

Minutes
CPBAC
May 12, 2014

Members Present:

Dr. Susan Wolff, *CEO/Dean*

Dr. Darryl Stevens, *Chief Financial Officer*

Dr. Camille Consolvo, *Associate Dean of Student Services*

Dr. Heidi Pasek, *Chief Academic Officer*

Lanni Klasner, *Interim Executive Director of
Communications & Marketing*

Mel Lehman, *Interim Executive Director for Business &
Community Development*

Mary Kay Bonilla, *Executive Director of Human Resources*

Dr. Bruce Gottwig, *Business, Trades & Tech Division
Director*

Dr. Frankie Lyons, *Health Sciences Division Director*

Ken Wardinsky, *Chief Information Officer*

Laura Wright, *Division Director of eLearning & Library*

Courtney Johnsrud, *Advising & Career Center Director*

Dennise Devine, *Facilities Director*

Leah Habel, *Financial Aid Director*

Dr. Teresa Rivenes, *Academic Support Director*

Brittany Budeski, *Director of Admissions*

Jillian Ehnot, *Controller*

Kayce Waite, *Budget Officer*

Teri Dwyer, *Faculty Representative*

Kathy Meier, *Professional Staff at-Large*

Karen Vosen, *Classified Staff At-Large*

Cheryl McGee, *Classified Staff At-Large*

Introduction

Dr. Stevens reviewed the agenda and the role of CPBAC in College planning and budgeting.

INFORMATIONAL ITEMS

1. FY14 revenue and expenses are down. We have a projected surplus of \$153, 289 but final surplus amount will not be available until after the year ends June 30.
2. Budget Variance Report: A number of areas are over budget (\$30,000+ total overages)
 - a. Most overages have a justification
 - b. Disability Services is impossible to budget each year because they never know who they will need to serve in the coming year
 - c. MT State Law does not allow overages in budgets—if over in one area, must find savings elsewhere to cover the overage.
 - d. Dr. Stevens warned that in FY15, overages in budgets will be reviewed more critically & require justification.
3. Tuition and fees are projected to continue down, approximately \$208,000.
 - a. FTE down at GFC 2.2%
 - b. In MT, total High School graduate numbers are down, and will continue down for a few more years before heading back up.
4. FY15 Budget: as it stands now, we're in a deficit, approximately \$15,000
 - a. So far, departmental budgets have all been approved, but that may have to change to get us in balance.
 - b. Dr. Stevens and Ms. Waite may be going back to departments to ask for justification for budget increases
 - i. Health Science: Increase due to previous unrealistic budgets, growing student populations, increased expenses for accreditations for each program
 - ii. Developmental Education & Transfer: Chemistry up because last year's budget didn't account for phone/tech fees, new Fine Arts/Humanities program
 - iii. Co-Curricular: many new programs, Learning Center expansions; Dr. Rivenes did express the possibility of adding a student fee so the Learning Center becomes self-sustaining
 - iv. Administration: IT has new document imaging software in the works, Accreditation/Faculty Senate/Faculty Development were broken out from the CAO budget to make tracking easier
5. Three Year Budget Sheets: Due May 30, 2014
 - a. Informational only, can be modified
 - b. Salary information not required, but Dr. Stevens did request that any known changes (such as new positions or positions rolling off of grant funding) be added to the worksheet
 - c. Group agreed to use a standard 2% cost increase each year to account for inflation
 - d. Dr. Rivenes reminded the group that departmental budgets should be able to tie back to departmental/divisional/college goals and Core Indicators

