

**Budget & Planning Committee  
Meeting Minutes  
Inlow Hall 201  
February 19, 2019  
1-3 pm**

Chair Joe Corsini called the meeting to order at 1:00pm

**Present:** Joe Corsini, Stephanie Upshaw, Gerri Silveira, Kate Townsend, Brandon Monroe (via phone), Tressa Seydel, Kerry Bullard, Peter Wordelman, Leslie Thompson, Daysi Bedolla and Ramon Fukuichi (proxy for Daysi Bedolla at 2pm)

**Ex-Officio:** Lara Moore (via phone), LeeAnn Case, Holly Chason, John Garlitz, and Teresa Carson-Mastrude

**Others:**

**Absent:** Lyle Henderson

**Approval of November 29, 2018 Minutes:**

**Motion:** Brandon Monroe moved to approve the minutes from the January 15, 2019 meeting.

**Second:** Gerri Silveira

**Discussion:** None

**Action:** Motion passed – minutes are approved.

**Discussion Items:**

**Deferred Maintenance:**

Deferred maintenance funds are provided to the institution every 2 years. The Budget & Planning Committee worked to provide prioritization of projects two years ago and John Garlitz and Luke Aldrich would like to follow the same process again. Project items (non-categorized) should be forwarded from colleges/departments. B&P will review the list at upcoming meetings. John Garlitz will provide a list of previous projects and new projects can be added.

**Master Plan Update:**

At the previous meeting, volunteers were called for to serve on a sub-committee to review updates to the Master Plan. Members volunteering to serve are: Stephanie Upshaw, Peter Wordelman and Daysi Bedolla.

**Q3 Management Report Overview:**

LeeAnn Case gave a brief overview of the report. Finances are tracking as expected.

**FY20 Budget Build Process:**

The budget process timeline was reviewed. LeeAnn Case noted that draft budgets have been sent to VP's and directors. The new budget requests will be discussed at cabinet. New budget requests will be forwarded to B&P for review/recommendations. Committee members were urged to review the documents that will be sent to them prior to committee meetings.

Holly Chason reported that the committee will be updated on the progress of last year's new budget requests that were funded.

**Next Meeting:** March 19, 2019

The meeting was adjourned at 2:15 pm.

Respectfully Submitted  
Teresa Carson-Mastrude