

minutes

# Budget Committee

Friday, February 10, 2023

8:10-9:00 AM

**Present: Alexandra Beard, Nancy Dietrich, Gerard Haddad, Andrea Hoagland, Jean Ramirez, Kabeer Ahammad Sahib, Denise Warner, Rick Williams**

## Agenda

1. Jan. 27, 2023 meeting minutes were approved.
2. Innovations Award applications with contingencies sent to Provost. Currently under review.
3. New member, Lisa Whiting Dobson, will be joining the Budget Committee.
4. FY 2023-24 budget launch meetings discussed. [Documents available in the O drive](file:///O:\FS-FPAR-Public\FY2024%20Budget%20Development\FY2024_Budget_Launch.pdf). Don Wilske noted headcount down 36%, billable hours down 42% from 2015-2023 (billable hours represent time a student spends in direct contact with an instructor or with laboratory equipment). Decline consistent year-to-year. In same period, full-time equivalency (FTE) increased by 17.5% (FTE adds full-time students to 1/3 of the part-time students). Concern expressed at budget launch meeting on how revenue decline may impact employees.
5. Budget Committee should take proactive role in monitoring Board of Trustees monthly packets and meetings for budget information. Responsibility of monitoring and reporting to Budget Committee will be shared by committee members (two committee members per Board Meeting). Denise and Alexandra volunteered for 2/20/23 meeting. Denise will develop and email sign-up sheet for future packet review and meetings. Andrea and Nancy regularly attend Board meetings and will help interpret information gathered. Jon Tenbrink will be asked to share information from Board meetings when other Budget Committee members are unable to attend. Board packets are available in O drive (public folder/Board of Trustees subfolder) and announcements sent out by email to all employees with link to packets in O drive.
6. Planning for spring budget discussion with full Senate. Academic Senate meeting on 4/21/23 targeted for budget discussion. In fall 2022, Senators indicated inadequate time allotted to contact constituents and prepare for budget discussion (one month is needed). Senators will be informed at 3/24/23 Senate meeting. Budget Committee will prepare questions/information requests for Senators at 2/24/23 Budge Committee meeting. Timing syncs with start of 2024-25 budget cycle and POP planning.
7. Food services discussed, which is a student concern. Challenges include high cost due to inflationary pressures and below-market rate student wages (unused student employment budget may be cut for cost savings; reallocation not being allowed). Add to future agenda along with budget items that fall outside of POPs purview. Consider how to call attention to and address such issues. Issues could be raised during Board of Trustees meeting public comments period. Alexandra shared link to [D2L online trainings](https://elearning.lcc.edu/students/d2l-trainings/self-paced/).
8. Denise will inform Eliza, Jon and Tammy about date for future Senate Budget Committee summary report.
9. Remaining spring 2023 meetings are: 2/24, 3/24, 4/7, 4/21 and 5/5.
10. Rick Williams thanked for attendance.

Meeting adjourned.

Respectfully submitted by Jean Ramirez.