

**Minutes  
Budget Committee  
October 23, 2009  
2:00 PM via IP Video**

**Attendees**

Janet Fike, Chris Kefauver, Mike Koon, Steve Lippiello, Chuck Morris, Sue Pelley, Vicki Riley, Denny Roth, April Schrump, Pat Stroud and Tony Vavra  
*Excused: Linda Shelek*

**Distribution of FY 2009 Audited Financial Statements**

CFO announced the following:

Unqualified opinion – positive position – FY09 ended with a approximately \$1 million surplus

Auditors Recommendations:

Adopt an Institution Record Retention Rule/Procedure

Assets more than doubled from 2002-2009 - \$16K to \$33K

Note: The College has to recognize a \$1.4 million loss on sale of HA – sale at value would have resulted in \$2.5 million surplus for FY09

**Discuss Student Datebook**

Introduced idea of Student Datebook (on behalf of Shannon Payton)

Datebook could be used by all areas to have important/informative dates printed in the bound book.

Requesting ideas of how to market the book to students

The cost to the College is approximately \$4.11 per book.

**FY 2011 Capital Request Forms Review**

- **Duplicates** – removed priority #7 MPR Floor Repair
- **Deleted/Denied Items** –
  - Priority One: Student Activities – Basketball Shot Clock \$2,500 (look into donations), LRC – Proxy Server \$7,000; HR - HR Information System \$258,775
  - Priority Two: Academic Affairs – HP Printer \$500
  - Priority Seven: Health Sciences – Student Response System \$6,000
- **Re-prioritization** –
  - Moved LRC Priority two and three up to levels one and two
  - Combined CART priorities one through three to all one
  - Moved Student Activities MPR Floor Repair to priority one
- **Additional Changes** –
  - Priority One – change amount for Weirton Carpet – less \$6,000 (classrooms)
  - Priority Two – Change amount for scanner from \$10K to \$3,500
- **Items to Re-visit** – Business Office Fixed Asset System \$100,000, Academic Affairs Course Evaluation \$15,000
- **Perkins** – transferred \$353,095 of eligible requests to Perkins

**Notes:** Perkins will fund \$140K of eligible requests, operating funds will cover approximately \$350K of requests (\$162K of \$350 are designated to lab upgrades and technology plan) - \$188 for additional projects.

**Next Meeting Date**

Next meeting is scheduled for November 20<sup>th</sup> at 11 am via IP Video.