

CPBAC Meeting Notes
9/3/2021 8:30-10am
Virtual Meeting in Teams

Members in attendance:

Ben McKinley	Classified Staff-at-Large
Carmen Roberts	Executive Director of Operations
Charla Merja	Director of Academic Success
Dave Bonilla	Chief Technology Officer
Dena Wagner-Fossen	Registrar
Dr. Eleazar Ortega	Institutional Researcher and Data Analyst
Gary Smart	Director of Facilities Services
Jana Parsons	Faculty Senate Chair
Joel Sims	Director of Trades
Karen Vosen	Classified Staff-at-Large
Kathy Meier	Director of Disability Services
Laramie Smovir	Staff Senate
Leah Habel	Director of Financial Aid
Dr. Leanne Frost	Executive Director of Instruction
Mandy Wright	Director of Teaching and Learning Innovation
Marla McFerrin	Faculty-at-Large
Mary Kay Bonilla	Chief Student Affairs and Human Resources Officer
Russell Motschenbacher	Director of Health Sciences
Scott Thompson	Director of Community Relations
Shannon Marr	Director of Recruitment and Enrollment
Dr. Stephanie Erdmann	CEO/Dean
Tammie Hickey	Interim Director of Lifelong Learning
Troy Stoddard	Director of Advising and Career Center

- **Budget Update, Ms. Roberts**
 - 5 year revenue and expenditure overview; Current Unrestricted Funds only; this information provided to Board of Regents at September meeting

REVENUE

REVENUE	FY18	FY19	FY20	FY21	FY22 Budgeted	Difference	
						1yr	5yr
State Support (base)*	\$7,383,000	\$7,413,285	\$7,558,427	\$7,716,341	\$7,291,856	-6%	-1%
State Support (OTO)			\$107,425	\$0	\$0	-	-
Net Tuition Revenue	\$3,394,795	\$2,939,475	\$2,636,981	\$2,579,442	\$2,467,800	-4%	-27%
Transfers/Other	\$224,302	\$244,021	\$127,652	\$63,112	\$166,900	164%	-26%
Total Operating Revenue	\$11,002,097	\$10,596,781	\$10,430,485	\$10,358,895	\$9,926,556	-4%	-10%
Student FTE	1,128	1,029	859	816	857	5%	-24%
Resident Students	1,085	996	831	787	825	5%	-24%
Non-resident Students	43	33	28	29	32	10%	-26%
Key Metrics							
State % Share	67%	70%	72%	74%	73%	-1%	6%
State Support per Res FTE	\$6,802	\$7,443	\$9,096	\$9,805	\$8,839	-10%	30%

EXPENDITURES

EXPENDITURES	FY18	FY19	FY20	FY21	FY22 Budgeted	Difference	
						1yr	5yr
Instruction	\$5,741,036	\$5,337,640	\$5,337,640	\$5,546,375	\$5,216,638	-6%	-9%
Academic Support	\$1,315,575	\$1,147,075	\$1,147,075	\$1,175,664	\$1,149,746	-2%	-13%
Student Services	\$1,278,924	\$1,288,502	\$1,288,502	\$1,282,428	\$1,251,096	-2%	-2%
Institutional Support	\$1,484,657	\$1,299,176	\$1,299,176	\$1,321,995	\$1,220,335	-8%	-18%
Operation & Maintenance	\$1,096,448	\$1,012,338	\$1,012,338	\$1,193,823	\$1,011,316	-15%	-8%
Research	\$0	-\$1	\$0	\$0	\$0	-	-
Public Service	\$85,463	\$112,942	\$112,942	\$89,198	\$77,425	-13%	-9%
Scholarships	\$0	\$3,600	\$3,600	\$2,000	\$0	-	-
Total CU Exp (net of waivers)	\$11,002,103	\$10,201,272	\$10,201,273	\$10,611,483	\$9,926,556	-6%	-10%
Student FTE	1,128	1,029	859	816	857	5%	-24%
Key Metrics							
% Instruction Exp	52%	52%	52%	52%	53%	0.3%	0.4%
% Instruct/Acad/Stud Ser	76%	76%	76%	75%	77%	1.3%	1.0%
Expenditures per Student	\$9,750	\$9,914	\$11,876	\$13,004	\$11,583	-11%	19%

PERSONAL SERVICES

STAFFING	FY18	FY19	FY20	FY21	FY22	Difference		
						Budgeted	1yr	5yr
Contract Faculty (all)	86	82	74	71	71	0%	-17%	
Contract Administrators	5	4	4	3	3	0%	-40%	
Contract Professionals	26	26	23	19	20	6%	-24%	
Classified FTE	37	37	41	39	39	-2%	3%	
Total Faculty/Staff	154	149	142	132	133	0%	-14%	
EXPENDITURES								
Personnel Services	9,339,886	9,267,757	8,827,532	8,535,620	8,526,543	0%	-9%	
Total Expenditures (net of waiver)	11,002,103	10,201,272	10,201,273	10,611,483	9,926,556	-6%	-10%	
Student FTE	1,128	1,029	859	816	857	5%	-24%	
Key Metrics								
Student to Faculty Ratio	13.2	12.5	11.6	11.5	12.1	5%	-8%	
%Personnel Services of Tot	85%	91%	87%	80%	86%	7%	1%	

