



Budget Committee Minutes
March 7th, 2:00 PM
203B / B&O Building

Attendees: Alicia Frey, April Schrupp, Janet Fike, Jill Loveless, Mark Goldstein (phone), Peggy Carmichael, Shelley DeLuca, & Jeff Sayre

- I. Committee
 - a. Approval of Minutes
 1. Changed to Mention but no discussion for Faculty Salary Adjustment, Personnel Services Review, Ad Hoc class & Comp Recommendation, and others in that section
 - b. Motion to accept pending revisions to be sent out by Jill Loveless
 - c. Seconded by Alicia Frey
 - d. Vote passed unanimously

- II. Ethical Concerns
 - a. Members of the Budget Committee were included on e-mails from two committee members resigning citing ethical concerns. Though there were not specific items noted, Jeff Sayre had received from other sources the following items inferring this was the basis:
 - i. Voting as a Committee
 1. Each person has the ability and the right to make a motion in which the committee would vote on.
 - ii. Specific Budget Information
 1. The agenda is published for each meeting. If there is a desire to have anything else on the agenda, everyone has the right to suggest items for the meetings.
 - iii. Transparency
 1. If there is a specific request, let's make sure it gets into the minutes for accountability. The minutes are published fairly promptly after each meeting and always open for review and input.
 2. Concerns that the past budget committee didn't finalized the capital from the past.
 - a. There was discussion that some of the office projects conducted this year that may be different circumstances because they were empty spaces, not occupied space, giving no cause to disruption of productivity.
 - b. Prior to last year, there was often Capital projects conducted that were not approved by the committee.
 - c. For FY 2019, a sub-committee will meet to decide the prioritization of office / area improvements as decided in prior meeting.
 - d. There is truth in the statement and the formalization this year is much better.



- b. As a reminder to each member of the committee, if there are any concerns, they can be brought to Committee Chair - Jeff Sayre. Further sources can be CHRO - Peggy Carmichael, College President – Dr. Vicki Riley, and the WV Commission on Ethics.
 - c. All members are encouraged to report all ethical concerns.
 - d. A request was sent by Jeff Sayre for Budget Committee Member replacement to seek fair & balanced representation on 2/21, same day of the resignations. No replacements from Faculty have been appointed to date.
 - e. In a calling for any further concerns, none from the present committee members were raised.
- III. FY '19 Tuition & Fees
- a. Tuition & Fees must be submitted to BOG on 3/22 for approval
 - b. Tuition & Fees must be submitted to CTCS on 4/2
 - i. If the increase is less than 4% per year and cumulatively less than 10% for three years, it is only submitted for informational, no approval from the CTCS is necessary.
 - c. Concern that we do not know state appropriation, but we will operate under the current conditions. The college is in a position with reserves that if revenue projections were missed, the reserve could cover a short fall for the one-year period, allowing the college to operate as planned, making adjustments the next year.
 - d. Program Fees are likely go down this year, so this may be a good time to increase tuition
 - e. It may be a good idea to have small increases each year instead of larger increases every other year
 - f. Summer fees are often unfair because the intent is not realistic
 - g. By quick calculations, increase of tuition by 2% balances the loss in revenue from removing summer program fees (except for programs that require summer terms) and replacing by a \$25 summer fee.
 - h. This doesn't mean that tuition must be raised each year, but can be if the committee sees fit to do so. Years that program fees are large increase may be the best times to not increase tuition.
 - i. Discussion concerning adding an administrative fee of \$25 for early entrance was discussed with great support for instituting such a fee.
 - j. Motion to implement a \$25 summer fee in lieu of program fees except for programs that require summer terms; implement a \$25 administrative fee for early entrance students; and increase tuition 2% from Janet Fike
 - k. Second from April Schrupp
 - l. Vote passed unanimously
- IV. FY '19 Revenue model
- a. Jeff will change to Tuition and Fees according to the committee's suggestion, as well as update to the latest attendance figures (budgeting for flat enrollment trends)
 - b. The model will be sent out to committee for last review and vote at the next meeting
- V. FY '19 Operational Budget
- a. Delayed until next meeting



VI. Timeline Monitoring

- a. 3/22 - Tuition & Fees to be submitted for BOG approval
- b. 3/22 – First Draft of budget
- c. 4/2 - Tuition & Fees to be submitted to CTCS

VII. Miscellaneous

- a. There is a need for two meetings before the budget is submitted to the BOG.
- b. Next meetings March 12th 10:00 AM and March 19th 2:00 PM
 - i. The first meeting is over spring break. Anyone traveling will have opportunity to call in and provide feedback on the agenda by e-mail before the meeting which will be shared with the committee at the meeting

VIII. April Schrump move for adjournment