



Budget Development Committee Meeting Minutes

March 8, 2016

EW 207

9:00a.m. – 12:00p.m.

Present: Gale Lebsock, Heather Ostash via phone, Crystal Leffler, Frank Timpone, Tammy Kinnan, Matt Jones, Katie Coffman, Matt Crow

Absent: Corey Marvin, Angela Poole

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 3-1-2016 and Action items	Gale Lebsock	No changes to the minutes. Gale shared a copy of the email she sent to President Board on the 16/17 Budget Development Status. This information was shared at College Council.
4. Continued Review of Requests	Gale Lebsock	The committee continued their review the individual budget requests. Gale provided a revised copy of the M&O budget request. Reductions have been made to the overall budget with the exception of the Safety & Security budget which has increased to support our new college-wide safety coordinator.  <i>Action items for Heather Ostash:</i> <ul style="list-style-type: none"> <li>• <i>Follow up with Jennifer San Nicholas regarding travel requests for A&amp;R and FA.</i></li> <li>• <i>Check with Christine Small on \$195 request for software (5650), removed for now.</i></li> <li>• <i>Confirm calibration request \$3,200 (6419) in the General Athletics budget.</i></li> <li>• <i>Verify fluctuating membership dues for soccer (5300) \$500 reduced to \$300.</i></li> </ul>
5. Professional Development Request and Analysis	Gale Lebsock	Gale provided the committee with a new Staff Development budget request worksheet along with the resource request analysis from the Professional Development committee. Jill had asked Gale to rollover the budget request pending receipt of the analysis. The committee reviewed the analysis and questioned some of the information provided. Depending on subject matter SSSP or Student Equity may be able to fund.  <i>Action: Gale will try to get more information before the next meeting and ask Heather about covered subjects.</i>
6. IT Resource Request Review with Mike Campbell at 10:00am		Mike Campbell joined the committee and provided a revised IT budget request. Mike agreed to additional budget reductions after detailed discussion with the committee.
7. Allied Health Resource Request Review with Mike Metcalf at 10:30am		Mike Metcalf joined the committee to discuss the Allied Health budget as submitted. The professional development travel requests was moved to VTEA and Mike agreed to additional budget reductions.

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
8. For next meeting: - listing of changes - updated estimates		Gale will provide a list based on our conversation of all the suggested budget recommendation discussed during our detailed review of the individual budget requests.
9. Future Meeting Dates		<del>February 23, 2016 9am – 12:00pm</del> cancelled <del>March 1, 2016 9am – 12:00pm</del> <del>March 8, 2016 9am – 12:00pm</del> 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 3/22/2016