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| Budget Committee | Dec 20, 2023 I. Call to Order – 2:04 PM | Zoom Meeting |
| Members Present | 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 | |
| Members Missing | Jayna Conkey | |
| Guests | Travis Carr | |
| Summary of Actions Taken | | |
| Agenda items for next meeting | | |

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| Agenda Topic | II. Approval of Minutes from 11/15/23 | |
| Action Taken | Approved | |
| Summary of Discussion | Motion to approve: 1st - Chelsie Hamtak , 2nd - Heather Rikalo. Unanimous vote to approve minutes. | |
| Assignments/Potential Agenda Items | None | |
| Comments/Information | None | |

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| Agenda Topic | III. Standard Business - a. Review of New Budget Resource Requests | |
| Action Taken | | |
| Summary of Discussion | <p>Casey Otto:</p> <p>New BRR</p> <ul style="list-style-type: none"> EdSights Funding for Academic Advising for future years (2024-2027). Casey stated the reason for two items is one was for future years and a new contract and the other item was for current year. Coral suggested that both items should be voted on and the motion was made by Heather Rikalo and the second was by Natasha Anderson was a unanimous vote to be paid from tech fees. | |

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| | <ul style="list-style-type: none"> · Zoom software subscription for college. This is an upgrade that allows recording and attendance reports for instructors. Coral Lopez made the motion to approve and was seconded by Natasha Anderson and was a unanimous vote to be funded by tech fees. · Request for funding to maintain the wireless infrastructure both software and hardware. Motion made by Coral Lopez and seconded by Chelsie Hamtak. No discussion and a unanimous vote to be funded by tech fees. · iMac to be replaced in Cedar 110 as it is too old to run current software and security. Heather Rikalo questioned if this was related to the students as the request is for tech fees. Mostly requesting more info as the BRR was limited on information. Committee decided to check back with Liberal Arts to see if there is funding available first and to be paid with tech fees as the last funding source. Motion made by Heather Rikalo and second by Thomas Herring. Unanimous vote. · To fund a new alignment rack for the CTE auto program. This item was on the last committee meeting (11/15/23) but there were many questions and was asked to return with answers to the committee's questions. Travis Carr was there to speak on the item and give insight as to why it was needed and what had happened to the equipment to cause it to be needing replacement. Coral will take this to the Executive Team |
| Assignments/Potential Agenda Items | None |
| Comments/Information | None |

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| Agenda Topic | III. Standard Business - b. Update from CSD subcommittee |
| Action Taken | None |
| Summary of Discussion | Heather Rikalo: There is an upcoming training in June for those who would like to attend. Currently still showing a balance of \$33,000. There were also some changes to forms and applying to help make the process more user friendly. |

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| Assignments/Potential Agenda Items | None |
| Comments/Information | None |

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| Agenda Topic | III. Standard Business - c. Update from CIP subcommittee |
| Action Taken | None |
| Summary of Discussion | <p>Jeff Erickson:</p> <p>Currently the digital monitor upgrade is being installed. Also, currently the third floor of the Cedar building is being repainted. The classroom tech project should begin after the holidays. Lastly, the book store remodel to the hub is now in permitting. No other questions or comments.</p> |
| Assignments/Potential Agenda Items | None |
| Comments/Information | None |

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| Agenda Topic | III. Standard Business - d. Update from GR subcommittee |
| Action Taken | None |
| Summary of Discussion | <p>Coral Lopez:</p> <p>Only one new grant has come for review. This grant would give the ability to do field work and gather data. It would also allow students to publish their work in a peer review journal. No other questions or comments.</p> |
| Assignments/Potential Agenda Items | None |
| Comments/Information | None |

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| Agenda Topic | III. Standard Business - e. Tech Fees Update |
| Action Taken | None |

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| Summary of Discussion | Phyllis Updated: Tech fees FY 24 beginning balance \$356,369.29. · Revenue - \$296,505 since July 1 · Spent so far - \$152,836 |
| Assignments/Potential Agenda Items | None |
| Comments/Information | |

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| Agenda Topic | III. Standard Business - f. Budget Update |
| Action Taken | |
| Summary of Discussion | Casey Otto and Coral Lopez: · Presentations for college budgets will start on January 11 th . The Chancellor and staff will be on site to discuss the needs of the college going forward for fiscal years 2026 and 2027. · Reviewed the state ProForma with the committee. Discussed current revenue and enrollment revenue number. Also answered questions about revenue and expenses in regards to the current fiscal year. · Discussed the COLA reimbursement and the challenges. Currently our salary savings is larger than the total COLA leaving the college unable to request reimbursement. This also will have implications going forward with current budgets. |
| Assignments/Potential Agenda Items | None |
| Comments/Information | None |

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| Agenda Topic | IV. Old Business – b. Website Review |
| Action Taken | |
| Summary of Discussion | Casey Otto: Reviewed the Budget Committee website and discussed the changes to the layout and user experience. |
| Assignments/Potential Agenda Items | |
| Comments/Information | None |

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| Agenda Topic | V. New Business |
| Action Taken | None |
| Summary of Discussion | None |
| Assignments/Potential Agenda Items | None |
| Comments/Information | None |

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

Next meeting: January 24, 2024 1:00pm

Adjourn