



Budget Committee Minutes
December 15th, 10:30 AM

Attendees: Shelley DeLuca, Janet Fike, Alicia Frey, Mark Gould, Jill Loveless, Pat Roper, April Schrupp, Linda Shelek, Larry Tackett, and Jeff Sayre.

I. Committee

- a. Minutes of prior meeting approved as distributed

II. Revenue Projection Model

- a. Jeff had distributed the Tuition revenue model on Dec. 8, 2017 to the committee
 - i. Model assumptions
 - 1. Flat enrollment Fall 2018 to Fall 2017
 - 2. Spring proportionally down to Fall same as prior year
 - 3. Summer year over year flat
 - 4. No Change in fees
 - ii. Model yields, \$658,504 in capital funds
- b. Conversation pursued to decide the amount of spend on capital in FY 2019. Differing opinions ranged from
 - i. Do not to spend all of the anticipated capital revenue so that reserves can be built up so that larger projects can be done when the opportunity rises.
 - 1. The Fund Balance Tracking that was distributed on December 8th was referred to as current capital reserves is approximately \$4.5 Million with approximately \$4.5 Million left in Wesco payments.
 - ii. Spend everything that is brought in on an annual basis
 - iii. Spend everything earned in the year plus more as there are other reserves

III. FY '19 Capital Budget

- a. The committee would go through the proposed capital projects without a specific dollar value to shoot for, but instead base it strictly on need and validity of the request
- b. All Perkin's eligible projects would be removed from the list to see if there would be enough Perkin's money to cover all of those projects. It didn't mean that a Perkin's eligible requested could not be added back in later.
- c. All "area improvement" projects would be lumped into one project of \$114,000 and it could be decided later in which areas to apply those dollars (Projects are designated in list with "A -")
- d. \$50,000 would be designated in contingency.
- e. It was noted that the Cabinet and/or Board of Governors may approve projects above the committee's suggestions
- f. See workbook for approval and denial of projects - Summary Below:

	Accept	Maybe	Decline	Total
10 Perkins	-	-	149,510	149,510
61 Capital	544,460	236,500	2,600,202	3,381,162
Total Projects	544,460	236,500	2,749,712	3,530,672

IV. Next Meeting January 12th at 10:30 AM

W E S T V I R G I N I A

NORTHERN

C O M M U N I T Y C O L L E G E

	Project	Dept	Cost	Perkins	Status
1	SimMan Essential Manukin & Accessories	Nursing	45,000	Yes	Decline
2	A - Academic Support Center	Student Support Center	30,000	No	Maybe
3	Library Books	Learning Resource Center	3,000	No	Accept
4	Ice Maker for B&O Building	Plant Operations Maint B&O	1,600	No	Decline
5	Vending Café	Plant Operations Maint B&O	7,500	No	Accept
6	Replace Lifesize System	IT Director	90,000	No	Accept
7	Polycom Recording Server	IT Director	40,000	No	Decline
8	Polycom in Auditorium	IT Director	70,000	No	Decline
9	Shortel Upgrade Wheeling	IT Director	100,000	No	Decline
10	Shortel Upgrade Weirton	IT Director	60,000	No	Decline
11	Shortel Upgrade NM	IT Director	35,000	No	Decline
12	PC refresh	IT Director	90,000	No	Accept
13	Switch Replacment	IT Director	30,000	No	Accept
14	New Camera	Community Relations	900	No	Decline
15	New Camera	Community Relations	900	No	Decline
16	Digitail flat screen	Community Relations	4,000	No	Decline
17	Instrument Hand Held Communicator	Applied Technologies-RAH	9,000	No	Decline
18	A - IR Office Repairs and Renovation	Institutional Research	20,000	No	Maybe
19	Safety Locking Supplies	New Martinsville Campus Dean	1,200	No	Decline
20	A - Redesign of Service Center	New Martinsville Campus Dean	15,000	No	Maybe
21	Outdoor Programmable LED Sign	New Martinsville Campus Dean	16,000	No	Decline
22	A - Completion of First Floor Flooring	New Martinsville Campus Dean	10,000	No	Maybe
23	A - Room 110 - Media Room	New Martinsville Campus Dean	32,000	No	Maybe
24	Improve visual presentation	New Martinsville Campus Dean	3,200	No	Decline
25	outdoor sign	Admissions	16,000	No	Decline
26	A - lobby furniture in Northern colors	Admissions	7,500	No	Maybe
27	A - Furniture for VPSS Office	Admissions	7,000	No	Maybe
28	software for service center tracking	Admissions	10,000	No	Accept
29	phone system or call center service	Admissions	45,000	No	Decline
30	panic button software	Campus Security	2,000	No	Decline
31	Emergency Speaker System	Campus Security	12,500	No	Decline
32	signage on EC building	Admissions	6,000	No	Decline
33	A - B&O auditorium floor	Plant Operations Maint B&O	15,000	No	Maybe
34	A - FA Suite makeover	Financial Aid Directors Office	25,000	No	Maybe
35	Modern copier/printer	Financial Aid Directors Office	-	No	Decline
36	Outside and Inside Windows Washed	Financial Aid Directors Office	-	No	Decline
37	Shelves for bathrooms in EC and B&O	Plant Operations Maint B&O	3,675	No	Decline
38	Ice machine top	Culinary Arts Program	4,900	Yes	Decline
39	Single door freezer	Culinary Arts Program	5,800	Yes	Decline
40	2 door cooler	Culinary Arts Program	7,100	Yes	Decline
41	Digital Dry curing Cabinet	Culinary Arts Program	3,600	Yes	Decline
42	Commerial small equipment package	Culinary Arts Program	1,400	Yes	Decline

