

BUDGET COMMITTEE

Minutes

Room 112 – 10/26/2016

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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 type="checkbox"/> Jeff Block, Information Technology</p> <p><input type="checkbox"/> Mike Brown, Institutional Research</p> <p><input checked="" type="checkbox"/> Tammy Burke, Trades Department Chair</p> <p><input checked="" type="checkbox"/> Patrick Turner, Director of Student Support</p> <p><input type="checkbox"/> Val Curtin, Financial Aid</p> <p><input type="checkbox"/> Sarah Dellwo, Registrar</p> <p><input checked="" 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, Director of Marketing</p> <p><input type="checkbox"/> Karina Moulton, Staff Senate</p> <p><input type="checkbox"/> Karen Raphael Conley, Faculty Senate</p> <p><input type="checkbox"/> Sandy Saery, Nursing</p> <p><input checked="" type="checkbox"/> Matt Schmidt, Facilities</p> <p><input checked="" type="checkbox"/> Elizabeth Stearns Sims, Assistant Dean Student Affairs</p> <p><input type="checkbox"/> Silas Easterling, Student Senate</p> <p><input type="checkbox"/> Mike Wiederhold, Fire and Rescue</p> <p><input type="checkbox"/> Maia Zelenak, Business Services</p> |
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Hayley Blevins, Recorder/Minutes (ex-officio)

Introduction were made to everyone in the meeting

Program Assessment

- FY 15-16
 - Reviewed missing Statement
 - 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
 - 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
 - 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
 - Includes the process and definitions
 - Forms are available now
 - **Russ will make sure it includes a section about previous years budgets**

Assignment

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