Meeting Minutes – 10/30/2013

Old Business:

- Russ will work with Mike to create something to indicate budget mods.
  - Russ asked if anyone had questions on last year.
- 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.
  - Combining trades, splitting up Gen Ed. Submit the way you want them to be recorded.
- Russ will look at setting up some times and getting trainings going.
  - Will do some UMDW training in the spring.
- Russ will add Rick Caron to the Budget Committee.

Discussion on making adjustments to breaking into account codes. Russ will set up a workshop to assist with budgets and invite anyone responsible for a budget. Likely use Maintenance as an example to show how put through account categories. Biggest difficulties will be all the different account codes for travel.

Next Budget Committee meeting will be after budgets are submitted. Form and spreadsheet seem to be working okay. Division chairs are having their areas submit to them first, then DC submits to Finance drive.

Budgets due January 10. Budget committee will begin reviewing January 22. Discussion about Leadership reviewing and cutting. Committee decided to send back to budget ‘owners’ for initial modifications. Puts committee in more of an overview group. Will give ownership. People having difficulty with cuts can appeal to budget committee. Percentages more to some bigger budgets than others.

Did not meet one of our measures in Performance-Based Funding, so funding will this year. People are on task for what funding is available and what can be cut.
Discussed plus/minus based on expenditures at prior budget meeting. Error range was very generous. Good tool for creating a report that shows initial budget, budget modifications, final budget and final expenditures amount. Can remove particulars that skew, and then look for consistently over/under. Some areas will have emergency. Some are frugal and put off expenses.

Reworking own budgets may reduce budget mods.

Budget Committee meets January 22, then sends budgets back to budget ‘owners’ with guidelines. They will have 2 weeks to trim out and resubmit, or that budget ‘owner’ can come to Budget Committee and to give rationale for not cutting. Maybe three times before send to leadership to finalize. Comparison charts. Just totals for indexes. Serious questions can be pulled up on UMDW.

Leadership will handle payroll. **Russ will put together times for due dates/review dates, etc.** Might be compressed time, need time for Budget Committee to review at the end. **Russ will insert a column for ‘revised budget’ to update and send back.** Will have tracking and not get overwritten.

**Deliverables:**
- Russ will set up a workshop to assist with budgets and invite anyone responsible for a budget.
- Leadership will handle payroll.
- Russ will put together times for due dates/review dates, etc.
- Russ will insert a column for ‘revised budget’ to update and send back.