NEW MEMBER TRAINING – CONTINUING MEMBER ATTENDANCE NOT REQUIRED

Members Present: Brock McMurray, Jessica Grimes, Brandy Young, Whisper-Lynn Null

Guests: Justin Madding, Recorder

The Budget Committee new member training meeting of August 28, 2018, was called to order by Brock McMurray at 11:10 a.m. McMurray thanked all of the new members for their participation in this committee and made introductions.

1. **Review Charter / Committee Charge**
   McMurray described the purpose, form, and function of Budget Committee, and its relationship to Governance Council. He proceeded to go through the charter with the committee.

2. **Budget Committee Evaluation and Goal Setting Process**
   McMurray said that we undergo evaluation every year. We conduct both self-evaluation and peer evaluation. These evaluations are for the purpose of committee improvement and for accreditation purposes. Evaluation ensures that the committee continues to meet its charge. McMurray went through the peer evaluation and self-evaluation forms from last year.

4. **Review of Budget Development Calendar**
   McMurray said that the Budget Development Calendar is a major part of what we do on this committee. He said that this calendar is a guide. Occasionally we will get behind schedule because we have to wait for actions from other people. However, where we control what happens, it will happen on time. This calendar identifies all major milestones in the budget development process.

   McMurray also briefly explained the APR process, the importance of linking planning and resource allocation, and how these actions relate to budgeting and Budget Committee.

5. **Review of TC Budget Format**
   Copies of the 16-17 Taft College budget were passed out for review as an example of our budget format. McMurray briefly went through the budget and fielded questions on format, revenues, expenditures and budget codes.

Meeting adjourned at 11:55 a.m.

Respectfully submitted by:

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Justin Madding