



FY 2014-15 Annual Report

Budget Review Committee

Phoenix College
FY 2014-15 Annual Report
Budget Review Committee

The Budget Review Committee (BRC) is pleased to present this annual report, which reflects its work from September 2014 through May 2015.

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Committee Membership

Co-Chairs:

DeRose, Paul – Non-Faculty
Neuenfeldt, Jim – Faculty

Voting Members:

Bednarek, Salina – Faculty Senate
Clark, Judith – PSA
Crowley, Scott – WFD Faculty
Jenkins, Bev – WFD Faculty
Larson, Symeon – MAT
Navarrete, Nancy – Service Faculty
Runnels, Wayne – Crafts/M&O
Schindler, Karl – Academic Faculty
Soland, Linda – Service Faculty
Sueyoshi, Joe – Chair Council
Thorpe, Steve – Academic Faculty

Resource Members (non-voting):

Genna, Angela – Director, College Business Services
Haines, Chris – VP, Student Affairs
Halford, Sharon – Dean, Industry & Public Service
Kakar, Casandra – VP, Academic Affairs
Koan, Mark – Dean, Information Technology
Kruse, Heather – Dean, Student Affairs
Nelson, Wilbert – Dean, Arts & Sciences

Recording Secretary:

Wadman, Teresa – Administrative Assistant, Administrative Services

Alignment with the Strategic Plan

The committee's review of the budget and recommendation of a budget allocation model aligned to the goals in each of the core planning areas of the college's strategic plan:

1. Access to Learning

Goal: Phoenix College will provide access to learning opportunities for students and the community.

2. Pathways to Success

Goal: Phoenix College will create and expand learning-centered programs and strategies to support student goal completion.

3. Effective Learning and Teaching

Goal: Phoenix College will provide learning-centered programs to support student success.

4. Organizational Integrity

Goal: Phoenix College will develop and strengthen policies and practices to guide the effective use of existing resources while continuing to pursue new opportunities to support learning.

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.

Committee Blueprint FY14-15

Phoenix College Committee Blueprint 2014-2015

Vision

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

Mission

Phoenix College serves our diverse community with student-centered teaching and learning experiences that inspire the lifelong pursuit of educational, professional, and personal goals.

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: Paul DeRose & Jim Neuenfeldt (co-chairs)

Secretary: Teresa Wadman

Committee's Meeting Schedule for the Year:

Meetings will be held on the 2nd and 4th Wednesday of each month from 2:00 – 3:30 p.m.

Fall 2014	Location	Spring 2015	Location
September 10 th	F Building Room 110	January 28 th	Hacienda Conference Room
September 24 th	Hacienda Conference Room	February 11 th	Hacienda Conference Room
October 8 th	F Building Room 101	February 25 th	Hacienda Conference Room
October 22 nd	Hacienda Conference Room	March 25 th	Hacienda Conference Room
November 12 th	F Building Room 101	April 8 th	Hacienda Conference Room
December 10 th	Hacienda Conference Room	April 22 nd	Hacienda Conference Room

Strategic Goal Link(s):

Pursuing revenue sources and prompting cost effectiveness.

(Committee's Annual Report deadline: June 30th, 2015)

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 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 request 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.

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

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.

Committee Work

Charter

The BRC updated and revised the Committee Charter for FY15-16. The changes included new language to the Committee Charge, Committee Scope, Expected Outcomes, Committee Chair(s) and Representative Members (see Appendix A).

Budget Allocation Model

The BRC reviewed the current budget allocation model. During several meetings, an overview of the budget was given that included non-discretionary and discretionary budget information. In addition, several financial reports were reviewed by the committee which included: budget and expense information by department; salary and benefits information by department; FTE counts by department; and a snapshot of the operational budget including original budget and total expenditures by object code.

The BRC discussed the need for a new budget allocation model that was transparent, fair and equitable. The BRC co-chairs solicited feedback from department chairs and managers related to their discussions. Several scenarios were reviewed and the BRC made the following recommendations related to budget for the Academic Affairs area:

- combine printing and supplies budget into one amount for flexibility
- allocate \$200 per FTE (for faculty FTE: include total load for residential and adjunct faculty and divide by 30 – see Appendix B)
- allocate any savings to the VPAA to redistribute for supplemental funding or for a hardship
- review this model after one year to determine if allocations were appropriate
- adjust the formula as necessary after one year
- review/edit the formula after 3 years (for FY19-20)

The BRC recommended not implementing the new budget model in Fall 2015. Rather, the committee recommended that the VPAA's office (in collaboration with the BRC) utilize the Fall 2015 semester to work with department chairs and managers to obtain a better understanding of their needs. The new budget allocation model will then be implemented in Fall 2016. Also, the BRC would spend the next year educating the campus on the new budget allocation model.

