

CPBAC – College Planning, Budgeting, and Analysis Committee

12-04-20 | 8:30-9:30 am | via webex

Members in attendance:

Dave Bonilla	Chief Technology Officer
Mary Kay Bonilla	Chief Student Affairs and Human Resources Officer
Andrea Fossen	Staff Senate
Leanne Frost	Executive Director of Instruction
Lorene Jaynes	Chief of Staff
Marla McFerrin	Faculty-at-Large
Ben McKinley	Classified Staff-at-Large
Kathy Meier	Director of Disability Services
Charla Merja	Director of Academic Success
Russell Motschenbacher	Director of Health Sciences
Eleazar Ortega	Institutional Researcher and Data Analyst
Tammie Hickey	Interim Director of Lifelong Learning
Jana Parsons	Faculty Senate Chair
Carmen Roberts	Executive Director of Operations
Joel Sims	Director of Trades
Gary Smart	Director of Facilities Services
Troy Stoddard	Director of Advising and Career Center
Scott Thompson	Director of Communications and Marketing
Karen Vosen	Classified Staff-at-Large
Dena Wagner-Fossen	Registrar
Susan Wolff	CEO/Dean
Mandy Wright	Interim Director of Library Services, Assessment, and Teaching & Learning Center

Members not in attendance

Leah Habel	Director of Financial Aid
Shannon Marr	Director of Recruitment and Enrollment

Introduction – Carmen Roberts

Carmen Roberts welcomed all to CPBAC and reviewed the agenda.

Planning

Healthy Campus COVID team spring plans – Leanne Frost

Leanne Frost reported on campus feedback on the fall COVID response. Positives included availability of masks and hygiene kits, signage quality, closing campus to the public, virtual meetings, flexibility of faculty, IT, and maintenance, Office of Student Affairs, and the COVID decision tree. Communication was reported as an area for improvement.

Communication tools will be added to the existing plan. There are no major procedure changes for spring. There will be an emphasis on reaching out to students and faculty that were not on campus this fall. There will be a shortened spring break in 2021.

**Fees – Carmen Roberts
(see attached)**

2022-2023 Fee Request

Every two years we have an opportunity to revise our fees. Once departments request fees, they must be approved by student government, CPBAC, Executive Team, and Dr. Wolff. Fee proposals must then be approved by MSU University Council, OCHE, and are ultimately discussed and approved at the May BOR meeting. The college fee changes have been approved by student government. CPBAC members are requested to vote on the fees by December 11, 2020. See attached spreadsheet for list of fee change requests.

**Budget – Carmen Roberts
(see attached)**

FY 2021

Tuition Revenue: Budget was based on projection of 10% enrollment decline in fall and spring.

Expenditures: We are 42% through the year and 36% through our budget. Federal and state funding from COVID-relief funds has helped offset losses.

- CARES (Coronavirus Aid, Relief, and Economic Security) (federal funds): \$845,222: half to students, half to institution. Must be spent by April 2021.
- CRF (COVID Relief Funds) (state funds): \$292,260: Must be spent by December.
- GEER (Governor’s Emergency Education Relief) (state funds): \$159,617. Must be spent by June.

FY 2022 Operating Budget

Revenue: At January meeting CPBAC will start looking at our enrollment assumptions. Budget is set by the legislature.

Expenditures: Budget worksheets will be sent out the first week in February.

What’s next – brainstorming challenges and opportunities

- New dental clinic space
- New leadership at federal, state and institution level
- We may never go back to “the way things used to be.”
 - Be prepared to meet students where they are
 - HyFlex model
 - Help students stay in their communities
 - Expanded lab hours for working students
 - Increased need for digital resources and ensuring that students, faculty and staff are sufficiently trained and can access resources remotely
 - Deliver shorter certificate-type credentials
- Look for synergies among departments

**Strategic Goal 1.c. – Mandy Wright
(see attached)**

Strategic Goal 1.c. Provide faculty and staff development to assist in developing, implementing, and assessing high quality, high impact practices.

The integrative educational model is the 8-week advantage. The initial training will be offered to all faculty and staff. The additional optional training will be offered to faculty and staff interested in a particular HIPs. Workshop Wednesdays may be utilized for HIPs training and support. A challenge for this sub goal has been the necessity to shift training to remote instruction.



