

Minutes
CPBAC Meeting
College Planning, Budget & Analysis Committee
March 14, 2013

Voting Members Present:

Jeff Brown, *Business, Trades, and Technology Division Director*

Dr. Greg Paulauskis, *Health Sciences Division Director*

Kathy Meier, *Professional Staff At-Large*

Wendy Dove, *Executive Director of Institutional Research and Planning*

Pam Parsons, *Executive Director of College Relations*

Leanne Frost, *Developmental Education & Transfer Division Director*

Karen Vosen, *Classified Staff At-Large*

Laura Wight, *Division Director of eLearning and Library Services*

Dr. Bruce Gottwig, *Faculty Senate Chair*

Mary Kay Bonilla, *Executive Director of Human Resources*

Ken Wardinsky, *Chief Technology Officer*

Dr. Darryl Stevens, *Chief Financial Officer*

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

Non-voting Members Present:

Dr. Susan J. Wolff, *CEO/Dean*

Deby Gunter, *Budget Officer*

Lorene Jaynes, *Executive Assistant to the CEO/Dean*

Dena Wagner-Fossen, *Registrar*

Voting Members Absent:

Joshua Archey, *Student Government Treasurer*

Dr. Heidi Pasek, *Chief Academic Officer*

Guests

Lanni Klasner, *Director of Outreach and Marketing*

Charla Merja, *Assistant to the Chief Academic Officer*

Introduction

Dr. Stevens explained that this year the College will follow the CPBAC process as it is laid out. Ideas about Committee process should be sent to Dr. Stevens.

CONSENT ITEM

a. Approval of Minutes from December 10, 2012 meeting

Dr. Paulauskis moved to approve as written. Mr. Wardinsky seconded. All in favor.

ACTION ITEMS

No items submitted

INFORMATIONAL ITEMS

a. Welding Expansion

Two new shop aides have been hired. Two new cohorts will be running with welding courses will running from 7am to midnight. Additional faculty will need to be hired. Funding sources have been provided by two local businesses in the amount of \$50,000, and ADF will be providing an additional \$200,000. The state has also been working with us to ensure we are poised to move forward.

Mr. Brown noted the move of carpentry to the old auto body area to allow for expansion in the welding area. Dr. Wolff applauded student services work with the program, as it now has an application process.

b. Nursing Update

Dr. Paulauskis is working to bring the program director on board on an earlier date. He has placed her in contact with the current program faculty. A clinical instructor has been hired.

c. Workforce Development Executive Director

Comprehensive community colleges need a fully functioning workforce development piece, and Mr. Lehman has been named the Executive Director of Workforce Development. Dr. Wolff noted that this area is being looked into to determine how we can make this position self-sustaining. She also noted that we will be the lead institution for a Trade Adjustment Assistance Community College and Career Training (TAACCCCT) Grant, with the Commissioner's Office acting as the grant manager. Four positions will be hired from this grant to help manage it.

d. Budget Presentation

Ms. Gunter shared an overview of the proposed FY14 budget. The bad debt expense will be reviewed to determine why has increased.

The MSU Alumni Foundation has the ability to earn a better rate of return on investments than we have available with the State. Therefore, the math retention scholarship is under review to see if there are some better options for an endowed scholarship fund. The current scholarship fund has \$303,000 in it. Students have been notified of the availability, and the criteria may be reviewed. The original math scholarship was created from a budget surplus and agreed upon by CPBAC. The CPBAC Planning Subcommittee will meet and come back with recommendations for this scholarship. The money currently resides in a BOR approved fund for scholarships. The Commissioner's Office will be contacted to see if this needs to go back to the BOR for approval. It is hoped we can take \$200,000 and offer it as a match for an endowment fund.

Raises will consume about \$1,000,000 over the next biennium, and state funding is not guaranteed. Ms. Gunter has not included this increase in the budget at this time. It was reminded that the second half of the next biennium will be based on performance based funding. At this time, the measures are not known.

Ms. Gunter noted that Perkins' funds are a restricted, and her presentation only displays Current Unrestricted Funds (CUF). Perkins will only fund CTE based projects/professional development.

e. Analysis Subcommittee Recommendations

The CPBAC Analysis Subcommittee met and modified the regional area for the core indicator on market penetration rate. Lewis and Clark and Hill counties are no longer in our service region, as both counties have a four-year college. A rolling three-year average will be used for some of the core indicators, giving a better picture of our data. An additional metric will be added to core indicator #13 to determine if students are transferring to a four-year school. The two core indicators that need to be pulled and looked at closely this year are grab rates and success of students in developmental coursework. It is not yet known which core indicator(s) will be used for performance based funding, as the Commissioner's Office has not yet set the criteria. A task force will meet weekly to determine those criteria.

Montana is hoping to be the 33rd state to join Complete College America, a national initiative trying to increase the number of Americans that have a post-secondary credential.

f. Enrollment Projections

Based on Ms. Doves data and considering the nursing and welding program students as well as a national trend of employment rates and enrollment rates. She projects an annual FTE of 1410-1462. Ms. Dove requested a recommendation for an annual FTE goal to present to the Executive Team. To put it into perspective, she share the College is currently at 1406 FTE for FY13. She mentioned that part-time students have increased. Mr. Wardinsky suggested 1430. With our welding increase and nursing program restart, the group agreed that is a good number to move forward to the Executive Team.

Mr. Wardinsky shared that equipment requests must be submitted by April 1. He will send a note out to everyone about upcoming surveys, etc.

Meeting adjourned at 3:54 p.m.