

CPBAC Meeting
January 13th, 2015

Members Present:

Carol Berg	Classified Staff at-large
Cheryl McGee	Classified Staff at-large
Dennis Devine	Director of Facilities
Dr. Bruce Gottwig	Business, Tech & Trades Division Director
Dr. Camille Consolvo	Associate Dean of Student Services
Dr. Darryl Stevens	Associate Dean of Administration & Finance/CFO
Dr. Frankie Lyons	Health Sciences Division Director
Dr. Heidi Pasek	Associate Dean/CAO
Dr. Teresa Rivenes	Director of Academic Support
Lew Card	Executive Director of Development
Karen Vosen	Classified Staff at-large
Rob Harper	Executive Director for Marketing & Communications
Laura Wight	Division of eLearning & Library Services
Mel Lehman	Director of Workforce Development
Leah Habel	Director of Financial Aid
Leanne Frost	General Education & Transfer Division Director
Mary Kay Bonilla	Executive Director of Human Resources
Teri Dwyer	Faculty Senate Representative
Jillian Ehnot	Controller
Dr. Susan J. Wolff	CEO/Dean - Chair
Dr. Grace Anderson	Institutional Researcher
Dena Wagner-Fossen	Registrar
Lauren Reyes	Student Activities Coordinator
Ken Wardinsky	Chief Information Officer
Erin Withrow	President of Student Government
TinaMarie Grundhauser	Executive Assistant
Carmen Roberts	Budget Officer

1. CPBAC meeting was called to order Tuesday, January 13th, 2015 in conference room G45/G46. See Attendance List above.
2. In-Depth discussion regarding fees – As a result of a previous email questionnaire, there were only three fees that a number of committee members questioned. Those three were discussed in the meeting.
 - a. Student Government Fee increase - \$12/\$15
 - b. Student Activities Coordinator \$15/semester
 - c. Academic Success Center =- \$5/credit
 - d. Fee process approval would first go to Student Government, then MSU Bozeman, and finally Board of Regents. CPBAC is beginning of final approval process.
 - e. Fees will require justification of how this will benefit our students.
3. Student Government Fee Increase – self-assessed fee to support Student Government operations.

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- a. Insufficient funds to support request that come into Student Government.
 - b. Last fee increase was 2009.
 - c. Mr. Lehman questions if review justifications have been done for an increase and the top three reasons. Was this new organizations student requests were increasing or if events were increasing?
 - d. Ms. Withrow noted that with the Student Activities Coordinator more groups were coming on board with being involved and that comes with more fund request. In addition to more programs coming to Student Government with request for funds. Ms. Berg questioned if all requests are funded each year. Dr. Consolvo noted that there is a specific budgeted amount to be distributed to Student Groups.
 - e. Mr. Devine noted that Student Government needs to strive for a clearly defined mission.
 - 1.) Ms. Withrow to work with Student Activities Coordinator on getting a mission statement in place.
 - f. Dr. Stevens inquired percentage of students involved in activities?
 - 1.) Dr. Consolvo noted that the Student Government supports activities on campus for everyone—students, staff and faculty.
 - 2.) Dr. Wolff noted that Student Government is involved at the state level and that right now being in the legislative session Student Government has a lobbyist that is there looking at issues across the system for students.
 - g. Mr. Card inquired as to process of giving funds?
 - 1.) Student Government has a working process in place in regard to fund requests.
 - h. Ms. Roberts stated that Student Government had put forward \$15,000 for the Student Activities Coordinator position which was a one-year deal. Student Government is no longer able to put forth these funds.
4. Student Activities Coordinator Fee
- a. \$15/semester to pay for a portion of Student Activities Coordinator. Remaining salary is paid by CUF.
 - b. Student Activities Coordinator provides consistency for Student Government in regards to budget and fiscal responsibility.
 - c. Ms. Frost and Dr. Wolff noted their support of fee and position. Position is key for student growth, learning, leadership development and overall functionality.
 - d. Leah Habel inquired if the fee can go toward the salary for the Student Coordinator. It was noted that it can be if it is written to support the position.
 - e. Dr. Consolvo noted that the position has multiple duties:
 - 1.) Work with the club advisors and student organizations
 - 2.) Overseeing a process of implementing alcohol and sexual assault education for new students that was OCHE mandated
 - 3.) Oversees student workers at the information desk
 - 4.) Working on an ambassador program with new students

