January 20, 2016
R168
9:30-11:30 am

Members in Attendance:
Camille Consolvo  Associate Dean of Student Services
Dena Wagner-Fossen  Registrar
Carol Berg  Classified Staff at-large
Charla Merja  Director of Trades
Dr. Darryl Stevens  Associate Dean of Administration & Finance/CFO
Dave Bonilla  Interim Director, Information Technology
Dr. Frankie Lyons  Health Sciences Division Director
Dr. Grace Anderson  Institutional Researcher
Heather Palermo  Director of Lifelong Learning
Jillian Ehnot  Controller
Joseph Simonsen  Interim Director of Admissions
Kathy Meier  Professional Staff at-large
Dennis Devine  Director of Facilities
Leah Habel  Director of Financial Aid
Leanne Frost  General Education, Business, Technology & Transfer Division Director
Lewis Card  Executive Director of Development, Marketing and Communications
Linda McNeill  Director of Contract Training
Dr. Heidi Pasek  Associate Dean of Instruction/CAO
Troy Stoddard  Director of Advising and Career Center
Teri Dwyer  Faculty Senate Representative
Dr. Susan Wolff  CEO/Dean
Laura Wight  Director of eLearning & Library Services
Sandy Bauman  Director of Academic Success Center

Members not in Attendance:
Karen Vosen  Classified Staff at-large
Carmen Roberts  Budget Officer
Cheryl McGee  Classified Staff at-large
Leonard Bates  Faculty Senate Chair
Mel Lehman  Interim Executive Director, Workforce
Ted Nesmith  Student Government Representative
Mary Kay Bonilla  Executive Director of Human Resources

Guests:
Lorene Jaynes, Eleazar Ortega, Kyle Gillespie, Oceane Weldele, Dr. Brenda Canine

Profitability Report
Jillian Ehnot shared a profitability report from the General Education, Business, Technology & Transfer Division. An example shared was Accounting Program for Fall 14, Spring 15, and Summer:

- Revenue is the State funding received per FTE
- Overhead is calculated at 31% across the board
- Jillian will double-check the net impact amount

It was asked how we are tying these reports to the decision-making process.
• Strengthening the academic program review will help in this process.
• We need to close the loop on evaluating all programs.
• We are going to have programs that lose money, but that does not mean we are going to close the program.
• We need to consider the stage of the program, particularly start-up programs.
• It was recommended that CPBAC & Faculty Senate receive recommendations from the academic program review, which is on a five-year review cycle.
• There should be a way for the administrative side to submit reports, as well.
  o We need some criteria, which could help set goals for each year.

**Budget Update**
• Fall revenue was $29,000 over what was budgeted
  o Due somewhat to out of state tuition
• Online college fairs could be participated in by us to have a greater presence beyond the Golden Triangle
  o The SEM subcommittee on the online course and online program recruitment will look at this
    ▪ We should have a presence as we do have programs moving towards fully online
• Spring revenue is $56,000 over budget
  o Partly due to CPBAC voting to decrease the planned budget by 7%.
    ▪ However, as stated above, enrollment is only 4% down
  o There have been $150,000 in salary savings year to date
  o At this point, the budget is to the good about $235,000
• Last year, $150,000 was taken out of reserves to balance the budget, and it is hoped this will be replaced this year.
• Prioritization and budget are separate
  o It will need to be made very clear to campus on why this money is potentially going back to reserves
• Budget process – must balance budget every year by state law
• Prioritization – how we best use our resources

**Enrollment**
In December, enrollment was at a 12% decline. Within the last few days, we gained FTE bringing us to only a 4% decline in enrollment.
The last batch of late registrants attributed to:
• Adjustment of schedules – adjusting of credits
• Only 11% of the last batch was new students
• More heavily represented by transfer students, non-Associate degree, mostly general education

Performance based funding was earned this year.

**Strategic Plan**
Oceane Weldele will be helping with the College’s strategic planning process.
## Financial Impacts by Program

**Fiscal 2015 (7/1/14 - 6/30/15)**

<table>
<thead>
<tr>
<th>Total State Appropriation (FY 15)</th>
<th>$ 7,193,322</th>
</tr>
</thead>
<tbody>
<tr>
<td>Tuition &amp; Mandatory Fees/resident FT</td>
<td>$ 1,538.58 (assume all are MT residents)</td>
</tr>
<tr>
<td>FY 15 FTE total</td>
<td>1,085.00</td>
</tr>
<tr>
<td>Overhead Rate</td>
<td>31.0%</td>
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<tr>
<td>Avg Cost per Credit</td>
<td>$ 192.51</td>
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### REVENUE

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<tr>
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<th>FTE</th>
<th>Capacity</th>
<th>Percent of Capacity</th>
<th>Tuition &amp; Mandatory Fees</th>
<th>Course Fees</th>
<th>Grant Funding</th>
<th>Overhead/Fee Revenues</th>
<th>Equipment</th>
<th>Financial Impact Per FTE</th>
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<tr>
<td>Accounting</td>
<td>321120</td>
<td>N/A</td>
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<td>185,634</td>
<td>86,160</td>
<td>31,657</td>
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**TOTAL BUSINESS PROGRAMS**

99.3 698,338.1 305,562.0 - 69,214 223,272 - - 69,214 - $ 740,828.20 $ 14,067.57

### EXPENSES*

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*Financial Impact Per FTE = Revenue - Expenses*