



Budget Committee Minutes
October 25th, 2019 at 1:00 PM

Attendees: Alicia Frey, Dan Mosser, Dennis Thorn, Heidi Ryan, Jill Loveles, Karri Mulhern, Pam Sharma, Shelley DeLuca & Jeff Sayre.

- I. Documents to be produced with a description of the intent of the document, input needed from other sources and the Budget Committees role in preparation of the documents
 - a. Revenue model
 - i. Description - By campus by enrollment type
 - ii. Input – Enrollment Management Committee
 - iii. Budget Committee - Review
 - iv. Budget Committee – Tuition Increase
 - v. Budget Committee – Institutional Fee Adjustments
 - b. Program fees
 - i. Description – By term by item
 - ii. Input – Program Directors and Division Chairs
 - iii. Budget Committee - Review
 - c. Departmental operational budgets
 - i. Description – By month with significant items identified and standardization for common items
 - ii. Input – Budget Owners and Cabinet
 - iii. Budget Committee - Review
 - d. Personnel services
 - i. Description – By employee with all wage & benefit categories including funding source
 - ii. Input – HR for current employee parameters
 - iii. Input – Comp & Class Committee for increase distribution method
 - iv. Input – Faculty Assembly for increase distribution method
 - v. Input – Cabinet (new positions)
 - vi. Budget Committee – Total increase recommendation for faculty & staff
 - e. Capital projects
 - i. Description – Projects / initiatives with approximate costs and justifications
 - ii. Input – Invitation for input to all employees, but collection back through Cabinet



- f. Budget Committee – Review and prioritization
 - i. Note – Not discussed in meeting, but would like to have a meeting that allows individuals to come and justify the request
 - g. WV CTCS forms F, G, & H
 - i. Description – Mandatory forms that occur after the process
 - ii. Budget Committee – Informational
 - h. WV Budget Office schedules
 - i. Description – Inputted into the state accounting system by Sr. Accountant
 - i. Budget narratives
 - i. Overview
 - ii. Tuition & Fees
 - iii. Personnel Services
 - iv. Capital
- II. Information from other sources/committees and related document/work paper
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| a. Projected enrollment | I.a. Revenue Model |
| b. Estimated revenues | Work paper revenue schedule |
| i. Career Development | |
| ii. CARTS | |
| iii. Commissions | |
| iv. Community Education | |
| v. Testing Center | |
| vi. Workforce | |
| vii. Investment Income | |
| viii. Scholarship budget | |
| c. WV state appropriation | As communicated from the state |
| d. Method for wage increase distribution | I.d. Personnel Services |
| i. Faculty Assembly | |
| ii. Class & Comp Committee | |
| e. Open position needs | I.d. Personnel Services |
| f. Adjunct / Overload needs | Work paper personnel schedule |
| g. Cont./Community education instruction | Work paper personnel schedule |
| h. Uncollected revenue percentage | Work paper revenue sources |
| i. Recommended RPA levels | Work paper personnel schedule |
| j. Work study budget | Work paper personnel schedule |
| k. Date of Board Approval | March 2020 |
- III. Recommendation to be made by the Budget Committee
- a. Tuition increase



- b. Institutional fees adjustments
 - c. Wage increases
 - d. Stipend position adjustments
 - i. Need examination of all stipend available activity
 - e. Adjunct compensation
 - f. Treatment of professional development and training
 - i. Competing philosophies of maintaining a separate professional development budget or allotting in the department with which it is spent
 - g. Tuition split for operational & capital
 - h. Total capital budget
 - i. To be inclusive of reserve spending
- IV. Timeline of activity
- a. Shelley DeLuca to draft tentative timeline based on prior year and distribute to the committee for review and input.
- V. Meeting Schedule
- a. Alicia to schedule a series of meetings trying to accommodate as many people as possible
- VI. General Discussion
- a. Budgeting decisions should be centered around the Mission Statement and Strategic Plan. This will be emphasized to all during the process.
 - b. Work done between meetings will be distributed from Jeff to the Committee.
- VII. Item requested for next agenda
- a. Program Fee Methodology
 - b. Salary Rule and Admin Procedure for Adjunct Rate of Pay
 - c. 13th Month
 - d. Uncollected Revenue
- VIII. Next meeting
- a. Tentatively Friday, November 22nd at 1:00 PM (To be confirmed)