6. Grant Committee Report: Committee was formed in an attempt inventory all Great Falls College grants and enable quick reaction to grant deadlines.
 - a. This year we have approximately \$12 million in grant funding and 19 staff members paid completely or partially out of grants
 - b. Big Sky Pathways was submitted May 9, Perkins will be submitted by May 31.
 - c. TAACCCT IV still in preliminary stages, Dr. Lyons is on the statewide Steering Committee; sub-committee recommends continuing to be a part of the discussion but no decision yet on whether or not GFC should participate.
 - d. CPBAC committee recommended the group build a checklist to ensure all areas are considered when looking at future grant impacts.
7. Scholarships: Group is meeting to look at long term planning for scholarships so they can be utilized better for recruitment and retention.
 - a. Bookstore has agreed to sponsor a yearly \$50,000 scholarship
8. Break Even Reports: Looking closer at the data to help make decision about running or cancelling low enrollment classes.
 - a. Most schools don't do this, but does provide one piece of the puzzle
 - b. Projected column takes out indirect costs—these are marginal expenses and shouldn't be included
 - c. Dr. Stevens pointed out that if a class covers the cost of instruction and we don't run it, we are losing revenue, and may lose the student altogether.
 - d. Dr. Wolff expressed concern that adjunct faculty wasn't fairly compensated if only 4 students paid for a class, compared to 10 for faculty. Dr. Pasek assured the group that the adjunct were compensated on par with other institutions of our size.
9. Professional Development: a better process needs to be in place to track allocations and expenses.
 - a. Dr. Stevens, Ms. Waite & Ms. Ehnot will work together to develop a form and bring it back to group for review
10. Planning piece of CPBAC: As a group, need to think about what CPBAC role should be in College planning
 - a. Review current policy for objectives—are we meeting these?
 - b. ET focusing on planning at next meeting, will bring back ideas to group

CPBAC

May 12, 2014

Agenda

- ▶ FY14 Actual vs. Budget (Projected to the end of the year)
- ▶ Potential Surplus
- ▶ Tuition Projections & Appropriations for FY15
- ▶ FY15 Final Budget
- ▶ Three Year Budgets
- ▶ Grant Committee Report
- ▶ Scholarship Information
- ▶ Break Even Reports
- ▶ Professional Development Allocation & Procedures
- ▶ Planning Role of CPBAC

FY14 Revenue (through 5/12/14)

	Budget	Actual	Projected	Variance
State Appropriation	6,502,951	5,961,043	6,502,951	-
Transfers In	152,500	61,500	61,500	(91,000)
Hi-Ed HB95 1% Retirement	40,065	27,324	32,788	(7,277)
Tuition	4,389,228	4,199,342	4,199,342	(189,886)
Miscellaneous Student Fees	34,630	22,443	22,550	(12,080)
Other Revenues	6,550	10,230	1,100	(5,450)
	<u>11,125,924</u>	<u>10,281,882</u>	<u>10,820,231</u>	<u>(305,693)</u>

FY14 Expenses (through 5/12/14)

	Budget	Actual	Projected	Variance
Salaries/Benefits	9,134,267	7,178,129	8,887,207	(247,060)
Contracted Services	309,019	244,734	318,154	9,135
Supplies & Materials	159,756	104,713	136,128	(23,628)
Communications	212,520	151,100	196,430	(16,090)
Travel	83,610	81,011	105,315	21,705
Rent	5,050	2,812	3,656	(1,394)
Utilities	342,000	244,149	317,394	(24,606)
Repairs & Maintenance	178,445	161,720	210,237	31,792
Other Expenses	701,257	378,709	492,322	(208,935)
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	11,125,924	8,547,079	10,666,842	(459,082)

FY14 Revenue vs. Expenses

FY14 Projected Revenue	\$10,820,231
FY14 Projected Expense	<u>\$(10,666,842)</u>
Projected Surplus	\$153,389

Budget Variance Report May 2014

Divisions Over Budget

	FY14 Budget	FY14 YTD	Variance	% Used
Dean's Office	42,035.00	47,651.45	5,616.45	113.36%
Development Office	50,000.00	51,175.51	1,175.51	102.35%
Institutional Research	5,000.00	6,375.65	1,375.65	127.51%
Medical Assistant	2,715.00	2,938.55	223.55	108.23%
Business Management	3,000.00	3,813.72	813.72	127.12%
Health Sciences Department	13,392.00	17,798.73	4,406.73	132.91%
Practical Nursing	6,400.00	14,802.99	8,402.99	231.30%
Chemistry	1,825.00	2,045.92	220.92	112.11%
Learning Success	75.00	284.75	209.75	379.67%
Learning Center	8,035.00	8,341.18	306.18	103.81%
Disability & Learning Support Serv.	6,540.00	14,526.89	7,986.89	222.12%

Tuition Projections & Appropriations for FY15

	FY14	FY15	Variance
State Appropriations	6,543,016	7,218,135	675,119
Tuition & Fees	4,412,878	4,205,128	(207,750)
Other Revenues	17,530	15,100	(2,430)
Transfers	152,500	63,332	(89,168)
	<hr/> 11,125,924	<hr/> 11,501,695	<hr/> 375,771