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- 5.) Assists with orientation sessions, working with Service Learning
- f. Dr. Stevens asked if vote should take place. To note when finished with fee discussion will proceed with voting.
- g. Ms. Dwyer-Ford inquired what would fee approvals cost be for the student?
- 1.) [Additional computation calculated that this will cost students an additional \$96/semester in mandatory fees].
- h. Ms. Frost noted that perhaps we should think more on the Student Government fee approval if they will essentially be getting \$15,000 back if the Student Activities Coordinator Fee is approved. Mr. Devine commented to this stating that the \$15,000 that was put forward was from reserves that this was not a budgeted amount.
5. Academic Success Center Fee - \$5/Credit Fee
- a. This fee would allow the Academic Success Center to be a self-sustaining part of the college.
- b. Concern over the amount per credit.
- c. Dr. Rivenes commented that there is close to 400 unique users per term with close to 10,000 per year and these are free visits. It was also noted that it is unevenly charged around the state.
- d. This may support a Student Success Coach down the road.
- e. Currently, the Academic Success Center does not support online courses with the exception of the writing classes. Online classes utilize www.homeworkmontana.com.
- f. Out of state residents do not pay fees such as building, student government, etc.
- g. Dr. Rivenes noted that it is mostly out of state students utilizing the Academic Success Center remotely as they cannot access Homework Montana.
- h. Mr. Card inquired total hours expended per students? Mr. Card asked for clarification between a Student Success Coach and a position.
- i. Dr. Rivenes noted that it is complex to calculate hours and that in essence the Student Success Coach is a position. The software tracks how many minutes the student receive of actual tutoring. Unique visits are different users. The average user comes back about once time per week.
- j. Ms. Habel questioned if position taken out of equation could fee be reduced? And also noted that charging by the hour by student would be difficult as a majority of students would be unable to pay.
- k. Mr. Card questioned if the Academic Success Center would be able to sustain without fee. Dr. Stevens noted that it is not self-sustaining but funding is currently coming out of CUF.
- l. Dr. Rivenes noted all other campuses charge a fee for the use of the Academic Success Center, some charge a fee and others charge per hour.
- m. Ms. Wagner-Fossen noted Library Fee is \$1.65 per credit and caps out at 12 credits right at \$20. Also noted that there are lots of programs where they do not utilized the Academic Success Center. She suggested adjusting the fee down closer to amount of the Library Fee.
- n. Ms. Dwyer-Ford that the idea of bringing students here is that Great Falls College MSU is supposed to be cheaper. Her suggestion was to add a flat-spot. Ms. Wight seconded this and also suggested that it should be readily available to online students as well.
- p. It was agreed that \$5/credit is too high. Lowering it to \$2-\$3 capped would be ideal.

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q. A vote was brought to the table to have the fee be \$2.50 and cap at 12 credits.

1.) **This motion was passed.**

r. Voting began for Student Government fee from \$12 to \$15 per semester

1.) Mr. Wardinsky asked if Student Government was in support of Student Government Fee as well as the Student Activities Coordinator Position. [noted—Student Government proposed these fee changes]

2.) Ms. Dwyer-Ford inquired if they still needed an increase if they are not utilizing the \$15,000 for the Student Activities Coordinator. It was noted that this was a surplus that this is not an amount in the actual budget for Student Government. There will no longer be this money now that it was expended for the Student Activities Coordinator Position.

3.) Voting for Student Government Fee began

a.) **Student Government Fee motion passed by CPBAC**

4.) Voting for Student Activities Fee

a.) **Student Activities Fee motion passed by CPBAC**

6. New Position Requests

a. Dr. Stevens noted that we will not vote on these today as funding will not be clear until May of 2015.

1.) Ms. Frost noted that May is too late to vote on positions as the individuals whose positions are grant funded will search for other employment.

b. Dr. Stevens noted that he cannot make any decision on positions if there is no set distinction of financial resources to be allocated. Can potentially prioritize.

1.) Mr. Lehman noted that not all positions are new positions that some positions are current positions grant funded where the grant is coming to an end. The remainder of position are new positions.

2.) Dr. Stevens suggested looking at positions in February and March.

7. Ms. Roberts noted we are halfway through the fiscal year and we have only spent 42.6% of our budget. Ms. Roberts noted that if there was questions to meet with her.

a. Dr. Stevens noted that 83% of our budget is salary and benefits.

b. Ms. Bonilla noted concern over Auxiliary Fund balance as there was less of a balance than when started. Ms. Roberts noted that was because all of the textbooks had been purchased but not yet sold.

