

**Northshore Technical Community College
Budget Committee Meeting
October 12, 2017 9:00 a.m.**

Minutes of Meeting

Members Present: Marc Chauvin, William Wainwright, Dewayne Lambert, Kimberly Showers Jim Carlson, Ken Tillman, Christy Montgomery, Kim Finch, Bridget Laborde, Khiem Ngo, Kristen Bell, Kelly Perrin, Margaret Keller
(Kim Finch was present by phone)

Members Absent: Daniel Roberts, Tina Tinney, and Shelia Singletary

I. Welcome

The meeting was chaired and called to order by Dana Dumas at approximately 9:00 am.

Dana Dumas welcomed the Budget Committee Members

II. New Business

A. Unrestricted and Restricted Budgets

Marc Chauvin went through the difference of state general funds unrestricted and unrestricted funds. No restrictions apply on SGF and Self-Generated funds. Some restricted funds are controlled by state law, for example, SGA and Academic Excellence. The operating budget is completed and sent to LCTCS. LCTCS compiles the BOR for all technical and community colleges and sends the forms to the Board of Regents. All attendants were given a bound copy of the FY 2018 Operating Budget. Marc also presented the group with two spreadsheets that show how the budget is calculated for each campus. He explained that budget is calculated based on BOR's Group Weight times Program FTE.

B. Costs per FTE by Program by Campus

Marc presented several documents that showed Full Time Equivalent (FTE) for each program. (FTE sorted by highest cost, FTE by program, and FTE by campus.) Marc explained that the FTE's are calculated based on the Program SCH (Program Hours) and the number of full time hours (30). Marc pointed out that LI - Career and Success Skills class has an extremely high Cost/FTE. Dr. Carlson stated that it does not seem accurate since all of these classes are filled to capacity. Finance and Institutional Research is looking into why this number appears to be off. While reviewing Florida Parishes programs with high FTE's Dewayne Lambert stated that Florida Parish does not have a Const-Bldg Technology program. Finance is researching this also.

C. Salary Worksheets

Dana discussed how the salary worksheets tie into the FY 2018 Operating budget. Dana discussed some shortcoming with the completion of the salary worksheet such as employees being listed as General Studies and Health Sciences rather than their actual programs. Dana explained incorrect salary

coding's could cause the FTE's for some programs to be high. We discussed the importance of listing the employees by program. For example Health Science/Allied Health is not a program. Nursing and Patient Care are programs. General Studies should be listed as the class that the instructors are teaching. For example, Math, Biology, Business or Management.

D. Travel, Operating Services, Supplies and Coding

Kim Showers explained that the categories of travel, operating services, and supplies are copied over from the prior years. It is important that deans and vice provost tell us if they are planning for any large expenses in the next fiscal year or if they have had any changes in the prior year. She reiterated the points of coding Business and Management Classes as such rather than BOT or BOA. We need to do a better job of coding online instructor salaries to LZ. When completing the Staffing request purchase and requisitions we have to do a better job of coding correctly. Things should be coded by program. If Items are for more than one campus or program it should be coded as such. Staffing request have a section to mark if an employee is less than 100% on them. Continue to code developmental English and Math as Dev Ed.

E. Budget responsibility and Budget Revisions

I provided BOR 4 forms to everyone broken down by campus and by section with exception to the instructional side (General studies, Health Studies, and Technical Studies). Dana will send out up to date budgets to everyone next week. Margaret Keller asked how the new process will affect departments like library that have multiple campuses. Christy add that she thought it would be a good idea to allow departments to order things for multiple campuses as a cost savings. She pointed out that it should not be things like equipment. The campus dean should have to approve all large purchases that will affect their campus. If she was to order promotional items and brochures for all the student service departments she should not have to get with all of the deans. No one objected to budget heads signing off on purchases for items like supplies. Bridget suggested that we design a policy as it relates to the budget revision and management process. Marc agreed and stated that we could update the purchasing policy and to include some verbiage. Marc asked when we would like to implement the budget revision process and suggested January 2018. Chancellor Wainwright suggested that we implement it sooner than January. Everyone present agreed that we should implement the process ASAP. Budget revisions forms were handed out to everyone at that time. Kim pointed out that the BOR 4 could be used to know the programs that the college currently uses. Bridget asked would the campus be responsible for managing the budget for utilities. Everyone agreed that finance would be responsible for that portion of each campuses budget.

F. Electronic Requisitions

Marc discussed the implementation of electronic requisitions. We have set up a committee to assist in this process. Everyone should begin to think about who they would like to enter requisitions for each campus. Online requisitions ca not be implemented until after LCTCS completes the Banner update in November. Bridget suggested that we have one person for each department. Kim stated that each campus should consider modeling their purchase requisitions process like

Florida Parish. She stated that Florida Parish does an exemplary job with completing purchase requisitions correctly. Bridget asked if training would be provided at each campus. Dana stated that if it is needed we could discuss it in the future. Marc pointed out that banner has training within LOLA for online requisitions.

III. Closing remarks

Chancellor Wainwright shared with the group about his meeting in Baton Rouge this week. He discussed his upcoming trip to review water management technology for a study abroad program. We discussed the merit and pay scale increases that everyone would see this week. Christy brought up that some classified employees felt left out. Chancellor stated that we would have Human Recourses email all classified employees to remind them of their increase that is scheduled for January 2018.

IV. Adjourn

The meeting was adjourned by Marc Chauvin at 11:00 am.