

<b>Budget Committee</b>	April 24, 2024 <b>I. Call to Order – 1:04 PM</b>	Zoom Meeting
<b>Members Present</b>	Coral Lopez (Operational Oversight), Casey Otto (Chair), Chelsie Hamtak (Vice Chair), Heather Rikalo, Randy Miller, Songhai Liu, Katy Edmunds, Phyllis Mason, Benny Buchanan, Thomas Herring, Natasha Anderson, Jayna Conkey, Jeff Erickson	
<b>Members Missing</b>	Jayna Conkey, Jeff Erickson, Katy Edmunds	
<b>Guests</b>	Deb Conrad, Ron Belbin, Troy Wodsworth	
<b>Summary of Actions Taken</b>		
<b>Agenda items for next meeting</b>		

<b>Agenda Topic</b>	<b>II. Approval of Minutes from 03/27/24</b>	
<b>Action Taken</b>	Approved	
<b>Summary of Discussion</b>	Motion to approve: 1st Phyllis Mason, 2nd Natasha Anderson Unanimous vote to approve minutes.	
<b>Assignments/Potential Agenda Items</b>	None	
<b>Comments/Information</b>	None	

<b>Agenda Topic</b>	<b>III. Standard Business - a. Review of end of year Budget Resource Requests</b>	
<b>Action Taken</b>		
<b>Summary of Discussion</b>	<p>Casey Otto:</p> <p>Started with a discussion on the two items we believed would not be ranked. During discussion it was decided that the Marlett Hall project and removal of hazardous waste rooms would not be ranked. Both are believed to be completed and no longer in need of funds.</p> <p>Ron Belbin was introduced to explain his items.</p> <p>-Ron discussed the Academic Coaching Coordinator both full and part time. The full-time position was needed because currently the part time coordinator was not able to attend to all needs. This item was to add a full-time position to take over the existing administrative duties such as supervision of the academic coaching program and the ability</p>	

for the full-time person to provide training and liaison with faculty library employees. The part time position is a request for more funding to add additional part time employees thus easing the load for the program and the department. Ron did rank this at the bottom of his list #6 and #5

-Beck Library support position. This position will be working out of the Fallon campus and will be devoted to their Library and students. The position will be a library supervisor and such will overview to the Library and Library staff at the Fallon campus. This is a request for a full-time position and was ranked #1 on Ron's list.

-Academic testing, web testing and industry certification testing position are needed in order to better facilitate the new demand for testing. This person would help to increase hours of operation, additional testing and overall ability and ease of testing. This was to be a full-time position and Ron had ranked this #3 himself.

-Instructional support and professional development coordinator. This position would be responsible for supporting online education and faculty professional development. By providing a support ensuring stable and effective platform for online education for WNC students. This was a full-time position and Ron himself had ranked this position #2

-Outreach and instruction Librarian. This position will provide information literacy instruction to students and support faculty. They will also promote library services and help to increase usage. This is also a full-time position and Ron ranked this position #4

Chelsie Hamtak was introduced to explain her item;

-Increasing general operations to pay for the increased cost of diplomas and commencement ceremonies. These costs have increased over 36% and the graduation fees have not been able to cover the expenses.

Deb Conrad was introduced to explain her items;

-Adding an operating budget to the Veterans Resource Center. Currently the VRC does not have an operating budget for normal supplies or events that it puts on. This is critical for growth and success of the VRC and will help with student engagement and student achievement.

-Adding an operating budget to the apprenticeship program. Currently the apprenticeship program does not have any funds for operating.

Though the ask is small it is crucial to pay for items such as mileage, office supplies and some travel and training.

Lastly Chelsie returned to present her last item;

-Administrative Assistant II is needed for admissions and records in order to meet the needs of the department. Currently the processing time is longer than necessary as the lack of staffing has made it difficult to keep up with current demands. This position would cut down on processing time, increase efficiencies with transcript processing and better respond to student needs in a timely manner. This is a full-time position request.

Lastly Troy Wadsworth presented for Susan Trist;

-Accessibility Lead Faculty members are needed to support accessibility for the college along with following the policies set forth by NSHE board. The request is release time for four professors (two Liberal Arts, and two between CTE and Nursing) 3 credit hours of release for each semester. This would give the program the necessary support to complete its task.

Once all items were presented the discussion started with a proposal of the top three by Heather. All others agreed that the increase for diplomas, adding an operating budget for the VRC and adding a budget for apprenticeships were the top three. Being as they are low in cost and high impact on the departments that they affect. Heather made a motion to approve 1 diploma funding 2 VRC operating budget and 3 apprenticeship operating budget. Seconded by Chelsie and voted unanimously.

