



**PHOENIX**  
C O L L E G E

# **FY 2013-14 Annual Report**

**Budget Review Committee**

***Phoenix College***  
***FY 2013-14 Annual Report***  
***Budget Review Committee***

The Budget Review Committee is pleased to present this annual report, which reflects its work from September 2013 through April 2014.

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## **Committee Membership**

### **Co-Chairs:**

Hauert, Scott - Faculty co-chair  
DeRose, Paul - Non-faculty co-chair

### **Voting Members:**

Bednarek, Salina – Faculty Senate  
Crowley, Scott – WFD Faculty  
Herrera-Bill, Maria – Academic Faculty  
Larson, Symeon – MAT  
Navarrete, Nancy – Service Faculty  
Parker, Veronique – WFD Faculty  
Rosati, Mark – Chair Representative  
Runnels, Wayne – Crafts/M&O  
Soland, Linda – Service Faculty  
Surrarer, Marc – PSA  
Thorpe, Steve – Academic Faculty

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

Brimage, Yira – VP Student Affairs  
Genna, Angela – Director, College Business Services  
Halford, Sharon – Dean, Industry & Public Service  
Haines, Chris – Dean, Student Services  
Kakar, Casandra – VP Academic Affairs  
Nelson, Wilbert – Dean, Arts & Sciences

### **Recording Secretary:**

Wadman, Teresa – Administrative Assistant, Administrative Services

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## *Alignment with the Strategic Plan*

All capital requests submitted to the BRC were required to address the following 2000-2010 Strategic 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 saving 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 would 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 allowable. 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 calendar 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:**

Committee co-chairs, 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 of Academic Affairs  
Vice President of Student Affairs  
Dean, Arts & Sciences  
Dean, Industry & Public Service  
Dean, Student Services  
Director, of Business 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 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.

## Phoenix College Committee Blueprint 2013-14

### 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:** Teresa Wadman

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

Meetings will be held on the 2<sup>nd</sup> and 4<sup>th</sup> Wednesday of each month from 2:00 – 3:30 p.m. in the Hacienda Conference room.

<b>2013</b>	<b>2014</b>
September 11 <sup>th</sup>	January 22 <sup>nd</sup>
September 25 <sup>th</sup>	February 12 <sup>th</sup>
October 9 <sup>th</sup>	February 26 <sup>th</sup>
October 23 <sup>rd</sup>	March 26 <sup>th</sup>
November 13 <sup>th</sup>	April 9 <sup>th</sup>
December 11 <sup>th</sup>	April 23 <sup>rd</sup>

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

Pursuing revenue sources and prompting cost effectiveness.

*(Committee's Annual Report deadline: June 30, 2014)*

**Committee Charge:**

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**Scope of Committee's Work:**

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:**

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**Measures of Success (Data):**

- Balanced 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



## ***Budget Status***

Going into FY 13-14, the college budget was balanced. The 2004 Capital Development Program is 75 – 80% complete and the District has retained its AAA rating. There will not be a bond program or referendum for several years. Due to the impact of the recession, there was \$35 million in budget cuts to the General Fund and \$11 million in capital state aid cuts district-wide. There will be limits to new initiatives, programs and compensation.

The budget adjustments and initiatives for the upcoming fiscal year include the end of the hold harmless rule, commitment to the 60:40 full-time to part-time faculty ratio initiative, enrollment level (FTSE) decline and bad debt write-off including fraud cases.

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

### Phoenix College Leadership Council (PCLC)

The BRC reports to PCLC and provides recommendations regarding capital and operational allocations.

### Strategic Planning Committee

The BRC is charged with implementing specific objectives in order to meet strategic goals contained within the Strategic Plan. The BRC provides regular status reports to the Strategic Planning Committee.

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

The BRC continues to educate the college community on the budget. In FY13-14, two open forums were held on campus. The first forum was held with the Vice Chancellor of Business Services, Debra Thompson. Ms. Thompson provided information pertaining to the General Budget, the Maricopa Priorities Initiative and Performance-Based Funding.

The second forum was held with the President's Executive Team and the BRC Co-Chairs. Updates were provided on the status of the budget, resources and expenditure changes including: FTSE adjustments, salary adjustments, district allocations, state adjustments, college adjustments and new property allocations.

The Maricopa Priorities initiative started in the Fall 2013; it is a process of assessment and prioritization of all programs and services. The initiative will aid in collectively realigning resources (funds, people and space) district-wide.

The Performance Based Funding model and benchmark is currently being developed. Implementation is scheduled to start in FY14-15 once the final model is established. This is funding model that will reorient entire budgets around student success. The Board accepted a Lumina Grant to assist with the development.

The BRC developed a Capital Planning tool for departments to help plan more strategically for anticipated capital requests on a rolling, three year planning cycle. The tool was sent to the college community for feedback. The final version will be distributed at the beginning of Fall 2014 and all areas will be required to submit the worksheet with their end-of-year annual report.

### ***Gathering of Ideas for Potential Best Practices***

The BRC did a call out to the campus community for cost saving ideas. Several ideas were submitted. The BRC reviewed Library hours, Fitness Center hours, window shades for the Dalby building and the Saturday class locations.

The Library hours and student usage by hour was reviewed. It was recommended to not alter the current Library hours of operation due to the average number of students utilizing the Library even at the lowest end of usage.

The Fitness Center hours were reviewed and it was determined that more information and data is needed to make a recommendation. The data needed is a comparison between semesters for average attendance by hour and/or by day to identify a cost savings.

The installation for window shades on the Dalby building was reviewed. It was determined that it would not be cost effective. The same amount of electricity would be used as what is currently used.

The Saturday Class locations were reviewed. Further analysis is needed to quantify the potential savings and analyze the potential impact on instruction. It was recommended to have SMAC be tasked with further analysis similar to the summer building consolidation.

### ***Funding Opportunities***

The BRC coordinated the allocation of \$100,000 in general capital funds.

The BRC awarded \$100,000 to requests submitted by the college community related to general capital needs. (See Appendix A)

## Appendix A

### BRC Awarded Capital Requests

<b>Summary of Capital Requests FY 13-14</b>			
<b>App ID#</b>	<b>Department</b>	<b>Description of Request</b>	<b>Amount</b>
<b>General Capital Requests (Amount Available = \$100,000):</b>			
1293	Hlth ProfnsFitness&Wellness	Benchtop Chemistry Analyzer	\$ 8,823.00
1307	Ap Tech Family&Cnsmr Sciences	Electronic Door Locks for E-220 CAD Lab	6,409.00
1329	Student Life & Leadership	Epson T5000 36	3,995.00
1332	Maintenance & Operations	Aerator for Fields	9,119.26
1303	Fine Performing Arts-Music	Choral Risers	16,495.68
1317	Information Technology Media	Cafe Oso	11,117.03
1331	Maintenance & Operations	One Electric Utility Carts for Operations	9,285.03
1300	Ap Tech Family&Cnsmr Sciences	Bernina 530 Sewing Machine	7,734.00
1325	Fine/Performing Arts - Art	Electric Kiln	8,895.00
1291	Fine/Performing Arts -Theater	CCTV System and classroom monitors for Theatre	8,900.00
1324	Academic Advisement	Hannelly Center Testing Center Camera Installation	9,227.00
<b>Total:</b>			<b>\$ 100,000.00</b>