

Budget Committee Minutes

January 16, 2012

Present:

Stevenson Kotton

William Reiher

Don Hess

Gary Abbott

Ruth Abbott

Edward Trickey

Diane Myazoe

Janet Hess

1. Minutes from last Budget Committee meeting to be approved at the next meeting.
2. Travel Policy
 - a. Approved with changes to paragraphs 6, 7, and 12.3
 - b. Stevenson will check the RSA to determine if a quorum was present. If not, committee members will be asked to vote via email.
3. Monthly Budget Reports by Departments
 - a. Currently not available
 - b. Stevenson will send out an email to department heads requesting for a time to have the Budget Report program installed on their computers.
 - c. A training session will be offered to help people run the program effectively
 - d. Once installed, the program will provide real time budget updates
4. Fiscal Year 2013 Budget
 - a. Next meeting to discuss setting enrollment numbers for Developmental Education and Arrak to help better plan financial needs.
 - b. Explore the possibility of using customized textbooks as a means to save money
5. Compact Report
 - a. Not all department heads have completed their sections. Wednesday the 18th is the final day.
 - b. Travel Authorizations for departments that have not completed their sections will not be approved.
6. Other Business
 - a. Timely purchasing of tickets – once a TA is submitted and approved, the College needs to have the requisite ticket purchased within two days, otherwise the College may end up paying more money for the same flight.
 - a. Should the Business Office have a dedicated credit card for such purchases
7. Next meeting: February 13, 2011, 11 a.m.