

<b>Budget Committee</b>	Nov 15, 2023 <b>I. Call to Order – 1:03 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, Natasha Anderson, Jayna Conkey, Jeff Erickson	
<b>Members Missing</b>	Thomas Herring	
<b>Guests</b>		
<b>Summary of Actions Taken</b>		
<b>Agenda items for next meeting</b>		

<b>Agenda Topic</b>	<b>II. Approval of Minutes from 10/12/23</b>	
<b>Action Taken</b>	Approved	
<b>Summary of Discussion</b>	Motion to approve: Heather 1st – Chelsie 2nd. 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 New Budget Resource Requests</b>	
<b>Action Taken</b>		
<b>Summary of Discussion</b>	<p>Coral: Briefly summarized requests from September and October that were funded.</p> <p>Casey: New BRR Requests:</p> <ul style="list-style-type: none"> <li>• CTE – alignment machine for auto shop. \$36,251.80. Jeff wanted to get more info on how it got damaged and if it requires any infrastructure requirements from facilities.</li> <li>• Marlette Hall computing equipment. Jeff wants to put this request on hold because they are working with the State. This is a state public works board project and this came in under the state budget. This may be covered by remaining funds.</li> </ul>	

	<ul style="list-style-type: none"> <li>● Gaming Room Remodel E-Sports - data drops. This was stuck in OnBase but has been completed. Should be on the FY 23 BRR. Data drops not needed.</li> <li>● Admissions and Records money needed to fund graduation, diplomas, vendors - \$7,500 (ongoing). Chelsie explained - graduation fees have not increased. Vendor prices have gone up, e-diplomas have gone up. They need a solid budget to rely on. Coral will take it to the Executive Team.</li> <li>● Distance Ed Coordinator Position - \$65,000. Katie said Justin is no longer handling Canvas. We don't have tech support for Canvas. The Executive Team will be in support of this. Coral will take the request to the Executive Team. Would be funded under the student surcharge online class fees.</li> <li>● Liberal Arts – Digital Photo Printer- \$1326.38. Jayna said the digital photo classes need to printers – one went down and can't be fixed. Committee Approved the purchase of two additional printers using tech fee money.</li> <li>● Construction Project - finishing work for CED 102. Side closet room needs to be removed and issues with glass doors. After discussion and input from Jeff about the sequence of tasks that need to be completed, this request This will be brought back to the committee in a couple of months.</li> </ul>
<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: There were a total of 14 applications last month making it 19 to date. \$17,000 awarded out of \$50,000. There is \$33,000 left to award. She is thinking of having a training session for employees during the training week before the Spring semester. She asked if departments have funds to pay for staff for training? Do individuals ask their departments money before applying for CSD funding? Coral said CSD was set up for that purpose and employees should ask CSD first before asking for department funds. But some Departments should earmark some monies for their teams that have to attend certain conferences.

<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>	<p>Jeff:</p> <p>Upgrades continue on campus – digital monitors are being added throughout campus. They’ve completed Phase 2, now in Phase 2.5.1. (Bris 330, 332, 343, 346, Cedar. 307 and 204, Fallon). Ordering glass whiteboards. Will work on painting project (3<sup>rd</sup> floor of Cedar) this winter if approved today. Other items keep coming up, lighting, power supplies for food trucks. Nursing Program in Fallon and Bookstore project is coming along. Going out to bid within 2 months. Marlette is wrapping up. Blinds are 50% complete in BRIS area.</p>
<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>	<p>Coral:</p> <p>No activity since last meeting.</p>
<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>	<p>Phyllis Updated:</p> <p>Tech fees FY 24 beginning balance \$356,369.29.</p> <ul style="list-style-type: none"> <li>● Revenue - \$225,141.71 since July 1</li> <li>● Spent so far - \$152,836.25</li> </ul>

	<ul style="list-style-type: none"> <li>• Approved to spend so far (spent &amp; planned) - \$398,352.92</li> <li>• Balance to spend down \$183,158.08</li> </ul>
<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>	<p>Coral introduced Casey Otto.</p> <ol style="list-style-type: none"> <li>1. WNC's budget presentation for next legislative session is January 11. Many will be involved in this presentation to represent WNC's needs. Jeff asked for the institution to reach out to him with feedback – places where WNC needs work – such as ADA needs and other things including deferred maintenance.</li> <li>2. December Board COLA meeting. Two recommendations being submitted: #1 – 11% COLA to begin Oct 1 plus 5% student fee increase. #2: 9.5% COLA starting July 1 with 5% student fee increase.</li> </ol>
<b>Assignments/Potential Agenda Items</b>	None
<b>Comments/Information</b>	None

<b>Agenda Topic</b>	<b>IV. Old Business - a. Review/Update Bylaws</b>
<b>Action Taken</b>	
<b>Summary of Discussion</b>	Coral: Bylaws submitted to college council last month. There will be a 2 <sup>nd</sup> meeting in January, hoping for approval.
<b>Assignments/Potential Agenda Items</b>	
<b>Comments/Information</b>	

<b>Agenda Topic</b>	<b>IV. Old Business – b. Website Review</b>
<b>Action Taken</b>	
<b>Summary of Discussion</b>	Coral: Website review – the website will be gone through again. She asked if agenda/minutes be on the website should be accessible to the public? All institutional committees should address a location where agenda/minutes are accessible on the WNC website for all college meetings.
<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
<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: Dec 20th @ 1 p.m.

Adjourn: **2:15 P.M.**