Discussion continued and a motion was made by Heather and a second by Chelsie to rank the AAll position for admissions and records #4 and the release time for accessibility lead faculty members was ranked at #5 and was voted unanimously.

Lastly a discussion on the items presented by Ron Belbin. A discussion continued and Casey made a motion after discussion on items 6-11 as; #6 the instructional support, #7 outreach and instruction librarian, #8 Academic Testing, #9 Beck Library support, #10 Academic coaching full time position, #11 Academic coaching part time. This was seconded by Heather and voted unanimously.

<b>Assignments/Potential Agenda Items</b>	None
<b>Comments/Information</b>	None

<b>Agenda Topic</b>	<b>III. Standard Business - a. Review of New Budget Resource Requests</b>
<b>Action Taken</b>	
<b>Summary of Discussion</b>	<p>Casey Otto:</p> <p>Copy print center in need of a new computer in order to maintain operations. As this was not available for tech fee it was moved to the exec team to find funding.</p> <p>CTE has requested the insulation costs for a boss laser that was purchased in prior years but was unable to fund the insulation. This item will be taken to the executive team to find funding.</p> <p>Christy Campus contract has expired and the need to replace them with another mental health teletherapy/crisis call line. This item will also need to be taken to the executive team for possible funding.</p> <p>Lastly was from computing services and it was a program for disaster recovery for equipment that would ensure minimal downtime of our crucial systems and data. This item will be taken to the executive team for funding.</p>
<b>Assignments/Potential Agenda Items</b>	None
<b>Comments/Information</b>	None

<b>Agenda Topic</b>	<b>III. Standard Business - b. Update from CSD subcommittee</b>
<b>Action Taken</b>	None

<b>Summary of Discussion</b>	Heather Rikalo: Heather gave an update on the CSD subcommittee. Currently they have spent \$33,671 on approved items. There is also currently one item in process.
<b>Assignments/Potential Agenda Items</b>	None
<b>Comments/Information</b>	None

<b>Agenda Topic</b>	<b>III. Standard Business - c. Update from CIP subcommittee</b>
<b>Action Taken</b>	None
<b>Summary of Discussion</b>	Jeff Erickson: Jeff absent no update given.
<b>Assignments/Potential Agenda Items</b>	None
<b>Comments/Information</b>	None

<b>Agenda Topic</b>	<b>III. Standard Business - d. Update from GR subcommittee</b>
<b>Action Taken</b>	None
<b>Summary of Discussion</b>	Coral Lopez: Coral gave an update on the GR subcommittee. Currently there is one grant before the committee for impact student services and VA center. This was the Staff Sgt. Fox grant and the hope is we will be awarded the grant.
<b>Assignments/Potential Agenda Items</b>	None
<b>Comments/Information</b>	None

<b>Agenda Topic</b>	<b>III. Standard Business - e. Tech Fees Update</b>
<b>Action Taken</b>	None
<b>Summary of Discussion</b>	Phyllis Updated:  Phyllis gave an update on the tech fees. Currently we have a total request of \$499,030.02 and an estimated remaining of \$212,391.58. Total revenues were \$355,052.31 and total expenses of \$296,151.90

<b>Assignments/Potential Agenda Items</b>	None
<b>Comments/Information</b>	

<b>Agenda Topic</b>	<b>III. Standard Business - f. Budget Update</b>
<b>Action Taken</b>	
<b>Summary of Discussion</b>	Casey Otto and Coral Lopez: Budget update for due dates and closing our fiscal year.
<b>Assignments/Potential Agenda Items</b>	None
<b>Comments/Information</b>	None

<b>Agenda Topic</b>	<b>IV. Old Business –</b>
<b>Action Taken</b>	
<b>Summary of Discussion</b>	Casey Otto: No old business
<b>Assignments/Potential Agenda Items</b>	
<b>Comments/Information</b>	None

<b>Agenda Topic</b>	<b>V. New Business</b>
<b>Action Taken</b>	None
<b>Summary of Discussion</b>	None no new business
<b>Assignments/Potential Agenda Items</b>	None

<b>Comments/Information</b>	None
-----------------------------	------

<b>Agenda Topic</b>	<b>VI. Public Comment</b>
<b>Action Taken</b>	None
<b>Summary of Discussion</b>	
<b>Assignments/Potential Agenda Items</b>	None
<b>Comments/Information</b>	None

Next meeting: March 24, 2024 1:00pm

Adjourn at 3:04 Pm