediate necessity to replace aged, worn, and incomplete tools, equipment, and aircraft.", "The need to replace and/or upgrade tools and equipment remains as a large concern." The short and long term goals state, "In order to improve the Aero program and to provide training on more current aircraft, the Aero program needs to obtain either aircraft and/or aircraft sub components that utilize newer technology", and "In order to help maintain the high quality lab instruction in the Aero program, all the lab training equipment needs to be evaluated, upgraded where needed, and scrapped if obsolete or no longer needed." Gateway Turbines has provided a complete turbine trainer for Reedley College in the past at a cost of approximatly $12,000. Through a recent inquiry for support, they have offered the Aero program a one-time package of 10 complete, operational turbines for $20,000. These engine are an incredible value at this price and meet the immediate need of the Aero program to comply with the Federal Regulations sited above. 10 Turbo Mach gas turbine engines for $20,000 plus tax and shipping.						
96512	Equip GT 5K		3	C				9,138	16,000	45,000			1,2	#2.2	This project will update the obsolete turbine engine technology used in the Aero program and provide students with up-to-date training on a modern thrust producing turbofan engine. The only thrust producing turbine engine currently used in the Aero program is a non-functional relic that was designed in 1951. This turbojet engine was widely used during the 1950's and 1960's. The turbojet type engine is no longer used in civil aircraft and has long been replaced by the turbofan engine. In fact, the turbofan engine is now the most widely used thrust producing engine design in commercial aviation, corporate aviation, military aircraft, and the private aviation sector. By funding this project, the Aero program will be able to purchase an operational turbofan engine and incorporate it into multiple subject areas. This will dramatically increase the effectiveness and relevance of the instruction students will receive by using the most common, thrust producing engine type used today. The Aero program review, recommendation #2 states, "Address the real, and immediate necessity to replace aged, worn, and incomplete tools, equipment, and aircraft.", "The need to replace and/or upgrade tools and equipment remains as a large concern." The short and long term goals state, "In order to improve the Aero program and to provide training on more current aircraft, the Aero program needs to obtain either aircraft and/or aircraft sub components that utilize newer technology", and "In order to help maintain the high quality lab instruction in the Aero program, all the lab training equipment needs to be evaluated, upgraded where needed, and scrapped if obsolete or no longer needed." The purchase of a modern turbofan engine will directly and positively effect the Aero students success						
96810	Library Books																				
	Subtotal of Equipment					**20,613**	**9,849**	**32,797**	**20,999**	**60,000**	-										
	TOTAL OF BUDGET REQUEST					**42,232**	**33,401**	**49,482**	**39,389**	**93,650**	-										

Integration of Program Review and Strategic Plan into Budget Planning

* Established forms that directly linked resource requests to Program Review and Strategic Plans
* Resource Allocation Requests need to be linked to substantiated program review goals, which are based on qualitative, quantitative and SLO data assessment
* Resource Allocation Requests must also be linked to the short and long term strategic plan goals/drivers, which are informed by our Mission
* Human Resource Staffing requests must also contain these elements

Reedley College

Integrated Planning Cycle



Reedley College

Budget Development Process

Human Resources Staffing Process

Staffing Gap Analysis
- Deans
- Directors
- Managers

→

Review/Prioritize/Rank
- Vice Presidents
- Deans

→

Review/Prioritize/Rank
- Presidents Cabinet

Operational/Discretionary Resource Allocation Process

Budget Worksheets → Program → Department Chairs → Dean /Director/ Manager → Vice Presidents → President → College Council → President's Cabinet → President's Advisory Council → Budget Committee

Transparency and Broad Participation

* All constituents now know what their budgets allocations are
* Recommended allocation worksheets are returned back to programs with comments, feedback, and tentative budget
* Constituents gain accountability and Ownership of their budgets
* Programs understand the direct connection between resource allocation and planning
* Next Steps
  * Budget monitoring Training
  * Categorical/Grant Processes alignment

Incorporation of process with Perkins, Instructional Equipment, and Lottery funding

* Perkins eligible items are identified through the process and require the same links to program review and strategic planning
* The evaluation process and detailed information on the worksheets has allowed us to formalize the Perkins Process from a top down approach to a collaborative discussion with CTE programs all included
* Detail approach from our worksheets also allows us to identify and prioritize Instructional Equipment needs
* Lottery and other funding, such as strategic initiative funding can be identified using the same process

Continuous Evaluation of the Process

* Budget Development process includes a formal annual review of the process every April
  * Budget survey to participants
  * Agenized evaluation discussions
  * Annual evaluation report is produced to show evaluation and recommended changes
* Substantive recommendations are vetted through constituency review process

Examples and Questions

* Classroom Furnishings
* Art 3D Printers

Questions ?

