

CPBAC Meeting
March 17th, 2015

Carol Berg	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. Heidi Pasek	Associate Dean/CAO
Charla Merja	Assistant to CAO
Lew Card	Executive Director of Development
Kathy Meier	Director of Disability Services
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
Jillian Ehnot	Controller
Dr. Susan J. Wolff	CEO/Dean - Chair
Dr. Grace Anderson	Institutional Researcher
Dena Wagner-Fossen	Registrar
Ken Wardinsky	Chief Information Officer
Erin Withrow	President of Student Government
Karen Vosen	Student Support Coordinator
Dr. Teresa Rivenes	Director of Outreach & Community Enrichment
Teri Dwyer-Ford	Business, Technology, Trades Faculty
Sandra Bauman	Director of Academic Success Center
Dr. Frankie Lyons	Health Science Division Director
Lorene Jaynes	Executive Assistant to CEO/Dean
Charla Merja	Assistant to Chief Academic Officer
Keri Garman	Director of Marketing
TinaMarie Grundhauser	Executive Assistant
Carmen Roberts	Budget Officer

1. CPBAC meeting called to order Tuesday, March 17th, 2015 at 1:00 PM in classroom G45/46. See Attendance List above.
2. Dr. Wolff gave update on enrollment numbers. Academic Year 2016 will realize a 6.9% reduction in enrollment.
3. Ken Wardinsky is working on Mission/Vision Statements. They should be available for CPBAC to review at next meeting.
4. Dr. Stevens began discussion on Fiscal Year 2015. Tuition and fee revenue are down.
-Total FY 2015 CUF projected shortfall is \$148,000.
5. Dr. Stevens noted that state appropriations will go up slightly and we will be getting 100% Performance Based Funding. The increase does include partial funding for the pay plan increase.
6. Dr. Wolff inquired of Dr. Anderson that this is a 3 year average so we will meet our Performance Based Goals for the next fiscal year, as we are down what does that mean for rolling 3 year average.
-Dr. Anderson's main concern is completions, with less people this will be reflected more severely in retention. Upward and downward cycles will hold 3 years.

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7. Dr. Stevens noted that with revenue projections and budgets there is a \$1.2 million deficit.
8. Ms. Roberts noted that last year's budget for Academic success center was \$60,000. After everything taken into account it needs to be about \$76,000 higher than what was budgeted last year. If Academic Success Center Fee passes that would be \$72,000 in revenue generated. This could offset if passed.
9. Discussion on possible cost savings for FY 16:
 - Dr. Stevens proposed discussion of Hiring Freeze and how this could help bottom-line next fiscal year. Dr. Pasek agreed that the salary savings from the hiring freeze would help the budget short-term.
 - Dr. Wolff tasked everyone with increasing revenue by increasing enrollment, and how this can be done in a smarter more efficient manner long-term.
 - Dr. Consolvo noted that with the Enrollment Specialist/Recruiter position leaving, what can be done going forward?
 - Mr. Wardinsky suggested a travel freeze.
 - Ms. Withrow suggested the same as far as travel, assessing who needs to travel and how many people who need to Board of Regents, etc., in addition to food at meetings.
 - Ms. Anderson directed that we need to assess if our Student Support Services are actually helping retention. To do this ID numbers of everyone who visits the support center and number of times that ID number visited. This can ensure that we are lean and mean.
 - Enrollment online and how to increase retention online.
 - Dr. Wolff discussed if we are having summer term we need to make the most of it, if we only have a few classes why is summer term offered. -Suggested by Ms. Withrow to have Summer Term online and those that need assistance can come in to campus and get assistance.
 - Dr. Lyons noted that we have a rise in Dual Credit Enrollment and this is an area where there is not revenue. There is a need to figure out how to keep those students here after graduation.
10. Mr. Lehman stressed the importance of our external relations within the community and how to engage the community in these conversations in a highly constructive manner.
11. Mr. Card noted that long-term should be our focus versus short-term.
12. Dr. Anderson requested to be invited to all Advisory Board Meetings, with this in mind she could put together a presentation of the status of program vitality.
14. Discussion turned to position rankings. 20 CPBAC members responded to the survey for position rankings
 - a) Disabilities Services Assistant was the highest ranking for new positions
 - b) Academic Transfer Advisor – unsure if we would get funding from other institutions
 - c) Print Center Manager – Concern is that Print Center is not accruing enough in chargebacks from copies to offset his expenses and salary. Deficit is getting bigger as printing decreases across campus.
15. Ms. Bonilla discussed the possible hiring freeze. Any hiring now affects our fiscal year next year. She suggested putting into effect immediately.
18. Dr. Stevens noted setting deliverables:
 - Proposal from Lew Card of Hiring Freeze with critical positions being voted on by the Executive Team.
 - Motion proposed to have Hiring Freeze in place with critical positions to be voted on by the Executive Team.
 - Motion passed.

