

Minutes

Draft

Committee: Institutional Effectiveness

Location: Board Room

Meeting Began: 9:00 AM

Meeting Date: May 14, 2015

Recorder: Rita Young

Meeting Adjourned: 11:15 AM

Members Present: Suela Cela, John Bole, Aspen Gibbs, Kathleen Zander, Marjorie Price-Seeger, Dr. Michael Simon, Deb Vogel

Members Not Present: Joe Drivdahl, Marsha Riley

The Institutional Effectiveness Committee introduced themselves to incoming ASB President Aspen Gibbs and President Simon explained the Institutional Effectiveness System.

Kathleen Zander handed out the proposed FY2016 budget. She explained the first page of her handout contains the recommendations the Budgeting & Strategy Committee made to the Administrative & Academic Quality and Continuous Improvement Committees and what those committees recommended to the Institutional Effectiveness Committee.

Kathleen explained the Board of Trustees approved a 4% increase in tuition across the board and a \$5 increase in the Tech Fee. She noted Ullman Funds are proposed to balance this budget.

Kathleen stated the following items have been referred back to other committees or individuals for more information:

- Windows in the computer wing – Jim LeProwse
- Rekeying facility – Safety Committee
- Improve signage (on-campus and around town) – Marketing Committee
- Fire proof vault – Virginia Boysun
- Ag facilities – Leanne Hoagland
- Archway – President Simon and Jim LeProwse

Kathleen stated the Budgeting & Strategy Committee would like to set aside funds for improvements going down the road for the following:

- Updating the locker rooms in the Toepke Center
- Heating and air conditioning
- Future car or bus replacement
- Future replacement of classroom furniture
- Updating interior space of all buildings
- Repairing cracks in the sidewalks
- Paving

The committee supported the following capital equipment purchases:

- Toepke Roof - \$90,000 (Funded through the Building Fee and additional financing)
- Ullman Roof - \$90,000 (Funded through the Building Fee and additional financing)
- Welding shop Ventilation and Electrical - \$90,000 (Funded with Oil/Gas Funds)
- Security Camera Update – \$40,000 (Funded with Oil/Gas Funds)
- Upgrading Fire Suppression System – Main/Ullman - \$40,000 (Funded with Oil/Gas Funds)

Classroom Furniture – Main Building - \$30,000* (Funded with Oil/Gas Funds)

Coffee Shop in Toepke Building - \$20,000 (Funded with Oil/Gas Funds)

- * The committee felt the classroom furniture could be cut back if the security camera updates came in at a cost over \$40,000.

The committee also supported funds toward the following items:

\$5,025 – Upgrade Toepke air system*

\$2,000 – Repair of intercom system*

(\$2,000 will be set aside this year, but has been referred back to Safety Committee to decide which type of system should be purchased.)

\$1,200 – Big screen TV*

(Pilot project for this year of 1 screen – referred back to Enrollment Management for more information)

\$5,000 – Weight room equipment

(Paid with Weight Room Fee funds)

\$4,500 – Floor Scrubber*

(3-year lease)

\$25,000 – Scissor Lift*

\$5,000 – Riding Lawn Mower*

- * These items will be funded through the Building Repair & Maintenance Fund except for the weight room equipment.

Kathleen reviewed the Proposed FY2016 Budget line by line noting the following:

Revenue

- State Appropriations amounts to 47% of the budget revenue.
- The State pays half of the Legislative Audit costs each year which is approximately \$32,000 per year. It gives the funds for the cycle up front which means the college receives the \$32,512 this year and nothing the next year.
- Kathleen has not received the numbers for dual enrollment yet. She followed the recommendation to keep the numbers at \$19,545 as budgeted in FY2015.
- No workforce funds were granted from the Legislature this year.

