Members Present: Brock McMurray, Jennifer Altenhofel, Joy Reynolds, Amanda Bauer, Sheri Horn-Bunk, Leslie Minor, and Cliff Watts

Members Absent: Whisper-Lynn Null

Guests: Justin Madding, Recorder; Brandy Young

The Budget Committee meeting of April 15, 2020, was conducted by Zoom and called to order by Brock McMurray at 10:30 a.m.

1. Minutes – February 19, 2020

The minutes from February 19, 2020 were approved by consensus.

2. 20/21 Budget Development Calendar

McMurray reviewed the March, April, and May calendar items with the committee. Budget requests have gone through the requisite process and have been submitted to the Business Office.

Bauer gave a budget development update. We are on track.

McMurray said that the 320 deadline has been continued to May 4, 2020, and the College is working with Amber Anderson to complete the report.

The State budget May Revise will be issued in May.

3. Budget Update

Horn-Bunk asked McMurray what he anticipates what affect COVID-19 will have on the budget. McMurray said that the Chancellor’s Office is trying to hold the line on requesting funding as originally requested, and is requesting COLA. Historically, categorical type programs have taken hits, but Oakley was adamant about focusing on equity at this time. In short, there will probably not be as much money as we thought, but everything remains unknown at this time.

Horn-Bunk asked about effects on enrollments. McMurray said that the prison is closing, so we are losing approximately 70 FTES there. WESTEC is shut down right now, so we will be short on FTES from that source as well. However, the main campus enrollment is still good and the summer is a swing semester to use for enrollment purposes. Minor added that everybody is reporting hits to enrollment, VPI’s are having regional meetings, and MCCF is still scheduled to close in the fall.

Bauer asked if we are trying to move more online for the summer. Minor said that we are moving completely online for the Summer except for athletic classes scheduled for August. Many colleges are planning for total online classes in the Fall, but that is not confirmed for us at this time.

4. Budget Committee Goal: Understand the questions asked for accreditation in the Financial Resources section
A handout was provided to members before the meeting containing information from ACCJC with each standard, possible sources of evidence, and the review criteria. The handout was “screen shared” during the meeting and McMurray reviewed the document with the committee.

Standards 1-4 focus on resources, planning, and budgeting, how they are linked to the mission and vision, and whether it is all realistic.

Brandy Young, who is on the Financial Resources Committee and responded to standard number 3, explained the process she followed to respond to the standard. She broke the standard down to its elements, listed evidence for those elements, created an outline for the response, then filled in the outline with an appropriate narrative.

Standards 5-8 focus on accuracy, compliance, credibility, internal controls, audits, etc.

Standard 9 focuses on cash flow and reserves.

Standard 10 covers oversight of financial aid, grants, contracts, and investments.

Standards 11-16 focus on liabilities, debts, financial solvency, OPEB, bonds, COP’s, student loans, and contractual agreements.

5. Accreditation – Financial Resources Committee

McMurray reported that he has received 13 completed drafts, and he has reviewed and edited those drafts. The committee is compiling the remaining 3 drafts in preparation for our next meeting. Final drafts are due to the Accreditation Steering Committee in June.

6. Other

McMurray said that the College is in the process of seeing if we qualify for, and evaluating if we need, FEMA funds. A resolution is going to the board today regarding FEMA.

The College’s allocation from the CARES Act is approximately $1.2 million. Half of the $1.2 million goes directly to students.

Meeting adjourned at 11:30 a.m.

Respectfully submitted by:

Justin Madding