**Budget Council Agenda**

**Tuesday, June 28, 2016**

**3:30 – 4:30 p.m.**

***President’s Conference Room***

|  |  |  |
| --- | --- | --- |
| Terry Leist | Toni Lee | Renee Reijo Pera |
| Doralyn Rossmann | Joel Schumacher | Jerry Sheehan |
| Mandy St. Aubyn |  | *Guests:* Kathy Attebury, Megan Bergstedt, Mackenzie Seeley, Heidi Gagnon |

1. Call to Order
2. Approval of Minutes

The minutes from February 23, 2016 meeting were approved.

1. Information/Announcements/Updates

There was some concern that communication wasn’t adequate to all departments about the pools of funds that were available. Some weren’t aware that they could request additional funding. Communications were distributed to the colleges through each executive. Executives then coordinated the requests for their areas and prioritized and submitted their proposals.

1. Current Business

**FY13 SIP Update Presentation by Jerry Sheehan and Paul Lambeth**

Project Management Tool Update

The Project Management area has been renamed Portfolio Management. The department has changed leadership numerous times since the 2013 request so the scope of the project has changed slightly. The intent was for the department to rank the priorities and direct IT staff support for the projects.

The number of Key Performance Indicators was reduced to five, as an adjustment from the original SIP proposal. The goal is to be transparent and give frequent updates. Their responsibility in projects is to provide technical support.

The funding from SIP proposal supports two technical staff. Currently the funding is one-time only (OTO). It is preferred that the funding become base funding, if possible. OTO would be acceptable, if need be. It was recommended that EITGC provide input to Budget Council regarding base funding for this purpose.

It was discussed and agreed that waiting for another year to assess the program again is not going to produce any additional useful information. Joel Schumacher moved to approve base funding of $100,000 now. Terry Leist suggested that ITC continue to come back to the Budget Council with an annual update.

Toni Lee questioned whether $100,000 is enough funding for two staff. Jerry Sheehan suggested hiring staff at a lower level, giving them the opportunity to train and mentor a person. Any increases in the existing positions should go through the strategic pay process or be requested as part of the normal budget process.

Budget Council passed the motion to provide base funding (Jerry Sheehan abstained from the vote).

**FY17 One-time Only (OTO) Strategic and Results Pools – results**

Of the $1,200,000 OTO and Strategic Pools set aside, awards were given in the amount of $1,100,000.

**FY18 Budget Calendar**

Kathy Attebury distributed the proposed budget calendar for FY18. The President would like the budget process wrapped up by early April so as not to conflict with the end of semester activities.

The next budget meeting will be **August 23, 2016.**

Meeting was adjourned.