8. Fiscal 2016 Budget process has begun and Dr. Wolff would like everyone to prepare a 3 year budget.

a. Planning forward as there is multiple positions on grants on campus in addition to items that have been purchased on a grant that may need replacing and/or repaired.

b. Academics will be asked to have a budget for the Adjuncts.

c. Ms. Roberts requested that money not go towards “other” but instead by allocated to specific accounts.

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d. Ms. Roberts requested everyone to do budgeting the designated accounts under their responsibility for the first time. The first round of budgets need to be submitted by March 6th, 2015 to the Budgeting and Purchasing Analyst.

f. Ms. Roberts will have information out to everyone this week. Everything contingent on funding. If there is less of an allocation and enrollment numbers continue to decline, adjustments may need to be made.

g. Dr. Wolff noted that the three year budget projection is a rolling budget. The coming up year is more set in stone while the other two years are more for planning purposes.

9. Analysis

a. Dr. Stevens presented Profit and Loss Statements for all academic programs.

1.) Ms. Ehnot noted the importance of comparing revenue & expenses year to year for programs.

b. This will be a guide for programs as to whether there are new programs needed or programs to be cut.

c. Ms. Wagner-Fossen noted that Health Informatics Program was not on the report, also that there are 3 new programs, EMT – Paramedic, Phlebotomy – Medical Assisting, Industrial Tech. Another program not listed is Healthcare Office.

10. Dr. Wolff noted for Performance Based Funding there will be a couple of different options of how things will be counted. Dr. Anderson will be putting together a power point presentation with a Frequently Asked Questions sheet to get out to Faculty Senate, Joint Directors and to staff for input. Based on the model this year is looking good. Two areas that will give us extra points towards Gen Ed and Credit Accumulation. 5% of our budget is held back for performance based funding that we have to get back. That could be raised to 10%.

11. Meeting adjourned at 11:38 AM.

CPBAC

JANUARY 13, 2015

Fees

- 14/25 members voted
- Overwhelming or unanimous approval of all fees except:
 - Student Government increase from 12.00 to 15.00
 - New Student Activities Fee of \$15/semester
 - New Academic Success Center fee of \$5/credit

Student Government Fee

Increase of \$3/semester

A self-assessed fee to provide students representation to campus and other MUS and Board of Regent meetings, and including, but not limited to the support the operation of the Student Government and its committees.

Currently, insufficient funds to fill all the monetary requests of student organizations. A fee increase would allow ASGFCMSU to expand to provide increased support services to student body. Last fee increase to current \$12 fee in FY2009.

Student Activities Fee

\$15/semester

Allows for employment of a full time Student Activities Coordinator.

SAC serves as an advisor, boosting effectiveness of ASGFCMSU. SAC ensures continuity and consistency in transition to new officers each year. SAC increases engagement in student groups and clubs, which in turn increases graduation rates.

Academic Success Center Fee

\$5/credit

This fee provides students unlimited access to the Student Success Center. Services provided by the center include tutoring and an online writing lab. The program is also hoping to expand and offer online tutoring as well.

With a student fee, the Academic Success Center would be able to continue growing and improving its services to students and ultimately become supported entirely from the fee. The center has a direct correlation to retention of students. Funding for tutoring services varies across the Montana University System, so there is no clear model to follow. The fee amount was chosen in an effort to meet operating costs, including growth, and yet be less than other schools. Traffic in the Academic Success Center has steadily increased and we anticipate further increases over the next several semesters. Center services are offered at no cost to students and an average of 397 unique students use the center each month. We are continuing to expand hours to offer services to as many students as possible, including offering hours on Sunday evenings in the Weaver Library.

