

New Mexico Junior College

Board Meeting (Budget Work Session)

Wednesday, April 7, 2004
Bob Moran - Multipurpose Room
12:00 Noon

Agenda

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| A. Welcome | Larry Hanna |
| B. Adoption of Agenda | Larry Hanna |
| C. Presentation and Discussion of the Budget | Steve McCleery |
| D. Announcement of Next Meeting | Larry Hanna |
| E. Adjournment | Larry Hanna |

Budget Criteria

- Must be based on Strategic Plan
- Must be based on the Master Plan
- Must be good for the entire institution
- Must be good for the Service Area
- Must meet Commission on Higher Education Criteria
- Must meet Board Criteria
- Must meet Performance Based Funding Standards
- Must be done with integrity
- Must be 100% supportive of each area's budget

2003/04
NEW MEXICO JUNIOR COLLEGE
Capital Project Priorities

FUNDED	Current Balance	Project	Funding Source
	1,191,750	Workforce Training Center	99/01, 00/01, 01/02 Reserves
	2,365,439	Ben Alexander Student Center	01/02 Reserves, 02/03 Reserves
	500,000	Western Heritage Center	01/02 Reserves
	118,884	Dormitory Landscape	00/01 Reserves
	45,901	Dormitory Recreation Area	02/03 Reserves
	201,296	High tech start up fund for research and development	00/01 Reserves, 02/03 Reserves
	73,263	Circle Drive	01/02 Reserves
	123,196	Technology Upgrade	00/01, 01/02 Reserves
	175,000	Docutech	01/02 Reserves, 02/03 Reserves
	4,992	Vehicles	01/02 Reserves, 02/02 Reserves
	44,964	Drawings and Master Plan	01/02 Reserves, 02/03 Reserves
	131,802	Baseball Field Improvements/Renovation	00/01, 01/02 Reserves, 02/03 Reserves
	11,534	Rodeo Arena Improvements	00/01 Reserves
	0	JASI	02/03 Reserves
100,000	Millen Drive Fence/Landscape	02/03 Reserves	
50,000	Roadway & Parking Lot Seal Coating	01/02 Reserves	
30,000	Used vehicles for Law Enforcement Academy	03/04 Reserves	
5,168,021	Funds allocated for capital projects		

HIGH PRIORITY	200,000	Administrative Software Conversion	03/04 Reserves
	50,000	WT ITV	03/04 Reserves
	80,000	Marketing/WHC	03/04 Reserves
	370,000	One Time Compensation	03/04 Reserves
	70,000	Clerk of the Works	03/04 Reserves
	1,630,000	various construction projects	03/04 Reserves
	100,000	Baseball Field	03/04 Reserves
	200,000	Docutech	03/04 Reserves
	50,000	Millen Drive Landscape	03/04 Reserves
	50,000	Parking Lot Seal Coat	03/04 Reserves
	50,000	Circle Drive/Millen Entry	03/04 Reserves
	75,000	Vehicle Replacement	03/04 Reserves
	50,000	Master Plan	03/04 Reserves
	150,000	Technology Upgrades	03/04 Reserves
	150,000	Equestrian Center	03/04 Reserves
	200,000	Dorms	03/04 Reserves
	125,000	Telephone System	03/04 Reserves
3,600,000	Total request for capital projects from reserves		

**2004/2005
REVENUE PICTURE**

State Appropriations	increase	\$310,800.00
Tuition	increase	8,400.00
Institutional Fees	increase	(31,350.00)
IT Fee	increase	60,000.00
Oil and Gas	increase	-0-
Oil and Gas Equipment Tax	increase	-0-
Bookstore	increase	76,750.00
Mill Levy Property	increase	468,000.00
Miscellaneous Revenue	decrease	(78,329.00)
TOTAL REVENUE	increase	\$814,271.00

