



Budget Development Committee Meeting Minutes

March 1, 2016

EW 207

9:00a.m. – 12:00p.m.

Present: Gale Lebsock, Corey Marvin, Heather Ostash, Angela Poole, Crystal Leffler, Frank Timpone, Tammy Kinnan, Matt Jones, Katie Coffman, Matt Crow

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
1. Opening of Meeting	Gale Lebsock	9:00a.m.
2. Approval of Agenda	Gale Lebsock	No changes to the agenda.
3. Approval of Minutes from 2-16-2016 and Action items	Gale Lebsock	No changes to the minutes. Action items completed. <ul style="list-style-type: none"> • Gale reported the YTD adjunct and overload budget for 15/16 is close and does not recommend reduction. • Gale provided the 15/16 YTD budget information by organization code as of 2/29/2016. • 14/15 reserve was increased by \$413,000 at closeout with just under \$70,000 in funded one-time expenses. • One-time expenses that were funded from reserve include M&O rehab, additional change out of phones from analog to digital, and a gator for athletics.
4. Review of Request	Gale Lebsock	The committee began their review of the individual budget requests and agreed to make reductions based on the information provided and historical data. Instead of inviting individuals in to discuss the reductions, they will receive an email with this committee’s recommendation and will be given the option to meet with us if they are unsatisfied with the budget adjustments. The committee agreed to invite Mike Campbell in to discuss the IT budget and Mike Metcalf to discuss Allied Health. Gale reviewed the M&O budget with John Daly and identified approximately \$45,000 in possible reductions. A summary of those changes will be provided at our next meeting. Gale will summarize all the suggested changes once we have completed our review of the individual budget requests.
5. Future Meeting Dates		February 23, 2016 9am – 12:00pm cancelled March 1, 2016 9am – 12:00pm March 8, 2016 9am – 12:00pm March 22, 2016 9am – 12:00pm March 31, 2016 9am – 12:00pm April 5, 2016 9am – 12:00pm
Adjourned		12:00pm

Title Gale Lebsock, Director of Administrative Services

Recorder Crystal Leffler Approved 3/8/2016