CPBAC

12/4/2020





FEES

2022-2023 FEE REQUEST



FEE REQUEST SUMMARY

- Mandatory Fees
 - No Changes
- Designated Fees
 - Prior Learning Assessment
- Pass Through Fees
 - 1 new fee, 3 increases & 1 decrease in current fees
- Program Fees
 - 1 increase in current fees, 1 new fee
- Course Fees
 - 3 consolidations, 2 new fees



BUDGET

FY 2021 & BEYOND



Tuition Revenue

	Budgeted	Actual	Difference
Summer	\$216,018	\$211,206	-\$4,812
Fall	\$1,134,260	\$1,102,277	-\$31,983
Spring	\$1,028,800		

Expenditures

	Budgeted	Actual	Remaining	Rate
Personal Services	8,972,050	3,244,940	5,727,110	36%
Operating Expenses	1,552,632	572,477	980,155	37%
	<u>10,524,682</u>	<u>3,817,417</u>	<u>6,707,265</u>	<u>36%</u>

CARES, CRF & GEER FUNDING UPDATE

- CARES (Student): \$422,611 paid directly to students
- CARES (Institutional): \$160,200 of \$422,611 spent
- CRF Mitigation & Testing: \$119,860
- CRF Technology: \$72,400
- CRF Key Access: \$100,000
- GEER OneMSU: \$116,152
- GEER Welding: \$17,340
- GEER Cybersecurity: \$19,625
- GEER Construction Tech: \$6,500

Total COVID related funds: \$1,297,099

FY 2022 Operating Budget

Revenue

Enrollment Assumptions

State support

Expenditures

FY 2021 is base budget

All position vacancies evaluated

New positions require CPBAC approval

Pre-approval for operations increases

What's next?

- What do we need to think about to prepare for the next biennium & beyond?
- What challenges and opportunities do we have that we can start thinking about now?

THE MONTANA UNIVERSITY SYSTEM
Inventory and Validation of Fees -- Fiscal Years 2022 and 2023

New Non-Mandatory Fees and Non-Mandatory Fee changes - Rates per Semester

Unit Name: Great Falls College Montana State University												
NAME OF FEE	Course	ORIGINAL BOR AUTHORIZATI	CURRENT FY21 FEE	FY 22 FEE	% CHANGE	FY 23 FEE	% CHANGE	FY20 FUND Expenditures	FY20 End Balance	DESCRIPTION		
Designated Fees												
Prior Learning Assessment Fee (PLA)		135-107-R0507	1/3 crd cost per credit	\$75/course + materials	0.0%	\$75/course + materials	0.0%	333201	2,267	Fee assessed for the evaluation of prior learning for the award of college credit towards a degree or certificate.		
The fee is needed to cover the administrative costs of creating and reviewing assessments of prior work for credit, as allowed by BOR Policy 301.19. For courses that require the uses of college materials (welding for example), the costs of the materials will be passed on to teh student requesting PLA credit. At \$75/course, this represents a significant savings for students--tuition and mandatory fees for a 3 credit course is \$479.												
Student Pass-Through Exam Fees												
Many of our workforce programs require students/graduates to sit for and pass national board examinations to earn their license necessary to become employed. We have found that including the expenses of preparing for and taking the exams into the program reduce the overall costs (through group discounts, etc.), allows the use of financial aid to cover the expenses, and often encourage greater, more-timely participation, as well as increased success as a result of group preparation.												
CompTIA Network+ Exam Fee	ITS	164	183-101-R0519	160.00	245.00	53.1%	245.00	0.0%	333123	3,990	215	Covers cost of CompTIA Network+ professional exam. This is an industry preferred credential and students are strongly encouraged to take the exam upon course completion.
cost of exam has increased; cost still represents a significant educational discount available to use when we purchase exams for students.												
CompTIA Security+ Exam	ITS	218	183-101-R0519	207.00	245.00	18.4%	245.00	0.0%	333123			Covers cost of CompTIA Security + professional exam. This is an industry preferred credential and students are strongly encouraged to take the exam upon course completion.
cost of exam has increased; cost still represents a significant educational discount available to use when we purchase exams for students.												
CompTIA A+ Exam Fee	ITS	280	183-101-R0519	220.00	140.00	-36.4%	140.00	0.0%	333123			Covers cost of CompTIA A+ professional exam. This is an industry preferred credential and students are strongly encouraged to take the exam upon course completion.
Changing course fee is tied to and reducing cost to accurately reflect when student take the exam and the actual exam costs.												
AARC Student Membership	AHRC	155		-	25.00	#DIV/0!	25.00	0.0%				cost of student membership to AARC
Membership to AARC provides students access to educational content on AARC website and credentialing exam review videos and other learning modules used thoroughout the program; membership has always been required by the program, but currently students have to pay out of pocket for membership fee												
Physical Therapy PEAT, Scorebuilders & NPTE Exam Fee	AHPT	225	183-101-R0519	874.00	940.00	7.6%	940.00	0.0%	333115			Combined fee provides access to test materials, scorebuilders and licensing exam from the National Physical Therapy Examinations board
Cost of both Scorebuilders and NPTE exam has increased.												
Program Fees												
Dental Hygiene			127-101-R0505	253.00	278.00	9.9%	278.00	0.0%	331002	12,447	26,276	Costs of program specific consumables including, but not limited to protective barriers for client treatment purposes; local anesthetic, needles, and recapping sheaths; sterilization supplies including distilled water for sterilizer operation; disposable materials needed to facilitate client treatment during clinical sessions.
Fee increase due to significant increase in cost for PPE and shipping on consumable supplies.												
Clinical Site Access Fee					23.00	100.0%	23.00	0.0%				Cost of clinical site software access fee used by sites to track student scheduling, as well as student and faculty vaccinations, background checks, and CPR Certifications.
Clinical sites are increasingly turning to software to cover the costs of managing students on site. Currently, students are paying costs out of pocket and they cannot enter the clinical site without being registered in the software; fee will be per semester for all students in healthcare programs that require off-site clinics. 2020-21 programs: Surgical Tech, Nursing (PN & RN), Respiratory Care, Physical Therapy Assistant, EMS/EMT/Paramedic												

