
Rogue Community College District Budget Committee Meeting Minutes
May 30, 2019

1. **Call to Order** – Matt Stephenson, Chair, Rogue Community College (RCC) District Budget Committee, called the meeting to order at 2:03 p.m., Thursday, May 30, 2019, at the Riverside Campus Higher Education Center, room 129A/B. Due notice was given.
2. **Determine Presence of Quorum** – A quorum of the Committee was confirmed with the following members in attendance: Claudia Sullivan, Pat Ashley, Darlene Dart, Ron Fox, Roger Stokes, Shaun Hogan, Pat Fahey, Matt Stephenson, Ian Bachtel, Dawn Welch and Kevin Talbert
3. **Introduction of Guests** – RCC District employees in attendance: Cathy Kemper-Pelle, Lisa Stanton, Curtis Sommerfeld, Natalie Herklotz, Debbie Dice, Navarro Chandler, Juliet Long, Teri Smith, Denise Nelson and Rosalyn Mendoza
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 2019/20 Budget – Lisa Stanton, Chief Financial Officer

Lisa Stanton distributed a document titled *Rogue Community College FYE 2020 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 21 District Budget Committee meeting and also the member's questions submitted to staff after the meeting in preparation for the 5/30 Budget Committee meeting.

Answers to the following questions/requests from the May 21 meeting were discussed upon review of the aforementioned document.

1. Community College Support Fund (CSSF) Distribution
2. Provide a comparison of major funding sources for the general fund
3. Address concerns related proposed changed to Non-Computer Technology budget appropriation.

After the questions/requests/answers were reviewed, discussion occurred regarding the proposed change to the Non-Computer Technology budget appropriation. Lisa Stanton described the current process and the changes that are proposed.

Currently there is a committee that reviews requests for additional funding annually and determines which to fund. The proposed changes are to requests. They will be brought to the Executive Team throughout the budget year and tied to the RCC strategic plan and/or enrollment and funds will be set aside. This will make the process transparent for RCC partners, internal and external. This is a consolidation of procedure to provide more access and opportunity to grants for funding.

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Kevin Talbert asked for clarification if the Nursing program be able to get what they need for the SIM man maintenance with these changes. Lisa responded yes and added that with the current process there is a lack of understanding that more resources were already available.

Ron Fox commented this change is a more holistic approach for small capital duration requests and it would allow E-team and the financial group to have a more forward projection of what the needs are. Matt Stephenson agreed and clarified that the old process was once a year so this will be more of an “as needed” approach.

Cathy shared an example of how this change will benefit the College. This year the Welding program had a higher enrollment rate and need for tools. This change will allow RCC to plan ahead. Curtis stated that a year from now we can review the process and decide if it works or not.

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

- General Fund
- Capital Improvement Funds
- Debt Service funds
 - The US Department of Education Fund for the purchase of the Ester Bristol Building in downtown Grants Pass in the payoff process which will save around \$16,000.
 - Pat Fahey requested a list of all the bonds RCC has with their maturity over time. Lisa Stanton stated that she would provide this for him and that they are also on the website. Pat said he will look on website where it is posted.
- Special Revenue Funds
 - College Services Fund
 - Contract and Grant Fund
Cathy Kemper-Pelle commented that these are the funds which are critical for the population that we serve and are the most impactful work.
 - Entrepreneurial Fund
Discussion included a description of what the fund consists of and is used for. This is a unique fund that can be used to advance programs and move toward our goals and overall mission.
Cathy Kemper-Pelle listed a few of the programs and expenditures that this fund is used for: the salary for Institutional Research and Planning (IREP) director; Achieving the Dream (ATD); Guided Pathways; Latino Outreach; makerspace innovation hub in downtown Grants Pass.

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- Financial Aid Fund
Kevin Talbert requested a list of loans by type of award. Lisa Stanton's team will provide this information.
- Higher Education Center Fund
- Special Revenue Funds
 - Intra-College Fund
 - PERS fund
 - Self-Support Fund
Discussion followed regarding Community Education courses and the decrease in costs. The Budget and Finance department has worked extensively with this department to improve budget management.
 - Stability Reserve Fund
 - Technology and Equipment Fund
 - Unemployment Fund
- Proprietary Funds
 - Auxiliary Services Fund
Discussion occurred regarding changes to the Bookstore model due to the usage of used books, rentals, and Open Educational Resources (OERs) instead of new books. A continued loss of revenue in this area is expected. Lisa Stanton discussed that RCC has tried different models for the bookstore over the last few years but there are not the numbers and quantity that we would need to buy at really low cost.
 - Other Auxiliary Services Fund
- Fiduciary Fund

Other questions and comments were discussed regarding changes that can still occur if we receive more funding than anticipated. Lisa Stanton shared that we have budgeted a 2.5 million dollar contingency if the state provides additional funds. She explained that if we don't appropriate for it, we can't use it without doing a supplemental or additional budget.

B. Public Comment – None

C. Possible Action – Approve 2019/20 Budget

Kevin Talbert moved, seconded by Shawn Hogan, the RCC District Budget Committee adopts Resolution No. B86-18/19 approving the 2019/20 Budget as presented for action by the Board of Education on June 18, 2019.

The motion unanimously carried.

5. **Old Business** – The June 4, 2019 District Budget Committee Meeting will be cancelled.

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6. **New Business** – Cathy Kemper-Pelle shared an update from the OCCA legislative meeting held today, May 30, 2019. Regarding the Career and Technical Education (CTE) program request, it looks like we may get some additional one-time funding.

7. **Adjournment** – Matt Stephenson adjourned the meeting at 3:26 p.m.

Meeting minutes submitted by Rosalyn Mendoza, Assistant to the President - Operations