



## **FY2011-12 Annual Report**

**Budget Review Committee**

***Phoenix College***

***FY2011-12 Annual Report***

***Budget Review Committee***

The Budget Review Committee is pleased to present this annual report, which reflects its work from September 2011 through April 2012.

The report includes the following:

Committee Membership.....	2
Alignment with the Strategic Plan .....	3
Committee Charter .....	4
Committee Blueprint.....	7
Collaboration with Peer Committees .....	9
Education to the Campus .....	9
Operational Budget Savings .....	9
Funding Opportunities .....	9
Appendix A: Awarded Capital Requests .....	10

## ***Committee Membership***

### **Co-Chairs:**

Hauert, Scott  
DeRose, Paul

### **Voting Members:**

Clark, Loman - Service Faculty  
Crowley, Scott - WFD Faculty  
Finkenstadt, Patty - Faculty Senate  
Helminski, Rochelle – WFD Faculty  
Hernandez, Tim - Academic Faculty  
Larson, Symeon - MAT  
Rosati, Mark – Chair Representative  
Soland, Linda - Service Faculty  
Starkey, Ron - Crafts/M&O  
Surrarer, Marc - PSA  
Thorpe, Steve - Academic Faculty

### **Resource Members (non-voting):**

Brimage, Yira – VP Student Affairs  
Cole, Donna – Administrative Assistant, Administrative Services  
Genna, Angela – Director College Business Services  
Haines, Chris – Dean Student Affairs  
Kakar, Casandra –VP Academic Affairs  
Koan, Mark – Dean IT

### ***Alignment with the Strategic Plan***

All capital requests submitted to the BRC were required to address the following 2011-2012 Strategic Operational Goals.

- Goal 01: Anticipate, plan and implement technology changes to current infrastructure to maximize teaching and learning.
- Goal 02: Proactively identify and address student access barriers to services and programs.
- Goal 03: Provide programs and services that meet the needs of our diverse community.
- Goal 04: Support continuous improvement of the learning environment and student success.
- Goal 05: Improve and expand physical learning environments to increase efficiency and enhance learning.
- Goal 06: Improve and expand distance learning and alternative delivery environments to increase efficiency and enhance learning.
- Goal 07: Expand community outreach and internal and external partnerships.
- Goal 08: Maximize effective use of financial, physical, and human resources.
- Goal 09: Hire and retain quality and diverse personnel.
- Goal 10: Provide a positive, service oriented Phoenix College experience.

## **Committee Charter**

### **Budget Review Committee (BRC)**

#### ***Committee Charge:***

To educate the campus on budget situations and processes, to provide recommendations to the Phoenix College Leadership Council (PCLC) on budget appropriations for all college programs and departments, and to submit an annual report at the end of each academic year.

#### ***Scope:***

The BRC provides training and education about campus budgeting and any BRC process. The BRC reviews and analyzes cost savings measures and forwards recommendations to PCLC for approval and implementation. The BRC collects new budget requests from all programs and departments within Phoenix College. The BRC analyzes and ranks these requests using fiscal projections, campus resources, and input from resource members. The recommendations are communicated to PCLC and then forwarded to the President to be used in the development of the formal Phoenix College Budget, which is submitted to the District.

#### ***Expected Outcomes:***

Through an open and inclusive meeting process, the BRC will provide recommendations on all budget requests reviewed which will then be communicated to PCLC and forwarded to the President for final approval. The official college budget is subject to final adjustment by the President and/or District

#### ***Committee Membership:***

Members are appointed for a two year term. A member begins their term in August. Renewable terms are allowed.

Faculty representatives are appointed by the Faculty Senate President and the Vice President of Academic Affairs. This includes any renewable terms.

Co-chairs are an acceptable leadership option for the Budget Review Committee and one co-chair must be a residential faculty member. Interested faculty members will be asked to submit a statement of interest, vision, and qualifications for the co-chair position. Candidates will be interviewed and selected by the Faculty Senate President, Vice President of Academic Affairs, and the Budget Review Committee Administrative Services co-chair. The faculty co-chair shall be appointed for a two-year term and may submit their candidacy for subsequent terms.

