
Rogue Community College Budget Committee Meeting Minutes
April 15, 2014

1. **Call to Order** – Dean Wendle, Chair, Rogue Community College (RCC) Board of Education, called the meeting to order at 3:00 p.m. on Tuesday, April 15, 2014, at the Table Rock Campus (TRC), conference room 206, 7800 Pacific Avenue, White City, Oregon. Due notice was given.

2. **Determine Presence of Quorum** – A quorum was confirmed with the following committee members in attendance: Pat Ashley, Ron Fox, Brett Johnson, James Patterson, Dick Rudisile, Kevin Talbert, Dawn Welch, Dean Wendle, Jerry Work, Sharon Work and Joseph Zagorski

Absent: John Anhorn, John Harelson, Tim Johnson and Midge Renton

3. **Introduction of Guests** – RCC District employees: Peter Angstadt, Kori Bieber, Margaret Bradford, Paul Fisher, Curtis Sommerfeld, Lisa Stanton and Denise Nelson

4. **Appoint Budget Committee Chair for Budget Process**

Budget Committee member Dick Rudisile was appointed to serve as the 2014/15 Budget Committee Chair. Mr. Rudisile accepted the appointment.

5. **Review Budget [Oregon Budget Law, Chapter 294 (Oregon Revised Statutes)]**

A. Review 2013/14 Budget Process

Curtis Sommerfeld, Chief Information Officer/Vice President of College Services welcomed everyone to the meeting and indicated the 2014/15 Budget information, in addition to being provided via handout (see file), will be accessible via RCC's website at http://www.roguecc.edu/budget/2014_15/proposed/ upon conclusion of the meeting. Mr. Sommerfeld introduced Lisa Stanton, Chief Financial Officer (CFO), and thanked her and the Budget & Financial Services Team for their work in preparing the proposed budget.

Ms. Stanton described the role of the Budget Committee:

April Meeting

- Receive the Budget Message
- Review the Proposed Budget
- Provide input
- Provide opportunity for citizen input

May Meeting

- Review the Approved Budget
- Provide opportunity for citizen input
- Approve tax rate
- Approve budget, recommending it to the Board for Adoption

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Ms. Stanton introduced the documents distributed (see file):

- General Fund Projections – Proposed Budget 4/15/14
- RCC Stability Reserve Fund – 4/15/14
- RCC College Service Fund – 4/15/14
- Budget Document (see file): This document is tabbed by fund type. Each fund has a description and a summary page. The Appendix (page 65) contains assumptions and transfer schedule.

B. Budget Message

The introduction of the 2014/15 Budget Document contains the Budget Message from the College President and the Budget Officer/Chief Financial Officer. It states that a balanced budget is being presented in accordance with Oregon State Budget Law and that the Proposed Budget is aligned with the College’s Strategic Plan, Achievement Compact and operational needs. College-wide participation has been instrumental in the budget process.

C. Review Proposed Budget 2014/15

Lisa Stanton presented the proposed budget to the committee utilizing an electronic presentation (see hard copy on file) in addition to the 2013/14 Proposed Budget document. She reviewed the document titled “RCC General Fund Projections – Proposed Budget 4/15/14.” The 2013/14 projected ending balance totals \$4,316,983. Ms. Stanton reviewed page 10 (of the 2014-15 Proposed Budget book) titled “RCC General Fund Summary of Resources and Requirements.”

General Fund – Revenue Assumptions

- Property taxes reflect a 1.0% increase based on information from the State of Oregon.
- State Operations are based upon the Community College Support Funding level of \$465 million
- Tuition and Fees
 1. Assumes an enrollment decrease of 4% from 2013/14
 2. No increase in tuition per credit, citing the Budget Note from the State of Oregon

General Fund – Expenditure Assumptions

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- **Personnel** – salary adjustments reflect contractually stipulated amounts and a 2% decrease in part-time faculty. Other personnel expenditures include a 6% increase in health insurance and an approximate 8.4% increase in PERS. A question was raised regarding the implications of the Affordable Care Act. Dr. Talbert indicated that Karen Smith, General Counsel, Oregon Community College Association (OCCA), is in the process of looking into this.
- **Materials & Services and Capital** – reflects a 3.6% increase in District M&S and 4.6% increase in Department M&S and Capital. As part of developing the budget, a concentrated effort is made to review past expenses (3-year historical detail) such as power expenses, etcetera. A question was raised regarding the RCC/Southern Oregon University (SOU) Higher Education Center (HEC) expenses. Ms. Stanton indicated HEC expenses are shared with SOU.
- **Strategic Investments** – goals are developed in relation to the Board approved Strategic Plan and the Board’s Areas of Focus.

<u>Strategic Goal</u>	<u>Investment Amount</u>
Increase the completion rate	\$90,068
Strengthen student readiness	\$121,596
Ensure timely student progression	\$79,789
Provide appropriate student access	\$238,380
Contribute to the vitality of the region	\$73,243
Total Investments	\$603,076

After review of the strategic investments listed above, a request was made to provide the Budget Committee with supporting detail used to identify the strategic goals and investment amounts listed. It was determined that Lisa Stanton will distribute this information.

Future Year Assumptions

- Enrollments are expected to continue to decline
- The Community College Support Fund will change for the next biennium
- PERS is expected to increase 3-6% in the next biennium

Dr. Talbert commented that he appreciates the prudent, conservative approach taken with the budget, and he would also like to examine/discuss other possible strategic investment options. Mr. Work commented that he also appreciates the conservative approach.

Questions regarding this presentation can be addressed to Curtis Sommerfeld or Lisa Stanton:

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Mr. Sommerfeld – (541) 956-7238; curt@roguecc.edu

Ms. Stanton – (541) 956-7024; lstanton@roguecc.edu

6. **Public Comment** – None
7. **New Business** – None
8. **Adjournment** – Mr. Rudisile adjourned the meeting at 4:00 p.m.

Meeting minutes submitted by Denise Nelson, Assistant to the President and Board of Education