NEW MEXICO JUNIOR COLLEGE

5-year Enrollment Trend

Fall Headcount

Annual FTE

	Fall Headcount			Annual FTE		
	Headcount	Headcount Increase Over 98/99	Percent Increase Over 98/99	FTE	FTE Increase Over 98/99	Percent Increase Over 98/99
2003/04	3440	633	22.5%	1777	213	13.6%
2002/03	3430	623	22.2%	1775	211	13.5%
2001/02	3250	443	15.8%	1754	190	12.2%
2000/01	3274	467	16.6%	1803	239	15.3%
1999/00	3106	299	10.7%	1662	98	6.3%
1998/99	2807			1564		

NEW MEXICO JUNIOR COLLEGE 5-year History of Oil and Gas Revenues

Fiscal Year	NMJC Oil & Gas Revenue (Production Tax)	Authorized Mill Rate	
2004-05	2,874,084	5.00	<i>Budget amount</i>
2003-04	2,735,598	5.00	<i>As of 3-31-04</i>
2002-03	3,101,525	5.00	
2001-02	3,261,996	5.00	
2000-01	4,727,685	5.00	
1999-00	2,922,246	5.00	

5-year average annual
collections, 1999-00 thru
31-Mar-04

3,349,810

NEW MEXICO JUNIOR COLLEGE
5-year History of Oil and Gas Equipment Revenues

Fiscal Year	NMJC Oil & Gas Equipment Revenue (O & G Equipment Tax)	Authorized Mill Rate	
2004-05	535,695	5.00	<i>Budget amount</i>
2003-04	627,237	5.00	<i>As of 3-31-04</i>
2002-03	747,154	5.00	
2001-02	827,549	5.00	
2000-01	468,373	5.00	
1999-00	365,801	5.00	

**5-year average annual
collections, including
1999-00 through 3-31-04**

607,223

NEW MEXICO JUNIOR COLLEGE

5-year History of Property Tax Revenues

Fiscal Year	Property Tax Revenues	Effective Mill Rate		Lea County Assessed Value	
		Residential	Non-Res.		
*2004-05	2,468,000	4.265	5.000		
**2003-04	1,612,252	4.265	5.000	Corrected	514,108,516
2002-03	2,304,794	4.265	5.000	rates	514,006,348
2001-02	1,859,038	4.201	3.454	4.993	491,031,542
2000-01	1,742,458	4.037	3.307	4.478	482,093,025
1999-00	2,084,683	3.917	4.594		476,884,165

*Budget Amount

**Actual thru 3-31-04, not final

5-year average 1,920,645
 annual collections from 1999-00
 through 3-31-04

DEPARTMENTAL BUDGETS

Department	2003/2004 Approved Budget	2004/2005 Budget Request	Increase (Decrease)
President :			
NMJC Board	17,500	16,500	(1,000)
President's Office	207,433	207,433	-
General Institutional Support	183,500	168,500	(15,000)
Institutional Foundation	55,000	47,300	(7,700)
Institutional Development	80,979	78,879	(2,100)
Research & Planning	50,460	63,976	13,516
Maintenance Department	451,873	477,136	25,263
Custodial Department	357,601	357,601	-
Grounds Department	146,129	144,913	(1,216)
Motor Pool	3,000	8,000	5,000
Del Norte Center	108,782	111,046	2,264
ELIN Computer Support	84,496	84,496	-
Lea County Hall of Fame	61,450	61,450	-
Computer Services Department	609,016	630,591	21,575
Total for President	2,645,408	2,686,010	40,602

Department	Approved Budget	Budget Request	Increase (Decrease)
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VP for Instruction:	2003/2004 Approved Budget	2004/2005 Budget Request	Increase (Decrease)
Vice President for Instruction	42,658	42,658	-
Interactive Television	30,380	20,380	(10,000)
Instructional Support	37,450	34,200	(3,250)
North Central Association	-	25,000	25,000
Learning & Assessment	80,000	55,000	(25,000)
Law Enforcement Academy	89,290	89,290	-
Corrections Academy	107,610	105,946	(1,664)
Criminal Justice	75,303	100,756	25,453
Fire Science	-	3,900	3,900
Legal Assistant / Paralegal	57,983	59,633	1,650
Summer Sessions	294,854	294,854	-
Library Administration	261,947	258,572	(3,375)
Library Services	198,823	202,450	3,627
Events A.V. Services	37,851	34,300	(3,551)
Title V Co-op	32,185	31,216	(969)
Total for VP for Instruction	1,346,334	1,358,155	11,821

