MINUTES OF THE MAY 3, 2016
CLATSOP COMMUNITY COLLEGE
BUDGET COMMITTEE

I. CALL TO ORDER

The meeting was called to order by Rosemary Baker-Monaghan at 6:30 p.m.

Budget Committee Members Present: Rosemary Baker-Monaghan, Karen Burke, Anne Teaford-Cantor, Tessa Scheller, Patrick Wingard, Robert Stricklin, Kim Shillinger, Larry Popkin, David Oser, Rachel Jensen, Absent: Robert Duehmig, Esther Moberg. Others Present: Becki Haglund-Smith, Tom Gill, Sarah Meyer, Deputy Clerk JoAnn Zahn, Interim President Gerald Hamilton, and Recording Secretary Stephanie Dorcheus.

II. ELECTION OF BUDGET COMMITTEE CHAIR AND SECRETARY

Oregon's Local Budget Law requires the election/appointment of a Budget Committee Chair and Secretary.

Kim Shillinger **nominated Larry Popkin as Chair**. Patrick Wingard seconded. The motion carried unanimously.

Robert Stricklin **nominated Rosemary Baker-Monaghan as Secretary**. Rachel Jensen seconded. The motion carried unanimously.

III. ADOPTION OF AGENDA

Robert Stricklin **moved to approve the agenda as presented.** Patrick Wingard seconded. The motion carried unanimously.

IV. INTRODUCTION OF GUESTS

The Committee members and the audience introduced themselves.

V. APPROVAL OF MINUTES

Patrick Wingard **moved to approve the minutes of the May 5, 2015 Budget Committee Meeting as presented**. Karen Burke seconded. The motion carried unanimously.

VI. REVIEW OF BUDGET MESSAGE, PRESIDENT'S MESSAGE, AND RELATED MATERIALS

Interim President Gerald Hamilton welcomed and acknowledged the Budget Committee for their service and then turned the meeting over to Vice President of Finance and Operations, JoAnn Zahn.

1

Vice President Zahn presented information on YTD 2015-2016 Revenue and Expenditures, Ending Fund Balance Estimate, and FY2016-17 Budget Development. Some highlights of her presentation from the Budget Message included:

- The in-house Patriot project management team is being funded by the project and has temporarily reduced operational costs. These costs will increase again next year after the project is completed.
- A full-time student advisor was added and funded by SB 5507.
- Through administrative reorganizing, a full-time Communication & Marketing Director has been added and a part-time Foundation Director has been funded.
- A part-time Science Lab positioned was hired to address instructional support and safety/security requirements.

VP Zahn outlined the college budgeting process and the role of the Budget Advisory Committee that included representatives from all areas of the college.

2016-2017 General Fund Budget Assumptions included but were not limited to:

REVENUE
- A 5 percent increase in tuition and fee revenue
- State appropriations based on $550 million biennial budget
- Tuition remains at $99 per credit
- $400,000 timber revenue (exceeding debt service requirements).

EXPENDITURES
- Steps for eligible employees
- 5 percent increase for medical, dental, vision
- PERS rate increased to 19 percent
- Increases for fixed cost items such as utilities and insurance.

This year, some expenses are unknown due to collective bargaining taking place over the summer. The cost of living increases, if any, are not built into this budget.

VP Zahn then moved into the more detailed parts of the budget starting with a summary by fund and explanation of the types of funds; (11) General, (12) Auxiliary, (21) Grants/Financial Aid, (41) Unexpended Plant, (42) Plant Fund Debt, (54) Clubs & Organizations, and (60) Non-Plant Debt Service. The additional budget in Fund 41 was discussed in regards to the Patriot Redevelopment Project. In addition, it was noted that the end fund balance is steadily growing and ended at $713,000 June 2015 but it was stressed that the target is 1.5 million dollars, 15% of the general fund. This is an important goal in order for the college to stop borrowing on an annual basis to cover expenditures July 1 through November.
VP Zahn then went through the budget and breaking it down from the overall General Fund to the expenses in the areas of Instruction, Academic Support, Public Service, Student Service, Institutional Support, Plant Operation & Maintenance, Scholarships, and Reserves.

Institutional Researcher, Tom Gill presented information on enrollment. The reimbursable FTE for the current year is at 1%, ending the downward trend of enrollment from previous years. He believes the investment in retention and support of students has contributed to this.

Sarah Meyers spoke in support for advanced ELL courses to bridge the gap to college classes especially for the Hispanic population.

VII. BUDGET COMMITTEE DELIBERATIONS

Tessa James Scheller asked about creating a position to support the creation of a diversity plan and how it would be implemented in the budget. VP Zahn replied that it could be done at any time during the fiscal year, by reallocating money or using contingency based on priorities. Patrick Wingard asked about the opening of Patriot Hall and the business plan for it. Zahn explained that the opening is estimated for spring quarter 2017. There should be a draft of the business plan by November. The budget includes coverage of Patriot Hall for the last quarter of the fiscal year. David Oser asked about the bonded funds for Patriot and what happens if there is excess or not enough. Zahn stated that she expects the project to be on budget but not to have any extra money left over.

VIII. PUBLIC COMMENTS/CITIZENS TESTIMONY

None.

IX. FUTURE MEETING DATE

None.

X. OTHER

Larry Popkin **moved that the 2016-17 Clatsop Community College budget in the aggregate of amount of $28,746,035 for all funds be approved as proposed and that the permanent tax rate of $.7785 per $1,000 of assessed value be assessed in support of the General Fund**. Robert Strickland seconded. The motion carried unanimously.

XI. ADJOURNMENT

Without further business, the Budget Committee Meeting was adjourned at approximately 8:50 p.m.

Larry Popkin, Chair	Rosemary Baker-Monaghan, Secretary

Stephanie Dorcheus, Recording Secretary

3