

**Northshore Technical Community College  
Budget Committee Meeting  
June 26, 2018 1:00PM**

**AGENDA**

I. Welcome (Dana Dumas)

Recap of last year; after the budget was completed, an actual budget packet was prepared that went out to board of regents and each of LCTCS colleges. Not a whole lot of changes to the process, last year we started to departmental budget for each campus. SAC'S is going to look at the overlap and job-sharing between administrations, whereas prior it was up to each dean how they managed their campuses. Dana will go into details on salary worksheets and how the rest of budgets will be done. (Unrestricted is the primary focus of this meeting) Many of the restricted budgets are separate items and will be handled by the responsible parties.

II. New Business

A. Salary Worksheets (Dana Dumas)

Dr. Carlson will have strategic initiatives under each campus and the Lacombe campus. Paul Donaldson will complete Academic Salary Worksheet. The report has campus budgets, and under campus have departments. So the departments will roll up to the campus budgets. Campus Deans have to coordinate with departments to ensure that everyone is on the lists and that it is accurate. If your campus has a position that is vacant, just put vacant where that position is. Finance fill in all of the benefit information. NTCC may be funded at the same level, but if your campus has new positions to be filled, be sure to highlight them so Finance can see if the total budget is more than what we have, Finance can come back to actual budget numbers in the event. Deadline will be July 19th, and I will send an email with all of the instructions soon. The strategic initiatives people will be entered based on their funding.

David Lloyd would be put there at 50%, for example. Don't put half the salary and 50%, put the entire salary and then 50%.

#### B. Travel, Operating Services, Supplies and Coding (Kimberly Showers)

Finance takes the budget from the prior year and loaded it to each campus, but if you know your campus is not going to have large purchases in an area, let Finance know so we can move that budget. If the campus deans and department heads know know of anything that is new or needs to be added, make sure you let Finance know. Good example, is SAC'S contract. \$10,000, which will be a new expense next year.

#### C. Budget responsibility (Marc Chauvin)

As we move toward Electronic Requisitions and Chrome River the budget will have to be in the system for requisitions to pass. Basically, instead of blanket forms and written travel forms, Chrome River is done system-wide and there will be workflow built into it for different levels of approval. It will feed over to Cathy and Lisa as backup for request for reimbursement. Large purchases will have to be approved by the dean and the department head before it is entered into the system.

#### D. Budget Revisions (Dana Dumas)

Budgets are not sent by category, but they may have to be due to Chrome River and electronic requisitions. You are going to have to have budget going forward or else travel and requisitions won't go through.

#### E. Electronic Requisitions

Electronic Requisitions will go through the different approval queue, but the restricted accountants will be built in to that queue. Everyone should

consider who will be entering them at the campus level. Please have more than one person do the input. Maybe have one person do it and then have several backups. When NTCC implements this, we will not do a combination of electronic and paper requisitions. We will go fully digital. That doesn't mean you can't do paper internally, but it won't be used campus-wide. Electronic requisitions will generate a requisition number. IT will go through Khiem Ngo. Each campus will only be allowed to enter requisitions based on their campus.

III. Closing remarks

IV. Adjourn