BUDGET COMMITTEE
Minutes
Room 112 – 1/20/2016

☑ Russ Fillner, Assistant Dean Fiscal and Plant
☐ Daniel Bingham, Dean/CEO (ex-officio)
☑ Jeff Block, Information Technology
☑ Tammy Burke, Trades Department Chair
☑ Mike Brown, Institutional Research
☑ Rick Caron, Gen Ed & Business Department Chair
☑ Val Curtin, Financial Aid
☐ Sarah Dellwo, Gen Ed & Business Department Chair
☐ Della Dubbe, Library
☐ Chad Hickox, Associate Dean for Academics
☑ Robyn Kiesling, Gen Ed & Business Department Chair

☑ Mary Lannert, Continuing Education
☐ Barb McAlmond, Gen Ed & Business Department Chair
☑ Karina Moulton, Staff Senate
☑ Karen Raphael-Conley, Faculty Senate
☑ Sandy Sacry, Nursing
☐ Matt Schmidt, Facilities
☐ Elizabeth Stearns-Sims, Assistant Dean Student Services
☐ Maggie Steffens, Student Senate
☐ Mike Wiederhold, Fire and Rescue
☑ Maia Zelenak, Business Services
☐ vacant, Disabilities and Veteran Affairs

Summer Marston, Recorder/Minutes (ex-officio)

Budgets
Due by the end of the week.

Budget outcomes
• Question on spreadsheet of budgeted v. actual spent.
• Concern about budget mods and if they are approved or not.
• Question of planned expenditures no expended, and if should request again. Russ stated budget managers should put any expected spending in their budget.
• NWCCU charging for substantive changes. Wasn’t budgeted before, paid out of IR. Qualtrics also charged to IR. Therefore, IR budget went over. Qualtrics could be charged out of IT.
• Budget Committee agreed that maintenance of the outcomes spreadsheet would satisfy requirements in terms of assessment, so it will be continued.
• Committee will compare the outcomes spreadsheet with requested budgets to ensure requests are realistic. Compare FY16 to FY17, have departments justify.
• Russ is currently working to pin down the budget. May be vacancy savings.
• Check with Russ, Maia, or Carrie for discrepancies as to where things were charged v. where should have been.
• Karen asked about her budget for IT that is paid through IT. This money can be used for plotter maintenance.
• Committee will look at budgets considerably over/under to try and determine why, what happened, etc. To be addressed in annual program plans.
• Personnel budgeting historically has been left to leadership. Budget committee voted to continue this process.

Next meeting
• Russ will check the spreadsheet and ensure the numbers are correct for the next meeting.
• Start going through new budgets. Incorporate results of last budget with requests for new, request explanations why significantly over/under or why asking for different amount than consistently spending.