Members Present: Brock McMurray, Amanda Bauer, Sheri Horn-Bunk, Fernando Lara, Jo Ellen Patterson, and Geoffrey Dyer

Members Absent: Bill Devine

Guests: Justin Madding, Recorder; Kevin Cobb, AP Architects

The Budget Committee meeting of November 15, 2017, was called to order by Brock McMurray at 9:02 a.m. McMurray introduced Kevin Cobb of AP Architects who is visiting today to speak on facilities funding.

1. Minutes
   The minutes from October 18, 2017, were reviewed and approved by consensus.

2. Facilities Funding – Kevin Cobb, AP Architects
   McMurray said that one of our goals in the self-evaluation was to better understand facilities funding. One of the things we try to do at TC is to try and capitalize on State dollars for facilities funding. Kevin Cobb is here today to inform the committee on facilities funding. He has a high level of knowledge on how things get funded.

   Cobb said that the biggest opportunity for State dollars is the State Capital Outlay Program. We have a bond passed for these funds, but they are currently on hold by the governor. Our funding is based on scoring of a project on a project-by-project basis. There are three parts to funding, the five year construction plan, space inventory report, and enrollment projections.

   The 5 Year Construction Plan determines how important a project is to the district, and is partly formula driven. The plan has an FPP and IPP (Final Project Proposal and Initial Project Proposal). The FPP is ready for filing when the total costs of construction have been compiled. To get to the FPP stage, you must first file an IPP. The IPP is essentially notifying the State that what your next potential FPP will be. Cobb said that each year the projects are rescored. The scoring of projects range from 0-200. To even be considered, the project must score at least 100. Considering that there has not been a bond for 10 years until now, there is a lot of competition for funding of projects.

   For the space inventory report, different types of space score differently. The number from this report is included as part of the 5 Year Construction Plan.

   Enrollment projections are also used in the 5 Year Construction Plan in scoring the need for the project. The maximum participation rate model is used and is based on the district’s 3 year history. The participation rate is the number people 18 years of age or older who are enrolled with us vs. the annual population census. They take that percentage and use it to calculate enrollment in the future based on population projections.

   Cobb discussed WSCH. WSCH is the hours of instruction vs. the population. He said that if you want a new classroom, your WSCH score is important. If it is some other type of project, the WSCH may not be weighed as heavily.
Cobb said that enrollment and campus capacity are combined in the 5 Year Construction Plan.

McMurray, referring to WSCH score, said that when people ask for more classroom space but do not maximize their days of in-class instruction, such as not teaching on Fridays, then we are already down 20% in the classroom use score. Cobb said a 100% lecture space use score is 53 hours at 85% full per week.

Lara asked what roll does our census rosters play in all of this. He said that the census rosters are the real number of people attending. McMurray said that the Chancellor’s Office uses that information from the 320 report.

Dyer asked how online and noncredit classes affect WSCH. Cobb said that all hours are reported to the State. In the 5 Year Construction Plan you tell them how much WSCH is on-campus vs. off-campus. McMurray said that our noncredit is very small. Cobb said that different types of noncredit, and some count and others do not.

Cobb said that once all of the elements are combined in the 5 Year Construction Plan, the report will tell you what your level of need is.

Cobb said that there are 6 categories of projects:
   A. Health & Safety – Relates to imminent danger and are of the highest priority;
   B & C. Instruction space, libraries, classrooms, labs, and other educational buildings;
   D. Complete Campus – Gyms, Child Development Centers, etc.
   E & F. Institutional Infrastructure – Office space.

Cobb said that there are 4 phases in construction projects for State funding, and each phase requires approval by the State.:
   A. Preliminary Phase – includes preliminary drawings, finishes, some details, etc. Requires 35% of the drawings;
   B. Working Drawings – The drawings are finished and sent to DSA (Department of the State Architect) for approval so we can go to bid.
   C. Construction – Actual construction of the project.
   D. Equipment – Allowed in new building construction.

Each phase of the project has categories that affect the scoring of the project from 0-200. The score of a project is also affected by the amount of money we are willing to match, up to 50% of the project. Capacity load and campus need also affect the score. 5% cap load is equal to $5 million in match funding.

3. **18/19 Budget Development Calendar**
   McMurray said that we on schedule. The 18/19 Budget Development Calendar went to the board and was approved.

4. **Budget Update**
   McMurray said that at our last meeting he provided the “wish list” from the Chancellor’s Office. He said that he attended the ACBO Fall Conference and has some information. The good news is that it looks
like there is support for addition Base funding for STRS and PERS. He said that the tax receipts are good this year and coming in above the governor’s projections.

5. **Budget Adjustments**
   McMurray referred the committee to copies of the board memo listing the budget adjustments for the month of October. He proceeded to review the adjustments with the committee.

6. **Budget Committee Evaluation**
   McMurray referred the committee to copies of the completed self-evaluation form. This form was completed based on our discussion last meeting. McMurray proceeded to go through the self-evaluation with the committee.

7. **Budget Committee Meeting – January 17, 2018 – Conflicts with State Budget Workshop**
   McMurray said that the meeting currently set for January 17, 2018, conflicts with a State Budget Workshop that he is attending in Sacramento. He proposed moving that meeting to January 24, 2018. The committee approved moving the meeting date to January 24, 2018. Horn-Bunk noted that she will be unable to attend on that date.

8. **Other**
   Amanda Bauer attended the ACBO Fall Conference. She said that one of the workshops was on bookstores. She said there is a new development with publishers to reduce costs for students.

   McMurray addressed a question on Base funding. He said that we get funded based on FTES and some categoricals. Base is the amount of funding we receive per 1 FTES.

   Meeting adjourned at 10:33 a.m.

   Respectfully submitted by:

   Justin Madding