New Position Requests

- **Welding Instructors (4)**
- **Carpentry Shop Aide**
- **Student Success Coach**
- **Disability Services Assistant**

- **NANSLO Lab Manager/Biology Faculty**
- **Veterans Success Coach**
- **Academic Advisor**
- **HS Career Coach (2)**
- **Student Activities Coordinator**

FY 15 Year to Date Expenditures

	Account Balance (if applicable)	<u>FY15 Budget</u>	<u>FY15 YTD Expenses</u>	<u>Variance</u>	<u>Percent Used</u>
Total Instruction	\$368,141.61	\$567,249.00	\$294,421.41	\$272,827.59	51.90%
Total Academic Support	\$375,635.81	\$353,580.00	\$134,010.69	\$208,069.31	37.90%
Total Student Services	\$151,464.10	\$267,360.33	\$78,058.96	\$189,301.37	29.20%
Total Institutional Support	\$730,906.20	\$1,041,780.00	\$701,927.22	\$339,852.78	67.38%
Total Facilities	\$605,498.03	\$1,028,750.00	\$602,724.95	\$426,025.05	58.59%
Total Grants	-\$65,938.24	\$6,364,689.00	\$1,157,370.15	\$5,207,318.85	18.18%
Total Auxiliary	\$394,553.97	\$1,625,700.00	\$1,321,416.60	\$304,283.40	81.28%
Total Salary & Benefits		\$11,319,429.00	\$5,322,591.88	\$5,996,837.12	47.02%
Grand Total--All Budgets, All Funds	\$2,560,261.48	\$22,568,537.33	\$9,612,521.86	\$12,944,515.47	42.59%

FY 16 Budget

- 3 year budget projections
- Academic areas budget for PT faculty
- Specifics—as little as possible in “other”
- Budgeting Fee Accounts
- Due to Budget Office by 3/6

Program Financial Impacts FY2014

- Where did all this information come from?
- Program Impact vs. General Education impact
- Financial Impact by FTE or by credit

Financial Impacts by Program
Fiscal 2014 (7/1/13 - 6/30/14)

Total State Appropriation (FY 14)	\$	6,502,951	
Tuition & Mandatory Fees/resident FTE	\$	1,538.58	(assume all are MT residents)
FY 14 FTE total		1,374.87	
Overhead Rate		31.0%	
Avg Cost per Credit	\$	151.72	

Program	Index	FTE	REVENUE				EXPENSES*						Net Impact	Financial Impact Per FTE	
			State Funding	Tuition & Mandatory Fees	Course/Program Fees	Grant Funding	Unrestricted	Designated & Restricted	Grant	Overhead	Equipment Fund	Total Expenses			
Dental Hygiene	321512/321513/321515/321516/ 321520/323087	DENH	33.6	158,782	103,300	35,234		335,560	30,107		104,024	71,464	541,155	(243,839)	(7,263.59)
Dental Assistant	321510/321511	DENA	14.8	70,002	45,542	4,961		159,536	3,603		49,456	30,957	243,551	(123,046)	(8,313.92)
TOTAL DENTAL			48.4	228,783.6	148,842.2	40,195.4		495,096	33,710		153,480	102,421	784,706	(366,885)	(7,584.96)
Practical Nurse	321609/321610/321611	LPN	24.9	117,916	76,714	3,591		278,708	12,768		86,399		377,875	(179,656)	(7,206.40)
Respiratory Therapy	321550/321551/321552	REST	18.1	85,611	55,697	4,431		184,879	12,729		57,312	3,800	258,719	(112,981)	(6,242.05)
Diet Tech	321526/321527/321528	DIET	5.3	25,068	16,309			111,850	120		34,673		146,643	(105,266)	(19,861.55)
EMS_EMT	321529/321530/321531/321532/3215 33/321534/321535/321536	EMSI, EMSP	15.5	73,313	47,696	19,631		154,737	18,708		47,968		221,414	(80,774)	(5,211.22)
Surg Tech	321614/321665/322505/322506	SURG	12.3	58,177	37,849	87,642		113,889	25,792		35,306		174,987	8,682	705.82
Rad Tech	321635	RADT	18.0	84,996	55,297			5,892			1,827		7,719	132,573	7,377.48
Pharm Tech	321640	PHA	6.8	32,021	20,832	-		25,986	-		8,056		34,041	18,812	2,778.79
Physical Therapy Assistant	321613/321630/321631/321632/3216 33/321634/321629	PTA	27.1	128,321	83,483	16,874		195,914	77,427		60,733		334,074	(105,396)	(3,884.85)
Medical Transcription AAS, CAS	321145	MEDT, METR	10.1	47,772	31,079	-		33,719	-		10,453		44,172	34,679	3,433.55
Medical Assistant	321150/321151/321617	MEDA	34.4	162,565	105,762	3,725		70,246	142		21,776		92,164	179,888	5,233.88
Medical Billing & Coding, Medical Billing Specialist	321152	MBC, MBS	42.9	202,769	131,918			60,770	-		18,839		79,609	255,078	5,950.03
Health Information Technology	321570/321571/321615/321616	HIT, HICS	43.0	203,384	132,318	4,566		64,043	4,431		19,853		88,328	251,940	5,859.07
TOTAL BILLING & HIT			85.9	406,153.6	264,235.7	4,566.0		124,813.9	4,431.0		38,692.3		167,937	507,018.1	11,809.11
Carpentry (AAS & CAS)	321137/321138	CONA, CONC	8.8	41,623	27,079	3,600		100,443	4,783		31,137	3,066	139,430	(67,128)	(7,628.19)
Welding	321136/321165	WELD	65.9	311,698	202,785	43,674	44,070	292,823	56,452	44,070	90,775	12,067	496,187	106,040	1,609.10
SET/Wind	322015/322016/322050/322051	SETA, SETC	7.0	33,109	21,540	3,250		64,946	1,541		20,133	1,067	87,687	(29,788)	(4,255.39)
Interior Design	322020/321164	INTD	10.6	49,995	32,526	245		94,915	-		29,424	1,350	125,689	(42,924)	(4,060.92)
Graphic Design/Web Design	322023/321132	GRPH,WEB	29.1	137,781	89,638	-		68,537	-		21,247	5,700	95,484	131,935	4,529.17
Computer	321130/321170/321171/321174	COMA, CSA, MICR, NETW	43.8	207,310	134,872	5,071		232,186	2,983		71,978	6,000	313,147	34,107	778.16
Business Management	321160	BUSE, BUSF, BUSM, BMGT	84.0	397,498	258,605	-		114,173	-	-	35,394		149,567	506,536	6,027.32
Accounting	321120	ACCT	35.0	165,687	107,793	-		99,713	-	-	30,911		130,624	142,856	4,078.12
TOTAL BUSINESS PROGRAMS			119.1	563,185.2	366,397.4	-		213,886	-	-	66,305		280,191	649,392	10,105.43
Program Totals			582	2,753,775	1,791,553	232,895	44,070	2,763,022	246,804	44,070	856,537	132,405	4,042,837	-	1,339

