**Budget Committee Meeting**

**March 7, 2013**

**2:00 pm**

**In Attendance:** Donna Berry, Stephanie Curry, Jan Dekker, Melanie Highfill, Dean Gray, Shelly Sorensen, Jason Meyers, Steven Marcial (guest), Michael White (guest), Diana Rodriguez (notes)

**Action Items:**

* Stephanie C. will send evaluation on the Budget Workshop training.
* Diana R. will forward to the Academic Senate the revised Budget Worksheet and Calendar.

**Approval of Agenda**

**Approval of Prior Meeting Notes**

* If you have any corrections to the February 28, 2013 meeting notes, please let Diana Rodriguez know.
* Meeting notes have been posted to Blackboard.

**RC Budget Requests from Worksheet**

As a result of the pilot process, the following are being taken into consideration for the ongoing continuous improvement of the budget worksheet and process

* Had a concern because of the separate prioritization process we had for lottery. If the requests for general funds exceed the amount of funding, how do we take those requests that are left and comingle with the lottery.
* By having one worksheet, will be able to identify those items that can be funded through different sources. This could be done at the Dean’s level.
* The revised worksheet will include the following:
	+ From the original worksheet, delete the “Alternate Funding Source” column and replaced with “Eligible for Funding”
		- Under this heading, will include the following columns:
			* Perkins
			* Lottery
			* LT5
			* STEM
			* Basic Skills
			* Other
* Before worksheet goes to the departments, may hide these columns. Once it is at the Dean and VP level, will unhide.
	+ Once identified alternative funding sources, could go to the different categorical committees, for example Perkins, to confirm items listed could be funded thought this source.
	+ Once the items requested have been identified as being funded through the different alternate sources, will be able to remove those items from the worksheet.
		- Worksheet will then only contain general and lottery-funded items.
* Budget calendar process:
	+ Worksheets starts at the program level; will list their requests and prioritize.
	+ Worksheet will then go to Department Chair where a discussion should take place between the Department Chair and the program; rankings could be changed from here.
	+ Department Chairs will then meet with Deans.
	+ Deans will then meet with VP.
	+ Will then go to the Budget Committee
* No requests will be omitted; the Budget Committee’s responsibility is to identify areas that the Committee may have questions on.
	+ May look at having a standing meeting with the Deans and bring up concerns, questions, and issues.
* The key to this budget process is to be able to communicate; will improve transparency.
* Suggest that we look at centralizing office supplies and computer equipment.
* Will need to go to Academic Senate, then to College Council for approval.
	+ Will need at least 2 reads from Academic Senate.
		- Academic Senate has one more meeting in March; and 2 in April.
		- If cannot make the March meeting, will need to go to the first meeting scheduled in April (April 9, 2013).
* Stephanie C. will send out a short survey to those people who attended the Workshop Training, as well as the Deans and Department Chairs.
* Timelines need to go out with the Budget Requests.
* Important Issues:
	+ Mandatory Training on the Budget Worksheet.
	+ All departments will need to prioritize their requests.
	+ On the revised Worksheet, timeliness will need to be included.
	+ YTD column will be added to the Worksheet prior to it going to the Budget Committee.
	+ Communicate!
	+ Ongoing continuous improvement of budget worksheet and process.
* On items the Budget Committee feels are “big ticket” will meet with the department representative for explanation.
* It was recommended that the Revised Budget Worksheet and Calendar be forwarded to Academic Senate as an Agenda item.

**Next Meeting:** Thursday, March 14, 2013 at 2:00 pm