Department	Approved Budget	Budget Request	Increase (Decrease)
VP for Student Services:	2003/2004 Approved Budget	2004/2005 Budget Request	Increase (Decrease)
Student Services Office	45,608	42,025	(3,583)
Student Recruiting	78,030	78,030	-
Financial Aid	159,907	159,907	-
Counseling Office	267,218	285,841	18,623
Student Support Services NMJC	5,900	4,900	(1,000)
Talent Search NMJC	6,000	9,260	3,260
Upward Bound NMJC	13,000	8,835	(4,165)
Enrollment Management	154,320	155,070	750
Security Department	208,014	216,489	8,475
Student Life	114,610	115,550	940
Residential Housing	164,253	166,753	2,500
Athletics - Administration	132,620	133,120	500
Basketball - Men	81,938	82,638	700
Basketball - Women	82,138	82,838	700
Baseball	86,147	87,397	1,250
Golf	45,880	45,880	-
Rodeo	119,950	119,950	-
Athletic Training	34,076	34,076	-
Cross Country Team - Women	76,752	76,752	-
Cheerleaders	11,530	12,530	1,000
Athletic Scholarships	30,910	35,200	
Institutional Workstudy	125,500	100,000	(25,500)
NMJC Honors Scholarships	32,979	33,000	21
Tuition Waivers	116,000	168,000	52,000
Total for VP for Student Services	2,193,280	2,254,041	60,761

Department	Approved Budget	Budget Request	Increase (Decrease)
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VP for Finance	2003/2004 Approved Budget	2004/2005 Budget Request	Increase (Decrease)
Business Office	307,152	312,256	5,104
Human Resources	136,794	136,794	-
Telephone & Mail Services	121,466	126,466	5,000
Employee Fringe Benefits	2,247,790	2,247,790	-
Bookstore	983,210	1,046,956	63,746
Food Services	266,520	266,520	-
Utilities - Main Campus	500,000	500,000	-
Utilities - Driving Range	11,000	11,000	-
Utilities - Del Norte	33,200	33,200	-
Utilities - Eunice	3,300	3,300	-
Insurance			
			-
Total for VP for Finance	4,610,432	4,684,282	73,850

Department	Approved Budget	Budget Request	Increase (Decrease)
Dean Continuing Education:	2003/2004 Approved Budget	2004/2005 Budget Request	Increase (Decrease)
Continuing Education	175,267	192,457	17,190
Driver Education	59,592	63,224	3,632
Summer Camps	22,250	17,250	(5,000)
College Communications	369,854	289,854	(80,000)
Total for Continuing Education	626,963	562,785	(64,178)

Dean Transitional Studies:	2003/2004 Approved Budget	2004/2005 Budget Request	Increase (Decrease)
Dean's Office Transitional Studies	85,889	124,182	38,293
Transitional Studies Division	165,945	220,028	54,083
Learning Assistance Center	-	35,000	35,000
Testing Center	29,713	29,713	-
Title V NMJC	46,639	16,639	(30,000)
Total Transitional Studies	328,186	425,562	97,376