New Position Requests

Student Activities Coordinator

- Startup Costs: \$100
- Ongoing Expenses: \$3000
- Student Govt. Funding: (\$13,750)
- Salary: \$47,913 [\$32,000]
- *CUF Impact: \$37,263*

Web Content Editor/Developer

- Startup Costs: \$100
- Ongoing Expenses: \$500
- Salary: \$49,326 [\$32,000]
- *CUF Impact: \$49,926*

Total CUF Impact
\$175,611

FT Nursing Faculty

- Startup Costs: \$100
- Ongoing Expenses: \$
- Salary: \$70,242 [\$50,000]
- Current CUF: (\$33,342)
- *CUF Impact: \$37,000*

Director of Development

- Startup Costs: \$100
- Ongoing Expenses: \$14,200
- Salary: \$87,122 [\$65,000]
- Current CUF (\$50,000)
- *CUF Impact: \$51,422*



FY15 Final Budget

FY15 Projected Revenue	\$11,501,695
FY15 Projected Expenses	<u>\$(11,517,225)</u>
Projected Deficit	\$(15,530)

Business, Trades & Technology

Department Name	Budget FY14	Requested FY15	Variance (\$)	Variance (%)
Business Management	3,000	3,675	675	22.50%
Graphic Design	2,450	2,695	245	10.00%
CISCO Academy	2,820	2,900	80	2.84%
Carpentry	8,538	8,688	150	1.76%
Interior Design	4,325	4,360	35	0.81%
Welding Technology-Great Falls	13,610	13,440	(170)	-1.25%
Business, Trades and Technology	39,620	38,120	(1,500)	-3.79%
Computer Technology	3,930	3,775	(155)	-3.94%
Accounting Technology	1,515	1,275	(240)	-15.84%
Sustainable Energy	8,255	6,505	(1,750)	-21.20%
	88,063	85,433	(2,630)	-2.99%

Health Science

Department Name	Budget FY14	Requested FY15	Variance (\$)	Variance (%)
Practical Nursing	6,400	18,700	12,300	192.19%
Dental Hygiene-Gen Fund	13,975	23,989	10,014	71.66%
Surgical Technology Program	5,250	8,345	3,095	58.95%
Health Information Tech & Coding	5,530	8,555	3,025	54.70%
Emergency Services	5,190	7,890	2,700	52.02%
Allied Health	2,275	3,400	1,125	49.45%
Dental Assistant	6,980	10,117	3,137	44.94%
Health Sciences Department	13,392	16,950	3,558	26.57%
Medical Assistant	2,715	3,295	580	21.36%
Respiratory Therapy	8,350	9,280	930	11.14%
Medical Transcription	1,800	2,000	200	11.11%
Physical Therapy Assistant	9,981	10,675	694	6.95%
Radiologic Technology	1,335	1,335	-	0.00%
Pharmacy Technician	345	345	-	0.00%
Billing and Coding	2,868	2,624	(244)	-8.51%
Dietetic Technician	3,387	-	(3,387)	-100.00%
	89,773	127,500	37,727	42.02%

Developmental Education & Transfer

Department Name	Budget FY14	Requested FY15	Variance (\$)	Variance (%)
Humanities & Fine Arts	1,410	6,275	4,865	345.04%
Chemistry	1,825	2,750	925	50.68%
Mathematics	11,410	12,050	640	5.61%
Art	250	250	-	0.00%
History	165	165	-	0.00%
English	5,250	5,200	(50)	-0.95%
Biological Science	13,100	12,740	(360)	-2.75%
Communications	1,870	1,800	(70)	-3.74%
Sociology/Psychology	2,000	1,575	(425)	-21.25%
Physical Science	775	475	(300)	-38.71%
Developmental Education & Transfer	19,770	18,915	(855)	-4.32%
Education	335	85	(250)	-74.63%
	58,160	62,280	4,120	7.08%