Financial Impacts by Program
Fiscal 2014 (7/1/13 - 6/30/14)

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Tuition & Mandatory Fees/resident FTE	\$ 1,538.58 (assume all are MT residents)
FY 14 FTE total	1,374.87
Overhead Rate	31.0%
Avg Cost per Credit	\$ 151.72

Program	Index	REVENUE							EXPENSES*						Per Credit Financial Impact	
		<u>Sum Course Credits</u>	<u>% of Course Credits</u>	<u>State Funding</u>	<u>Tuition & Mandatory Fees</u>	<u>Course & Program Fees</u>	<u>Grant Funding</u>	<u>Total Revenue</u>	<u>Unrestricted</u>	<u>Designated</u>	<u>Grant</u>	<u>Overhead</u>	<u>Equipment Fund</u>	<u>Total Expense</u>		
Biology	321508, 322103, 321670, 321671, 322502, 322503, 322517, 322518, 321590, 321590, 321591, 322504, 322507	3,408	8%	520,236	517,062	29,552	348,169	1,415,019	458,828	42,818	349,347	142,237	27,508	1,020,737	394,282	\$ 115.69
Chem/Phy Sci	322508, 322512, 322516, 322540	1,564.0	4%	260,118	237,290	23,856		521,264	124,807	15,385		38,690	2,660	181,542	339,722	\$ 217.21
Arts & Humanities	322510	3,349.0	2%	130,059	508,110	1,148		639,317	112,740	-		34,949		147,689	491,628	\$ 146.80
English	322510	3,255.0	8%	520,236	493,849			1,014,085	280,899			87,079		367,978	646,107	\$ 198.50
Math	322520	6,049.0	14%	910,413	917,754			1,828,167	503,546			156,099	12,114	671,759	1,156,408	\$ 191.17
Soc Sci	322509, 322530, 322545, 321675															
College Studies/Learning Success	322575	4,348.0	10%	650,295	659,679			1,309,974	168,721			52,304		221,025	1,088,949	\$ 250.45
		678.0	8%	520,236	102,866			623,102	13,252			4,108		17,360	605,743	\$ 893.43
General Education Total		22,651	54%	3,511,594	3,333,744	54,556	348,169	7,350,928	1,662,792	58,203	349,347	515,466	42,282	2,628,089	4,722,838	\$ 208.50