
***Rogue Community College District Budget Committee Meeting Minutes
May 24, 2018***

1. **Call to Order** – Darlene Dart, Chair, Rogue Community College (RCC) District Budget Committee, called the meeting to order at 2:38 p.m., Thursday, May 24, 2018, at the Table Rock Campus, 7800 Pacific Avenue, room 206, White City, OR. Due notice was given.
2. **Determine Presence of Quorum** – A quorum of the Committee was confirmed with the following members in attendance: Pat Ashley, Ian Bachtel, Darlene Dart, Ron Fox, Shawn Hogan, Colleen Padilla, Matt Stephenson, Claudia Sullivan, Kevin Talbert, Dean Wendle and Jerry Work.
3. **Introduction of Guests** – Sharon Work, community member, and the following RCC District employees were in attendance: Cathy Kemper-Pelle, Debbie Dice, Natalie Herklotz, Joann Linville, Curtis Sommerfeld, Lisa Stanton, Grant Walker, Sarah Wofford, and Denise Nelson.
4. **Review Budget and Public Comment [Oregon Budget Law, Chapter 294 (Oregon Revised Statutes)]** – Committee members were encouraged to ask questions throughout the meeting.

A. Review and Discuss 2018/19 Budget – Lisa Stanton, Chief Financial Officer

Ms. Stanton distributed a document titled *RCC FYE 2019 Budget Committee Responses to Committee Questions and Information Requests* (see file). This document was prepared in response to the Budget Committee member's questions and information requests from the May 15 District Budget Committee meeting and also the member's questions submitted to staff after the meeting in preparation for the 5/25 Budget Committee meeting.

Answers to the following questions/requests from the May 15 meeting were discussed upon review of the referenced document above.

1. What are RCC's administrative costs relative to student FTE?
2. What are the personnel expenditures by instructional vs. non-instructional?
3. What percentage of "other personnel" costs is PERS?
4. Provide historical tuition rate information – past 10 years.
5. Add the year-over-year (YOY) delta column for the 2018/19 Budget and 2019/2020 Forecast.
6. Provide the summary presentation.
7. What percentage of reserves does the \$1.7M represent? What is left in reserves after the allocation?
8. Add more ears to the FTE graph to show the trend outside of the Great Recession.
9. Explain the \$5.7M decrease in the Financial Aid Fund.
10. Define ending fund balance.
11. Explain the \$5M increase in General Fund College Support Services Function.
12. What are the components of the General Fund Instruction and College Support Services Function?

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13. Elaborate on the changes to the following departments: Business and Office Technology, Science, Distance Learning, District and Risk Management. Define District.
14. What is the Title VII Loan?
15. Explain the 30% decrease in the College Services Fund College Support Services Function.
16. Explain the changes in the Contract and Grant Fund's Federal and State Revenue Sources.
17. Explain the 40% decrease in the Contract and Grant Fund's Instructional Support Function.
18. Explain the near total reduction in funding of Intra-College Fund from tuition and fees and the corresponding increase in Transfers-In.
19. Should the Unemployment Fund reserves increase in light of future higher draws on this fund?
20. How does our 2019/2020 projection (and beyond) impact our bond ratings? Can this impact the existing bonds?

After the questions/requests/answers were reviewed (see file), discussion occurred regarding reserve funding. Vice President Sommerfeld indicated reserve funding may be depleted by 2021 (three years). The legislature is looking at changes with PERS which could be helpful to the budget.

Jerry Work recommended administration look carefully at the cost structure of the College vs. the revenue available to be spent and hold future sessions to discuss this.

Vice President Sommerfeld indicated administration is paying close attention to this. President Kemper-Pelle noted administration will be taking an in-depth look at FTE. When we have options to make choices that allow us to get FTE from state we will do so. She would particularly like to look at Continuing Education.

There being no further questions or requests, Ms. Stanton reviewed the PowerPoint presentation reviewing descriptions and detail regarding the following funds (see file):

- General Fund
- Capital Improvement Funds
- Debt Service Funds
- Special Revenue Funds
- Proprietary Funds
- Fiduciary Funds

B. Public Comment – None

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C. Possible Action - Approve 2018/19 Budget

Pat Ashley moved, seconded by Colleen Padilla, the RCC District Budget Committee adopts Resolution No. B84-17/18 approving the 2018/19 Budget as presented for action by the Board of Education on June 26, 2018.

The motion unanimously carried.

5. **Old Business** – None
6. **New Business** – Jerry Work commented about the fact that Budget Committee members are seeing financial information with little context regarding goals and such as the fiscal year progresses. President Kemper-Pelle will talk with Budget Committee members throughout the year.
7. **Adjournment** – Darlene Dart adjourned the meeting at 3:40 p.m.

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Meeting minutes submitted by Denise Nelson, Assistant to the President - Governance