

Minutes
CPBAC
October 7, 2014

Members Present:

Brittany Budeski	Director of Admissions
Carol Berg	Classified Staff at-large
Cheryl McGee	Classified Staff at-large
Tiffany Sweeny	Director of Advising and Career Center
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. Heidi Pasek	Associate Dean/CAO
Dr. Teresa Rivenes	Director of Academic Support
Lew Card	Executive Director of Development
Karen Vosen	Classified Staff at-large
Kathy Meier	Professional Staff at-large
Ken Wardinsky	Chief Information Officer
Rob Harper	Executive Director for Marketing & Communications
Laura Wight	Division of eLearning & Library Services
Leah Habel	Director of Financial Aid
Leanne Frost	General Education & Transfer Division Director
Mary Kay Bonilla	Executive Director of Human Resources
Mel Lehman	Executive Director for Business & Community Development (interim)
Teri Dwyer	Faculty Senate Representative
Erin Withrow	Student Government Representative
Jillian Ehnott	Controller
Dr. Susan J. Wolff	CEO/Dean - Chair
Dr. Grace Anderson	Institutional Researcher
Dena Wagner-Fossen	Registrar
Carmen Roberts	Budget Officer
TinaMarie Grundhauser	Executive Assistant

Introduction

Dr. Stevens discussed how this will be an informational meeting only. No decisions will be made.

Informational Items

- 1) Review of current year CUF & Non-CUF budgets
- 2) Review of Fall 2014 Enrollment
 - a) Dr. Stevens discussed the importance of tuition revenue.

- b) We surpassed tuition revenue goal for Fall 2014 semester, due primarily, to non-resident student
 - c) Non-resident students enrolled primarily in Health Science programs, including 3 Health Science programs that are entirely online.
- 3) FY 16 & 17 Budget Outlook
- a) The Governor will announce initial budget in mid-November
 - b) By May 2015 we should know what State Allocations are
 - c) OCHE will take portion of the budget and then divide amongst MSU & UM
 - d) Will then be divided up by MSU to each campus
 - e) Dr. Stevens noted possible cutting FY16 budget
- 4) Program Fee Discussion
- a) Carmen is working with mandatory and program & material fees
 - b) Carmen made note of what a mandatory fee is being such things like: registration, building, equipment, library, campus safety, etc.
 - c) Designated Fees – Graduation, Compass Test, Library Fines, Online Licensure
- 5) Professional Development for FY15
- a) \$40,000 was budgeted for Professional Development in FY15-Charged to Individual Index but offset by Institutional support pool funds
 - b) Laura Wight suggested we put together a sub-committee in regards to when staff travels and updating fellow colleagues of such training.
 - c) Terri Dwyer noted that awhile back there was a Professional Development Committee for Faculty that has since disbanded
 - d) Rob Harper – Seconded that we should have a structure in place for when people go for training and coming back and debriefing their fellow colleagues on the training they received.
 - e) Dr. Stevens noted that he would work to put together a small committee who can work with those employees who have traveled to workshops and what information they received.
- 6) Discussion on Monthly Budget Reports
- a) Include Roll-Up Summary and Individual Department Budgets
 - b) Now Include Fee Accounts & CUF Accounts
 - c) Putting Account numbers on forms will be each individual department's responsibility – not to be solely handled by the business office.
- 7) Carmen Roberts has put together a FY2015 Budget Book
- a) Dr. Grace Anderson asked what was included in tuition waivers – Darryl noted that this was broken down in the book provided by Carmen
 - b) Rob Harper asked if we spend more money on non-resident students than resident.
 - c) Dr. Stevens responded back that we do not
- 8) New Personnel Recap:

- a) Nursing Faculty, Radiological Technology Faculty, NANSLO Lab Manager/Instructor, Student Success Coach, Career Pathways/Dual Credit Coordinator
 - b) Dr. Stevens noted that the Nursing program cost more money but the prestige of the program allows to get more FTE out of program.
 - c) Dr. Wolff noted that Healthcare Programs generate more money from general education credits.
- 9) New or increased fee request must be submitted to Carmen by December 1. Board of Regents will discuss in May 2015.
- a) Imperative to have justification for each new fee or fee increase.

CPBAC

OCTOBER 7, 2014

Agenda

Review of FY15 Budget

Review of Fall 2014 Enrollment

Budget Outlook

Program Fees

Professional Development Funds

Monthly Budget Reports

New Personnel Requests

Review of FY15 Budget

Total CUF Budget FY15	\$11,627,353
Total Non-CUF Budget FY15	<u>\$16,300,146</u>
Total Budget	\$27,927,499

Review of Fall 2014 Enrollment

Budgeted for a 3% decrease for AY14-15

Budgeted Tuition & Fees Revenue for Fall 2014: \$1,786,131

Actual Tuition & Fees Revenue for Fall 2014: \$1,789,331

Decrease in resident tuition (-13,806 from budgeted)

Increase in non-resident tuition (+20,072 from budgeted)

Budget Outlook

FY16 & FY17 go before the Legislature this year.

- The Governor should announce an initial budget mid-November.
- Revised budget mid-December.
- Legislature takes up the budget in January.
- Should know by May what our state allocations are.

Allocation will probably be less than in previous years.

Program Fees

Mandatory Fees

- Estimated FY15 income \$797,623

Program & Materials Fees

- Estimated FY15 income \$145,360
- Current Balance \$189,143

Designated Fees

- Estimated FY15 income \$427,634

Professional Development Funds

\$40,000 budgeted for Professional Development in FY15

Charged to your individual index but offset by Institutional Support Pool Funds

Follow current division rules for approval? Thoughts?

Monthly Budget Reports

Sent on 1st business day of each month.

Include roll up summary & individual department budgets

Now include fee accounts & CUF accounts

Need help reading—call Carmen

Use acct numbers on reports to fill out RO & P-Card forms

New Personnel Requests

Received so far:

- Nursing Faculty
- Radiological Technology Faculty
- NANSLO Lab Manager/Instructor
- Student Success Coach
- Career Pathways/Dual Credit Coordinator