

Dear classified committee representative,

Please find below the format for submitting your committee report. If you have information to report, please submit your report *as an attached Word document* and send it to me ([edmansusan@fhda.edu](mailto:edmansusan@fhda.edu)) on a bi-weekly basis. Calendar-wise, it would be best to send the report on or around the Classified Senate meeting dates (1<sup>st</sup> and 3<sup>rd</sup> Thursdays of each month) because the reports you send will be attached to the CS minutes. The minutes and attachments will be posted on the Classified Senate website.

The format for your report:

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Today's Date

[11/29/11](#)

Name of Classified Senate Committee Representative

[Teri Gerard](#)

Name of Committee(s)

[FER PBT \(Finance & Educational Resources\)](#)

Date(s) of Meeting(s) Reported

[11/08/11](#)

Please provide a summary of the meeting(s). Possible topics to consider (*it's up to you what you choose to include*): meeting highlights, committee goals, projections, concerns, and how these apply to classified staff.

**\*\*Budget Reduction Scenarios:** Will display four (4) posted budget reduction scenarios for review at the FER PBT website.

Per Letha Jeanpierre, these reduction worksheets are based on the worst-case scenario.

[Campuswide = \(\\$4,639,637\)](#)

[FER PBT = \(\\$324,775\)](#)

[I PBT = \(\\$2,783,782\)](#)

[SS PBT = \(\\$1,484,684\)](#)

[President/Marketing = \(\\$46,396\)](#)

**\*\*Measure C Phase II FF&E Requests 2011-14:** Will display FF&E request requirements for review at the FER PBT website.

[Purchase guidelines with Phase II FF&E Funds](#)

[Narrative of request](#)

[Dollar breakdown of request](#)

[FF&E Matrix](#)

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