

minutes

# Budget Committee

Friday, February 24, 2023

8:10-9:00 AM

**Present: Alexandra Beard, Nancy Dietrich, Gerard Haddad, Jessica Hester, Andrea Hoagland, Eva Menefee, Jean Ramirez, Kabeer Ahammad Sahib, Denise Warner and Rick Williams**

## Agenda

1. Feb. 10, 2023 meeting minutes were approved.
2. New members of the Senate Budget Committee include Jessica Hester, Social Sciences and Humanities Department Director; Rick Williams, Community Education & Workforce Development Faculty; and Lisa Whiting Dobson, Digital Media, Audio & Cinema, Arts & Sciences Faculty.
3. Budget Committee volunteers needed to attend Board of Trustees (BOT) meetings and review BOT packets for financial information. Denise distributed sign-up sheet. Nancy and Jessica will attend March 20 meeting.
4. LCC BOT Feb. 20, 2023 meeting attended by Denise and Alexandra.
   1. 2023-24 course fee increase approved. Course fees vary greatly by course. Due to aid caps, Pell Grants and financial aid may not fully cover expenses for high fee courses. Tuition benefits do not cover course fees.
   2. Projected revenue increase of 1.4% in FY 2024; projected deficit of $1.4-1.5 million in FY 2025. State appropriations are expected to increase by 2.5% in FY 2025, but enrollment declines and 3% increase in salary and benefit expenses will offset. New hires are primarily filling current vacancies (due to pandemic and retirements). Vacancy factor is considered in budget estimations, including length of time position goes unfilled and changes to salary. FY 2025 deficit projection does not include tuition increase, which will be voted on at next BOT meeting.
   3. Trustee Abood discussed fundraiser for LED displays commemorating notable African Americans affiliated with LCC. Each $1 donated would be matched with $.50 from LCC. Concern that this may divert revenue from scholarships. Brought to closed session and will be on next BOT agenda. The college has a procedure for implementing board generated initiatives.
   4. Unused designated funds can rollover to following year or be placed in contingency or emergency fund; unspent department funds do not rollover and are returned to the college. Divisions are not penalized for overspending since overspending in one division balances out with underspending in another.
   5. [BOT Packets](file:///O:\BOT-Public\Board-Meeting-Materials\2023\02_Febraury2023) available on O Drive (VPN needed if accessing from home). Committee members attending BOT meetings should also review the BOT meeting packet.
   6. Budget Committee is a listening body at BOT meetings. Chain of command: Budget Committee recommends to administration who recommends to BOT. Individuals may make public comments at end of BOT meetings.
5. Budget Committee will provide information to Senators on 3/24/2023 for the spring budget discussion with the full Senate on 4/21/2023. Program Operating Plans (POPs) will be main focus. POP budget section created confusion; programs did not have necessary information to build their budgets.
   1. Departments/programs should review the budget section of their POPs and discuss with their administrators.
   2. Budget Committee may offer an abbreviated presentation focused on POP budget section (i.e., during PA Days). Provide information on budget categories and demonstrate where to find POPs.
   3. Develop QuickStart Guide to provide information on POP budget categories. Attach QuickStart Guide to Hot Topics email. [Consult Expense Dictionary in Concur Expense Reports](https://www.lcc.edu/divisions-departments/financial-services/accounting/documents/expense_account_dictionary.pdf).
   4. Provide standard information helpful to calculating costs (i.e., chargeback to departments for mileage and fleet rates).
   5. Add dropdown budget category menu to POP.
   6. Provide examples of what programs are budgeting for to help faculty envision possibilities. Faculty should be creative and make proposals; they should not be afraid to be told “no.” Innovation is the goal.
   7. Denise and Nancy will pull together information for 3/24/2023 meeting. Denise will email draft to Budget Committee after Spring Break for their review and feedback.

Meeting adjourned.

Respectfully submitted by Jean Ramirez.