Capital Request Timeline

The BRC voted to defer the awarding of the \$100,000 of capital funds from this fiscal year to next fiscal year. As a result, the capital funding for FY15-16 will be \$200,000. Applications will be accepted in Fall 2015. Communication was sent to the campus related to the timeline.

PHOENIX COLLEGE

Budget Review Committee Charter

2015-2016

Approved by the Budget Review Committee

10/22/2014

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Committee Charge

The BRC will ensure alignment with college priorities within the constraint of a balanced budget. This includes the following:

- Review the allocation of resources to college and department budgets.
- Recommend changes to existing resource allocations.
- Recommend the allocation of new budget resources, as needed.
- Solicit input from the college regarding budget allocations and cost savings initiatives.
- Inform the college on budget related issues.
- Develop and submit an annual report on committee accomplishments.

Committee Scope

The BRC will collect data; discuss how resources should be allocated, and make recommendations to PCLC and PET regarding budget related issues. The BRC will discuss and implement strategies to improve the transparency of resource allocations and budget processes and inform the College on these topics. The BRC will achieve its scope by:

Reviewing the budget allocations including the budget impact of new and existing initiatives and making recommendations to PCLC and PET on how to proceed.

Determining how to allocate capital awards (competitive campus-wide application; commit funding to under-funded support areas, etc.) and making recommendations to PCLC and PET in regards to capital funds.

Reviewing recommendations from the College community at large in regards to potential cost saving measures and making recommendations to PCLC and PET regarding cost saving measures.

Reviewing department requests to change budget funding levels and making recommendations to PCLC and PET regarding changes to departmental budgets.

Providing resources (including but not limited to: documents, web pages, survey results, and forums) to the College to improve general budget knowledge and transparency of resource allocations.

Expected Outcomes

The BRC will ensure alignment with college priorities within the constraint of a balanced budget.

The BRC will provide recommendations to PCLC and PET regarding, but not limited to:

- The prioritization of financial resources for new, existing, and ongoing college initiatives.
- Representative (but not all-inclusive) initiatives may include the prioritization of capital awards, enrollment growth funds, cost savings, new revenues, etc.
- The review, and if necessary, adjustment of funding levels to department budgets based on the BRC's Budget Allocation Model.
- In addition, the BRC will offer at least one budget forum each fiscal year.

Committee Membership

Members are appointed for a two year term. A member begins their term in the fall semester. 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.

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.

Committee Chair(s)

The Chair of the BRC will be a residential faculty member chosen by the Faculty Senate President and the Vice President of Academic Affairs via an application/interview process. Interested faculty members will be asked to submit a statement of interest, vision, and qualifications for the position.

If the BRC is to be structured with co-chairs, the co-chair will be a manager from Administrative Services chosen by the College President.

Chair(s) shall be appointed for a two-year term and may submit their candidacy for subsequent terms.

Representative Members (voting)

Chair(s), non-voting (except to break a tie)

Faculty (9 total):

(2) Faculty from each Senate Zone - must include at least (1) occupational faculty, (1) academic faculty, (1) service faculty, and (1) department chair

(1) Faculty Senate President or designee

Non-Faculty (up to 5 total):

(1) PC Crafts/M&O President or designee

(1) PC MAT President or designee

(1) PC PSA President or designee

(1) At Large member – to provide representation from all three areas: Academic Affairs, Administrative Services and Student Affairs

(1) At Large member – to provide representation from all three areas: Academic Affairs, Administrative Services and Student Affairs *

Any at large member will be selected by the appropriate Vice President.

* The second at large member will only be seated if the first at large member does not provide representation from the three areas.

Resource Members (non-voting)

Resource members will be notified by the Chair(s) prior to any meetings at which they will be needed, but they are not required to attend all meetings. These members include:

Vice President, Academic Affairs and/or designee

Vice President, Administrative Services and/or designee

Vice President, Student Affairs and/or designee

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.

Each voting member of the BRC will be allowed one vote per issue. The Chair(s) will vote only in the event of a tie, in the case of co-chairs, they will collectively have one vote.

A quorum will represent 50% of the voting members plus one member. A vote cannot occur unless a quorum is present.

Committee Meetings

Meetings are scheduled twice monthly during the fall and spring semesters. Meetings can be added or cancelled at the discretion of the committee and/or chair(s).

Submissions and Deadlines

All requirements outlined in BRC processes open to the College community must be followed.

Any submission that does not meet all of said requirements will not be considered.

Late submissions will not be considered.

Note: The committee charter will be reviewed every year.