Seats will be filled using a staggered approach to ensure continuity, so no more than one half of the members are reelected each academic year.

If a member leaves the committee prior to the completion of a term, the replacement shall serve for the remainder of that term. The replacement does not begin a new (two-year) term.

**Representative members include:**

Chair(s), non-voting  
Academic Faculty (2), voting  
Occupational Faculty (2), voting  
Service Faculty (2), voting  
Chair Council designee, voting  
Faculty Senate President or designee, voting  
MAT President or designee, voting  
PSA President or designee, voting  
M&O/Crafts President or designee, voting

**Resource Members (non-voting) include:**

Vice President, Academic Affairs  
Vice President, Administrative Services  
Vice President, Student Affairs  
Dean, Information Technology  
Director, Business Services  
Director, College Facilities, Planning and Development

**Recording Secretary:**

Support Staff to Vice President of Administrative Services

***Voting:***

Parliamentary procedures and majority rules apply for all committee actions.

There are 11 voting members who each have one vote. The Chair(s) vote only in the event of a tie. The Chair(s) collectively have one vote. A quorum will represent 7 voting members. A vote cannot occur unless a quorum is present.

A member cannot discuss nor vote for any funding proposal submitted by their department/ service area or by themselves. The scoring to determine the initial ranking will be calculated using the total number of eligible votes received.

***Committee Meetings:***

The meeting cycle begins in August. Meetings are scheduled twice monthly during the fall and spring semesters, beginning in late August through the middle of May. Meetings can be added to or cancelled at the discretion of the committee and/or chair(s), if no substantive business is scheduled for the following meeting.

## Representative Activities

### ***Education:***

The mission of the BRC is to educate the campus about budget situations and processes. Educational endeavors can include:

- Email updates to the campus – ongoing
- Web site updates - ongoing
- Campus Budget Forum - annually
- Chair Council meetings – ad hoc
- Vice President/Manager/Department meetings – ad hoc
- Employee Group meetings – ad hoc
- New Faculty Orientation – ad hoc
- New Employee Orientation – ad hoc
- Department Meetings- ad hoc

### ***Budget Oversight:***

The College President, President's Executive Team, and/or PCLC can designate oversight of various funding opportunities to the BRC, such as:

**Capital:** funding is for capital related items, such as equipment or remodel projects. The allocation amount will vary depending on available funds. The BRC collects requests related to this funding opportunity once per year.

**Proposition 301:** funding is for workforce development efforts. The final report of campus allocations for funding Proposition 301 initiatives for the new academic year is due to the District Office in spring. The BRC may be asked to collect requests related to this funding opportunity.

**Perkins:** funding is for a variety of workforce development related activities including summer workforce development efforts. The campus allocation will depend on national legislation to support Perkins funding. The BRC may be asked to collect requests related to this funding opportunity.

## Phoenix College Committee Blueprint



### **Vision**

Phoenix College will be the premier provider of learning opportunities for our community to go far close to home.

### **Mission**

Phoenix College delivers teaching and learning experiences that inspire the lifelong pursuit of educational, professional, and personal goals for our diverse urban community.

### **Mission Goals**

We support our mission through a rich tradition of:

- University Transfer Education
- General Education
- Workforce Development
- Developmental Education
- English as a Second Language
- Continuing and Community Education
- Community Partnerships
- Student Support Services
- Global Engagement

---

**College Committee Name:** Budget Review Committee

**Committee Chair:** Scott Hauert & Paul DeRose (co-chairs)

**Secretary:** Donna Cole/ Teresa Wadman

### **Strategic Goal Link(s):**

Pursuing revenue sources and prompting cost effectiveness.

### **Committee's Meeting Schedule for the Year:**

The second and fourth Wednesday of the month.

***(Committee's Annual Report deadline: May 11, 2012)***

### **Committee Charge:**

To educate the campus on budget situations and processes, to provide recommendations to PCLC on budget appropriations for all college programs and departments and to submit an annual report at the end of each academic year.



