

Budget Committee Minutes

October 1, 2021

11am to 12pm

Attendees:

Shelley Deluca, Dana Indermuhle, Phil Klein, Dave Lawson, Jill Loveless, Bonnie Peterman, Jeff Sayre, and April Schrupp

Additional Members Excused for the Golf Scramble

Minutes Approved from 9/10/21 – Bonnie Peterman and Dave Lawson

Review Updated Timeline accordingly for FY2023

The timeline has been re-evaluated with the following changes:

ACTION:

1. OTPS, Personnel and Review of Fees will begin and end before holiday break to allow the committee time to review before the CIC review 1/28/22.
2. Added Review Scholarship Award with Financial Aid 1/28/22

Review/Discussion designating ARPA/CRRSA Institutional and Student Funds

Total available ARPA/CRRSA funds (aka CARES) \$1.2M

ACTION:

April, Shelley and Joan reviewed the summer balances \$35,900 with a plan to write-off student debt on/around October 4.

Additional Projects Discussed: *(highlighted names indicate project manager)*

- a. Student Portal Enhancement - RFP for Consultant/Enhancements to current student features due to increase distance education
 - a. Discussed removing this due to time constrictions
- b. Ellucian Banner 9 Upgrade – Shelley Deluca
- c. E-services for Financial Aid and Student Records– fillable forms, electronic signatures and completion of confidential forms – Alicia Frey and April Schrupp – searching for additional team members
- d. Student Laptop Loner Program – Chris Corbin
- e. Wifi Audit and Enhancements
 - a. Discussed removing this due to time constrictions
- f. Behavioral and Mental Health – Continuing with New Directions Behavioral Health – confirmed by Kristi Aulick and RJ Canter \$24,999

Additional Projects Suggested:

- g. Anatomage – Bonnie Peterman
- h. ECUE Software – Jill Loveless
- i. E Sport Team Equipment – Jill Loveless
- j. Interactive Booths for all branches – Jeff Sayre
- k. Designated outdoor work/study space – Jeff Sayre and Tricia Marker

ACTION:

1. Gather more information in regards to the additional projects to ensure they meet grant guidelines.
2. April will revisit with each Project Leader weekly for an update on pricing and project status and update the committee accordingly.

Review and Discuss Distribution of Student Emergency Funds

Total available for student emergency grants \$1,719,711.

ACTION:

1. Plan to review Summer 2021 and Fall 2021 enrolled students after October 4th and develop a tier-based award, similar to the last award.
2. The budget committee will review before any decision is made.

Capital Requests Process/Form**ACTION:**

1. The Capital Request Form will be sent out on October 4th.
2. All Capital requests are due to the Business Office by November 5th.
 - a. April will coordinate with chairs, directors and Dr. Loveless for Perkins requests to review the submissions for their corresponding areas, remove duplicates and present feedback to alleviate the extra questions when the committee begins review/approval on 12/3/21.
2. The Capital Memo, Form and updated process were approved as presented and will be sent out on Monday, October 4th.

Next Meeting

November 5, 2021 – Time TBD