Appendix B

FTE Based Budget Allocation Model

Department	FY 2014			FY 2014									
	Adjunct Faculty FTE			Other FTE									
	Number of Adjunct Faculty	Adjunct Faculty Load	Number of Adjunct FTE	Number of Residential Faculty	Residential Faculty Load	Residential Faculty FTE	Other FTE	Total FTE	\$200/FTE	Supplemental	Proposed FY 2017 Budget	FY 2016 Budget	Change from FY 2016 Budget
AppTechFamConsSci	81	428.9	14.30	17.00	223.30	7.44	4.00	25.74	\$ 5,148.00		\$ 5,148.00	\$ 11,442.00	\$ (6,294.00)
Behavioral Science	45	225	7.50	12.00	203.20	6.77	1.00	15.27	\$ 3,054.67		\$ 3,054.67	\$ 3,279.00	\$ (224.33)
Bioscience	50	348.2	11.61	22.00	368.70	12.29	4.00	27.90	\$ 5,579.33		\$ 5,579.33	\$ 2,393.00	\$ 3,186.33
Business	109	602.7	20.09	20.00	362.00	12.07	1.00	33.16	\$ 6,631.33		\$ 6,631.33	\$ 16,477.00	\$ (9,845.67)
CommRdgASLedu	131	661.9	22.06	20.00	236.30	7.88	2.00	31.94	\$ 6,388.00		\$ 6,388.00	\$ 10,353.00	\$ (3,965.00)
CrJstEMRlegal	136	575.2	19.17	18.00	299.00	9.97	4.00	33.14	\$ 6,628.00		\$ 6,628.00	\$ 9,822.00	\$ (3,194.00)
Dental	35	136.3	4.54	15.00	203.60	6.79	3.00	14.33	\$ 2,866.00		\$ 2,866.00	\$ 4,329.00	\$ (1,463.00)
English	126	739.8	24.66	31.00	494.80	16.49	1.00	42.15	\$ 8,430.67		\$ 8,430.67	\$ 6,744.00	\$ 1,686.67
FinePerfArts	139	798.1	26.60	16.00	257.80	8.59	4.00	39.20	\$ 7,839.33		\$ 7,839.33	\$ 40,451.00	\$ (32,611.67)
HealthFitWell	132	455.9	15.20	20.00	297.30	9.91	8.00	33.11	\$ 6,621.33		\$ 6,621.33	\$ 6,648.00	\$ (26.67)
Liberal Arts	43	251.8	8.39	22.00	347.00	11.57	1.00	20.96	\$ 4,192.00		\$ 4,192.00	\$ 10,769.00	\$ (6,577.00)
Mathematics	73	506	16.87	35.00	635.00	21.17	1.00	39.03	\$ 7,806.67		\$ 7,806.67	\$ 6,391.00	\$ 1,415.67
Nursing	99	467.8	15.59	29.00	450.40	15.01	3.00	33.61	\$ 6,721.33		\$ 6,721.33	\$ 6,203.00	\$ 518.33
Physical Science	84	563.7	18.79	12.00	179.50	5.98	3.00	27.77	\$ 5,554.67		\$ 5,554.67	\$ 7,328.00	\$ (1,773.33)
Total	1283	6,761.30	225.38	289.0	4557.90	151.93	40.00	417.31	\$ 83,461.33	-	\$ 83,461.33	\$ 142,629.00	\$ (59,167.67)
								Total FTE	\$200/FTE	Supplemental	Proposed FY 2016 Budget	FY 2015 Budget	Change from FY 2015 Budget
CTL								9	\$ 1,800.00		\$ 1,800.00	\$ 2,775.00	\$ (975.00)
Honors								1.2	\$ 240.00		\$ 240.00	\$ 2,669.00	\$ (2,429.00)
Instructional Support Serv.								3	\$ 600.00		\$ 600.00	\$ 287.00	\$ 313.00
Library								12	\$ 2,400.00		\$ 2,400.00	\$ 18,347.00	\$ (15,947.00)
Minority Male Init.								0	\$ -		\$ -	\$ 1,500.00	\$ (1,500.00)
STEM								2	\$ 400.00		\$ 400.00	\$ 1,000.00	\$ (600.00)
VP AA								5	\$ 1,000.00		\$ 1,000.00	\$ 3,666.00	\$ (2,666.00)
Learning Commons								12	\$ 2,400.00		\$ 2,400.00	\$ 2,473.00	\$ (73.00)
Total									\$ 8,840.00	-	\$ 8,840.00	\$ 32,717.00	\$ (23,877.00)
Grand Total												\$ 175,346.00	\$ (83,044.67)