REEDLEY COLLEGE BUDGET PRINCIPLES, GUIDELINES, PRIORITIES

BUDGET principles

B – Broad Participation
U – Understanding at all levels
D – Developed early to incorporate strategic planning
G – Gain accountability
E – Easy to Comprehend
T – Transparent

Budget Guidelines

- Manage resources to fund Strategic Initiatives that directly support student success, program growth and Vision 2025.
- Align with the strategic plan of the college including Vision, Mission, and Program Review
- Achieve Strategic Goals - ensuring sufficient resources for student success, expanding services (growth) and institutional support
- Maintain a college reserve of no less than 3%
- Continuous improvement (assessment and evaluation) of process to ensure effectiveness in allocating resources
- Align categorical/restricted programs with Strategic Goals; to the degree possible, use those funds to support on-going College expenditures even if on a one-time basis. Make maximum use of "flexibility with Categorical funds" as allowed

Budget Development Process

- Revenues
  - Allocations (General Funds, Lottery, Perkins, Instructional Equipment)
  - Forecast Local Revenues
- Expenses
  - Permanent Labor Costs (including step/column/longevity
  - Benefits (including rate adjustments)
  - Temporary Labor (Adjunct, Overload)
  - Discretionary Costs (
- Alternate Funding Sources
  - Identify eligible departmental requests and send to committee for determination of funding
  - Identify funded requests
  - Unfunded items restored to worksheet requests
- Developed Budget Assumptions

Hiring Criteria for Staffing

- Positions that are mandatory and in accordance with the RC HR Staffing Plan

Reviewed by Budget Committee 11/8/2012
Evaluation & Assessment by BC 04/10/2014

Reviewed by College Council 10/16/2013
Evaluation & Assessment by BC 8/2016

Prioritization Criteria

Essential Elements

- Priority
- Link to Program Review & Strategic Plan Goals
- Justification (what, who, why)
- Description
- Dollar amount of request

Definition of Prioritization

0 = State Mandated and required by accreditation, licensing, or regulatory requirement
1 = Essential to the operation of the program
Health and Safety Resolution
2 = Important, but not essential or required
3 = Expand or enhance program (wish list)

Prioritization Process

- Compile total budget requests summarized at a high level by major object codes (91, 92, 93, etc.) to evaluate how total requests compare to 3 years history and current year total revenues. (Include Full-time and Part-time payroll costs.)
- Sort all programs (RC/MC/OC) by prioritization 0, 1, 2, & 3. Subtotal each level of prioritization to compare to remaining revenue to fund discretionary requests.
- Compare program level budget requests:
  - Compare increase/decrease of request from prior year budget
  - Compare budget request to historical spending
  - Evaluate current year spending to budget request
  - Review justifications establishing need/or question those with no justification
  - Is this a one-time funding request?
  - Can dollar request be reduced incrementally?
  - Applied same % to supply budgets for all programs
  - Look for high cost requests
    - Justification
    - Support for ongoing costs
  - Look for alternate funding sources
- Identify and make recommendations of potential funding (provide in comment column)
- Sort all programs (RC/MC/OC) alphabetically or numerically by program, sort each program by prioritization 0, 1, 2, 3 and review the detail of requests
- Summarize the total of each program level requests and compare to prior year budget requests. Identify increase/decrease (+/-) of budget request by percentage. Evaluate detail of programs requesting a high variance
- Return to contact person for program for additional information

One Time Emergency Funding Request

Purpose

- One Time Funding Requests provides for nonrecurring funding of items that are considered emergency in nature and meet the Prioritization of 0 or 1 noted below.
- Recurring funding requests or special initiative requests must be advanced throughout the annual budget development process on budget

Definition of Prioritization

0 = State Mandated and required by accreditation, licensing or regulatory requirement.
1 = Essential to the operation of the program or health and safety.

