



Board Finance/Facilities Committee Report

February 9, 2017

The Finance/Facilities Committee met on January 30, 2017. Members present were, Joe Creaghead, Paul Whalen and Daniel Ridley. Also present were Dr. Figueroa, Jamie Younger, and Ken Paul.

The primary purpose of this meeting was to review the Budgeting process and establish a timeline for that process. Also discussed were the need for key assumptions to be used in the process along with an update of the three outstanding questions from the last budget.

The first steps in setting the budget are underway with a survey of all Deans to determine their enrollment projections by class and program. A three-year history of all ongoing programs was used as a baseline. For new classes or programs, a conservative estimate is being used.

A list of the key assumptions to be used will be shared with the Committee by March 20. Also, a strategic needs analysis has been prepared and reviewed with the President's Cabinet.

In early March, there will be a review of the FY17 vacancies and the FY 18 revenue projections. The Committee will review this information on March 20.

It should be noted 5% of the State funding for FY18 will be performance based. The metrics for this have not been set by the State.

A facilities utilization plan is also in the works. This will take into account the various term lengths and classroom usage. One consideration being taken is hybrid classes which combine on-line work with periodic meetings in class. The goal is to work within capital and operating budget constraints while maximizing facilities use.

Finally, we discussed the three open questions from our budget approval last year. Those and their status are:

1. Instructional Expense and Headcount by Program of Study: Being established as part of this budget process. This will be the baseline going forward.
2. Budget and Headcount by Department: This also is being addressed in the current budget process with a baseline being established.
3. Cost per teaching hour for each program along with the assumptions for participation in each program: The Committee was told this is part of the budget process for FY 17/18.

The Committee will meet again on March 20 and April 10 to receive updates on the Process. A final presentation of the Budget will be submitted to the Board for approval on May 16.

Respectfully submitted,

Joe Creaghead
Committee Chair