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***Rogue Community College Budget Committee Meeting Minutes  
May 15, 2012***

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1. **Call to Order** – Rogue Community College (RCC) Budget Committee Chair, James Patterson, called the meeting to order at approximately 3:00 p.m. on Tuesday, May 15, 2012 at the Table Rock Campus (TRC), Room 206, 7800 Pacific Avenue, White City, Oregon. Due notice was given.
2. **Determine Presence of Quorum** – A quorum of Budget Committee members were present including Mr. Patterson, Pat Ashley, Joe Davis, Tim Johnson, Dick Rudisile, Kevin Talbert, Dean Wendle and Joseph Zagorski.
3. **Introduction of Guests** – Lynette Haberman, Vice President, Riverside Campus (RVC) Associated Student Government (ASG); Trudy (Tony) Nordheim, RCC Student; and Management and staff including Peter Angstadt, Kori Bieber, Margaret Bradford, Cheryl Markwell, Curtis Sommerfeld, Lisa Stanton, Denise Swafford and Denise Nelson.
4. **Review Budget and Public Comment (Oregon Budget Law, Chapter 294 Oregon Revised Statutes)**

- A. **Updates on Proposed Budget Presented April 17, 2012.**

Lisa Stanton, Interim Chief Financial Officer, distributed handouts titled, “Rogue Community College, Operating Funds, As of May 15, 2012” and “Rogue Community College, 2012-2013 Approved Budget” (see file).

- B. **Review Descriptions of Budget Accounts**

Budget detail was provided for each account in addition to account descriptions (see below). Board members asked questions accordingly and received clarification in response. Budget detail can also be accessed via the internet at [www.roguecc.edu/budget/2012\\_13/proposed/](http://www.roguecc.edu/budget/2012_13/proposed/) .

- a. **General Fund**

The General Fund covers general operation for the College and accounts for all financial resources and expenditures of the College, except for those required to be accounted for in another fund. The principle sources of revenue include tuition, property taxes, and state community college support.

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b. Capital Improvement Fund Type

The Capital Improvement Funds account for the receipt and disbursement of resources for buildings and land, buying or maintaining College facilities and equipment. The principle revenues include transfers from the College Services fund, bond levy proceeds, and certificates of participation and investment earnings.

c. Capital Improvement Fund - Maintenance

This fund accounts for the cost of maintaining College facilities and equipment. The principal revenue is transfers from the College Services fund.

d. Capital Improvement Fund – COP & Bonds

This fund accounts for the purchase or remodel of buildings and land with COP and bond proceeds. The principal revenue is from the sale of bonds or COPS.

e. Capital Improvement Fund – State Funds

This fund accounts for state funding received for capital projects, such as the Go Oregon Stimulus Plan for Deferred Maintenance Projects. The principal revenue is from the sale of bonds financed by the State.

f. Debt Service Fund

The Debt Service Fund accounts for the accumulation of resources for and payment of principal and interest on the College's long-term debt obligations. The principal revenues are transfers from the General Fund, College Services Fund and the PERS Fund, and property taxes approved for bond levies.

g. Special Revenue Fund Type

The Special Revenue Funds account for revenues and expenditures for specific projects that are legally restricted for a specific purpose and the Financial Aid fund.

h. College Services Fund (Special Revenue Fund Type)

The College Services fund accounts for non-technology fees charged to students. These fees include materials fees, the college services fee, testing fees, collection fees and the installment fee. The principle revenue is generated by fees remitted by students. The principle expenditures include facility remodel, lease or purchase, student transportation costs, and instructional supplies and equipment.

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i. Contract and Grant Fund (Special Revenue Fund Type)

This fund accounts for grants and contracts for the Small Business Development Center, U.S. Department of Education (which includes TRiO) Perkins Basic, Rogue Community college Foundation Department Projects and other contracts and grants. Revenues are primarily provided by federal, state and local sources.