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Course Fees												
Fundamentals of Voice & Data Cabling	ITS	125	151-104-R0511	35.00	-	-100.0%	-	#DIV/0!	331037	3,295	7,208	Costs of course specific consumables including, but not limited to RJ45 jacks, cat5 cable, face plates, crimpers, testers, batteries.
CCNA: Security	ITS	256	151-104-R0511	35.00	-	-100.0%	-	#DIV/0!	331037			Costs of course specific consumables including, but not limited to RJ45 jacks, cat5 cable, face plates, crimpers, testers, batteries.
CCNP: Routing	ITS	260	98-001-R0398	35.00	-	-100.0%	-	#DIV/0!	331037			Costs of course specific consumables including, but not limited to RJ45 jacks, cat5 cable, face plates, crimpers, testers, batteries.
CCNP: Switching	ITS	264	98-001-R0398	35.00	-	-100.0%	-	#DIV/0!	331037			Costs of course specific consumables including, but not limited to RJ45 jacks, cat5 cable, face plates, crimpers, testers, batteries.
Computer Repair and Maintenance	ITS	280	151-104-R0511	35.00	-	-100.0%	-	#DIV/0!	331037			Costs of course specific consumables including, but not limited to RJ45 jacks, cat5 cable, face plates, crimpers, testers, batteries.
Network Fundamentals	ITS	164	183-101-R0519	35.00	-	-100.0%	-	0.0%	331037			Cost of course specific consumables, including but not limited to RJ45 jacks, cat5 cable, face plates, crimpers, testers, & batteries.
Network Security	ITS	218	183-101-R0519	35.00	-	-100.0%	-	0.0%	331037			Cost of course specific consumables, including but not limited to RJ45 jacks, cat5 cable, face plates, crimpers, testers, & batteries.
Enterprise Security	ITS	222	183-101-R0519	35.00	-	-100.0%	-	0.0%	331037			Cost of course specific consumables, including but not limited to RJ45 jacks, cat5 cable, face plates, crimpers, testers, & batteries.
Border/Perimeter Network Security	ITS	275	183-101-R0519	35.00	-	-100.0%	-	0.0%	331037			Cost of course specific consumables, including but not limited to RJ45 jacks, cat5 cable, face plates, crimpers, testers, & batteries.
ITS Materials Fee	ITS	ALL		-	35.00	0.0%	35.00	0.0%	331037			Cost of course specific consumables and virtual instructional support platforms
The purpose of this proposed change is to consolidate all of the different ITS course amterial fees into one fee, applied to all ITS courses, to cover the costs of consumables and virtual instructional support platforms. Having one fee for all ITS courses instead of creating separate fees for individual courses simplifies the accounting and managing of the fees. Actual amount of the fee is not changing.												
CCNA 1: Intro to Networks	NTS	104	98-001-R0398	35.00	-	-100.0%	-	#DIV/0!	331037			Costs of course specific consumables including, but not limited to RJ45 jacks, cat5 cable, face plates, crimpers, testers, batteries.
CCNA 2: Routing & Switching Es	NTS	105	98-001-R0398	35.00	-	-100.0%	-	#DIV/0!	331037			Costs of course specific consumables including, but not limited to RJ45 jacks, cat5 cable, face plates, crimpers, testers, batteries.
CCNA 3: Scaling Networks	NTS	204	98-001-R0398	35.00	-	-100.0%	-	#DIV/0!	331037			Costs of course specific consumables including, but not limited to RJ45 jacks, cat5 cable, face plates, crimpers, testers, batteries.
CCNA 4: Connecting Networks	NTS	205	98-001-R0398	35.00	-	-100.0%	-	#DIV/0!	331037			Costs of course specific consumables including, but not limited to RJ45 jacks, cat5 cable, face plates, crimpers, testers, batteries.
NTS Materials Fee	NTS	ALL		-	35.00	0.0%	35.00	0.0%	331037			Cost of course specific consumables and virtual instructional support platforms
The purpose of this proposed change is to consolidate all of the different NTS course amterial fees into one fee, applied to all NTS courses, to cover the costs of consumables and virtual instructional support platforms. Having one fee for all NTS courses instead of creating separate fees for individual courses simplifies the accounting and managing of the fees. Actual amount of the fee is not changing.												
Art Fundamentals	ARTZ	101	135-107-R0507	21.00	-	-100.0%	-	#DIV/0!	331516	0	2,100	Costs of course specific consumables including, but not limited to ink, mediums, modeling paste, paint, molding plaster.
Drawing II	ARTZ	105	127-101-R0505	14.00	-	-100.0%	-	#DIV/0!	331513	0	1,624	Costs of course specific consumables including, but not limited to ink, brushes, charcoal, oil pastels, pencils.
Art Course Fee	ARTZ	ALL			20.00	#DIV/0!	20.00	0.0%				Costs of course specific consumables including, but not limited to: ink, mediums, modeling clay, paste, paint, pens, colored pencils, brushes and paper.
The purpose of this proposed change is to consolidate all art fees into a single fee, allowing courses to purchase materials together and to share purchased materials. The new fee simplifies the accounting and managing of the fees.												
Digital Photography Fee	PHOT	154		-	20.00	100.0%	20.00	0.0%				Cost of course specific consumable items including, but not limited to: photo paper, framing and display supplies
Digital photography is a growing class for GFC. Previously, students have to purchase their own supplies, leading to discrepancy in quality and availability of supplies.												
Welding Special Topics Fee	WLDG	191		-	100/credit	100.0%	100/credit	0.0%	331005	30,151	45,575	Costs of program specific consumables including, but not limited to welding gasses, welding electrodes, metal product sheets and fragments, grinding wheels, pliers, anti-spatter, cutting tips and equipment repairs.
Material fee not previously tied to this course: Course can be taken for 1-3 credits so fee will be assessed on a per-credit basis.												

