
Rogue Community College Budget Committee Meeting Minutes
April 16, 2013

1. **Call to Order** – Tim Johnson, Chair, Rogue Community College (RCC) Board of Education (Board) called the Budget Committee meeting to order at 3:00 p.m. on Tuesday, April 16, 2013, at the Table Rock Campus, Conference 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 Tim Johnson, Pat Ashley, John Harelson, Skip Patterson, Dick Rudisile, Kevin Talbert, Dean Wendle, Jerry Work, Sharon Work and Joseph Zagorski
3. **Introduction of Guests** – Community members – Cindy Johnson and William Johnson; District Employees – Peter Angstadt, Kori Bieber, Kirk Gibson, Natalie Herklotz, John Osbourn, Curtis Sommerfeld, Lisa Stanton and Denise Nelson

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

Tim Johnson moved, seconded by Pat Ashley, that Budget Committee member John Harelson serves as 2013/14 Budget Committee Chair. Mr. Harelson accepted the appointment.

The motion unanimously carried.

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 2013/14 Budget information, in addition to being provided via handout, will be accessible via RCC's website at http://www.roguecc.edu/budget/2013_14/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

Rogue Community College Budget Committee Meeting Minutes
April 16, 2013

Ms. Stanton introduced the documents distributed:

- RCC Operating Funds as of April 16, 2013 (see file): Four-year projection for the operating funds. Required to present a balanced budget for 2013/14, therefore the ending balance in the General Fund has been removed (\$554,007). A “reserve for future expenditure” is a line item requirement which identifies funds to be saved for use in future fiscal years. “Contingency” is the amount set aside expected to be spent during the year on items that cannot be specifically identified at the time the budget is being prepared. Assumptions for each of the funds are on the back of the form. Mr. Rudisile summarized this form provides a projected budget through 2016/17 with a budget shortfall of \$5 to \$6 million next biennium. This type of shortfall is true of many public institutions.
- General Fund Projections – Governor’s Budget (see file): This is a five-year projection of only the General Fund. This shows a balanced budget for 2013/14 with details of the proposed adjustments listed at the bottom of the page.
- Budget Document (see file): Will be available on the Web after this meeting. The document is tabbed by fund type. Each fund has a description and a summary page. The Appendix (page 65) contains assumptions, transfers schedule, and College Compact.

B. President’s Message

The introduction of the 2013/14 Budget Document contains the Budget Message from the College President and the Budget Officer/CFO. 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. The College’s Budget Advisory team, with representative membership from all employee groups, College divisions, and Associated Student Government, has been instrumental in the budget process.

C. Review Proposed Budget 2013/14

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.

Rogue Community College Budget Committee Meeting Minutes
April 16, 2013

General Fund – Revenue Assumptions

- State Operations: \$428.4 million Community College Support fund.
- Property Taxes: 1% increase
- Tuition: 5% decrease in enrollment from 2012/13 and \$4 tuition increase
- Transfers In: \$1.2 million from College Service Fund

General Fund – Expenditure Assumptions

- Personnel
 - * Salary adjustments reflect contractually stipulated amounts
 - * 5% decrease in PT faculty – due to the assumed decrease in enrollment levels and strategic realignment of classes
 - * 3 furlough days
 - * Strategic reductions - \$497,555
 - * Other Personnel Expenditures
 - Health Insurance – 6% increase
 - PERS – 5.82% approximate increase
 - * Materials & Services and Capital
 - 3.4% increase in District M&S
 - 3.5% decrease in Department M&S & Capital
 - Strategic reductions
 - * Transfers Out

Description	Amount
Governance M&S Reductions	\$ (20,000)
Student Services Division M&S Reductions	\$ (30,000)
Instructional Division M&S Reductions	<u>\$ (15,000)</u>
 Total Expenditure Changes	 \$ (65,000)

Vice President Kirk Gibson explained the College is aiming to maximize the number of seats in each class. Although RCC does not have many large classroom spaces, the goal is to fill each class. Faculty has shown support of this approach.

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

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

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

Rogue Community College Budget Committee Meeting Minutes
April 16, 2013

6. **Public Comment** – William Johnson, former RCC student, introduced his wife, Cindy Johnson, who was in the Moving On program at RCC. Mr. Johnson said they have told a lot of people about the Moving On. William was an RCC Electronic program student. When attending RCC, the Statistics class was full because there were not enough computers. He believes the College should increase student prospects. He also suggested the TRiO program could do more work to help transfer students and creating a Southern Oregon University satellite location on RCC campuses would be helpful. He also suggested creating an alumni program and researching the possibility of student teachers.
7. **New Business** – None
8. **Adjournment** – Mr. Harelson adjourned the meeting at 4:00 p.m.