Process

1. Units will first look into their own budgets to determine if they can reprioritize existing allocated funds
   If no funding available -->
2. Units will complete the "Emergency One-Time Funding Request Form" with appropriate Justification, Links, Itemized List and quotes when the cost of the request is over $1,000.
3. Unit or Dept. Chair / Division Rep will go to Dean to look more broadly for available funds
   If no funding available, get Dean comments/acknowledgement -->
4. Unit or Dept. Chair / Division Rep or Dean will go to Vice President to look more broadly for available funds
   If no funding available, get VP comments/acknowledgment -->
5. Present to Budget Committee to evaluate for use of Contingency Funding
6. Budget Committee meets to review request/s to: (a.) Check for full completion of request/s; justifications, links, itemized list and quotes (b.) Suggest alternate funding such as IEO monies, when applicable. (c.) Return to requestor for additional information, or when criteria are met, (d.) Pass motion for recommendation of approval/denial to President's Cabinet for their consideration and final determination.
7. Budget Committee to forward recommendations to President's Cabinet for consideration and final determination.
8. Budget Committee communicate to requestor and approving Dean and VP, the final determination of funding request.

Strategic Initiative Planning

Purpose

- Budget monitoring allows the college to determine if previously allocated funding will become available to redirect during the course of the fiscal year
- Strategic Initiative Funding Requests provides for redirection of contingency, breakage, or unused allocated funds to be used for innovative strategic initiative projects that would not normally be funded during the course of the budget prioritization process
- Recurring funding or special initiative requests must be advanced throughout the annual budget developement process on budget worksheets

Process

1. Administrative Services will review the expenditures compared to budget and determine if funding may become available to be redirected for campus use prior to the end of the fiscal year.(Feb/Mar)
2. Strategic Initiative projects will be forwarded by President's Cabinet, PAC, College Council, or from the budget worksheets, typically priority 2 or 3
3. President's Cabinet will evaluate the possible funding to be used for integrated college strategic initiatives identified
4. Recommendation of strategic initiative projects will be listed, justified, and aligned with college program reviews and strategic plan initiatives and goals. Vision 2025 will be considered in theses projects
5. President's Cabinet will present to Budget committee for review and comment
6. Budget committee will present recommendations to College Council
7. President will make final detemination

Resource Allocation

REEDLEY COLLEGE

2017/18 BUDGET WORKSHEET

Department Aero
Unit Code 272040
Contact Per David Richey

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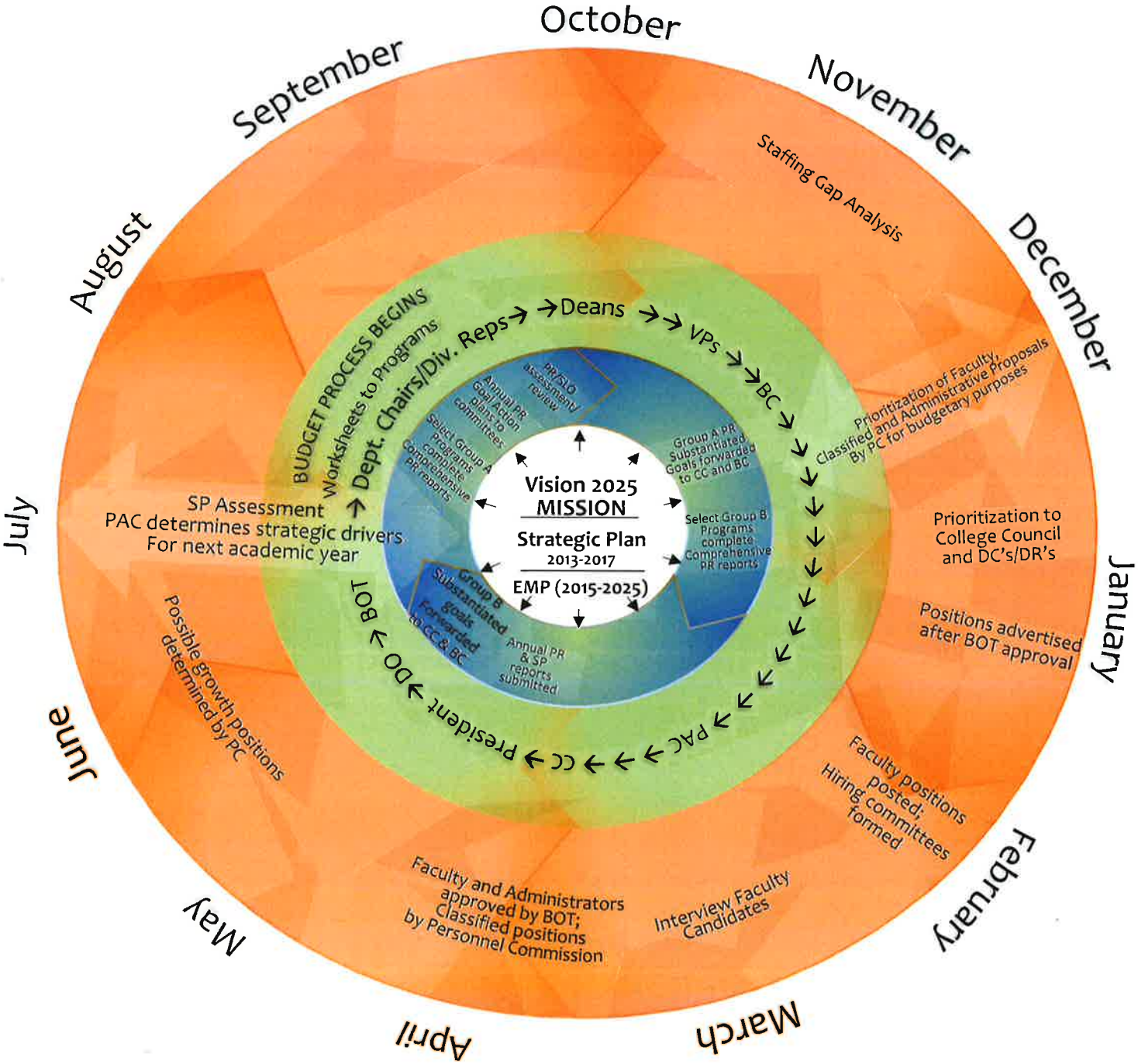
Reedley College