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-Ms. Roberts tasked everyone to go back and look at their budgets to see what they could trim out for Fiscal Year 2016 within the next two weeks.

-Ms. Roberts will send out an email recapping the tasks for the CPBAC committee.

21. Meeting adjourned at 2:50 PM.

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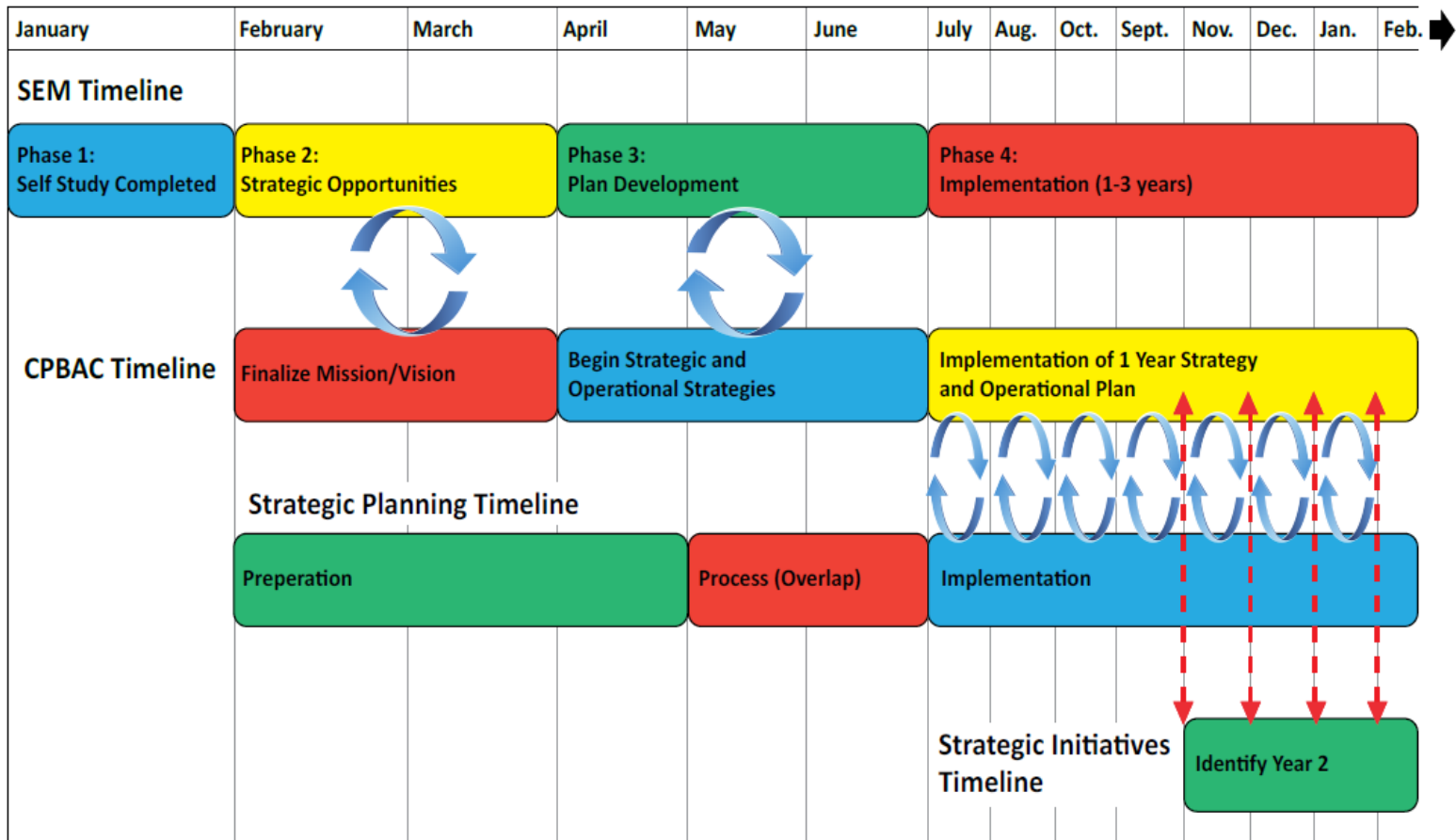
Agenda