Strategic Planning

Campus Update

December 4, 2020

Mission

Great Falls College MSU provides high quality educational experiences supporting student success and meeting the needs of our community.

Strategic Planning 2016-2022 Monitoring and Reporting

College Assessment, Analysis and Accreditation Committee

Eleazar Ortega, Institutional Researcher and Data Analyst

Dena Wagner-Fossen, Registrar

Jeri Pullum, Special Project Coordinator

Mandy Wright, Interim Director of Library Services, Assessment, and Teaching & Learning Center

Carmen Roberts, Director of Operations

Russell Motschenbacher, Health Sciences Division Director

Updated August 2020

Strategic planning focus for 2020

Strategic Goal 1: Promote student success, leading to increased retention and completion

Strategic planning focus for November

Strategic Goal 1.c.



Provide faculty and staff development to assist in developing, implementing, and assessing high quality, high impact practices.

Operational Plan Update

- Conduct training for faculty & staff to understand & apply framing language of HQ HIPs and integrative educational model.
 - Training is being developed but has not been offered
- Supply additional (optional) training for interested faculty and staff.
 - N/A—will occur after initial training is offered
- Measure faculty & staff participating in training for HQ HIPs and integrative educational model
 - N/A—will occur after initial training is offered
- Baseline data

Update on Metrics

Metrics

Within 5 years 50% of faculty participate in professional development regarding student success (integrative educational model).

Annual goal: By May 2021, 10%.

- May not achieve this goal this year due to focus on training for remote instruction and other COVID-related disruptions.

Within 5 years, 50% of staff participate in professional development regarding student success (integrative educational model).

Annual goal: By May 2021, 10%

- May not achieve this goal this year due to focus on training for remote instruction and other COVID-related disruptions.

Positives for this sub goal

Faculty & staff have participated in Workshop Wednesdays

- Faculty
 - Summer= 181 (duplicated head count)
 - Fall*= 74 (duplicated head count)
- Staff
 - Summer= 23 (duplicated head count)
 - Fall*= 14 (duplicated head count)

*Fall as of 11/16/20

In progress/future plans:

- HIPs framing language & checklists
- Self-paced workshops on HIPs
- Workshop on integrating HIPs into online courses
- Instructional Design café
- January non-instructional days
 - Focus on classroom technology
- TILT learning community

Challenges for this sub goal

As evidenced by the training that has taken place since the strategic plan was finalized, emphasis has been on supporting remote instruction.