

**MINUTES OF THE MAY 2, 2017
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, Esther Moberg , Robert Stricklin, Al Arp, Kim Shillinger, Larry Popkin, David Oser, Rachel Jensen, Absent: Robert Duehmig, Patrick Wingard, Nicole Williams. Others Present: Margaret Frimoth, Julie Kovatch, Chris Ousley, Bill Antilla, Sunny Klever, Leslie Hall, Evon Jacobsen, Deputy Clerk JoAnn Zahn, President Chris Breitmeyer, 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.

Karen Burke **nominated Larry Popkin as Chair**. David Oser seconded. The motion carried unanimously.

Karen Burke **nominated Anne Teaford-Cantor as Secretary**. Tessa Scheller seconded. The motion carried unanimously.

III. ADOPTION OF AGENDA

Robert Stricklin **moved to approve the agenda as presented**. Rosemary Baker Monaghan seconded. The motion carried unanimously.

IV. INTRODUCTION OF GUESTS

The Committee members and the audience introduced themselves.

V. APPROVAL OF MINUTES

Tessa Scheller **moved to approve the minutes of the May 3, 2016 Budget Committee Meeting as presented**. David Oser seconded. The motion carried unanimously.

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

President Chris Breitmeyer welcomed and acknowledged the Budget Committee for their service. He commented that this is a very positive budget with money being invested into the college unlike other community colleges that are needing to make budget cuts. President Breitmeyer then turned the meeting over to Vice President of Finance and Operations, JoAnn Zahn.

Vice President Zahn presented information on YTD 2016-2017 Revenue and Expenditures, Ending Fund Balance Estimate, and FY2017-18 Budget Development. Some highlights of her presentation from the Budget Message included:

- 2016-17 tuition and fees will meet budget
- Student FTE is up 3%
- Temporary Full-Time Welding Instructor hired Spring 2017 quarter to meet local demand
- Timber proceeds are higher than expected
- No cash flow borrowing needed this year to cover payroll costs between July and November

VP Zahn outlined the college budgeting process and the role of the Budget Advisory Committee that included representatives from all areas of the college. Two budget forums were held for the campus community. The committee will continue to review its role in the budget process and strive for continual improvement in linking the strategic plan with the budget process and to ensure decisions are sustainable.

2017-2018 General Fund Budget Assumptions included but were not limited to:

REVENUE

- An 8 percent increase in tuition and fee revenue
- State appropriations based on \$550 million biennial budget
- Tuition remains at \$99 per credit
- \$450,000 timber revenue (exceeding debt service requirements).

EXPENDITURES

- Steps for eligible employees
- 5 percent increase for medical, dental, vision
- PERS rate increased to 21 percent
- Increases for fixed cost items such as utilities and insurance.

The Budget Advisory Committee has recommended the following expenditures for the general budget in 2017-2018 in the following order:

- Contracted Institutional Research services with Linn-Benton Community College □
Full Time Maintenance Assistant
- Full Time Maritime Science Qualified Member of Engineering Department (QMED)
Instructor

- Full Time Spanish/ESL Instructor
- Increase Payroll position to full time
- Full Time Assessment Testing position

In addition, several other sustainable additions have been made with budget reallocations.

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) NonPlant Debt Service. The decreasing budget in Fund 41 was discussed in regards to the coming completion of the Patriot Redevelopment Project. Fund 60, which is the Public Employee Retirement System (PERS), is being increased by 2%.

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. She handed out a revised page 26 for Plant Fund Debt Service that addressed a format change. The percentage of spending in all the above areas are staying consistent from year to year and no changes are expected. The projection is that the end fund balance will reach one million dollars this year. The goal is to reach 15% of budget for reserves.

VII. BUDGET COMMITTEE DELIBERATIONS

Tessa James Scheller revisited the subject of creating a diversity plan and how that would fit into the budget. President Breitmeyer explained that in the new Strategic Plan that diversity is one of the core themes. There will be ongoing work over the summer and fall to determine goals for each area and to have teams start implementation. David Oser asked about Patriot and where the project is for budget. Zahn stated that she expects the project to be on budget but not to have any extra money left over. There was a brief discussion about the Patriot business plan and the flexibility needed to address unknowns over the next year.

VIII. PUBLIC COMMENTS/CITIZENS TESTIMONY

None.

IX. FUTURE MEETING DATE

None.

X. OTHER

David Oser moved that the 2017-18 Clatsop Community College budget in the aggregate of amount of \$22,903,180 for all funds be approved as proposed with the addition of revised page 26 and that the permanent tax rate of \$.7785 per \$1,000 of assessed value be assessed in support of the General Fund. Larry Popkin seconded. The motion carried unanimously.

XI. ADJOURNMENT

Without further business, the Budget Committee Meeting was adjourned at approximately 8:00 p.m.

Larry Popkin, Chair

Anne Teaford-Cantor, Secretary

Stephanie Dorcheus, Recording Secretary