

Minutes
May 19, 2021

CHEMEKETA COMMUNITY COLLEGE

**BUDGET COMMITTEE
MEETING MINUTES**

April 21, 2021

A. CALL TO ORDER AND ROLL CALL

Ray Beaty, Budget Committee Chair, called the meeting to order at 4:32 pm via Zoom and roll call was taken.

Members in Attendance: Ray Beaty, Chair; Chris Brantley; Ed Dodson; Betsy Earls; Jackie Franke; Ken Hector (joined at 4:34); Neva Hutchinson; Jenne Marquez; Scott Muller (joined at 4:58 pm); Barbara Nelson; Ron Pittman; Mike Stewart (joined at 5:21 pm); Joe Van Meter (joined at 4:49 pm); and Diane Watson.

College Administrators in Attendance: Jessica Howard, President/Chief Executive Officer; Jim Eustrom, Vice President, Academic Affairs/Campus President, Yamhill Valley Campus; Bruce Clemetsen, Vice President, Student Affairs; David Hallett, Vice President, Governance and Administration; Michael Kinkade, Interim Vice President, College Support Services; and Rich McDonald, Interim Chief Financial Officer.

B. APPROVAL OF MINUTES OF APRIL 14, 2021

Ken Hector moved and Neva Hutchinson seconded a motion to approve the Budget Committee minutes of April 14, 2021.

The motion CARRIED.

C. QUESTIONS FROM PRIOR MEETING

There were no questions from the prior meeting.

D. PRESENTATION OF 2021–2022 OTHER FUNDS

Rich McDonald noted the information in the presentation can be found on pages 177–203 in the spiral-bound Proposed Budget book. Rich and Jim Eustrom reviewed the Other Funds in detail and answered questions.

Rich referred to Slide 4, a pie chart of the Summary of All Funds. He noted last week the General Fund was covered which totaled \$102,930,000. Today Other Funds will be covered which amount to \$219,012,000 for a total of All Funds of \$321,942,000. The chart shows a percentage breakdown of all the Other Funds, as well as the General Fund.

The Other Funds covered were: Capital Development, Plant Emergency, Special Projects, Self-Supporting Services, Debt Service, Chemeketa Cooperative Regional Library, Auxiliary Enterprise, Intra-College Services, Student Government, Student Clubs and Student Newspaper, Athletics, External Organization Billing, and Financial Aid. Position changes, eliminations, reductions in force and investments are noted on the slides. The following highlights or questions were noted:

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Capital Development Fund (Pages 178–179)

- The college is wrapping up construction of the Agricultural Complex.
- There has been a focus on maintenance, repair and safety projects.
- Jackie Franke asked if there was a list of projects under maintenance, repair, and safety, and whether \$20 million covered everything. Rich said there is a list, and the college does not anticipate spending \$20 million.

Plant Emergency Fund (180–181)

- This fund is dedicated to emergency repairs of campus facilities and facility-related equipment, and regular additions to this fund ensure that a balance of \$750,000 is maintained.

Special Projects Funds (182–183)

- Current major grants include: Carl Perkins, TRiO, College Assistance Migrant Program. (CAMP), High School Equivalency (HEP), and Chemeketa Accelerated Pathways to Success (CAPS-HSI).
- We are receiving approximately \$33 million of federal funding from CRRSAA and ARA, and both have minority-serving-institution components.
- Chris Brantley asked what would be done with the \$33 million. Jim stated that the guidelines and restrictions laid out by CRRSAA and ARA must be followed, and that a sizable portion of the funding goes to students. The college has waived certain student fees, provided hotspots and laptops for students to check out, and addressed Covid-related infrastructure costs and expenses for staff to work remotely. These funds will also be used to cover lost tuition revenue due to decreased enrollment during the pandemic.

Self-Supporting Funds (Pages 184–185)

- This fund accounts for activities that supplement the General Fund programming and is self-supporting in nature. Some of the bigger programs include: Center for Business & Industry (CCBI), and High School Partnerships.
- The number of positions moved to the General Fund are: 8.65 classified, 3.78 exempt, 3.5 faculty.
- Additional personnel changes include eliminating one vacant classified position (1.0), reducing a .50 faculty position, and moving .80 of a classified position from the General Fund.
- Neva Hutchinson noted there was a .50 position devoted to Recruitment, Enrollment and Graduation Services. She asked if it was possible to use a portion of the federal money received to put an employee to work targeting student recruitment. Jim said the rules are very specific and these funds cannot be used for general student recruitment.

Debt Service Fund (186–187)

- There are three types of long-term debt—Certificates of Participation (COPs), General Obligation (G.O.) bonds, and PERS bonds. On Slide 10, a table showing the remaining amounts, maturity date, and number of series for each obligation was shared.
- The college is currently evaluating issuing additional PERS bonds due to historically low interest rates, and this will be discussed at the PERS Workshop on May 5.

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Chemeketa Cooperative Regional Library Service (CCRLS) and CCRLS Reserve Funds (188–191)

- The college is adding a classified public relations/marketing position.
- A separate CCRLS Reserve Fund is utilized to replace the courier vans that transport books and materials to different libraries when needed.
- 9.25 positions are funded from these funds.

Auxiliary Enterprise Fund (Bookstore) (192–193)

- The budget has been reduced by \$1.1 million due to reduced carryover, the pandemic, and a transition from textbooks to digital course materials. The transition has benefited students by lowering the cost of course materials.
- The budget reflects a reduction of 3 vacant classified positions.

