BUDGET COMMITTEE
Minutes
Room 112 – 10/26/2016

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

☒ Mary Lannert, Continuing Education
☐ Barb McAlmond, Director of Marketing
☐ Karina Moulton, Staff Senate
☐ Karen Raphel-Conley, Faculty Senate
☐ Sandy Sacry, Nursing
☐ Matt Schmidt, Facilities
☒ Elizabeth Stearns Sims, Assistant Dean Student Affairs
☐ Silas Easterling, Student Senate
☐ Mike Wiederhold, Fire and Rescue
☐ Maia Zelenak, Business Services

Hayley Blevins, Recorder/Minutes (ex-officio)

Introduction were made to everyone in the meeting

Program Assessment
• FY 15-16
  o Reviewed missing Statement
  o Reviewed goal of “Transparency in budget process”
    ▪ Need to work on getting minutes online in a timely matter
    ▪ Need to explain why budgets were cut or changed
    ▪ Need to make sure all changes from leaderships are reported back and documented
      ▪ Will now be an agenda item every meeting
  o Reviewed goal of “Improve budget process”
    ▪ Make sure to assess the previous year each Fall
    ▪ This year was easier to follow
    ▪ Qualtrics survey on enhancements
      ▪ Still needs to improve, but it was helpful
      ▪ Would like to see the results from the survey
    ▪ Need more reporting back from leadership
    ▪ Need to look at a way to plan for a few years and not just a year in advanced
      ▪ Tammy had to do this for Perkins so she will send it to Russ
  • Outcomes
    ▪ Look at Qualtrics survey
    ▪ Work on people reporting back over or shortness in budgets
    ▪ Look at fees and how they affect budgets
  • List of prioritized items
    ▪ Need to improve the process
    ▪ More leadership follow up
    ▪ Make sure we know how long an item has been asked for
FY 16-17 Plan
- Same as FY 15-16
- Include getting more feedback from leadership in first objective

FY18
- Instruction document
  o Timeline
    ▪ Now-December
      ▪ Finish the 16-17 assessment (done)
      ▪ Finish 16-17 plan (done)
      ▪ Review 16-17 budgets
      ▪ Assessments to leadership
    ▪ Jan. 18 budgets are due
    ▪ Jan. 27 budget review begins
    ▪ April 13 budgets go to leadership
    ▪ April 27 leadership finalizes budgets
  o Includes the process and definitions
  o Forms are available now
    ▪ Russ will make sure it includes a section about previous years budgets

Assignment
- Review budgets from last year
  o Explain why you were over or short on your budget
  o Make sure every section you over see does this as well
  o Due in two weeks
- Budget committee will review all budgets
  o Will make any recommendations to leadership