Integrated Planning Cycle



RC Budget Development Planning Calendar

Approved by CC 4/17/14
Approved by AS 4/16/14
Approved by CS 3/18/14
Presented to CC 9/18/13

SCCCD DEVELOPMENT

	Submit to the departments what has been approved ---------- Formal review of the budget process	District Office → Board of Trustees	NY Tentative Budget approved by BOT	June
SPRING	Gather data for assessment and evaluation of budget process ---------- College Council approves Recommendation to President	President	NY Decision Packages approved by BOT ---------- Governor's May Revise	May
	Budget Committee complete ---------- Submit recommendation to College Council ---------- Submit recommendation to President's Advisory Cabinet	College Council President's Advisory Cabinet	Submit tentative budgets to District	April
	Overall Prioritization	Budget Committee	NY Decision Packages due to District	March
	Budget Committee to meet with program contact persons- VP/ Dean/Dept. Chair, as required for clarifications	Budget Committee	NY Budget Calendar approved BOT ---------- Decision Package Direction & Allocations ---------- NY Allocations to College	February
	Determine which Budget will fund the resource request; LTO, XXO, Perkins, etc..	Budget Committee	Governors' January Budget	January
	Budget Committee meets for clarifications with VPs, Dean, & Department Chairs	Budget Committee		November
	Budget Committee evaluates overall priorities & ranks	Budget Committee Budget		November
	Budget worksheets submitted for verifications & audit of linkages to Program Review, Strategic Plan & College Goals ---------- President's Cabinet for review of overall consolidation	President's Cabinet Budget Committee		October
FALL	Budget worksheets due for consolidation ---------- College Center Council for review of M/O consolidation	Administrative Services		October
	Budget worksheets due; Revisions as determined by Dean & VP's, with input from Department Chairs/Division Representatives	College Center Council Vice President		October
	Budget worksheets due for review & input. Revisions as determined by Department Chairs/Division Representatives & Deans	Deans	CY Final Budget approved by BOT	September
	Budget Worksheet due; Revisions as determined	Department Chairs / Division Representatives		September
	Worksheets to Programs; develop requests & complete budget worksheet	Programs Budget Worksheet Resource Allocation Worksheet Process	CY Final Budget to District	August

Revised 6/17/16 sc

CY – Current Year
NY – Next Year

PERKINS COMMITTEE PROCESS

Committee Voting Members

Vice President of Instruction
Dean of Instruction Division C
Dean of Instruction Division B
Dean of Instruction Madera Center
Department Chair AGNR
Department Chair Business
Department Chair Industrial Technology
Department Chair Health Sciences and PE
Division Representative Madera Center
Division Representative Madera Center
Accountant/Auditor (Ex-Officio)

Budget Development Process

- Revenues
  - Allocation based on prior year funding. Actual funding is not distributed until late April

Prioritization Criteria

Essential Elements

- Allowable based on Perkins Guidelines
- Justification (what, who, why)
- Description
- Dollar amount of request
- Link to Program Review & Strategic Plan Goals
- Consensus Voting Model