### **Scope of Committee's Work:**

The BRC provides training and education about campus budgeting and the BRC process. The BRC reviews and analyzes cost savings measures and forwards recommendations to PCLC for approval and implementation.

The BRC collects new budget requests from all programs and departments within Phoenix College.

The BRC analyzes and ranks these requests using fiscal projections, campus resources and input from resource members.

The recommendations are communicated to PCLC and then forwarded to the President to be used in the development of the formal Phoenix College Budget, which is submitted to the District.

### **Expected Outcomes:**

Through an open and inclusive meeting process, the BRC will provide recommendations on the budget requests reviewed which will then be communicated to PCLC and forwarded to the President for final approval.

The official college budget is subject to final adjustment by the President and/or District.

### **Measures of Success (Data):**

- Balance budgets
- Implemented practices that result in a cost savings for the college
- Successful allocation of available contingency funds to departments/programs
- Successful completion of BRC goals checklist

### **Resources: (People/Financial):**

- Committee members
- Department Chairs/Managers
- Fiscal reports and economic trend analyses

## ***Collaboration with Peer Committees***

### Phoenix College Leadership Council (PCLC)

The BRC continues to report to PCLC - providing recommendations for their approval and implementation regarding budget related issues, as well as capital allocations.

### Strategic Planning Committee

The Strategic Planning Committee and Budget Review Committee identified a need to collaborate in aligning funding opportunities with longer term strategic goals and action plans that support the college mission, vision and values.

## ***Education to the Campus***

The BRC continues to educate the college community on the budget. In FY11-12, the BRC held an open forum (with guest, Vice Chancellor of Business Services, Debra Thompson) to update the college community on the status of the budget, resource and expenditure changes, funding strategies for the campus and to respond to general questions.

## ***Operational Budget Savings***

The committee reviewed the remaining non personnel object codes and recommended the zero-based Budget Allocation Model.

The BRC gave all departments an opportunity to discuss this new budget allocation model and they set aside time to meet with department chairs, directors and managers individually. PCLC approved the recommendation. This recommendation resulted in a \$377,000 annual savings for the college.

## ***Funding Opportunities***

PC had prepared for a projected cut of \$1.45 million from the base budget. Due to the Governing Board's approval vote to increase tuition and property taxes, PC was able to use the funds for capital requests. PC had also, budgeted \$600,000 for bad debt expenses. The District Office had become aware of the bad debt issues at the campus and helped to offset the expense by transferring \$500,000 to the college. **The funds that PC put aside for the projected cuts allowed more capital and operational requests to be approved.**

The amounts awarded for the Fiscal Year 2011-2012 were \$300,000 for General Capital requests, \$200,000 for Occupational Education requests and \$1.45 million for Operational requests. (See Appendix A).

