Date: Tuesday, November 12, 2019

Time: 2:00 pm

**Minutes**

Members Present: Cole Brose, Janel Bortoluzzi, Ann Beste-Guldborg, Deb Ringham, Katie Tyler, Cari Olson, DeVera Bowles, Laurie Geller, Linda Cresap, Mike Linnell, Jacek Mrozik

Members Absent: Sayeed Sajal, Warren Gamas, Teresa Loftesnes

**Meeting Minutes:** Approved

**Budget Presentations:**

* Presentations will occur December 4 – 6 (Wednesday – Friday)
* We need guidelines or a rubric on which to base our recommendations to President’s Staff.
* Brent Winiger will present of all departments under him.
* Send Laurie schedules of when SBPC members are available to view presentations.
* Number of presentations could be fewer, but maybe longer in length.
* A suggestion was made to send out example presentations to give departments an idea of what is expected.

Adjourned: 3:00 pm

Respectfully submitted:

Deb Ringham