Prioritization Process

- Compile total budget requests eligible for Perkins funding
- Perkins eligible funding requests are then submitted to the Perkins Advisory Committee by December for review
- Committee sorts all programs (RC/MC/OC) by prioritization A,B, C ect.
  - Identify required components for Perkins
    - Advisory Committees
    - Professional Development
    - Counseling/Tutorial

- Committee makes recommendation to fund required components noted above off the top

Recommendation from Perkins Committee to Budget	4/23/2015
Approved by Budget Committee	4/23/2015
Presented by Budget to College Council	5/6/2015

- Each Department Chair/Division Rep recommends for funding a programs highest priority item
    - Department Chair/Division Rep prior to meeting confirms priorities with programs
    - Committee discuss each item to ensure compliance with Perkins Guidelines
    - Justification and program need is discussed
    - Item is voted on by Committee to recommend funding or recommends alternate funding options
- Each Department Chair/Division Rep recommends next highest priority item until all available funding is exhausted
- Committee allows only items submitted through the initial budget process to be considered for funding
- All unfunded items are then sent back to Budget Committee for consideration

2016-17 Budget Committee Summary

Date	Topic	Discussion
8/1/2016	Additional Review	Budget Allocation Workshop for President's Advisory Cabinet (PAC) was added to the budget allocation process. • Their review will be a lengthy workshop and will allow them to see all of the requests on a more global scale. • They will seek to find any voids, if any.
12/1/2016	Allocation Worksheets Comment Control	Progressive change occurred on 12/1/2016 when not only canned comments, but also notes from the Budget Committee that covered special circumstances, were inputted into the worksheets. • 12/1/2016 Budget Committee meeting o Melanie wrote the Budget Committee agreed upon comments, regarding the budget requests, into her paper copy of the budget worksheet. o Later, all of the comments received were added into the digital copy of the worksheets. ▯ The digital copy of the worksheets was then emailed to all committee members so that all had the most current version. •
12/8/2016	Allocation Worksheets Comment Control	12/8/2016 Budget Committee meeting o Committee members reviewed and agreed on the language incorporated into the worksheets • This revised method of personalized Budget Committee comment per budget request item addition will most likely prove helpful to PAC while they are undergoing their final review.
2/8/2017	Emergency Funding - Form Revised	• Modified Emergency One-time funding form to show establishment and revision dates. Added checklist declaring Budget Committee and President's Cabinet roles to instructions tab for better understanding from requestors. Added hovering comment on funding request advising form is for emergencies only.
2/23/2017	Equitability	Title 9 and how it applies to men's and women's teams, regarding funding, was discussed. Identified, was the need to provide, on a per player basis, the same amount of funding. Rather than per team, the dollars come down to the players themselves when items such as uniforms are brought forth through one-time funding requests. This truly helps the Budget Committee provide more fairness amongst the variety of teams at Reedley College.
3/21/2017	PAC Budget Workshop	The 2017-18 Master Worksheet & Multi-Year Comparison files were shared with all of PAC on 3/13/2017. This provided a week to all PAC members, giving them the ability to locate items that may not have been funded, and review the master worksheet for a better, more global perspective, in preparation of the Budget Study Session (PAC budget workshop), taking place on 3/21/2017.

2015-16 Budget Committee Summary

Date	Discussion
5/10/2015	Progressive change occurred when canned comments from the Budget Committee were added into the worksheets where items weren't funded as requested.
5/14/2015	PAC submitted items as requested by Dr. Caldwell to be considered as Strategic Initiatives. Donna noted that these should have gone through the process. ---progress on this topic was made and documented in the 2/25/16, 3/10/16, 3/31/16, and 4/28/16 Budget Committee notes detailing how President's Cabinet went through the budget process in submitting Strategic Initiatives for larger scale items.
9/10/2015	• Progress Student Engagement monies from Special One-Time Requests • The committee imposed a 3 minute time frame for presentations to the committee aiding in the ability to move forward especially when there are working meetings that are needing to occur • Process - The committee continues to start off sorting in a way to provide anonymity to requestors, then begins working on priority levels • Aaron will be training Darin Soukup of Oakhurst • Stephanie advised that she will be conducting budget training for new faculty and may enlist the assistance of Melanie H.
9/24/2015	• Progress – Worksheets sent to Dept. Chairs/Div. Rep/Deans/VP 9/15/2015 o Email All notifying worksheets sent out 9/23/2015 o Training with Deans Group (Donna) 9/17/2015 o Training with SSLC (Melanie) 9/23/2015 o Training with OC (Aaron) • Aaron will be training Darin Soukup of Oakhurst • Stephanie advised that she will be conducting budget training for new faculty and may enlist the assistance of Melanie H.
10/8/2016	Establishment of 48-hour requirement for submissions of emergency one-time funding requests, prior to regular meeting.
10/22/2016	Challenges – heated discussions for emergency funding requests. The committee remained firm and neutral deferring to the appropriate source when topics that were out of their scope arose.
11/5/2016	Special One-time funding requests – The committee completed the process keeping in mind the need to be equitable across all sites Reedley College.
11/19/2016	• Special One-time Funding Requests – positive adjustments in how they were examined was completed. All requests for furniture were moved to a long list to then be weighed against one another. This was completed in an attempt to fund first what would most benefit students, then what was in need of replacement based on a needs assessed hierarchy. • The Budget Committee reviewed all requests attempting to fund as much as possible, finding alternate sources when a viable option. • PROGRESS – the Expenditure Approval Hierarchy was modified adding coordinators to the level of Directors, increasing dollar amounts in the hierarchy has proven to be successful. • PROGRESS – the Expenditure Approval Hierarchy was modified adding coordinators to the level of Directors, increasing dollar amounts in the hierarchy has proven to be successful.