**Appendix A**  
**BRC Awarded Capital Requests**

Department	Description of Request	Amount Awarded
<b>Operational Requests</b>		
Ap TechFamily&Cnsnr Sciences	Resurfacing the bike path on preschool playground	8,101.00
Ap TechFamily&Cnsnr Sciences	Equipment to Upgrade Baking and Pastry Program	3,154.98
Ap TechFamily&Cnsnr Sciences	Carpet Tiles for DB 136 & 137	18,240.59
Ap TechFamily&Cnsnr Sciences	Huskylock s21 serger	3,969.40
Biosciences	Technology Upgrade for Biosciences Department Laboratories	17,071.92
Biosciences	Office Chairs for Biosciences Department	4,570.37
Biosciences	Carpeting for Biosciences Lobby Common Areas and Offices	11,087.16
Career Advisement/Placement	Sandwich boards for Student Affairs	1,986.27
College Safety	Camera Coverage for PC	19,334.42
CommReadingASLEdu	Oral Presentation Camera and Mic stations	4,620.00
CommReadingASLEdu	Turning Point Student Response System	1,429.00
Criminal JusER Response&Legal	Firefighting hose	7,280.98
Criminal JusER Response&Legal	Replace existing carpet	3,511.68
Ctr. Teaching Learning/Tech.	Computer Commons Chair Replacement	78,018.30
Ctr. Teaching Learning/Tech.	CTLT and Computer Commons Carpet Replacement	69,759.06
Dental Hygiene	Chairs	7,216.00
Developmental Education	National Association for Developmental Education Cert	24,450.00
Fine Performing Arts -Theater	Cyclights and worklight Upgrade	28,103.48
Fine/Performing Arts-Music	Renovations to Janet Sessions Recital Hall	21,639.00
Hlth ProfnsFitness&Wellness	HPFW Faculty / Staff Office area flooring replacement S.Gym	8,930.69
Hlth ProfnsFitness&Wellness	Upgrade of Massage Classrooms OSW107 and OSW205	65,471.76
Hlth ProfnsFitness&Wellness	Three Mobile Panapto for Instructional Video Capture	20,000.00
Information Technology	Instructional Technology Classroom Upgrades (30 stations)	170,145.30
Information Technology	PowerConnect 6248P Dell Switches	50,753.40
Information Technology	Server Blades - Memory Upgrade	8,366.40
Information Technology	Desktop Replacement	200,000.00
Information Technology	Data Center Upgrade	91,281.15
Institutional Adv	Web page development	100,000.00
Library	Casual seating replacement	29,857.74
Library	Revamp 19 Student Study Rooms	24,750.00
Library	Recarpeting of the 2nd floor of Library	75,000.00
Maintenance & Operations	Replace two air compressors in Central Plant	13,700.00
Maintenance & Operations	4 B Building remote a/c units	66,600.00
Nursing	Panopto Recording Carts	15,000.00
PC ACE Program	Strengths Quest Program for ACE students	3,650.00
Physical Sciences	Rock Collection and Fossil Collection	4,719.00
Physical Sciences	Geosciences Systematic Mineral Collection	2,194.50
Physical Sciences	Six Analytical Balances	7,518.36
Physical Sciences	Heavy Duty Map and Chart Cabinets (Geosciences)	13,349.60
Physical Sciences	Melt Stations	13,148.00
Physical Sciences	Hydraulic Rock Trimmer	1,677.50
Physical Sciences	Laboratory Drying Ovens	3,226.36
Physical Sciences	11 inch Schmidt-Cassegrain Telescope (Astronomical)	4,969.63
Recruitment & Retention	Community Outreach/Recruitment Supplies Materials	15,965.00
Recruitment & Retention	Student Success Initiative Program (Bear Trax)	6,270.00
Student Leadership	Proposal for New Mascot Costume	6,995.00
Student Leadership	Blue Crew Gear	5,900.00

Student Leadership	New Commencement Stage	74,885.00
Student Leadership	StrengthsQuest Leadership Development Series	12,000.00
VP Academic Affairs	New Workstation for Curriculum office	3,000.00
VP Student Affairs	Keyboard Card Readers	2,192.00
VP Student Affairs	Table Drapes	1,711.00
VP Student Affairs	Brief Cases (6 rolling)	1,548.00

Occupational Education Requests		
Criminal JusER Response&Legal	HeartStart MRx ALS monitor	32,296.00
Criminal JusER Response&Legal	Fire Training Flashover Simulator	29,969.22
Dental Hygiene	Dental Compressor	7,848.78
Nursing	Nursing Lab Equipment	129,886.00

General Capital Requests		
Biosciences	Lab Dishwasher and Installation	8,973.00
College Safety	Carts for Public Safety Police Officers	12,668.00
Dental Hygiene	Dental Compressor	13,940.22
Fine/Performing Arts - Art	Kiln	26,424.00
Fine/Performing Arts-Music	Instrumental Studies Equipment	53,496.18
Fine/Performing Arts-Music	Renovations to Janet Sessions Recital Hall	48,768.00
Information Technology	Wowza Media Server	30,000.00
Information Technology	Electric Carts	14,646.20
Information Technology	Portable HaiVision recorder	6,000.00
Maintenance & Operations	replace electric work vehicles	26,792.28
Physical Sciences	Gas Chromatograph / Mass Spectrometer (GC/MS)	58,292.12