

**Minutes
Budget Committee
December 5, 2014**

Attendees: Adam Anderson, Chris Kefauver, Michael Koon, Steve Lippiello (Chair), Pat Roper, Linda Shelek, Pat Stroud, Vicki Riley, April Schrump, Pam Sharma

1. Discussion of Proposed Capital Projects

Mr. Lippiello distributed a tentative listing of capital project requests for FY 2016. He indicated to the Committee to review the list and prepare to discuss at the next meeting after the holiday. The Committee decided to incorporate projects of like kind for purposes of capitalization and efficiency of procurement. Projects potentially qualifying under Perkins funding will be reviewed for compliance with Perkins guidelines.

2. OTPS Timeline

Mr. Lippiello stated that the deadline for submitting OTPS Budgets is December 12, 2014. These budgets will be reviewed in detail during the next scheduled Committee meeting after the holiday.

3. Significant Budget Challenges FY 2016 and Beyond

Mr. Lippiello distributed a tuition revenue analysis showing fall 2014 actual and spring and summer projected tuition revenue shortfall for FY 2015. Projections show the potential of an estimated \$1.3 million shortfall. Mr. Lippiello indicated the importance of focusing on our retention and recruitment efforts to assist in offsetting the shortfall. Questions were raised as to how the College would further offset the shortfall to which Mr. Lippiello responded positions would be left open and the dollars budgeted would be applied to the shortfall. Mr. Lippiello informed the Committee personnel decisions will be made by the new President.

4. Future Budget Meetings

Mr. Lippiello indicated the Committee will meet 1/9/15, 2/6/15, 3/13/15 and 4/17/15 and that it was important for all Committee members to attend.

5. Copier and Print Management Discussion

Mr. Lippiello informed the Committee Hughes Xerographics was chosen by the President's Cabinet as the vendor for the copier and print management contract. Mr. Lippiello stated the goal is to reach a better level of efficiency with the use of desktop printers and copiers without neglecting the needs of faculty and staff.

There being no further business, the meeting was adjourned at 11:00 am