

BUDGET COMMITTEE

Minutes

Room 112 – 1/20/2016

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| <p><input checked="" type="checkbox"/> Russ Fillner, Assistant Dean Fiscal and Plant</p> <p><input type="checkbox"/> Daniel Bingham, Dean/CEO (ex-officio)</p> <p><input checked="" type="checkbox"/> Jeff Block, Information Technology</p> <p><input checked="" type="checkbox"/> Tammy Burke, Trades Department Chair</p> <p><input checked="" type="checkbox"/> Mike Brown, Institutional Research</p> <p><input checked="" type="checkbox"/> Rick Caron, Gen Ed & Business Department Chair</p> <p><input checked="" type="checkbox"/> Val Curtin, Financial Aid</p> <p><input type="checkbox"/> Sarah Dellwo, Gen Ed & Business Department Chair</p> <p><input type="checkbox"/> Della Dubbe, Library</p> <p><input type="checkbox"/> Chad Hickox, Associate Dean for Academics</p> <p><input checked="" type="checkbox"/> Robyn Kiesling, Gen Ed & Business Department Chair</p> | <p><input checked="" type="checkbox"/> Mary Lannert, Continuing Education</p> <p><input type="checkbox"/> Barb McAlmond, Gen Ed & Business Department Chair</p> <p><input checked="" type="checkbox"/> Karina Moulton, Staff Senate</p> <p><input checked="" type="checkbox"/> Karen Raphael-Conley, Faculty Senate</p> <p><input checked="" type="checkbox"/> Sandy Sacry, Nursing</p> <p><input type="checkbox"/> Matt Schmidt, Facilities</p> <p><input type="checkbox"/> Elizabeth Stearns-Sims, Assistant Dean Student Services</p> <p><input type="checkbox"/> Maggie Steffens, Student Senate</p> <p><input type="checkbox"/> Mike Wiederhold, Fire and Rescue</p> <p><input checked="" type="checkbox"/> Maia Zelenak, Business Services</p> <p><input type="checkbox"/> vacant, Disabilities and Veteran Affairs</p> |
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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 not 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.