President Angstadt advised members that RCC's Title III grant application was unsuccessful due to submission error to the incorrect E-Grant site.

j. Financial Aid Fund (Special Revenue Fund Type)

The Financial Aid Fund accounts for the provision of grants, stipends and other aid to enrolled students including Pell Grants, Supplemental Educational Opportunity Grants, Oregon State Scholarship Commission Grants, Federal Work-Study, Federal Direct Student Loans, and awards from the Rogue Community College Foundation. Revenues are primarily provided by federal government grants and student loans.

k. Higher Education Fund (Special Revenue Fund Type)

The Higher Education Fund accounts for the day-to-day expenditures such as security, utilities, custodial services, copiers, maintenance services and technology support necessary to run the Higher Education Center building. RCC and SOU share these costs.

l. Intra-College Fund (Special Revenue Fund Type)

The Intra-College Fund accounts for activities performed by the College for the benefit of the College. Activities include Associated Student Government of RCC, Professional Growth, Staff Development and other departmental charges. The principal revenue for this fund is transfers in from other funds.

m. PERS Fund (Special Revenue Fund Type)

The PERS Fund accounts for the reserve held by the College for anticipated, future rate increases and the unfunded actuarial liability. The principal revenue is the PERS expense charged in other funds. Funds are transferred from this fund to the Debt Service Fund to pay the Series 2005 Limited Tax Pension Obligation Bonds.

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n. Self-Support Fund (Special Revenue Fund Type)

The Self-Support Fund accounts for the self-support instructional activities of the College. The principle revenue is tuition and fees.

o. Stability Reserve Fund (Special Revenue Fund Type)

This fund accounts for the funds set aside by the RCC Board of Education to be used in times of unexpected shortfall or budget deficit. The principle revenue is transfers from the General Fund.

Dr. Zagorski confirmed the goal of continuing to build this fund.

p. Technology and Equipment Fund (Special Revenue Fund Type)

The Technology and Equipment Fund is designated for the replacement of the College's equipment and distance delivery. The principle revenues are the \$4 per credit and the \$4 per non-credit course technology fee, the distance education fee, host provider service fees and transfers in from the General Fund and the College Services Fund. The principle expenditures are upgrades/replacements for equipment and distance delivery services.

q. Unemployment Reserve Fund (Special Revenue Fund Type)

The Unemployment Reserve Fund accounts for the payments to the Oregon Employment Division for unemployment benefits paid to terminated employees. Principle revenues are the unemployment expense charged to other funds and investment earnings.

r. Proprietary Fund Type

Proprietary Fund accounts are used to account for operations that are financed and operated in a manner similar to those of private business enterprises. The intent is that the cost of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges.

s. Auxiliary Services Fund (Proprietary Fund Type)

This fund accounts for the operation of the College's bookstore. Principle revenue from this fund is book sales.

t. Other Auxiliary Service Fund (Proprietary Fund Type)

The Other Auxiliary Service Fund accounts for the operation of College owned ATM machines, Art, Auto Artist, Diesel Technology, Disability Services, Early Childhood Education Facility, Facility Rental, Friends of the Library, Gallery Projects, HPER, Illinois Valley Business

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Entrepreneurial Center, Massage, Math, Music Ensembles, Pay Phones, RogueNet intergovernmental agreements, Science, Testing Center, Theater, and Welding.

u. Fiduciary Fund Type

Accounts for assets received and held by the College in a fiduciary capacity or as a trustee for other governments or other funds. Disbursements from this fund are made in accordance with the trust agreement or applicable legislative enactment and by local board resolution.

v. Agency Fund (Fiduciary Fund Type)

The Agency Fund is custodial in nature (assets = liabilities) and does not involve measurement of results of operations. Currently, the RCC Foundation and the Oregon Council of Student Services Administration are the agencies represented in this fund.

**C. Public Comment**

There was no public comment.

**D. Approve 2010/11 Budget**

Joe Davis moved, seconded by Pat Ashley, the RCC Budget Committee adopt Resolution No. B95-11/12 approving the Rogue Community College 2012/2013 budget for Board action in June 2012.

**The motion was unanimously approved.**

5. **Old Business** – None
6. **New Business** – None
7. **Adjournment** – The meeting adjourned at 3:40 p.m.