In attendance:  ☒ Russ Fillner (chair)  ☒ Mary Lannert
☒ Candy Miller  ☒ Mike Brown
☒ Deb Kelley  ☒ Nathan Munn
☒ Della Dubbe  ☒ Sandy Sacry
☒ Elizabeth Stearns-Sims  ☒ Summer Marston (recorder)
☐ Daniel Bingham  ☐ Tia Kelley
☐ Dan Ernie Biller  ☐ Val Curtin
☒ Gary Frankforter  ☐ Val Martinez
☐ Jeff Block

Attendance

Meeting Minutes – 10/17/2013
Summer will finish up minutes and get to Russ so he can put out to the group.

Budget Form Review
Russ showed Gary’s Justification and walked the attendees though. All items split by account codes. Spreadsheet only shows totals. Justification showed what amount is for. The account codes are on the Business Services, purchase form bottom of page is an account code reference list (not entire list, but most frequently used in HC). Unsure how it will change on the new website. If questions, contact Tina or Russ. Can also search for in UMDW, good to check with business office when using.

On justification form, the boxes will get expand with text. Separate section for each major category. Can add lines in the spreadsheet. Columns between C and T are hidden, only for business office. Russ will remove other old spreadsheets from the template.

Science Expo has different H number this year than next year because there is different funding. This year, being funded out of CUF. Last year funded with grant.

Review of Mike’s Assessment Report
Areas had to report out end of year expenditures. Need to come back and look at budgets after approved. Summary shows what rec’d, where at midway through the year, and final. If no report, number in UMDW is what was entered. How budget divided out, where spent, etc. Reality is, most will come in over/under budget. Form gives opportunity to explain why. When added out, were within 97% of approved budget. Average variance per budget was about 15% under. Some way over. Committee can look at reports to determine why. For example, IT had VOIP system and used current funds rather than fee pot. A little messy this year. Some budgets are very sophisticated. Currently focusing on unrestricted. Parts of budgets are from other sources of revenue, but unrestricted are approved by budget committee. Would be good if fee pot could go into total operating budget, however, when reporting back to BOR, need to see expenditures under appropriate categories. Gets complicated with multiple revenue sources.
The ‘approved’ column does not include budget modifications. Would show up in expended, but narrative form would give chance to explain. Maybe have a column for mods?

Maybe need to establish a benchmark. If way over/under, would be automatically looked at. Good reason to look at way over and way under. Maybe go by +/- 16%? Down side is a bigger budget could be not reviewed at 15%, but 15% of big budget is large amount of money. Maybe also include automatic review of large budgets. Maybe too stringent. **Russ will work with Mike to create something to indicate budget mods.** If back to just current unrestricted funds, the over/under wouldn’t be as much. Some expenditures look higher because chose to do that rather than expend fee pots. Maybe add as separate lines in the report. Therefore, when turn in assessment, report on CU and also other funding sources. Each fee separately reported and roll into justification explaining why used more or less fees. Would be more lines on summary. Would show adjustments in fee pots. **Russ will work with numbers, people will get reports turned in. Russ will look for year-end adjustments and will report back at the next meeting.** Some have more than one index. Discussions in areas to separate? Math, Science, English, etc. **Division Chairs look at and come back with a recommendation.** Or combine Welding into one, some need two, some don’t. Subdivide within an individual index rather than using two indexes. Also could use activity codes, can work with Missoula and set up our own codes. Would alleviate concerns with some of the trades programs. **Valerie will work with Russ to possibly do this, come up with concept of how to track and bring to Russ to see if it will work with Banner.**

Some programs drawing very little or not at all, this is only CU funds. For example, Continuing Ed. Also, retail services. Auxiliary, doesn’t come through budget at all. Online virtually all fee-paid. These are on the report for assessment. Spreadsheet only shows CU and fee pots.

This is a good example of closing the loop. Now will have info to make decisions. Can come back to form and see how much spent v. how much budgeted, compare with budget requests.

**UMDW Training – Who needs it? Who wants it?**

**Russ will look at setting up some times and getting trainings going.** Try to get done before Christmas break. Things have not changed. Mostly for new people and refresher. Biggest change was when payroll was added in. Don’t anticipate seeing any significant changes.

**Other**
- **Russ will work with Mike to create something to indicate budget mods.**
- **Russ will work with numbers, people will get reports turned in. Russ will look for year-end adjustments and will report back at the next meeting.**
- **Division Chairs look at and come back with a recommendation.**
- **Valerie will work with Russ to possibly do this, come up with concept of how to track and bring to Russ to see if it will work with Banner.**
- **Russ will look at setting up some times and getting trainings going.**
- **Russ will add Rick Caron to the Budget Committee.**