- Mission & Vision Discussion
- Core Indicators of Institutional Effectiveness
- Review of FY 15 Budget & Spending
- First Look at FY16 Budget
- Results of Position Ranking

Mission & Vision

2015

2016



Core Indicators of Institutional Effectiveness



FY 15 Year to Date Revenue

- Tuition revenue down \$108,596
- Registration & Application fee down \$38,675
- Total FY 15 shortfall \$147,271.00

FY 15 Year to Date Expenditures

Budget Report for the month of February 2015	<u>FY15 Budget</u>	<u>FY15 YTD Expenses</u>	<u>Variance</u>	<u>Percent Used</u>
Total Instruction	\$305,899.00	\$166,280.91	\$139,618.09	54.36%
Total Academic Support	\$176,965.00	\$134,183.04	\$42,781.96	75.82%
Total Student Services	\$147,292.00	\$66,213.76	\$81,078.24	44.95%
Total Institutional Support	\$429,423.00	\$230,073.52	\$199,349.48	53.58%
Total Facilities	\$613,750.00	\$484,417.69	\$129,332.31	78.93%
Total Salary & Benefits	\$9,640,594.00	\$6,132,240.07	\$3,508,353.93	63.61%
Grand Total	\$11,313,923.00	\$7,213,408.99	\$4,100,514.01	63.76%

Tuition Projections & Appropriations

	FY15	FY16	Variance
State Appropriations	7,272,051	7,463,906	191,855
Tuition & Fees	4,059,336	3,620,126	(439,210)
Other Revenues	15,110	14,000	(1,110)
Transfers	280,856	333,300	52,444
	<u>11,627,353</u>	<u>11,431,332</u>	<u>(196,021)</u>

FY 16 Proposed Budget

FY 16 Projected Revenue	11,431,332
FY 16 Projected Expenses	<u>12,561,314</u>
Projected Deficit	(1,129,982)

Sources of Spending Increases

	FY 15	FY16	% Variance	\$ Variance
Salaries	7,083,853	7,764,394	9.61%	\$680,541
Benefits	2,579,331	2,592,938	0.53%	\$13,607
Operations	1,855,890	2,203,982	18.76%	\$348,092
Total Budget	11,627,353	12,561,314	8.96%	\$1,042,240

Salaries

Increase	Reason
102,500	.50 increase/hr
89,000	Employee's coming off grants Lehman, Bragg, Zander
76,000	Academic Success Center reflect actual costs
110,000	Increase in adjunct hours/costs
240,000	Welding faculty (4) & shop aide-- covered by Governor's \$

Operations

- Accreditation visits & fee increases
- Planning Consultant, increased waiver use, professional development
- Workforce Development Consultant
- Increased spending requests from Development Office & College Relations Department
- Total Discretionary increases=\$328,296

Results of the Position Ranking Poll

1. Disability Services Assistant (92)
2. Academic Transfer Advisor (78)
3. Print Center Manager (69)*
4. Carpentry Shop Aide (66)
5. Veterans Success Coach (54)
6. Student Activity Coordinator (52)*