Local Levies

- These levies are requested from the local taxpayers to support the college.
- All the local levies are calculated by a formula driven by the State.
- Like last year, the college will levy the Mandatory Levy at the maximum amount allowed.
- The first time the Medical Levy was levied was in 2010. When calculating it the 2010 figures are used as the base. (Total amount of premiums paid in the General Fund times the number of employees. Any increase over the base the college is allowed to levy.)
- HB 124 is actual reimbursement through the State on personal property taxes. It is left in the local levies as it is paid through the county; increases approximately 1% each year.
- The Additional Levy was voted in while Don Kettner was President; it is a flat amount that never changes.
- Oil and Gas is not included in the college's revenue.
- The Mandatory Retirement Levy is for any payroll expenses in the General Fund except medical benefits.

Institutional

- Tuition and any miscellaneous revenue the college has.
- The \$88,380 under CCC Online is the new Enrollment Management position's annual salary and benefits.

Expenses

- Salaries and Benefits is the college's largest expense.
Staff – 20 classified staff and 3 professional staff, assistant coaches, anticipated staff retirement, training and transition of staff, and seasonal workers.
Faculty – 23 faculty including head coaches, expected overloads, anticipated retirement, supplements for music, division directors, ASB and intramural sports.
- Numbers that may change include:
 - Advertising – includes advertising for Enrollment Management along with \$7,000 for positions posted through Human Resources.
 - Travel – Includes \$5,000 that goes into the Foundation for the Faculty Development Fund.
 - Utilities – Increase about 7% or 8%.
 - Waivers – Given out when recruiting.

President Simon explained the JV Softball Pilot Program.

Tuition and Fees

Kathleen noted that Tuition and Fees will be reviewed on an annual basis from here on out. She stated the only change in fees for FY2016 is the increase of \$5 for the Technology Fee. Kathleen reviewed the fees sheet for FY2016. The committee approved the proposed Fees for FY2016.

The tuition rates include the 4% increase across the board. She noted the Budgeting & Strategy Committee recommended to the Academic & Administrative Quality and Continuous Improvement Committees that the Out-of-State rate be decreased to within 10% of the WUE rate. The Budgeting & Strategy Committee also felt the Canadian Exchange should be changed to a Foreign Student Exchange rate so it is 10% higher than the Out-of-State rate and 20% higher than the WUE rate. The Academic & Administrative Quality and Continuous Improvement Committees discussed this and decided that at the present time to leave the rates as is. The committees suggested that to bring the Out-of-State rate more in line, to increase the other rates going forward but to freeze the Out-of-State rate. However they were not ready to make that change now. After some discussion, the committee approved the Tuition rates as proposed; however, they would like changing of the rates brought back up at a later date.

Waivers

Kathleen stated that the six sports were given \$84,105 to give out; however only \$67,000 (past history of amount actually used) per sport is being budgeted in the proposed budget. She stated there is some concern if the coaches were each to give out the \$84,105. Kathleen noted the Budgeting & Strategy and the Academic & Administrative Quality and Continuous Improvement Committees all feel the waivers are what is bringing students to campus and should not be changed at this time. President Simon noted that John Bole has spoken with the coaches regarding fundraising to help supplement any shortfall should each sport spend the \$84,105. President Simon noted there are three options: Fully fund the athletic waivers, partial funding the athletic waivers (hedging the bet that the coaches will not spend the \$84,105), or decrease funding of the athletic waivers. President Simon questioned if he told the coaches

the Institutional Effectiveness Committee agreed that coaches needed to raise \$90,000 to \$100,000 through fundraising for the waiver budget shortfall, would the committee agree. Discussion followed. It was the consensus of the committee to approve the waivers at the partial funding of \$67,000 per sport, but to bring up the conversation of fundraising.

Ullman Funds

Kathleen explained the proposal is to transfer from Ullman Funds either 50% (\$149,933) or 75% (\$224,900) of the salary and benefits for the following CT instructors: Chris Ingram, Leanne Hoagland, Pat Cunningham, Holly Dershem-Bruce, and Brenda Stockert. President Simon stated the Ullman Fund usually generates around \$80,000 in interest yearly, so this would cut into the principal. Kathleen noted there are still some expenses under review, but she is looking at around \$200,000 of the Ullman Funds to cover the shortfall in the budget. The committee supported use of Ullman Funds to balance the budget shortfall.