

Council of Chairs
Oct. 4, 2016

Present: Narda Porter, Sandy Huguenin, Robin Benke, Byan Hoyt, Amy Clark, Amelia Harris, Tom Costa, Heather Wilson, Sim Ewing, Tessa Lovern, Frank Frey, Michael McNulty, Margie Tucker, Jeff Cantrell, John Mark Adrian

Absent: Jacob Somervell, Cathie Collins

Ms. Porter spoke about a Jenzabar upgrade. Faculty will be able to enter textbook information for their classes and the required books will be printed on the students' schedules. The registrar's office is working with the bookstore and OIT to populate the database for the past two terms. It is a text field so faculty can enter as much information as they wish; the ISBN numbers are not required.

Ms. Wilson gave an overview of how the budget is developed. The College's fiscal year runs July 1 through June 30. The budget is level-funded based on the previous FY. In November the budget office sends forms to the chancellor and the vice chancellors to submit their budgets, due before the Christmas break. Budget office personnel travel to Richmond to hear the governor's proposed budget. The following January the submitted request forms are compiled and the vice chancellors are asked to prioritize their requests. A spreadsheet is distributed at the Senior Staff meeting for discussion and decisions are made as a group.

In January and February the General Assembly reviews the budget and makes revisions. Our budget is submitted to the College Board, reviewed again by Senior Staff, then submitted to the Board of Visitors. When approved it is shared with department heads, budget reconcilers and approvers.

Mr. Ewing explained the budget is a planning document based on tuition and fees allocations. This FY was based on an enrollment of 1300; enrollment as of today is 1276. Spending is cut off when we see there's not enough funds to cover expenditures. Eighty percent of the budget is personnel, then fixed expenditures must be covered such as utilities, memberships, royalties, and insurance.

Ms. Wilson said a dashboard is being developed to show employees the Education and General (E&G) and auxiliary budgets, monthly revenues, expenditures, wages and OTPS. The E&G budget is funded by state allocations, tuition, and certain fees. Auxiliary budget comes from student fees. She will send an email when this is ready.