Intra-College Services Fund (194–195)

- This is an internal service fund that accounts for revenue and expenses related to activities in which departments are charged back for services provided (i.e., telephone, copy machine, and printing).
- A contingency amount of \$5.5 million is included for reserves.
- Moves to the General Fund include: .15 exempt General Counsel, .25 exempt Network Systems Manager, and .50 for two classified Public Safety Officers.

Student Government, Student Clubs and Student Newspaper Fund (196–197)

- The board approved a new \$.70 student-initiated fee as part of the Universal Fee to fund added student leadership positions, clubs and activities, and a legislative internship program. This will generate approximately \$170,000 of new income.
- Jenne Marquez asked if the money rolls over or if the students lose it. Jim said the money stays in the club accounts and rolls over.

Athletics Fund (198–199)

- The fundraising contribution to resources is currently on hold.
- The universal fee allocation was changed by an additional \$.10 to help maintain funding loss from declining enrollment.
- The college moved funding for .50 of a Student Services Coordinator to the General Fund.
- Jackie Franke asked how the college was doing related to the Title IX issue concerning equity with men's and women's sports facilities. Jim said renovations of the clubhouse have been completed so the women's and men's sides were equal; the college made a huge investment in the women's-only softball facility; soccer fields are in place for men and women; and a universal restroom facility exists in Building 7. David stated that a committee at Chemeketa is working with the Office of Civil Rights in fulfilling all of the recommendations to which the college needs to adhere in relation to Title IX. Ken Hector indicated that the major Title IX issue involved women's softball and that issue was fully resolved. David stated that that was what brought the Office of Civil Rights to take a closer look, and that the issue has been resolved.

External Organization Billing Fund (Pages 200–201)

- This fund contains accounts for direct billing service for external organizations that lease space from the college, and professional organizations to which employees belong.

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Financial Aid Fund

- This is the second largest in the Summary of All Funds, representing 20.86 percent of the total budget. This fund includes the Federal Pell Grant, Supplemental Educational Opportunity Grant, Federal College Work Study, the Oregon Opportunity Grant, the Oregon Promise Grant, private scholarships, and college-paid tuition scholarships like the Chemeketa Scholars program.
- The college moved .25 to the General Fund so that .60 is funded in the Financial Aid Fund.

Slide 18 is a table of Proposed FTE Changes for FY2021–22. It shows the additions, reductions, eliminations and moves from Other Funds into the General Fund, for a total proposed change of 7.63 positions.

Slide 19 is a Summary of All Funds FTE broken down by employee category: 219 faculty; 351.04 classified; and 111 exempt, for a total of 681.04 FTE salaried positions.

Ray referenced Slide 14, Student Government, Student Clubs and Student Newspaper Fund and specifically the \$.70 fee. Ray wanted to make sure the process was complete and that there would not be any legal issues with groups at the college concerning how the funds would be distributed. Jim stated legal counsel reviewed this and an advisory council will help the student board execute these funds so there should not be any issues.

E. PUBLIC TESTIMONY REGARDING PROPOSED BUDGET

None submitted.

F. PRESENTATION OF BUDGET RECOMMENDATION—ACTION REQUIRED

Rich McDonald referred to the Motion for Approval in the budget packet listing the figures for the motion and noted the total of all funds is \$321,942,000. This is the budget that the college recommends to the budget committee for approval, which will go to the board for adoption. It also lists the property tax rates and amount to be imposed. The following budget recommendation for the 2021–2022 proposed budget was submitted for approval, including the following totals by fund:

General Fund	102,930,000
Capital Development Fund	20,900,000
Plant Emergency Fund	750,000
Special Projects Fund	47,075,000
Self-Supporting Services Fund	23,290,000
Debt Service Fund	34,630,000
Chemeketa Cooperative Regional Library Service Fund	4,625,000
Reserve Funds	515,000
Auxiliary Enterprise Fund	6,000,000
Intra-College Services Fund	13,500,000
Student Government, Clubs, and Newspaper Funds	382,000
Athletics Fund	285,000
External Organization Billing Fund	550,000
Financial Aid Fund	<u>66,510.00</u>

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Total All Funds	\$321,942,000
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And that the Budget Committee establish and approve the following property tax rates and amount to be imposed:

Chemeketa Community College	\$0.6259/\$1,000
CCRLS	\$0.0818/\$1,000
General Obligation Bonds	\$11,450,000

G. DISCUSSION OF RECOMMENDED BUDGET

No discussion.

H. ACTION ON RECOMMENDED BUDGET

Jackie Franke moved and Joe Van Meter seconded a motion that the 2021–2022 proposed budget of \$321,942,000 be approved and the property tax rates for Chemeketa Community College at \$0.6259/\$1,000; CCRLS at \$0.0818/\$1,000; and General Obligation Bonds of \$11,450,000 be imposed.

The motion CARRIED unanimously.

Ray Beaty thanked the Budget Committee, the Board of Education, and all the college staff for their work, dedication and making a difference to the students and the community. Budget Committee members thanked Ray for his work as Chair.

I. ADJOURNMENT

The meeting adjourned at 5:24 pm.

Respectfully submitted,

Board Secretary

President/Chief Executive Officer

Budget Committee Chair

May 19, 2021

Date