2015-16 Budget Committee Summary

12/3/2016	Discussion on the process took place: • 91 requests with blank priorities were moved to the bottom • Those without justifications and priorities should be highlighted in some way for tracking purposes, to be able to reach out to them. • Tools to help individuals such as word wrap should be shared, this way they are not adding additional rows, etc. • Canned responses were created, making it a quicker process to cut and paste, cutting down on typing Process in progress • The budget committee found items that were eligible for Perkins although not listed as eligible • The committee began by sorting everything by priority – not sorted by location, not sorted by division, only from zeros down. • The committee added the budget committee comments column • Also added was the increase/decrease column allowing the budget committee to see if they are being equitable Mini-Grant process • Discussed was the way the process skewed from previous years where members of the Budget Committee were invited to participate in the process.
12/10/2016	• IEO monies were discussed. A process has been established – if monies were granted, yet not expended by a certain date – the money would go back into the pot for consideration of reallocation. • Progress in one-time emergency funding request form – change in language to include the need for an 'itemized list' was captured and implemented • The dates on the Budget Development Planning Calendar Flowchart were softened to alleviate needs for flexibility
1/14/2016	Mini grants – the Budget Committee was firm in not allowing mini-grants that were not funded be approved automatically. At least one program had listed in their justification that their mini-grant needs would help enhance their program. The committee agreed that items that will enhance programs and ultimately cause curriculum changes should be included in worksheets.
1/28/2016	Effort to assist Madera Perkins was discussed. A meeting had been coordinated and was held on February 17th with CTE faculty aiding to prioritize, leading to overall prioritization once they meet again with the entire group.
2/25/2016	• Committee was in support of Madera progressing and establishing its own Perkins and CDC subcommittees. Guidance was provided by Melanie and David Clark to Madera CTE and CDC faculty. Discussed were what was and was not allowable, they also went through all of the budget requests together. **Roles of Department Chairs – Department Chairs shared the comment that they didn't understand some of the justifications; they asked what their roles should be. Should it be the Deans who send worksheets back for clarity. The committee agreed that at no point should worksheets move forward unless there is clarity and justifications
3/10/2016	• Suggestion to add 'not applicable' onto the worksheets was captured for programs that cannot tie their requests. • Budget Committee members, Marcy Davidson and Stephanie Curry offered their expertise in suggesting that they would be willing to offer training to department chairs
4/14/2016	In regards to programs that do not complete their worksheets for whatever reason, to prevent negatively affecting programs, the committee will fund items that the Budget Committee knows are recurring requirements. To close the loop, the Budget Committee will send the worksheets back to the programs with the Budget Committee's comments. Regarding the budget process, there is a need to continue educating the deans and VPs. This would help to ensure that they know what to look for and prevent unnecessary legwork by the Budget Committee.

2015-16 Budget Committee Summary

4/28/2016	• The Budget Committee, now with a defined budget process discussed how they would like to extend the process over to Categorical programs. • Target date for worksheet disbursal back to the submitting departments shall be no later than May 13, 2016. This will help to close the loop before they leave for the summer. • Conducting a survey was also discussed to try and capture comments fresh from the completion of the process. • Training department heads on budget monitoring and labor distribution reports was discussed as something that the Budget Committee needs to ensure takes place