**STRATEGIC PLANNING AND BUDGET COUNCIL**

**BUDGET AND FINANCE SUBCOMMITTEE**

**MINUTES**

**September 5, 2012**

MEMBERS PRESENT:

Dr. Willard Wright – Co-Chair

Sharon Lowry

Maria Clinton

Dr. Ed Beyer

Diana Keelen

Kim Fite

Shane Turner

Jill Zimmerman

Sherrie Padilla

Pamela Ford

Cynthia Hoover

GUESTS PRESENT:

LaDonna Trimble

Linda Noteboom

Les Uhazy

Liette Bohler

1. Minutes of the July 11, 2012 meeting approved. It was noted that the supplemental funding for the TRIO Star program was incorrectly reported. The correct amount will be calculated and a note will be added to the minutes.
2. Diana Keelen distributed a copy of the 2012-13 Expenditure Changes and Budget Reductions as reflected in the Adopted Budget. She reported that the Cost Reduction Task Force continues to suggest and/or implement reductions, so these numbers could change.
3. Hiring Requests

Clerical III - Financial Aid. This is a replacement position to service the front desk. After some discussion, including a suggestion by Sharon Lowry to consider making the position 75%, it was agreed to make a recommendation to SPBC to fill the position. Pam Ford opposed the recommendation noting that the Cost Reduction Task Force is trying to implement budget *reductions*. She also believes we should wait until November to hire any positions.

Skilled Maintenance Worker – Facilities Services. This is a replacement for the recently resigned Painter position. Doug Jensen presented management’s reasons for choosing to replace the Painter with a Skilled Maintenance Worker. After some discussion, it was agreed to make a recommendation to SPBC to fill the position. Pam Ford opposed the recommendation citing the same reasons for opposing the Clerical III.

Executive Assistant – President’s Office. After some discussion noting the differences between an Executive Assistant and a Senior Administrative Assistant, it was agreed to recommend the position be filled. There were nine committee members in favor of supporting, one no, and two abstentions. The committee did request that additional justification be provided to SPBC, referencing operational and program review needs.

Meeting adjourned.