Department	Approved Budget	Budget Request	Increase (Decrease)
Arts and Science:	2003/2004 Approved Budget	2004/2005 Budget Request	Increase (Decrease)
Dean's Office - Arts & Sciences	123,421	158,256	34,835
History/Government/Anthropology/Geogr	125,975	141,524	15,549
Psychology	132,314	125,018	(7,296)
Sociology	91,139	69,419	(21,720)
English	468,829	338,166	(130,663)
Languages	-	44,874	44,874
Humanities	-	20,928	20,928
Ceramics	2,450	32,468	30,018
Drawing/Painting	54,879	65,054	10,175
Photography	2,950	12,925	9,975
Physical Education	505,635	502,785	(2,850)
Geology	43,100	52,150	9,050
Physics/Engineering	38,400	32,850	(5,550)
Biology	90,567	90,617	50
Chemistry/Astronomy	60,829	66,329	5,500
Anatomy/Microbiology	48,729	60,805	12,076
Education/Early Childhood Education	63,871	83,153	19,282
Mathematics	179,823	140,547	(39,276)
Music	88,607	113,667	25,060
Theatre	54,796	32,268	(22,528)
Technical Production	49,318	52,168	2,850
Radiological Control & Waste Handling	70,000	70,000	-
Total for Arts & Science	2,295,632	2,305,971	10,339

Department	Approved Budget	Budget Request	Increase (Decrease)
Business & Technology:	2003/2004 Approved Budget	2004/2005 Budget Request	Increase (Decrease)
Dean's Office - Business & Tech	125,648	113,588	(12,060)
Tours	-	-	-
Allied Health - Nursing	475,966	465,458	(10,508)
Nursing Expansion	69,900	72,200	2,300
Nursing Allocation	95,500	95,500	-
Automotive Tech	67,992	64,792	(3,200)
Computer Information Systems	218,109	242,299	24,190
Cosmetology	109,157	147,357	38,200
Culinary Arts/Woodworking	-	8,150	8,150
Agriculture	51,905	51,905	-
Livestock Judging	-	-	-
Office Technology	165,028	99,291	(65,737)
Business/Accounting/Economics	156,262	132,519	(23,743)
Telecommunications	29,015	-	(29,015)
GM-ASEP	70,060	73,060	3,000
Ford-ASSET	125,134	117,484	(7,650)
ACTA	279,701	281,673	1,972
Welding	46,512	46,512	-
Computer Asst. Drafting	40,025	40,025	-
Design Communications	78,234	83,713	5,479
Emergency Medical Technician	-	8,042	8,042
Total for Business & Technology	2,204,148	2,143,568	(60,580)

**NEW MEXICO JUNIOR COLLEGE
Projected Reserves
Estimated through June 2004**

<i>Reserves on June 30, 2003 (audited Fund Balance)</i>	3,626,069
PLUS: estimated increases to reserves in fiscal year 2003/2004 (1,364,000 oil and gas revenue over budget)	1,364,000
Subtotal	4,990,069
LESS: (a) Board approved transfer from reserves for Law Enforcement academy used vehicles	(30,000)
LESS: (b) recommended minimum amount to transfer from reserves to capital funds in order to complete capital projects	(3,600,000)
<i>Estimated reserves on June 30, 2004 (unaudited)</i>	1,360,069
Plus: projected unrestricted revenues for fiscal year 2004/2005	17,948,200
Less: budgeted expenditures for fiscal year 2004/2005	<u>(17,948,200)</u>
<i>Estimated reserves on June 30, 2005 (unaudited)</i>	<u><u>1,360,069</u></u>

(a) It is recommended that \$3,600,000.00 be transferred from unrestricted reserves into the college's capital funds prior to the end of fiscal year 2003/2004. The transferred funds would be used for various capital projects. (Reference the Capital Projects section for detailed list of proposed projects.)

