

Portland Community College
President's Special Budget Meeting

Thursday | November 29th, 2018
Sylvania Campus | CC Building | Conference Room 233B
8:30AM - 12:00 PM

Present:

Jessica Howard, Eric Blumenthal, Karin Edwards, Sylvia Kelley, Dina Farrell, Lisa Bledsoe, Chris Villa, Michael Northover, Lisa Avery, Katy Ho, Marc Goldberg, Rob Steinmetz, Mark Mitsui, Jen Piper

NOTES

Perkins Funding - Katy Ho

- HECC Letter 19-20 decrease Perkins funded personnel expenditures by 30%.
 - Positions must be shifted to alternate funding, redistribute/balance AP caseloads.
 - What percentage of each Perkins funded person can be shifted?
 - **Action:** Campus presidents make recommendations to Katy (small group.)
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Governor's Budget - Mark Mitsui

- There will likely be a \$3 million cut to CSL. (CSL definitions seem inconsistent.)
 - We've been prioritized for the investment budget should there be additional revenue.
 - Legislative pressure must be mobilized for best outcome.
 - **Action:** President's office message re: governor's budget will go out Monday.
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CSL Planning Level - Mark Mitsui

- Is \$600 is the correct level to budget? Should we plan for lower \$570 and adjust accordingly?
 - Estimated \$26 million dollar shortfall at \$570 million.
 - **Consensus achieved:** we should plan for \$570 million.
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Budget - Eric Blumenthal, Dina Farrell

Budget Reduction Criteria

- Establishing criteria and strategies.
 - Budget criteria doc for discussion 11 28 2018 gone through/revised
 - Phase 2 will be on agenda for next cabinet meeting.
 - Next cabinet meeting starts at 8:00 and runs until 1:00.
 - **Action:**
 - Add early retirement strategies, equitable student success.
 - Separate criteria versus strategies on budget reduction criteria document.

Budget Development Process/Calendar and Use of Budget Tool

- Budget narrative questions provided. Budget memo referenced. **Action:** Due date Dec 7.

District Budget Committee & January Budget Forums

- New Budget Committee (Formerly BPAC - yet to be re-named) meets 12/6 new focus.
 - Budget video coming in January.
 - Budget Forums at each campus in January with staff focus. Two with student focus coordinated with DSC and Office of International Students.
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Tuition Increase & Fee Discussion

- Tech Fee - Michael Northover
 - Single increase for biennium recalculated at \$0.80. (Includes PantherHub.)
- Tuition Increase - Dina Farrell
 - Fee summary slide shows increase of \$4.85 each year.
 - **Recommendation:** Present multiple scenarios to board, \$6.00, \$7.00
 - \$6 would be estimated to be \$6.8 million.

Phase One: FY'19 Savings & Reductions

(College as a whole aiming for \$7 million savings.)

- Went line by line examining FY 18 ending fund balance document to determine if there are balances that can be swept.
 - Parking and Transportation fund balance cannot be taken, must be used for certain things.
 - Bookstore funds food service. We can only pull another \$1 million from bookstore.
 - FMS was expecting \$1 million transfer but due to bond funds we are forgoing capital projects fund FMS transfer.
 - AA/SA will contribute \$500,000 combined.
 - EVP there may be around \$200,000 available.
 - Dana/Dina will need to confirm where advancement is pulling from.
 - WDCE maybe \$50,000?
- FY18 fund balances updated and pending transfers spreadsheet reviewed.
 - Perhaps opportunity to not make some of the planned transfers?
 - Added column G of spreadsheet to show savings.

Phase Two: FY'20 & FY'21 Biennial Savings & Reductions

- Deferred to next Cabinet meeting
 - Deferred future points of discussion:
 - Revisit method of salary placement for new employees
 - Determine how we handle salary savings
 - Allocation of positions in general
 - Feasibility of retirement incentives now, take volunteers, strategic reorg when considering refilling positions.
 - Make final phase one decisions at next cabinet, discuss all items on this agenda under phase two.
 - Action:
 - Provide forecast to Dina/Eric by Tuesday. (Examine your own trend data.)
 - Budgeted trends and actual trends by org and employee classification will be provided before next meeting.
 - Come with ideas/advice for staffing reductions. Mark will be the final cut decision maker.
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