PLANNING & BUDGET COMMITTEE

Date: Tuesday, August 23 2011
Time: 3:30 p.m.
Location: Board Room

Members Absent:
Guests: Dr. Perry

I. ACTION ITEMS
   At 3:33 p.m., Kenneth Bearden called the meeting to order, welcomed new members and asked for introductions.

   a. Election of Chair for 2011/12
   Kenneth Bearden was elected to serve as Chair for 2011/12. MSC Renville/Bartlett

   b. Consider approval of the 06/14/11 minutes
   The minutes of the 06-14-11 meeting were approved as presented. MSC Hansen/Renville; Abstain: Dahl, Bartlett

II. DISCUSSION
   a. Planning & Budget Committee Charter - Andy
   Andy reviewed the Planning & Budget Committee Charter and discussed the roles and responsibilities of the members of the Committee. If anyone has any questions or comments please e-mail or phone Andy.

   b. Planning & Budget Annual Calendar - Andy
   Andy reviewed the Planning & Budget Annual Calendar. It was suggested that Strategic Direction be moved from Summer to Spring and that a Review of Changes to the Budget be added in August.

   c. Budget Update - Andy
   Andy provided and discussed a memo from Scott Lay dated August 10. Scott Lay’s message from that memo is “It’s time to prepare for mid-year cuts”. The state budget assumes $4 billion in new revenue. State revenues are already falling short of assumptions. We are already prepared for any additional mid-year reductions as we planned our budget based on Scenario B or an approximately $5.1 million revenue reduction. We accomplished this with $3.4 million in cuts and $2.7 million in revenues using the prior year’s growth that was not cut mid-year, a negative COLA that wasn’t negatively funded, other revenue sources and $300,000 in reserves to fill a $6.4 million budget gap. This planning enables us to restore some of the cuts made to part-time faculty budget and provide one-time funding for scheduled maintenance and renovation projects. We will not have to make any mid-year cuts for this year. We can be optimistic but we have to be realistic. The more conservative we are now, the better prepared we will be for next year.

   d. Balanced Scorecard - Les
   Les provided information regarding the Balanced Scorecard. This is a tool that is given to the Board during their retreat to give them an idea as to where we are in longitudinal data. This tells us where we are putting our resources and what is working for us. Overall we are ticking up in most of our areas.
e. Demographic Snapshot - Les
Les provided a review of Environmental Scan of the Demographic Snapshot which is designed to give us information to help with our strategic direction.

f. Accreditation Processes as Related to the Committee - Les
Les provided information to the Committee regarding Standards 1B, 3D and 4A and reviewed the planning agendas for those areas. These are the standards that the Committee has some responsibility with regards to the planning agendas.

g. Fall Forum Planning
The Fall Forum will be held on Tuesday, October 11 at 3:30 p.m. The Forum will address the Unit Planning Guidance, Follow-up Survey and Strategic Direction. We will hold the meeting on September 13 for forum planning purposes.

III. ITEMS FOR THE NEXT AGENDA - September 13, 2011 @ 3:30 p.m.
- 2011-12 Final Budget
- Budget Update
- Fall Forum Planning

I. ADJOURNMENT
At 5:00 p.m. the meeting was adjourned.