



MEETING MINUTES SEPT. 23, 2022

Meeting called to order: 12:04 p.m.

In Attendance: Felix Danger, Kevin Dugan, Ana Douglass, Brian Fletcher, Meeghan Gray, Heidi Julius, Matt Leathen (Chair), Fred Lokken, Ron Marston, Staci Miller, Phil Smilanick, Brad Summerhill

Absent: Mark Maynard, Jim New, Doug Plourde

Guests: Amber Anaya, Karin Hilgersom, Gretchen Sawyer

Welcome

Chair Matt Leathen welcomed everyone to today's meeting.

Budget Discussion – President Karin Hilgersom

Dr. Hilgersom joined today's SBBC meeting to discuss and answer budget questions the committee submitted prior to today's meeting.

Questions/requests for updates asked of Dr. Hilgersom were:

An update on the Executive Director of Budget and Finance search.

Who is TMCC's representative attending NSHE Budget Officers meetings?

Are we expecting to fund the Merit / Performance Pay Pool again this year?

Are we expecting to award sabbaticals next year?

An update on the Salary Equity Study RFP. Do we have an expected date to get the RFP mailed/posted?

What is the committee membership representation and target first meeting date of the Budget and Planning Legislative Action Committee?

What would be the overall budget cost increase to raise our assigned unit rate for part-time and overload pay rates from \$850 to \$1,017? Do these wages require increase fringe in the budget? The target rate of \$1,017 chosen based on the NSHE Procedures and Guidelines Manual Chapter 3, Section 7.1 part time salary schedule targets.

An update on the Eastview project.

On the draft cut of \$400K from miscellaneous for our advertising vendor contract with the company 'Interact' what modes of advertising will be cut? What other areas of advertising are maintained in the budget?

Contingency/Personnel services draft cut can we get a sense of the net changes in the contingency fund over the past 5 years? Would it make sense to compare the fund levels from July 1 of each year? Do our budget to actual reports from the December BFF reflect the net change in contingency on the reserves?

The college currently has many vacant positions. Do we have a process or plan for evaluating if we can operate without those positions getting filled (and eliminate them from the budget)?

For FY 20 did the start of the pandemic cause the actual distribution of scholarships to drop, or does something else account for lower distribution?

For FY 21, was there an accounting or federal aid reason why the budgeted scholarship level was cut so substantially while actual spending matched FY 19

Does the draft proposed cut of \$234,131 in the Institutional Work Study Scholarship represent an expected cut in actual spending on scholarships or has the program not been using all of its budgeted allocation?

What other scholarship types are being budgeted and distributed by the college? Which scholarships were budgeted for reduction in this past year FY22 compared to previous years

Travel the draft has a \$40K increased budget for travel What types of travel are getting prioritized in this draft budget?

Dr Hilgersom answered each question. The Executive Director of Budget and Finance will likely be declared a failed search as the talent pools have been small. Gary Kraemer attended the NSHE Budget Officers meeting over the Summer. Elena Bubnova will attend as TMCC's representative going forward. The Merit Pool will likely be funded this year. Sabbaticals will be awarded this year. The Salary Equity Study RFP was reviewed by Business Center North and had TMCC include a vendor list which will be submitted no later than September 26. Ron Marston will contact HR with an additional vendor name for the list. The target date for the first meeting is the first or second week of November for the Budget and Planning Legislative Action Committee. An analysis, actual and proposed, of the part time overload pay rates was shared with the SBBC committee. The part-time faculty also are eligible for the loyalty incentive program. The Eastview cost estimates have risen and TMCC would not be able to move forward without a significant contribution from the State of Nevada. The current estimated cost of the building is \$60-65 M.

In the draft worst-case scenario budgets, Interact is a company used for advertising and marketing. The vendor accounts might be reviewed. Reviewing the contingency reserves, after year-end provides a good snapshot of each year.

Many of the vacant positions can wait until the Legislature approves the budget. Some must be advertised in order to have personnel in place Fall of 23-24. The effects of workload equity on existing employees due to vacant positions will need a closer look. There were several questions about scholarships granted and what funding will be cut in that area. Unfortunately, some will likely be cut. The travel prioritized in the draft budget was across many areas. If faculty have travel opportunities for papers and presentations, Dr. Hilgersom urged everyone to speak to their Dean and the VPAA to find additional funds.

Salary raises funded by turnover savings, along with some sort of savings plan was strongly expressed as a critical budgeted item.

Approval of the August 20, 2022 Minutes

Ron Marston moved and Meeghan Gray seconded to approve the August 20, 2022 Salary, Benefits and Budget Committee Minutes. The motion passed.

Sabbatical Subcommittee Membership

Ron Marston moved and Meeghan Gray seconded to approve the membership of the Sabbatical Subcommittee. The motion passed.

Travel Applications

Applications were received from Nancy O'Neal and Paula Reynolds.

Ron Marston moved and Fred Lokken seconded to approve the travel applications of Nancy O'Neal and Paul Reynolds. The motion passed.

Budget Updates

Human Resources has the list of vendors to send the RFP for the Salary Equity Study. The RFP will be sent directly to the vendors.

Other budget issues discussed were the BOR code directs each institution to create an equity plan and whether contingency funds could be used for projects such as Eastview.

Matt will request data from the budget office pertaining to salaries.

Cost of Living Adjustment (COLA) recommendation

Matt will have a recommendation for discussion at the next SBBC meeting.

Pay Rates (Part-Time and Full-Time)

The costs are shared in the committee Google Drive.

Old Business

None

New Business

None

Adjournment

Meeting Adjourned: 2:19 p.m.

Next Meeting: October 14, 2022, 12-2 p.m. via Zoom