Budget Committee
Meeting Summary
October 31, 2012, 3:00 pm
Room 112 Donaldson

ATTENDEES: Assistant Dean Fiscal and Plant, Russ Fillner (Chair); Director of Institutional Research, Mike Brown; Associate Dean of Academic Affairs, Vacant; Accounting Manager of Business Services, Lana Mullaney; Director of Continuing Education, Mary Lannert; Director of Library Services, Della Dubbe; Director of Nursing, Sandy Sacry; Director of Disabilities and Veteran Affairs, Cindy Yarberry; Faculty Senate Representative, Nathan Munn; Director of Facilities, Gary Frankforter; Director of Financial Aid, Valerie Curtin; Director of Information Technology Services, Jeff Block; Assistant Dean of Student Services, Elizabeth Stearns-Sims; Director of Success & Retention, Suzanne Hunger; Interim Division Chair of Trades, Michael Wiederhold; Interim Division Chair of General Education, Tia Kelley; Staff Senate Representative, Candice Miller; Student Senate Representative, Rick Martin; Dean/CEO (ex-officio) Daniel Bingham; Recorder, Gigi Bottenfield

Minutes from October 24, 2012 were approved as submitted.

Budget Reviews by Index

- The committee began by reviewing some of the individual index codes in detail:
  - Administration Index
  - Admissions
  - Nursing
  - Staff Senate
  - Fire and Rescue
  - Gen Ed
- The discussions lead to a consensus that there are a number of budgetary process issues that need to be addressed before effective budget analysis procedures can be implemented.
- The committee agreed that making specific budgetary recommendations to Leadership based on the FY12 actual outcomes would not be effective and determined instead to develop budget process recommendations to Leadership.

Work Assignments for the Committee

1. Create a list of budget process recommendation for Leadership. Russ presented the following draft list of recommendations:
   - The committee will review the list below and be prepared to discuss and finalize the list in December.
   - Accurate budgets must be available in banner.
     - The final approved budget needs to be communicated to the campus.
     - Currently, the final operating budget spreadsheet is posted to the employee drive for review by all employees.
The original approved budget must be entered into banner in a timely manner. Currently, data entry is completed per BOR requirements for completion by early August.

Personnel budgets should be entered by person in the correct indexes. The FY 13 budget was entered into banner by position number and index.

Approved budget modifications need to be entered in a timely manner. For FY13 a formal budget request process has been implemented. Written requests are submitted to Leadership for review. Approved budget mods should be entered into banner the same week they are approved by Leadership.

- **Budget Modification Threshold**
  - Budget managers should have the authority to make budget adjustments within a given set of parameters.
  - Limits could be placed based on a set dollar amount or a set percentage.

- **Budget to Actual Comparisons**
  - Budget managers should make a mid-year budget status report and a final outcome report to the Budget Committee.
  - Budget to actual comparisons should include an evaluation of the attainment of the objectives set by the program.
  - Personnel will need to be reviewed on a regular (quarterly, monthly?) basis to insure that the actual expenditures are being posted to the correct indexes.

- **Process for Reallocation of Unexpended Budget Authority**
  - Develop a prioritized listing of potential expenditures that could be made with one-time-only funding.
  - Any potential unexpended authority would need to be identified as early as possible in the budget period.

- **Other Budget Committee Processes**
  - Have standing agenda items as reminders of the work to be done.
  - Reward system for budget efficiency?
  - Training for staff in the use of expenditure codes
  - Extend the deadline for budget submittal to later in the spring to allow for more accurate projections. Needs to balance off against the time needed by Leadership to review the budgets submittals.

2. Develop a prioritized list of purchases that could be made from unexpended budget authority.

- Submit the individual lists to Russ by November 13, 2012
- Russ will compile the list and send it back out to the committee to review prior to the next meeting in December.
- One item that was discussed by the committee was payments to employees in recognition of extra work loads.

Next scheduled meeting will be on December 5, 2012.
Meeting Dismissed 4:45