

1 Southwest Vermont Regional Technical School District (SVRTSD)
2 Finance Committee Meeting Minutes, Monday, December 9, 2013, 5 PM
3 RGB members present-Jim Boutin, Katie Bourn, Leon Johnson and Rickey Harrington
4 CDC represented by Supt./Dir. James Culkeen and Business Manager, Stephanie Mulligan
5 Recorder: Sandra Redding
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7 Budget review work-in-progress information was shared with the committee. The
8 administrators and business manager have spent a great deal of time on this budget
9 working with faculty to research the most basic needs of every program. \$95,000 has
10 already been cut and there is need to go even deeper. Discussion ensued as to the
11 possibility of leasing equipment/computers as opposed to outright purchasing. We need
12 to cut another \$87,000 out of the budget to get nearer to a 4% increase. Our IT person,
13 Shari Spangenberg, has identified several computer labs that are in need of upgrades.
14 The committee shared thoughts on timelines, purchases and upgrade needs for several
15 programs.
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17 The committee discussed the format that is presently being used to display the budget
18 and all the line items. Is there a way to simplify or at least present each program with the
19 same style template for easier comparison? Some programs need a closer look due to
20 costs associated with the program and the number of students being served by that
21 program. Any new programs will be difficult to start due to less monies available and the
22 need to keep any budget increases to a minimum.
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24 Discussion of possible new programs/courses at MAU and how they could affect the CDC.
25 Leon Johnson spoke to the need for cooperation between the education committees of
26 both boards and the need for better communications between the boards as well.
27 The committee voted to go into executive session at 5:35 PM for a discussion of personnel
28 as it related to the budget review.
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30 The committee came out of executive session and re-opened the meeting at 6 PM. The
31 superintendent stated that he would be meeting with Shari Spangenberg this week for a
32 discussion on the computer needs of the center as well as camera issues.
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34 The committee discussed the timeline for the budget and its approval. There will be
35 another meeting this month as there are areas to be worked on. The committee picked
36 Wednesday, December 18, time to be announced for the next meeting. A CDC lunch from
37 the Culinary Program may be served that day as well and it would be good for the
38 committee to experience that as well as work on the budget.
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40 The auditors are in the building this week for their usual annual review. The
41 superintendent shared some thoughts on his discussion with them. He stated that the
42 administrators will continue to work with the faculty to fine tune the budget and hold the
43 expenses down as much as possible while still allowing the center to run great programs.
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45 The meeting adjourned at 6:22 PM.
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