2003/04

**NEW MEXICO JUNIOR COLLEGE
Capital Project Priorities**

	Current Balance	Project	Funding Source
F U N D E D	1,191,750	Workforce Training Center	99/01, 00/01, 01/02 Reserves
	2,365,439	Ben Alexander Student Center	01/02 Reserves, 02/03 Reserves
	500,000	Western Heritage Center	01/02 Reserves
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	50,000	Roadway & Parking Lot Seal Coating	01/02 Reserves
	30,000	Used vehicles for Law Enforcement Academy	03/04 Reserves
5,168,021	Funds allocated for capital projects		

H I G H P R I O R I T Y	200,000	<i>Administrative Software Conversion</i>	03/04 Reserves
	50,000	<i>WT ITV</i>	03/04 Reserves
	80,000	<i>Marketing/WHC</i>	03/04 Reserves
	370,000	<i>One Time Compensation</i>	03/04 Reserves
	70,000	<i>Clerk of the Works</i>	03/04 Reserves
	1,630,000	<i>various construction projects</i>	03/04 Reserves
	100,000	<i>Baseball Field</i>	03/04 Reserves
	200,000	<i>Docutech</i>	03/04 Reserves
	50,000	<i>Millen Drive Landscape</i>	03/04 Reserves
	50,000	<i>Parking Lot Seal Coat</i>	03/04 Reserves
	50,000	<i>Circle Drive/Millen Entry</i>	03/04 Reserves
	75,000	<i>Vehicle Replacement</i>	03/04 Reserves
	50,000	<i>Master Plan</i>	03/04 Reserves
	150,000	<i>Technology Upgrades</i>	03/04 Reserves
	150,000	<i>Equestrian Center</i>	03/04 Reserves
	200,000	<i>Dorms</i>	03/04 Reserves
	125,000	<i>Telephone System</i>	03/04 Reserves
3,600,000	<i>Total request for capital projects from reserves</i>		

**New Mexico Junior College
2004-2005
Budget Priorities**

Strategic Plan/Vision		
V-1,V-5,V-9	Compensation	\$ 303,000.00
V-1,V-2,V-3,V-5,V-6	Required Budget Increases	\$ 309,755.00
V-2,V-3,V-4,V-11	Recruiter	\$ 50,000.00
V-2,V-3,V-4,V-11	Marketing	\$ 80,000.00
V-1,V-5,V-9	Annuity	\$ 100,000.00
V-1,V-5,V-9	Contact Hour Equalization	\$ 35,600.00
V-1,V-2,V-3,V-4,V-7,V-11	Literacy Building	\$ 10,000.00
V-1,V-2,V-3,V-4,V-7,V-8,V-11	Western Heritage Center Director	\$ 60,000.00
	TOTAL	\$ 948,355.00

**New Mexico Junior College
2005-2006
Budget Priorities**

Strategic Plan/Vision		
V-1,V-5,V-9	Social Security	\$ 318,000.00
V-1,V-2,V-3,V-4,V-7,V-9,V-10,V-11	Western Heritage Center	\$ 110,000.00
V-1,V-3,V-4,V-5,V-7,V-10,V-11	Student Center	\$ 100,000.00
	TOTAL	\$ 528,000.00

**Board Budget Session
April 7, 2004**

Dr. McCleery

Intro:

- Budget tied to mission statements and strategic plan
- Accountable to board, taxpayers, CHE, ourselves
- Budget Criteria review
 - Master building plan
 - Strategic planning cycle (November 2004)
 - Good for institution – move institution as a whole, not individual departments
 - Good for service area – county → region → state → national (as we expand distance education opportunities)
 - CHE criteria - % I&G, SS, Adm
 - Board criteria
 - Performance based indicator standards
 - Integrity – solicit input and put institution first
 - Supportive – celebrate decisions made to advance institution as a whole
- Budget priorities – tied to strategic plan (overview)
- Required budget increases – Becomes a reoccurring expense
 - Utilities
 - Insurance
 - Maintenance agreements (etc.)
- Marketing – 80K – Non-reoccurring
 - Dorms
 - Western Heritage
- Review of Capital Projects
- Review of Revenue Projections
- Review of Fiscal Budget Requests – Overview of each area – President and Finance

Questions:

Cavitt Motor pool – Why cell and phone \$ in budget when no personnel? Bill Rash (Carroll)

Kesner Insurance – is the money requested budget increase included in the \$214,000 listed on page 58? Yes it is (McCleery)

