



Budget Development Committee Meeting Minutes

May 2, 2017

LRC 733

9:00a.m. – 11:00a.m.

Present: Lisa Couch, Heather Ostash, Corey Marvin, Katie Coffman, Frank Timpone, Debbie Gregory, Matt Crow, Matt Jones, Kristie Nichols, Crystal Leffler

TOPIC	FACILITATOR	SUMMARY/ FOLLOW-UP
1. Opening of Meeting	Lisa Couch	9:00 a.m.
2. Review Agenda	Lisa Couch	Agenda approved with no changes.
3. Review of Action Items and Meeting Minutes 4/25/17	Lisa Couch	<p>Review of Action Items and Minutes approved with no changes. Meeting minutes from 4/18 are pending and will be sent out once completed.</p> <p><i>Action pending 11/29/16: Lisa will talk with others regarding the “self-evaluation” of this committee.</i></p> <ul style="list-style-type: none"> • Follow-up to be completed after 17/18 budget development. <p><i>Action pending 3/14/17: Corey and Heather to look at options for absorbing increasing costs related to prison instruction.</i></p> <ul style="list-style-type: none"> • There will be a group discussion in the future regarding costs related to prison instruction.
4. Updates: a. Updated Revenue/ Expense Estimate b. 2017 – 18 Budget Committee Recommended Adjustments	Lisa Couch/Committee	<p>The following documents were provided and reviewed by the committee.</p> <ul style="list-style-type: none"> a. Lisa provided the GU001 estimates as of 4/26/17 based on our previous conversation and recommended adjustments. b. Lisa provided a list of the recommended adjustments from our last meeting.
5. Debrief	Lisa Couch	<p>The budget information was presented to President Board and then to College Council on 4/27/17 as the college’s tentative budget.</p> <p>In preparation for next year and as evidence to support we are being proactive, the committee discussed ideas on phasing in structure and tools that would assist individuals and departments when creating their budgets.</p> <ul style="list-style-type: none"> • Rubric for prioritization of mission critical vs nice to have. • Clear budget assumptions, definitions and budget parameters. • Address use of reserve and expected budget reductions. • Fall training on review of sections and offerings involving educational administrators. • Set expectation on growth for college as a whole. • Request to add page numbers on future documents.

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6. FTES Update	Corey Marvin	Corey reviewed the ODS report on enrollment history trends with the committee. The FTES review shows continued growth through programs offered, dual enrollment and prison instruction.
7. Future Agenda Items		
8. Future Meeting Dates	Committee	TBD
9. Adjourned		11:00a.m.

Title Lisa Couch, VP of Finance & Administrative Services

Recorder Crystal Leffler Approved 9-21-17