

minutes

# Budget Committee

Friday, April 21, 2023

8:10-9:00 AM

## Present: Alexandra Beard, Nancy Dietrich, Gerard Haddad, Jessica Hester, Andrea Hoagland, Tricia McKay, Jean Ramirez, Denise Warner and Lisa Whiting Dobson

## Agenda

1. April 7, 2023 meeting minutes approved.
2. April 17, 2023 Board of Trustees Meeting attended by Lisa and Nancy.
	1. Don Wilske reported on part-time support positions and student staff positions going unfilled due to non-competitive wages.
	2. Deadline to spend $5.8 million parking ramp allocation reached.
	3. Finance Office met with audit group to discuss enrollment declines (9.8% fall, 5.5% spring).  LCC is in good fiscal shape, but there are concerns about enrollment. Summer enrollment is up. LCC must be flexible and adaptable in the current environment.
	4. Other fiscal topics discussed:  Foundation grants and scholarships, Dental Hygiene equipment and CATA bus pass donations.
	5. During public comment, faculty member Ian Leighton discussed need for cost of living adjustment, especially for adjunct faculty.
	6. Eva Menefee will continue as MAHE President.  Contract negotiations will start soon.
3. Community College (CC) enrollment discussed. CC enrollment declined across Michigan from 2016-2021, especially at urban and rural CCs (i.e., Wayne County Community College down 40%). Exception in 2019, when LCC and other Michigan CCs briefly saw enrollment growth. LCC Livingston Center is only CC presence in Livingston County.  Dual Enrolment, Early College and HSA have brought enrollment increases.  NPR reported nationally there are 1 million fewer college students than expected.  Related to tight labor market, wage increases and fewer 18-year-olds resulting from fertility rate decline.  Increase in fall 2022 at LCC in number of students enrolling straight from high school, offset by retention rate decline.  CDS sends out surveys to determine why students leave; surveys have low response rates.
4. Denise and Andrea ran through April 17, 2023 Senate Budget Presentation.
	1. History of POPS.  Each section of the POP form follows contract language. New POPS form demonstrated.
	2. POP Question A (assessment, student success, effectiveness and vitality):  Faculty encouraged to use narrative style to describe assessment plan. Program Review data and documents should be used to demonstrate retention and persistence.  Addenda may be attached and/or information can be inserted in POP form.
	3. POP Question B (action/improvement plans):  Documentation can be attached.  Ensure plans are connected to budget.  Plans can be listed by course.
	4. POP Question E (change in status):  Keep it simple.  Can simply reference MAHE contract.
	5. POP Question G (budget requests): Be detailed. List specific items and estimated costs.  List of budgetary line items included at end of slideshow.
	6. POP Question H (additional items):  Some programs include program policies.
	7. POP Best Practices: Review other program’s POPs, make connections between Program Review, POP and faculty PAPs.
	8. Thank programs who shared their POPs. Links to these POPs provided.
	9. Budget Committee members listed; contact information for Denise and Gerry provided.
	10. Questions and Answer session follows.
	11. Addendum:  Chart of expense items.
5. April 21 Senate meeting agenda: Senators running for officer positions will present bios.  Officer election during May 5 Senate meeting.
6. Last Budget Committee meeting of 2022-23 academic year is May 5 (remote).  In summer 2023, if Provost has budget-related needs to be addressed, Denise will convene ad hoc Budget Committee meeting.  At the May 5, 2023 meeting, we will decide whether or not to meet mid-summer.
7. Future BOT Meetings:
	1. May 15, 2023 BOT meeting – Kabeer and Nancy will attend.
	2. June 20, 2023 BOT meeting – Tricia and Jessica will attend.
8. Innovation Grant Update:  Lee Gardner is planning to submit revised/updated Innovation Grant application.  Interdisciplinary Innovation Grant proposal from SSH is being developed.  Denise will convene ad hoc subcommittee to review grant applications as needed.
9. Future agenda item, fall 2024:  survey related to POPs form.
10. Inquiry about Budget Committee size.  Goals: Add a representative from Tech Careers and add more Senators to the Budget Committee (Budget Committee officers must be Senators).
11. Meeting adjourned.

Respectfully submitted by Jean Ramirez.