# BREVARD COMMUNITY COLLEGE BOARD OF TRUSTEES BUDGET FORMAT WORKSHOP

March 20, 2000 3:00 P.M.

Rm. #200, Administration Bldg. Cocoa Campus

**PRESENT:** Eugene C. Johnson, Chairman; Betts O. Silvernail, Vice-Chairman; James W.

Handley, Miriam E. Martinez, Dr. Alexandra Penn Williams, Joe D. Matheny,

Attorney; Thomas E. Gamble, Secretary

#### 1. CALL TO ORDER:

Mr. Johnson, Chairman, called the workshop meeting to order.

#### 2. REVIEW PAST BUDGET PRESENTATIONS:

Mr. Al Little, Vice President of Business/Finance, reviewed the budget process which takes approximately four months of work before it comes to the Board. The challenge is to try to find a format to provide the information to the Board in a meaningful way. This workshop is to discuss the types of information provided to the Board pertaining to the budget.

Dr. Gamble stated that it was important that the Board recognize there are various components of the budget and the workshop pertains to the operational budget. Mr. Little will address the budget format so that the Board feels it is provided with sufficient information.

#### 3. ESTABLISHMENT OF FORMAT:

Mr. Little distributed a handout of the format given to the Board last year. He reviewed the components of the format, which included 1) revenue amounts; 2) student fees which the Board of Trustees is asked to approve which is an inherent part of the budget because the college obtains a certain level of income from student fees; 3) summary of

Board of Trustees Workshop Meeting Budget Format March 20, 2000 Page -2-

Mr. Little provided two proposed formats for the 2000-2001 Operating Budget. He reviewed the formats and answered questions from the Board. Mrs. Martinez asked for a short explanation if there is a significant increase or decrease in a b.ou26 Tc6,7ntard. .r a

Board of Trustees Workshop Meeting Budget Format March 20, 2000 Page -3-

past 1 ½ years. He stated the Board needs to seriously consider at some point writing off Brevard Teaching and Research Labs (BTRL) \$2 ½ million owed the college. Dr. Gamble reported one of the priorities given to Mr. Little is meeting the fund balance without using the amount BTRL owes the college for covering their losses.

## 4. **BUDGET REVIEW TIME LINE:**

Mr. Little reported the budget preparation is approximately half way through the four month preparation process. The President's Cabinet will have a workshop on April 25 to review the proposed budget. A Board budget workshop is scheduled for May 22. The budget will be presented to the Board in June for approval.

### 5. ADJOURNMENT

There being no further business to come before the Board, the workshop meeting adjourned at 3:50 p.m.

<b>APPROVED</b>	:
	<b>Chair, District Board of Trustees</b>
APPROVED	:
	Secretary, District Board of Trustees