ALL FUNDS BUDGETS

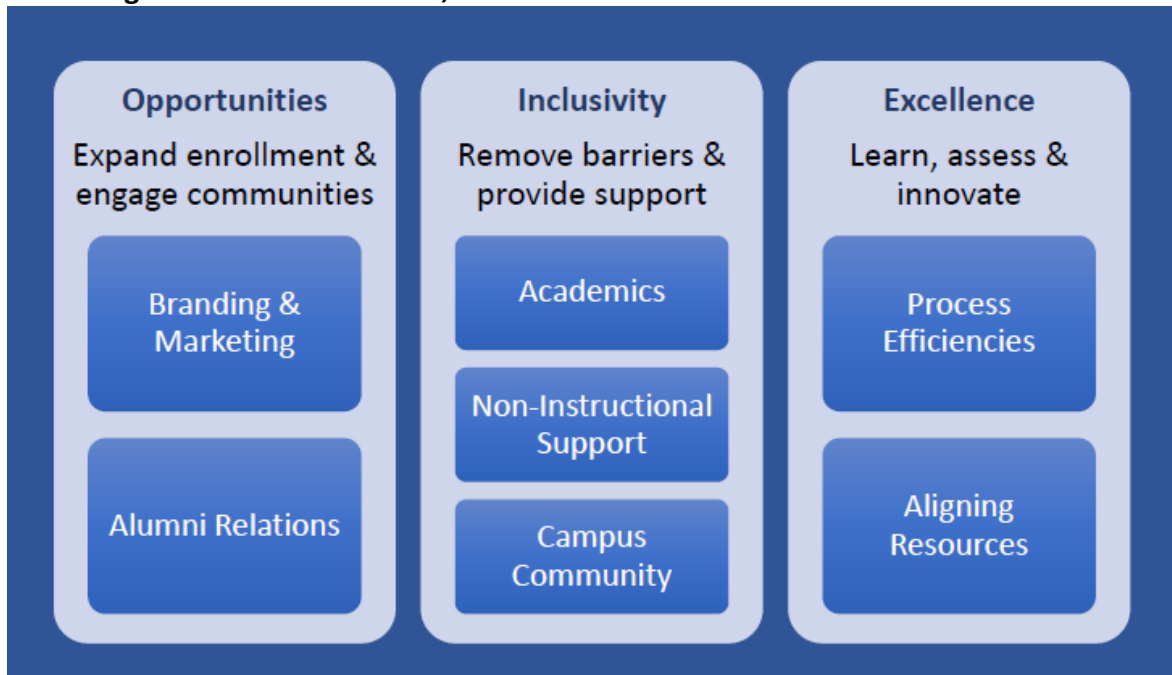
Campus/Agency	Actual FY 2021	Budgeted FY 2022	Dollar Change Actual 2021 to Budgeted 2022	Percent Change Actual 2021 to Budgeted 2022
<i>Educational Unit, Community College or Agency: Great Falls College MSU</i>				
Current Operating Unrestricted	\$ 10,737,450	10,068,056	\$ (669,394)	-6.2%
Current Restricted	4,600,197	5,994,022	\$ 1,393,825	30.3%
Current Designated	1,084,446	1,416,653	\$ 332,207	30.6%
Auxiliary Enterprises	841,007	880,679	\$ 39,672	4.7%
Loan & Endowment Funds	-	-	\$ -	
Plant Funds	161,859	692,170	\$ 530,311	327.6%
TOTAL ALL FUNDS	\$ 17,424,959	\$ 19,051,580	\$ 1,626,621	9.3%

- **COVID Funds update, Ms. Roberts**

COVID RELIEF FUNDING - CARES, CRRSA, AND ARP ACTS					
Higher Education Emergency Relief (HEERF)		Gov's Emergency Education Relief (GEER)		COVID Relief Fund (CRF)	
Awarded	\$ 5,422,007	Awarded	\$ 365,275	Awarded	\$ 224,960
Expenditures	\$ 2,259,928	Expenditures	\$ 368,766	Expenditures	\$ 64,413
Balance	\$ 3,162,079	Balance	\$ (3,491)	Balance	\$ 160,547
Total COVID Relief Funding		\$	6,012,242		
Total Expenditures		\$	2,693,107		
Campus Balance		\$	3,319,135		

- Funds remaining--\$1,516,311 must be distributed to directly to students
- Funds must be spent by 5/11/2022

