BUDGET COMMITTEE
Minutes
Room 123 – 11/5/2014

In attendance: ☒ Russ Fillner (chair) ☒ Mike Brown
☐ Candy Miller ☐ (faculty senate)
☐ Daniel Bingham ☒ Rick Caron
☒ Deb Kelley ☒ Rick Dendinger
☐ Della Dubbe ☒ Sandy Sacry
☒ Elizabeth Stearns-Sims ☒ Summer Marston (recorder)
☐ (disabilities) ☒ Tia Kelley
☒ Matt Schmidt ☒ Val Curtin
☒ Jeff Block ☒ Val Martinez
☒ Mary Lannert

Review minutes from October 15, 2014, meeting
No corrections, addition, changes, to minutes. Rick Caron moved, seconded by Jeff. All in favor. Minutes approved.

Outcomes
Reviewed 2013-14 outcomes edits from assessment. Changed ‘participation’ to ‘attendance’ in Outcome 1. Outcome 2 minor typo fixed, otherwise good. Outcome 3 add ‘and well received’ at the very end. Outcome 4 unchanged, was not done last year because budget was turned over to leadership early. Budget committee approved with changes. Russ will inform Mike B that it is done. Mission for 2014-15 carried forward. Outcomes same as 2013-14. Budget committee approved 2014-15 assessment.

Instructions
Timeline updated for 2015-16 budget.

10/15 – committee begins to meet
10/29-12/12 – Complete assessment plans, develop FY15 plans, review FY14 outcomes.
12/12 – forward assessment findings to leadership
1/12 – budgets due
1/21 – begin budget review process
4/29 – budgets finalized and released

Discussed fees as part of budgets. Budget process for Current Unrestricted Funds. Discussed doing enhancements list. Discussed performance-based funding and likelihood of receiving funds. PBF Task Force looking at model to be used, deciding how to work with people who do not meet the measure. Retention and completion rates need to go through system, mid-October. HC made our measure this year.

Discussed the instructions found at Admin\Finance\2015-2016 AY Budget\Budget Submissions. Russ will update terminology to ensure tying to ‘strategic plan’ not ‘core themes.’ Concern that the 1/12 due date falls on the first day of school. Discussed staggering academic and nonacademic. Nonacademic budgets will be due January 12, academics due January 19.
Updated schedule as follows:

- 10/15 – committee begins to meet
- 10/29-12/12 – Complete assessment plans, develop FY15 plans, review FY14 outcomes.
- 12/12 – forward assessment findings to leadership
- 1/12 – nonacademic budgets due
- 1/19 – academic budgets due
- 1/21 – begin budget review process
- 4/29 – budgets finalized and released

Discussed inviting people to discuss their budget when the committee goes over individual budgets. Plan to have prioritized list of enhancements if budget necessities are fully funded and there is money left.

**Budget Freeze**

Was done to pull money from FY14 to FY15 to cover pay raises.

**Forms**

Added a column to explain line items in spreadsheet for justifications. Narrative has been reduced. Identifying who, what, why. Mostly because need staffing change request. Also has segment for other available funding. Helpful if staffing broken down and bulleted. Operating funds to support staff needs to have indicator that contingent upon new employee.

**Next meeting**

- Next Wednesday
- Review outcomes data