

**Northshore Technical Community College  
Budget Committee Meeting  
June 16, 2020**

**Minutes**

- I. Attendees
- II. William Wainwright, Jim Carlson, Margaret Keller, Dewayne Lambert, Dana Dumas, Christopher Helluin, Lizette Leader, Khiem Ngo, Daniel Roberts, Kim Finch, April Smith, Owen Smith, Christy Montgomery; Rocky Bork
- III. Welcome (Dana Dumas)
- IV. New Business
  - A. Unrestricted and Restricted Budgets

We will have some budget reduction at the beginning of next year, so we're moving some of the budget from SGF salary to federal funds provided to cover expenses and free up the funds for next year. Dana will get with budget heads to discuss budget adjustments that may be required by department for Fiscal 2020. Budget heads should provide request for any funds required for FY 2021 that were not included in FY 2020. So, they will have more accurate budgets for next year.

William Wainwright stated that, Dana did an excellent job with explaining the budget changes due to COVID/CARES; however, we're going to want to be restrictive knowing the limits for next year. The state has had a reduction in tax revenue and oil and gas revenue due to COVID 19. The state has provided federal funds this fiscal year to free up funds for next year.
  - B. Salary Worksheets

Salary worksheets will be going out next week, and budget heads will be working with campus deans to ensure everyone is accounted for and their splits are accurately represented between SGF and restricted funds (gave example of David Lloyd and Perkins); instructions will be included.

Kim Finch asked how will we know if there will be reductions or swaps going on or will we have to determine for ourselves?

Dana responded that she will provide the amount employees were paid including any funds that were moved from SGF due to corona funding. We must remember that this is not a wish list.

William Wainwright remind everyone that when grant funding ends, the position may be terminated, and may not have funding to sustain the positions that are still open...not aware of any specifically at this time.

Kim F asked if unclassified faculty received raises in FY 2020 and it was confirmed by Chancellor.

The committee discussed that for those instructors we need to reach out to HR for correct salary information.

Dana will include this step in the salary worksheet instructions, (that campus deans will should reach out to HR to verify salaries of unclassified faculty).

Christy Montgomery stated in the prior year the campus deans and vice provost/vice chancellors were reaching out to HR. They would overload HR by asking for duplicate information and sometimes get different figures. Is there a way to centralize this?

Dana asked for some suggestions.

Kim Finch offered that she keeps a spreadsheet of various individuals at her campus plus Library personnel. She could be responsible for inputting the salary information on the worksheets for her campus.

Christy Montgomery suggested that the Salary Worksheets should be completed by the Campus Deans. The Campus Deans will verify the salaries are correct. The vice provost and vice chancellors will verify the employees on the list.

#### C. Travel, Operating Services, Supplies, Staffing's and Coding

All travel should go through Chrome River. The only issue with Chrome River is informing new employees that they must complete this process before there travel is completed. Budget from last year will be used to determine budget for next year's budget unless anyone have any large purchases that they know of going forward. For example, New Program. Just remember that this is not a wish list and adjustments may have to be made based on our approved budget.

Staffing's and coding's are getting better, but Dana reminded everyone to use drop-downs so that everyone is using consistent positions names and such in Banner.

William Wainwright asked if we are we using a COVID-specific coding

Dana: We have the activity code CORONA and Kim and Marc are keeping track of what should be from the federal funding received to cover Covid 19 related expenses. At this time I think most of the federal funds have been spent. If you are requesting any other purchases from the corona related federal funds, please get with Marc or Kim first. You should include the corona activity code on any additional purchases that we are required to make due to the corona virus.

#### D. Budget Responsibility, Budget Revisions, Electronic Requisitions

We've started using Electronic requisitions. The admins are entering and doing the coding for them. This process is a lot more work for them because they have to code it and send it over to Purchasing rather than just scan over the requisition. It is more work so we should consider adding people who can help enter electronic requisitions. The approval queues are set up as follows: if it is restricted will go through Cathy or Chietra,

the vice provost or campus dean depending on the department. If it is an IT purchase it must also be approved by Kheim Ngo.

The Vice Provost and Vice Chancellors must communicate with campus deans so they are aware of their budgets. We agreed in a previous meeting that any campus altering purchases would be approved by the campus deans before the purchase req. is completed. (Provided example with Kiosks/Facilities/Campus dean)

Kim Finch asked when NSF's would show up in the requisition process.

Dana: It tells them then. Sent a draft process to show how to handle the NSF's. The committee then discussed the budget revision process that finance created.

The monthly budget that was previously sent did not include travel approvals and purchase requisitions. When you pull the budget on self-service it will now include purchase requisitions. It will not include approved travel. You will have to track that outside of banner.

Kim Finch explained how budget in self-service works.

Dana: I will do the budget revision if you need it moved for entering an E-req. These budget revisions will originate from the campus deans. #3 will need some input to help if one category runs out of budget. If one department runs out, they'll have to reach out to campus dean to see where they can move budget from if it is needed. (Requested feedback)

Kim F offered some insight to planning and being conscious about how to consider holding on funds for possible raises or for future shortfalls.

Kim S said to keep in mind that it is only a budget number and is not always indicative of the actual revenue. Budget will be reduced by a negative revenue expenditure analysis.

April asked if she could discuss with Dana about moving budget from one department to the next with Livingston currently.

Dana offered that it will be different next year because of having a full established FY in 21. So the campus should have spending money and fewer unexpected expenses (i.e. nursing purchases)

Dana reminded that when reviewing Rev/Exp that Kim S sends, keep in mind that we have to estimate revenues when we don't know until the semester is over. This is where some of the budgets are created based on estimates. Final revenue is not calculated until about March.

April mentioned that a few more staff would be added to Livingston (librarian, maintenance repair, etc.)

If we have to hire someone and we will have to include that person on the salary worksheet.

Any comments on #3 and how it is written out? Do we need to do it different? (None)

Any questions on E-req's? (None)

E. Administrative Unit Planning Goals (Dana Dumas and Paul Donaldson)

Asked Paul to explain the goals required for Administrative planning unit.

Committee Initiatives: (suggestions – how will the different areas of administration will affect the college)

Paul provided some insight for what the two goals of the initiatives would be – Cost-saving, reduction of budget for (cut out), and have more funds for staff and salaries

Improving internal communication – what could we do as a budget committee to help communicate the budgets to different levels in the chain

Those are some examples of what would be measured for our initiatives as a budget committee

Kim F suggested having some measure of how we train new Deans on understanding the aspects of their budget.

Paul mentioned having a positions development goal for the college that would include trainings or modules for how each position handles various duties of their roles.

Paul suggested that we create a subcommittee for the administrative unit goals. Paul, Sandy, and Kim Finch agreed to be on the committee. The subcommittee will create the goals and send them to the committee for approval by email.

V. Closing remarks

William Wainwright thanked Dana for her leadership and reiterated that we are moving into uncharted territory with budget cuts/decisions during a tumultuous time. Ensured everyone that we will do everything we can to meet unexpected needs for different departments and campus and that we will have to remain vigilant to changes and be flexible as possible.

VI. Adjourn