Kesner 25K increase in maintenance . . .? Road grader ??? [Not complete, could not hear]

Kesner Phone system – Is the proposed new phone system IT based? As he understands this will allow for less line charges – Asks if it wouldn't cost less – so why noting an increase. We won't get in place until end of the year. By the time get approved and installed we will be well through fiscal year. (McCleery)

Kesner Increase in employee health cost. Was insurance cost included in benefit line item? Yes it was (McCleery)

Cavitt Do we have health insurance cost increase information per employee? Not today, will have by the 19th. (McCleery)

Cavitt/Kes Cost for Staked Plains etc. (\$1000) – Stated that these events are important for bringing community onto campus. Question raising the money for this. We can look at. In fact, there was an increase requested but, along with many others, was cut. (McCleery)

Cavitt Clerk of the Works – would like to see with more authority given to make decisions and have to run to Carroll or McCleery. He doesn't want to see bottleneck. Questions if 70K is annual or what will cover. No it is one time – July 7 to July 7 with another 22-27 days added to cover time lost due to unexpected conditions. We want the clerk to stay in place until occupancy certificate is received. (McCleery) Cavitt is concerned the projects will take longer due to several other local projects going on – states concern with length of contract for clerk.

Kesner ELIN – revenue projections? Do we get reimbursed? Yes we do, Dan will get this information for you. (McCleery)

Break

Organ Presentation of budget requests

Questions:

Kesner When will contract labor fees go away for TRIO grants? SSS in about one more year and upward bound will be at least two more years. (Organ)

Kesner Security on page 38. Has his job duties changed since last year? Yes, 50% increase in his duties. He is not responsible for mediation etc. – The position has grown – now doing 3rd party investigations, safety and first response. Savings to institution – on call . . . We have been behind and are now making up in the stipend. \$300 a month last year and now are asking for \$500 a month (Organ) Kesner states it would be more appropriate to include in salary rather than as a stipend. McCleery explains, 3rd party, on call, = time and if we place in salary schedule will be placed at higher

levels. People make comparisons. We need to justify on the salary scale. This is why prefer the stipend. Kesner – Morill does a good job. If need to should make a VP position reporting directly to the president. Need to state what he actually or should make in salary.

Cavitt Agrees with Kesner. Are a lot of positions on campus that need more salary. We need to be compensating for training. Maybe need a new department since the number of people on campus is increasing. McCleery explains OSHA investigations, safety – we had put our head in the sand and now we are addressing. We are doing a better job of managing.

Kesner Reiterates need for VP position that reports directly to the president and not through Organ.

Chappell Agrees but thinks we have more latitude with stipends. Sees them the same as one time bonuses that are not locked into the salary schedule. She does not want to see the stipends taken away.

McCleery Intent was to make the time right. Agrees to do due diligence and review the position for next year.

Chappell Bill, like all are valuable and can't be paid enough for what they are worth.

Fleming presentation of budget requests

Questions:

Cavitt Drivers education on page 60. Are the instructors full-time? They are contract. The increase is based on projections. (Fleming) On or off campus? They are from the community and are certified driver education instructors. (Fleming)

Cavitt Travel concerns – Referring to grant travel. When the grant money goes away will we keep the same level of travel? No, we will use what is already budgeted. Fleming has some money for faculty travel that is within the instruction budget. (Fleming)

Cavitt Agree moving money within a department but thinks there should be some board policy if moving between divisions. He feels it circumvents what is approved by the board. Fleming moves money within instruction not between President, VPSS, and VPF etc. (Fleming) Cavitt seemed to agree that this was okay but didn't seem completely comfortable.