Co-Curricular

Department Name	Budget FY14	Requested FY15	Variance (\$)	Variance (%)
Learning Success	75	1,000	925	1233.33%
Pathways HS Career Coach	-	4,931	4,931	100.00%
Accomodations - Disability Services	-	22,700	22,700	100.00%
Student Activities	-	3,100	3,100	100.00%
Learning Center	8,035	12,540	4,505	56.07%
Financial Aid Office	16,742	18,282	1,540	9.20%
Student Advising Center	9,911	10,254	343	3.46%
Admissions	40,200	41,550	1,350	3.36%
Online (e-Learning)	15,000	15,000	-	0.00%
Testing Center	850	850	-	0.00%
Indian Student FW	190,000	190,000	-	0.00%
Honorably Discharged Vet FW	5,304	5,304	-	0.00%
MT Senior Citizen FW	828	828	-	0.00%
HS Honor Scholarship FW	2,700	2,700	-	0.00%
Yellow Ribbon Program	8,500	8,500	-	0.00%
Dependent Fee Waiver	6,856	6,856	-	0.00%
Registrars Office	9,803	9,790	(13)	-0.13%
Library	28,500	28,000	(500)	-1.75%
Student Services	18,079	13,660	(4,419)	-24.44%
MSUN/MSUGF Advising/Transfer	14,910	10,000	(4,910)	-32.93%
Disability Services	6,540	3,625	(2,915)	-44.57%
Retention Scholarship	100,000	-	(100,000)	-100.00%
	482,833	409,470	(73,363)	-15.19%

Administration

Department Name	Budget FY14	Requested FY15	Variance (\$)	Variance (%)
Institutional Research	5,000	14,205	9,205	184.10%
Accreditation	-	14,000	14,000	100.00%
Internal Faculty Development	-	2,000	2,000	100.00%
Faculty Senate	-	1,500	1,500	100.00%
Computer Center	38,955	54,550	15,595	40.03%
College Relations	93,505	117,720	24,215	25.90%
Dean's Office	42,035	51,560	9,525	22.66%
Business Office	146,059	149,720	3,661	2.51%
Utilities	428,500	428,500	-	0.00%
University System Employee	15,208	15,208	-	0.00%
Plant Operations and Maintenance	289,032	288,750	(282)	-0.10%
Grant Writing	950	914	(36)	-3.79%
Human Resources	40,660	34,300	(6,360)	-15.64%
Assoc Dean, Instr., Assess, & GE	23,760	19,810	(3,950)	-16.62%
MSU GF Audit Costs	24,164	12,082	(12,082)	-50.00%
Development Office	50,000	15,505	(34,495)	-68.99%
Institutional Support Control Pool	50,000	-	(50,000)	-100.00%
	1,247,828	1,220,324	(27,504)	-2.20%

Three Year Budgets

Due May 30, 2014

Grant Committee Report

- ▶ TAACCCT IV Health Care
- ▶ Big Sky Pathways
- ▶ Perkins

Recruitment & Retention Scholarship Information

- ▶ Bookstore
- ▶ Designated Funds

Break Even Reports

	FY 12	FY 15	Projected BE
Revenue:			
State Appropriation/Headcount/2	\$944	\$1,435	\$1,435
Tuition/Semester (12 hours)	<u>\$1,248</u>	<u>\$1,248</u>	\$1,248
Gross Revenue/ student	\$2,192	\$2,683	\$2,683
Gross Revenue/Credit	\$183	\$224	\$224
Overhead (33%)	\$60	\$75	\$0
Revenue/Credit (net of overhead)	\$122	\$149	\$224
Net Revenue for 3 credits	<u>\$367</u>	<u>\$447</u>	<u>\$671</u>
Expenses:			
Adjunct Pay per credit	\$700	\$735	\$735
Adjunct Pay per credit with 18% benefits	\$826	\$867	\$867
Total Adjunct Compensation for 3 credits	<u>\$2,478</u>	<u>\$2,602</u>	<u>\$2,602</u>
Full-time faculty average wage	\$44,844	\$49,144	\$49,144
Full-time Faculty wage with 39% benefits	\$62,333	\$68,310	\$68,310
Full-time compensation per credit	\$4,156	\$4,554	\$4,554
Full-time compensation per credit per semester	\$2,078	\$2,277	\$2,277
Full-time compensation for 3 credits	<u>\$6,233</u>	<u>\$6,831</u>	<u>\$6,831</u>
Break Even for Adjunct (3 credits)	6.75	5.82	3.88
Break Even for Full-time (3 credits)	16.98	15.27	10.18

Professional Development

- ▶ Allocation
- ▶ Reporting