Present: Yolanda Bellisimo, Gina Cullen, Jonathan Eldridge, Jon Gudmundsson, Chialin Hsieh (Resource), Mike Irvine, Peggy Isozaki, Dawn McIntosh, Sara McKinnon (Co-Chair), Nanda Schorske, Carol Scialli (Resource), Cari Torres

Absent: Molly Johnson, Michele Martinisi, Marshall Northcott, Kathleen Smyth, Craig Wheeler

Agenda Review
- Agenda approved.

Minutes
- Minutes of March 26 meeting approved.

Budget Update
Peggy Isozaki
- Last February when we reviewed the budget projection, we were looking at a shortfall of about $400K in 12-13 and having to reduce $2.3 million in 13-14.
- President Coon asked all managers to “scrub” their budgets to try to come up with additional savings for 12-13; we think we will be able to make up the $400,000 and maybe more.
- Having made up the $400,000 shortfall this year has reduced the original $2.3 million reduction in 13-14 to $1.5 million.
- We are using much of the savings from 12-13 to reduce the $2.3 million to $1.5 million in reductions in 13-14.
- Compares 12-13 projection in February to the current 12-13 projection. Note - this projection will continue to change until we close out the fiscal year. Some of the changes:
  - Secured taxes changed; county is lowering its estimate for 12-13 (about $37,000 less).
  - Salaries changed: savings in part-time faculty; overtime. Shifts in categories but overall not increasing much. Part-time hourly has biggest change. Projected savings in classified salaries offset the projected overrun in faculty salaries.
  - Benefits had a savings of about $200,000 (medical) – fine-tuning the benefit costs by individual. In February we did a high level estimate of savings based on a lower rate increase. Upon receipt of the invoice, benefit costs were updated by individual resulting in more savings.
  - $200,000 in energy savings may occur if energy savings are not transferred into the Maintenance Management fund (to be used for deferred maintenance).
  - Slight increase in capital outlay.
- Outer years will be projected based on this fiscal year actuals, adjusted for various assumptions.
- Final secured and supplemental taxes receipts are not received until late June/mid-July.
- Per DWC:
Once we get past next year, we should be out of the woods as far as amount that we have to reduce.

It’s a moving target because money is still coming in and money is still being spent.

About 20 people are accepting the staff and management early retirement plan. Once we have a definite, we re-calibrate based on new information.

President David Wain Coon

Proposed 2013-2014 Budget Plan

Summary of Projected New Revenue

- Property Tax (1.02%): $1,209,000
- Prop 30: $400,000
- Concurrently Enrolled Students: $100,000
- International Students: $60,000
- Total revenue: $1,769,000

Summary of Proposed Targeted Reductions

- Non-instructional reductions:
  - Classified/Management Salary Savings: $550,000
  - Non-instructional Faculty: $200,000
  - Utilities: $150,000
  - Other Services: $100,000
  - Other Outgo: $75,000
  - Total non-instructional: $1,075,000
- Instructional Salaries: $250,000
- Statutory Taxes: $175,000
- Total Reduction: $1,500,000
- President’s Briefing will include a narrative regarding the budget. Needs to know from PRAC whether these numbers are doable.

Summary of Recommended Requests So Far

- Table showing all being asked for but only one going forward is 4.485 units for Nursing: Adjustment to allocation due to contract change.
- GEOG: has no supplies budget but Geology has funds ($1,400) unspent. C. Torres will follow-up with Dean of Math/Sciences.
- ECE: C. Torres is working on their request.
- DENT/MEDA/EMT: Printer for part-time faculty at IVC to go with computer (N. Schorske to follow-up)
- ECE was asking for $900 because moving to new building as stand-alone entity. C. Torres is working on addressing their requests via a bundled quote and take to President. She will also follow-up re: supplies request.
- COUR: requests are institutional memberships.
• DENT: Service Contract brings up issue of how to handle these *Modernization* related service contracts. (N. Schorske will try to find funds.) No system in place re: warranty management.

• *NURS*: Teas V Test, $3,500; received grant in past. C. Torres will follow-up on this.

• *PE*: requests are recommended.

• *SOC SCI*: $162 registration fee recommended.

• **PRAC recommends that, in future, only requests for additional (or less) funding be submitted via Program Review.**

• **PRAC recommends looking at all peripheral equipment to increase efficiency, cost savings. Suggest forming a task force. Make this a priority.**

• **PRAC recommends that warranties and service contracts for new equipment and software be factored into long term budget. Need institutional philosophy about how to handle related budgeting. Funds should be specifically dedicated for these issues.**

**Strategic Plan Action Step 8.2**  
**Memo from PRAC Re: Lack of Response to Step 8.2 (Developing an M&O Plan)**

• Progress report indicated only 5% progress toward achievement of Action Step for 2012-2013 and did not expect further progress this year.

• Maybe individuals responsible for M&O Plan need someone to help them write a plan.

**Subcommittee Reports**  
**Student Access & Success**

• Hold for future meeting.

**Educational Planning**

• Hold for future meeting.

**Facilities Planning**

• Hold for future meeting.

**Instructional Equipment**

• Hold for future meeting.

**Professional Development**

• Hold for future meeting.

**Meeting Wrap Up (Next Meeting is April 23)**

• N. Schorske will follow-up re: *DENT/MEDA/EMT*: Printer for part-time faculty at IVC to go with computers.

• C. Torres will follow-up with Math/Sciences Dean re: supplies for Geography.

• C. Torres will follow-up re: *ECE* requests including supplies request.

• C. Torres will follow-up re: *NURS* Teas V Test, $3,500; received grant in past.