- Cavitt Restate – Need to hold accountable for area (mentioned deans). They need options but needs to be carefully watched. We try and look at history, but you never know (i.e. influx of psychology students). Only time he moves money is for unforeseen or unexpected circumstances. (Fleming)
- Cavitt Hypothetical – we get new recruiter and have a significant increase in students and no money to move around. What are you going to do? Hopefully, enrollment management can assist with expectations and part of what we can do is creating larger sections. This defeats the purpose of community college but could go to the larger sections or team teaching. (Fleming). If had an influx of students, would be difficult to handle. We could go to the board and request additional money to operate a year out of reserves to cover the students. We will not see state funding increase for two years. (McCleery)
- Cavitt So have two options – increase class size and reserves
- Chappell Well, we won't turn them away. It would be about 1.2 million increase in funds two years out. (McCleery)
- Kesner Why no more Title V. Two year wait out (Fleming and Jackson)
- Kesner Don't be afraid to be under budget in a department – can come to the board for adjustments. He would rather see than transferring money back and forth. It is hard to follow the money.
- Chappell We don't want to see every budget adjustment
- Cavitt Agree – Don't want to micro manage. May bring adjustments to board for informational proposes. And expenditures – major – for information not approval. Give us time to bring together for the board and give us time to think about and present in a way that you can get what you need and still manage on our end. (McCleery)
- Cavitt Budget is hard to follow and with all the pluses and minuses. What is difference between education and early childhood education? Education = general education classes for those going off for bachelor degree and early childhood is a degree and certificate – the state prescribes the curriculum. (Fleming)
- Kesner Stipends – large percentage. What are they for? Chairs, advisors, labs, skills center, sponsors – additional money for non instructional activities. About \$12,000 is in new money request and about \$22,000 dean's budgets for coordinators, chairs, faculty senate president etc. (Fleming)

- Cavitt Faculty senate president – do they get a release class and a stipend? Depends on the load. Could be either. (Fleming)
- Kesner Overloads – notice history, government, and anthropology. Fleming explains the number of sections in the four areas and states they are very popular areas.
- Why? Are two staff teaching every class? Wouldn't it be better to fund another faculty position? That would be a fixed cost. \$37K versus \$8K. Our full-time to part-time ratio is good – over 50% of our classes are taught by full-time faculty. NCA will look at that ratio. Can hire but gets into fixed cost. We don't have enough money to support position now but is a priority in future (Fleming).
- Kesner Same thing in early childhood. Must be certified to teach. Now doing a triple overload. (Fleming)
- Cavitt Summer sessions – are they required or optional. Optional (Fleming)

Closing statements:

- Chappell Done a fantastic job – Rich, Regina, Dan, and Steve. Very dedicated. Thank you.
- Cavitt Contact hours – this needs more study and brought back to the board . . .online, offsite, on campus, office hours, PE, different courses, capping overloads. Sign contact and know what sign on for. . . here for students . . .why such a hot issue now. . .what about 3-5 year phase in – what about those phased in at tail end? – needs further study. He would not be in favor of without capping overload hours.
- Cavitt Social security. Asks administration to go beyond and explain to staff every detail. Wants to see that staff have the ability to make an educated decision. Will have to fund but where we get the funding from . . .
- Keep in mind that Jal \$ is reoccurring
- Compensation – 15-24 hours here and public schools are 25-30 – we need to keep this in mind. We have a lot of perks, it is a good place to work.
- What is currently in the marketing budget? 116,000 + 80,000 for this year (Oswald and McCleery)

Kesner When do the math on compensation and contact hour – 6.5 to 7% increase. Challenge administration to come back with a reduction - 3.4 4% and no one time? – It is too much with contact hour in there too.

Kesner Would like to see some studies

- Tuition and fees in line? We are in a market
- FTE Growth – are we in line with other institutions growth. If not, why?
- Expenditures – not top heavy make sure students receive the benefit of \$

McCleery clarification: tuition, FTE growth, and Expenditures – top heavy administration/Faculty

Jones Appreciate job in projecting budget. He tends to digest and come back with questions to individuals. Superior job to Dan and staff.

Hice Thank you for hard work on the budget. He is impressed every year. We say with the budget and as far as he is concerned it is a good budget.

Set next meeting for April 19th at 3:00 pm

Adjourned 3:45 pm.