

**DACC NCA-HLC Self Study
Criterion II: Preparing for the Future
Committee Meeting Minutes**

Date: Nov. 6, 2006

Location: Laura Lee, Lincoln Hall

Key Definitions and Concepts

Mission: *“Danville Area Community College is committed to being a recognized leader in providing quality, innovative and adaptive program and services which meet the life-long academic, cultural and work force needs of our diverse community.”*

Criterion Statement: *“The organization’s allocation of resources and its processes for evaluation and planning demonstrate its capacity to fulfill its mission, improve the quality of its education and respond to future challenges and opportunities.”*

Present: Mike Cunningham, Randall Fletcher, Suzie Hobick, Jonathan Jett, Debbie Knight, Susie Landers, Dianne Manganaro, Gail Morrison (guest presenter) Sarah Robison, Janet Redenbaugh, Janet Westberg

Guest: Gail Morrison, Chief Financial Officer, Business Office
Review of October 10th meeting

Minutes of Oct 10, 2006 meeting: The minutes from the Oct 10th meeting were summarized. It was noted that only about half of the members attended the meeting due to other activities being presented at the same time.

**Core Component:
The Budget Planning Process**

Gail Morrison, Chief Financial Officer, Business Office presented an over view of DACC’s Annual Budget Planning Calendar Guide/Timetable. The Guide consisted of the following: Month, Accountability (*responsibility for implementation of the activity*) and Activity sequence. A copy of the Guide/Timetable was provided to the members.

Ms Morrison gave an explanation of the activities for each month as listed on the “Guide/Time Table”. It was noted that in the future the different departments will be requested to identify their needs for the next two to three years. The expanded budget draft will allow for better long term planning. It was noted that the budget runs from July 1 to June 30th of the following year.

She stressed the importance of having a balanced budget, having feed-in from all areas, and the importance of justification and prioritizing budget request.

At present 10 percent of the operating budget is utilities (electricity, water, etc) and 70 percent is staff. The remaining 20 percent is for supplies, equipment, etc.

Ms. Morrison explained that the amount available in the budget is based on tuition, taxes, money from the state, reserved funds, and interest from reserve funds (*cannot not take from the principle, only from interest earned*) The reserve funds are currently in First National bank and earning 6 percent interest.

She noted that in past the college has received money from grants, Provena, start-up funds, and Vermilion Advantage.

Action Steps & Activities

The following information was requested by the committee:

- A breakdown of the “20 percent” portion of the budget broken down into categories and the percentage and amount spent for each category over the last five years.
- A detailed listing of total budget dollars and percentage the budget has increased over the last five years.
- Information on method by which line items are approved beyond prioritizing. The committee members wished to know what other items influence the budget (*need, master plan, strategic plan etc.*)

Meeting Adjourned: 2:15

Next Meeting:

Monday, December 4, 2006 / 1:00 pm / Laura Lee

Becky Schlecht, Director of Human Resources/Affirmative Action Office has been invited to answer questions from the committee. Becky will be provided with the questions prior to the meeting.