



Budget Committee Minutes  
June 14<sup>th</sup>, 2018 at 2:00 PM  
Library Glass Room (B&O 2<sup>nd</sup> Floor)

Attendees: Shelly DeLuca, Jeremy Doolin, Janet Fike, Alicia Frey, Mark Goldstein (phone), Chris Kefauver, Jill Loveless, Pam Sharma, Larry Tackett, and Jeff Sayre

- I. Committee
  - a. Approval of 5/14/18 Minutes
    - i. Motion Larry Tackett
    - ii. Second Chris Kefauver
    - iii. Accepted unanimously
  
- II. Capital A-List Project Selection
  - a. \$114K Assigned in total for area improvement (A-List) projects
  - b. Hard quote on Auditorium Carpet
    - i. \$6,277 – Carpet Squared by ProSource of Bridgeville
    - ii. \$3,452 – Installation by Flooring America
    - iii. \$9,729 - Total
  - c. Balance for A-Projects
    - i. \$104,271 to be used for other projects
    - ii. There may be fluctuations from actual and estimated costs. Therefore, the remainder of the projects will be priorities and completed in the order agreed upon until the funds are depleted or other circumstances arise such as budget short falls.
  - d. Recommendation of Sub-Committee
    - i. \$15,000 - Redesign of NM Service Center
    - ii. \$13,500 – Redesign of FA office
      1. \$5,563 – Flooring
      2. \$5,000 – Wall construction
      3. \$3,000 – Furniture
    - iii. \$15,000 – Redesign of Weirton counselor / manager space
    - iv. \$40,000 – Weirton Restrooms
    - v. \$32,000 – Media upgrade in NM Room 110
    - vi. \$ 7,500 – B&O Lobby Furniture
    - vii. \$20,000 – Redesign of IR offices
    - viii. \$30,000 – Redesign ASC Room 225
    - ix. Total \$173K
  - e. Decision of Budget Committee
    - i. Motion – Larry Tackett to accept 8 projects in the order presented by the sub-committee



- ii. Second – Jill Loveless
  - iii. Vote – Unanimous acceptance
- f. The committee would like to have regular updates on the status of the Capital budget to see if there is savings. The savings could then be applied to other areas / moving down the list.

III. FY 2018 Assessment Results

6 Members Responding	Average Score
<b>Meetings</b>	
Agenda published in advance	4.5
Frequent enough to address necessary business	4.2
Input encouraged from all members	4.8
All ideas / conversation was respected	4.8
<b>Record of Activity</b>	
Agendas were available before meetings	4.3
Minutes published in a timely manner	4.5
Opportunity for input / corrections	4.8
Minutes reflected the meeting accurately	4.0
<b>General</b>	
The Budget Committee had a clear direction	4.0
The College’s Strategic Plan was used to guide the process	4.0
The contributions of the committee was valuable to the College	4.2
I was able to freely express my opinion in a safe environment	4.3
All constituencies were fairly represented having input into the budget process	4.0
Stages of the budget process had a defined, timely schedule	4.2
The recommendation of the committees were represented accurately to decision makers	4.3
My overall feeling of how well the FY 2019 Budgeting Process occurred	4.3

- a. The average scores are identified above. All items averaged a positive score of 4.0 or higher. However, in an attempt to scrutinize the results and find something to work on, each question was examined for individual responses that weren’t positive, that is 3.0 or lower.
- i. The College’s Strategic Plan was used to guide the process (3 non-positive)
    - 1. Discussion was had and it was decided that a physical copy of the strategic plan should be at each meeting and referred to more often.



- ii. Stages of the budget process had a defined, timely schedule (3)
  - 1. Timeline to be on the agenda for August and will share with college community at that time.
- iii. The Budget Committee had a clear direction (2)
  - 1. Maybe early there was a lack of timeline that may have caused this issue.
- iv. I was able to freely express my opinion in a safe environment (2)
  - 1. Every member was encouraged to go to the committee chairman in confidence if there is any conflict with another committee member. Likewise, if there is an issue with the chairman, the CHRO or President of the College can be addressed.
- v. All constituencies were fairly represented having input into the budget process (2)
  - 1. Discussion led to the possibility of the two faculty resignations in FY 2018.

b. Comments

- i. Timeline for 2019 will be much better
- ii. Hope for consistency in membership (Faculty)
- iii. If member is not going to participate in meetings they should be replaced
  - 1. Chairman will follow up on a person by person basis.
  - 2. (August Agenda) Also lay out expectation of the committee and inform everyone at the beginning of the year.
- iv. Determination of VPAA and CHRO are voting members
  - 1. According to the WVNCC website, the following are Ex-officio members of the budget committee
    - a. CFO - Jeff Sayre
    - b. CHRO – Peggy Carmichael
    - c. VPAA – Jill Loveless
    - d. VPSS – Janet Fike
  - 2. Will clarify this in the August meeting
- v. Those making capital projects recommendations should include Director of Facilities & VP Administrative Services as to two responsible for Facilities
- vi. The process was a step up from last years' budget process and the input and outcome were valued at a higher standard
- vii. Very pleased

IV. Miscellaneous

- a. Next meeting is already scheduled for Aug. 22<sup>nd</sup> at 10:00 AM
- b. Chris Kefauver moved to adjourn
- c. Larry Tackett seconded