

PLANNING & BUDGET COMMITTEE NOTES

Friday, October 6, 2017
1:30 – 3 p.m.
Board Room

✓Darlene Melby (Co-Chair)
✓Chris Vancil (Co-Chair)
✓Kevin Broussard
✓Jesse Cecil
✓Deb Dutcher
✓Donna Farris
✓Mike Graves
✓Melissa Green
✓Michele Knudsen
✓Dennis Roberts
✓Cheryl Rosen
✓Dr. Stephen Schoonmaker (Ex officio)
✓Dr. Michael Tischler
✓Chris Wehman
✓Dr. Zachary Zweigle
Resources:
✓Kent Gross
✓Bart Scott

Committee's Charge:

The Planning and Budget Committee charge is to be determined.

*Planning and Budget Committee meets the first Friday of each month
In the Board room from 1:30 to 3 p.m.*

Item 1. Approval of Minutes

MSP (Tischler, Graves, unanimous) to approve the minutes of the August 30, 2017 Budget Committee meeting and the minutes of the February 21, 2017 and August 29, 2017 Planning Committee meetings.

Item 2. Introductions/Membership

Darlene Melby introduced herself and asked each person to introduce themselves and their position at the college.

Item 3. Committee Charge

There was discussion on how budget assumptions are made. Mike Graves felt that planning should drive budget development and that this committee should develop the institutional budget assumption that should go to College Council. There was further discussion regarding the flow of information through the governance process and the lack of general understanding of how this would work as model is in the developmental stage at College Council. There was a request for further clarity at the next meeting.

Recommendations for the committee's charge are:

- *Develop budget assumptions.*
- *Anything that comes through program review should come to this committee.*
- *Develop a timeline for program reviews to be able to plan the budget.*
- *Prioritizing budget requests for submittal to College Council.*
- *Review and prioritize all new positions for recommendation to College Council.*
- *Prioritize resource requests.*

Item 4. Committee Goals for 2017-18

- *Develop budget assumptions.*
- *Develop program review timelines in order to develop the budget.*
- *Update budget development timelines in conjunction with program review timelines.*

Darlene Melby in consultation with Dr. Schoonmaker is creating a new "proposed" budget development timeline for presentation at the next meeting. She also offered to bring information on how restoration funding works to a future meeting.

Item 5. Planning Day Follow-Up Presentation

Bart Scott provided a handout summarizing the following six areas identified at Planning Day as topics to focus on:

- Increase FTES;*
- Streamline processes;*
- Improve communication;*
- Provide better student guidance*
- Better interaction with the community;*
- Improve facilities.*

Item 6. Department & Individual Budget Communications

Tabled for next meeting.

Item 7. CampusWorks

Darlene Melby introduced the CampusWorks project that will be occurring November 7-8. This team will interview various areas and individuals to determine progress on the Banner revitalization work. This service is paid for out of the Information Services budget.

Item 8. Other

Meeting dates: First Friday of month, 1:30 to 3 p.m., Board Room.

November 3, 2017

December 1, 2017

January 5, 2018

February 2, 2018

March 2, 2018

April 6, 2018

May 4, 2018

June 1, 2018

Item 9. Adjournment

MSP (Vancil, Broussard, unanimous) to adjourn at 2:55 p.m.