

(Budget Committee)

Meeting Minutes

TIME: 3 p.m.	LOCATION: A Building – Bessemer Student Services Conference Room	RECORDER: Carol Champion	DATE: June 3, 2009	
Committee Members		Dept	Email Address	Present
Rand Armbrester		Accounting	rarmbrester@lawsonstate.edu	X
Carol Champion		Human Resources	cchampion@lawsonstate.edu	X
Sharon Crews		Admin./Student Services	screws@lawsonstate.edu	X
Melissa Crusoe		Office Admin.	mcrusoe@lawsonstate.edu	
Lewis Gant		Correctional	lgant@lawsonstate.edu	
Yolanda Gardner		Office Admin	ygardner@lawsonstate.edu	X
Patricia Gensemer		Biology	pgensemer@lawsonstate.edu	X
Ann Guy		Social Science	aguy@lawsonstate.edu	X
Wanda Natale		Business Affairs	wnatale@lawsonstate.edu	X
Venita Tubbs		Social Science	vtubbs@lawsonstate.edu	
Elijah Anthony (Primary Team)		Student Support Services	eanthony@lawsonstate.edu	X
Sherri Davis (Administrative Cabinet)		Academic Dean	sdavis@lawsonstate.edu	X
Regina Doriety (Primary Team)		President's Office	rdoriety@lawsonstate.edu	X
Randy Fail (Marketing Team)		Recruiter	rfail@lawsonstate.edu	X
Randy Glaze (Administrative Cabinet)		Dean Support Ser.	rglaze@lawsonstate.edu	X
Myrtes Green (Administrative Cabinet)		President's Office	mgreen@lawsonstate.edu	X
Jim Mankowich		Computer Tech.	jmankowich@lawsonstate.edu	X
Vyavuku Masi Masi (Primary Team)		Language/Fine Arts	vmasimasi@lawsonstate.edu	X

AGENDA ITEM	MINUTES
Opening Remarks	Wanda Natale called the meeting to order and each person was provided with a copy of the QEP draft budget for review. Those present were given an opportunity to ask questions and to express any concerns they had regarding the draft budget.
Marketing and Special Events	There was a discussion regarding the amount budgeted for the QEP design competitions for the faculty t-shirts, Freshman Academy t-shirts, and windbreakers. Mr. Fail provided information regarding the cost to purchase each of these items. The estimated cost to purchase the t-shirts is \$6.20 each for the faculty and \$3.55 each for Freshman Academy. It was agreed that the amount budgeted for 2009 for these items be increased based on the purchase of 300 faculty t-shirts at \$6.20 each and 2,500 Freshman Academy t-shirts purchased at \$3.55 each. Mr. Fail also reported that instead of windbreaker design competition there would be a blazer design competition. The blazers would be purchased for QEP facilitators only. The

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	<p>estimated cost of the blazers is \$135 each. It was decided the amount budgeted for 2009 for the blazers should be increased based on the purchase of 20 blazers purchased at \$135 each. Also the amount budgeted for 2010, 2011, and 2012 will be increased to cover the cost to purchase 5 blazers for each year.</p> <p>Dr. Davis remarked that the draft budget did not have a line item for advertising. It was determined that this line item was omitted from the marketing and special events original budget request. This line item was added to the draft budget with \$7,500 being budgeted for 2009, \$3,000 for 2010 and 2011, and \$1,500 for 2012 and 2013.</p>
Curriculum	<p>There was a discussion regarding the need of students to have access to social networking sites. Dr. Glaze indicated he supports the idea of allowing our students access to such sites provided that necessary security measures are taken to protect the college.</p> <p>There was a discussion regarding the amount budgeted under curriculum for computer labs. Dr. Glaze asked if the amount included funds to purchase furniture. The amount budgeted is based on the purchase of approximately 60 computers only in order to set up one new computer lab on each campus. After some discussion, it was decided that the budget should include funds to purchase furniture for at least one lab. Dr. Glaze will provide information on cost of furnishing one lab.</p> <p>Dr. Davis asked about the amount budgeted for training games. She indicated that the training games cost \$199 each and that there were 15 sections. The amount budgeted for training games was increased to \$4,477.50</p>
Personnel	<p>Personnel needs in order to implement QEP were discussed. The draft budget included funds for a Director of QEP and for freshmen facilitators. It was determined that funds would be needed for two co-directors as well. \$25,000 was added for 2009 to cover the cost of co-directors. \$45,000 per year was added for years 2010-2013 for co-directors.</p>
Evaluation	<p>Dr. Glaze questioned the amount budgeted for CCSSE. He requested that the amount budgeted for 2009 be increased to \$6,000 and that this amount be increased by \$500 for each subsequent year.</p> <p>The evaluation team requested that money be budgeted for an external evaluation. Dr. Greene requested that \$5,000 be budgeted for an external evaluation in year 4.</p>
Professional Development	<p>There was a discussion regarding the amount budgeted for a student engagement consultant. Mr. Anthony requested that the amount for 2009 be increased to \$10,000.</p>
Adjournment	<p>The meeting adjourned at 5:30 p.m.</p>
Q&A	

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ACTION ITEM

Date Assigned	Action Items	Person Responsible	Status	Date Completed