- **Removing Barriers to Enrollment, Dr. Erdmann**



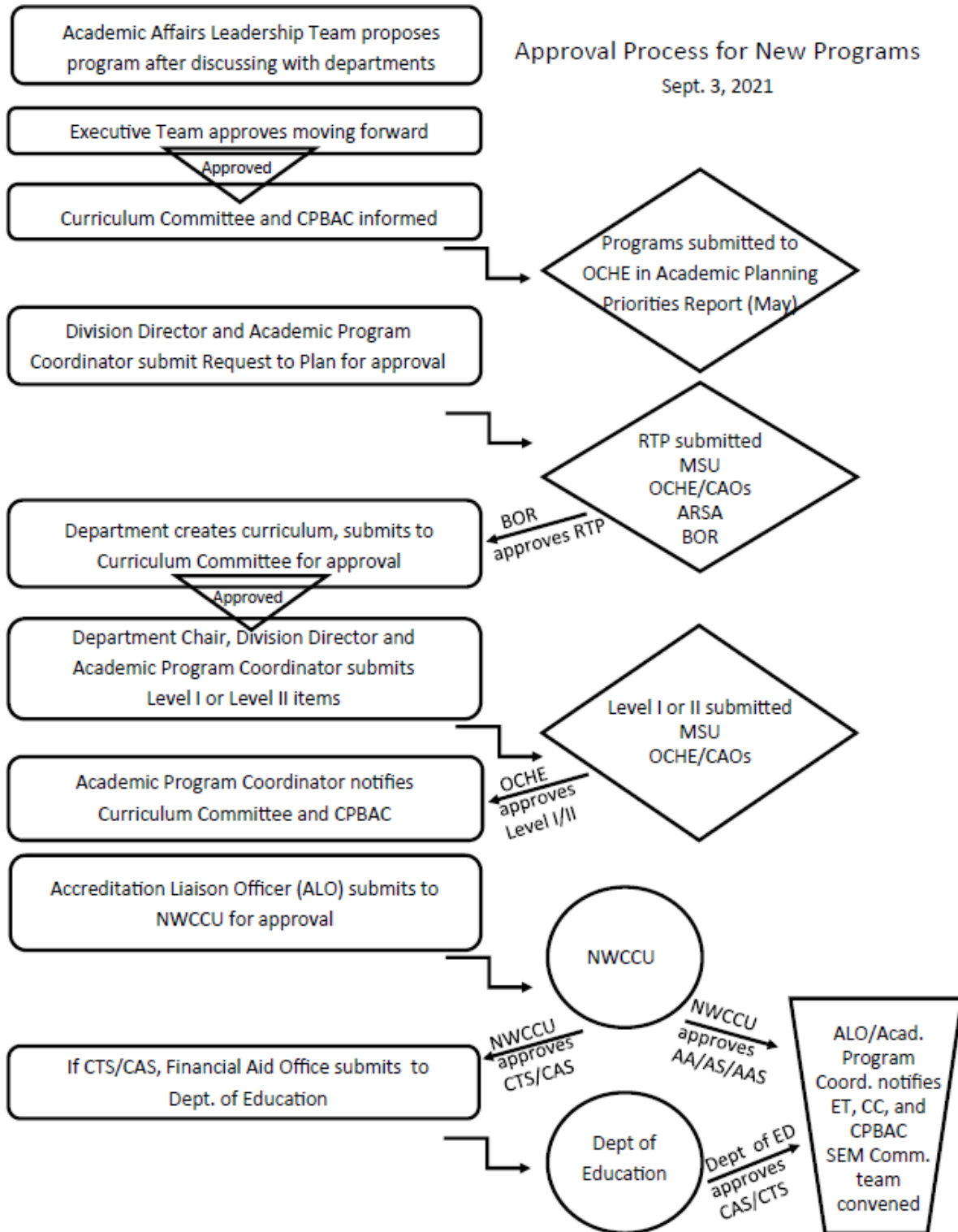
- Summary of 3 areas of strategic planning: Opportunities, Inclusivity, Excellence
- Inclusivity=removing barriers and providing support
 - Academics, non-instructional support, campus community
- Request for suggestions & ideas on how we can remove barriers for our students
- Ideas should funnel up to major committees on campus:
 - Staff senate

- Faculty senate
 - Joint directors
 - Academic Affairs Team
 - Student Government (suggested to add)
- Ideas and suggestions will then move to Executive Team to be crafted into our strategic plan, with priorities, goals and metrics

- **Inclusion Team Update, Dr. Frost & Ms. Bonilla-**
 - Developed an inclusion team in June
 - Joshua Archey
 - Brie Menut
 - Brenda Canine
 - Still working on language, goals, etc. More to come

- **Request to Plan & Academic Program Approval Process, Dr. Frost**
 - Developing a workflow chart and timeline that includes all the different groups involved in developing a new academic program;
 - Board of Regents, OCHE, MSU, Executive Team, Curriculum Committee, CPBAC, Division Director, Academic Program Coordinator
 - Process is at least a year from beginning to catalog inclusion
 - Broader conversation about developing a 5 year academic program plan with all programs under consideration; plan would be reviewed annually.
 - Three primary criteria: job demand, student demand, building on existing strengths

Approval Process for New Programs Sept. 3, 2021



* Please note the process can take up to a year.