W E S T V I R G I N I A

NORTHERN

C O M M U N I T Y C O L L E G E

43	Recruitment Display	Admissions	1,500	No	Decline
44	Recruitment Vehicle	Admissions	25,000	No	Accept
45	Skytrak 10042 Telehandler	Applied Technologies-RAH	40,000	Yes	Decline
46	Swagelok Equipment	Applied Technologies-RAH	18,000	Yes	Decline
47	Emerson 475 Field Communicators	Applied Technologies-RAH	21,210	Yes	Decline
48	Welding Lab Laptops	Applied Technologies-RAH	2,500	Yes	Decline
49	Weirton Industrial Technologies Building	Economic & Workforce Devl	91,000	No	Decline
50	A - Counselor/Manager Office Space	Counseling - Weirton	15,000	No	Maybe
51	A - New classroom furniture	Weirton Campus Dean	20,000	No	Maybe
52	Service Center Security Measure	Weirton Campus Dean	3,000	No	Decline
53	New Martinsville Roof Replacement	Plant Operations Maint NM	315,000	No	Decline
54	Weirton Campus Roof Replacement	Plant Operations Maint Weirton	700,000	No	Decline
55	B&O Massonary Sealing & Corrosion Repair	Plant Operations Maint B&O	28,000	No	Accept
56	HVAC #56585	Plant Operations Maint B&O	5,760	No	Accept
57	B&O Elevator Cab Upgrades	Plant Operations Maint B&O	20,000	No	Decline
58	Blueprint / CAD creation for Building Plans	Plant Operations Maint B&O	10,000	No	Decline
59	HVAC #56580	Plant Operations Maint NM	2,427	No	Decline
60	HVAC #56424	Plant Operations Maint Weirton	1,300	No	Decline
61	A - Classroom Chair Replacement	Plant Operations Maint B&O	-	No	Maybe
62	A - Office Chairs (Staff & Faculty)	Plant Operations Maint B&O	-	No	Maybe
63	South Window Replacement / Repair	Plant Operations Maint Weirton	50,000	No	Decline
64	Window Dressings	Plant Operations Maint Weirton	5,200	No	Accept
65	Connect Fire Doors to Alert System	Plant Operations Maint Weirton	2,000	No	Decline
66	Student Union Roof Repair	Student Center/B&N	2,000	No	Decline
67	Car Replacement	New Martinsville Campus Dean	25,000	No	Decline
68	A - Weirton Restroom Renovations	Plant Operations Maint Weirton	40,000	No	Maybe
69	18th Street Parking Lot	Plant Operations Maint B&O	350,000	No	Decline
70					
71					
72					
73					
74	Unified Phone System		200,000	No	Accept
75	Contingency	Business Office	50,000	No	Accept