BUDGET COMMITTEE
Minutes
Room 123 – 12/10/2014

☐ Russ Fillner, Assistant Dean Fiscal and Plant
☐ Denise Runge, Associate Dean for Academics
☐ Elizabeth Stearns-Sims, Assistant Dean Student Services
☐ Daniel Bingham, Dean/CEO (ex-officio)
☐ Deb Kelley, Business Services
☐ Della Dubbe, Library
☐ Matt Schmidt, Facilities
☐ Karina Moulton, Staff Senate excused
☐ Karen Raphael-Conley, Faculty Senate excused
☐ Jeff Block, Information Technology

☒ Mary Lannert, Continuing Education
☒ Mike Brown, Institutional Research via Skype
☒ Rick Caron, Student Support Center
☒ Sandy Sacry, Nursing
☒ Tia Kelley, Gen Ed & Business Department Chair
☒ Val Curtin, Financial Aid
☒ Val Martinez, Trades Department Chair
☒ Mike Wiederhold, Fire and Rescue
☒ vacant, Disabilities and Veteran Affairs
☒ Christian Arp, Student Senate

Summer Marston, Recorder/Minutes (ex-officio)

Past Budget Committee Meeting Minutes
Minutes from 11/5/2014 to date are on the website. Russ requested committee members let him and Summer know if there are edits and will discuss at the next meeting.

Assessment Plan
Committee looked at those significantly over or under budget to understand why and to ensure transparency. Some are tricky due to match up numbers and line items, so Mike B reported total allocated and total spent. Some programs aren’t completely current unrestricted, some from fee pots. Budget committee primarily focused on CUR.

Budgets Under by 50% or more
- **Computer technology**, $2800 CUR, spent $850. Dues charged to course fees rather than main budget. Some discussion about licenses being billed wrong. Some savings because of budget freeze. No further questions.
- **Office Technology**, Challenge codes are for students who want to challenge a course. Fees changed through the BOR. No further questions.
- **Accounting & Business**, Planned for additional faculty member, hard copies, renewals of licensing not done. No further questions.
- **Gen Ed**, No further questions.
- **Nursing RN**, Planned for Mediman expense. Many LPN program items should have been charged to RN, supplies charged incorrectly. Sandy working to prevent these issues from happening in the future.
- **Disability Services**, Vacancy. Always budget for deaf services, sometimes don’t need (both payroll and contract services).
- **Online Learning**, Vacancy, combined positions. Some things were held off because of TAACCCT (delivery across platforms) and nothing was purchased. Started doing technology ed council via phone. Budget is 100% fee funded. Not CUR.
- **Business Services**, Fewer system-wide meetings. Did not renew membership. Planned for temps, primarily for cashiers, but had good workstudy students.
Looked at ones that were 15% over. Trades complicated because of fees and multiple budgets.

- **Diesel.** Two budgets. Differences between what was approved and the spreadsheet and what was in UMDW.
- **Aviation.** Major difference between UMDW and Banner (approved v. spent). Approved is what ends up on spreadsheet. Work orders were not necessarily charged to fee accounts previously. If info wasn’t provided, it defaulted to CUR. Counting on more accurate allocations for this coming year.
- **Nursing LPN.** Much is fee-based. Software cost increased. May remove as a fee to the course, instead have as required book the student has to purchase in the book store. Would still be covered under financial aid, able to purchase with voucher. Cannot do that until Fall 2015. Some nursing students requesting NCLEX aid.
- **Admission and records.** Allocated major supplies (fireproof cabinets) but paid out of a different budget. Graduation cost covered by fee. Fire Engine Red missed service fee, quarterly and per application fee. Getting more application fees online, but cost goes up to HC. Axiom was transferred to IT in the spring, Fire Engine Red for next budget cycle. Transitioning institutional software systems into IT.
- **Institution Assessment & Research.** Qualtrics license. Accreditation visit was not on-site, didn’t have to pay for evaluator travel.
- **Student Services.** Printing over because of student handbooks. Conciliatory agreement with a student.

Indicator of Achievement why over/under. **Russ will look at budget items to see which have budget modifications and share with Budget Committee.** Asked if group felt comfortable with explanations. Would be helpful to keep budget managers current on fee pots. Focusing on index codes will help address. HC is trying to get better info on budgeting and program planning. Connect allocation of resources to Strategic Plan and Core Themes. Mike B thanked the committee for their patience. Better conversations about tying budgets and strategic planning to outcomes. Della stated the form this year was much improved.

**Next meeting**

- Budget committee will be adjourned until the end of January.
- Russ will look at budget items to see which have budget modifications and share with Budget Committee.