



MEETING MINUTES AUG. 19, 2022

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

In Attendance: Kevin Dugan, Ana Douglass, Brian Fletcher, Meeghan Gray, Matt Leathen (Chair), Ron Marston, Mark Maynard, Staci Miller, Jim New, Douglas Plourde, Phil Smilanick, Brad Summerhill

Guests: Amber Anaya, Lisa Boldman, Pat Miller, Deysi Montes

Welcome

Chair Matt Leathen welcomed everyone to today's meeting.

Approval of the April 29, 2022 Minutes

Phil Smilanick moved and Staci Miller seconded to approve the April 29, 2022 Salary, Benefits and Budget Committee Minutes. The motion passed with one abstention.

Review of 2021-2022 and Budget Overview

Matt reviewed the following items the committee discussed and the many budget highlights from last year:

- 1% Merit
- \$3,700 in travel funds distributed
- Compensation Policy
- Budget Transparency Resolution
- Increased conversation with the administration
- Improvements to the data dashboards to show budget to actuals
- Merit Policy surveys and implementation
- Sabbatical policy revamp
- Resolution for a Vice President of Finance
- Equity Study

Future Items the committee will be working on:

- \$5,000 in travel funds to distribute to faculty
- Continued discussion of the Eastview Project
- Continued discussion of the Admin & Finance reorganization
- Primary committee charge to provide advice on financial exigency
- Compensation Policy / Salary Study
- Invite the Director of Finance for a budget update

The committee will continue to provide input and discussion concerning the hiring of a Director of Finance versus a VP of Finance and the Eastview Building. It was suggested to consider creating a resolution to reiterate the committee and Senate support to hire a VP of Finance. The Future of the Eastview Building does not look feasible. The estimated project costs have increased to a point where TMCC could not sustain the debt service to move forward.

Matt mentioned the State Public Works will hold a meeting on August 25. TMCC is being considered for \$3.4M in advanced planning funding.

Matt reviewed the state operating budget with the committee.

The Board of Regents meet August 26. Matt reviewed items from NSHE's budget presentation. Both enrollments and weighted student credit hours are down. The committee discussed possible solutions and ideas for new procedures. The main proposed solution is to pull money from the contingency fund to plug the shortfall; however, budgets should not be built dependent upon a contingency. Sources of funding that build the contingency fund are facility rentals, bookstore revenues, café revenues, and summer school revenues. Many of these sources have slowed or stopped due to COVID-19. Loans are also used from the contingency fund to start projects. Funds are returned when the grant money is received.

Admin and Finance Structure Changes – Current Status

The position advertised is for an Executive Director of Budget and Finance. Interim was removed from the title. The search will close on August 31. Administration will announce whether the position will remain as an Executive Director title or a Vice President of Finance title. There is also an ongoing search for a Director of HR. The acting Budget Director is Gary Kraemer. The committee also questioned if there will be both a Budget Director and a VP of Finance.

Sabbatical Subcommittee – Call for Members

Sabbatical Chair Amy Cavanaugh held a workshop for sabbatical applicants. The subcommittee is looking for new members from all divisions of TMCC.

Travel Funding and Deadlines

The SBBC has received \$5,000 in travel funds to distribute to faculty. Matt proposed to set the dates for either a Fall and Spring deadline or award through the course of the year.

Ron Marston moved and Meeghan Gray seconded to approve a September 16, 2022 deadline for Fall and a February 17 deadline for Spring and Summer. The motion passed.

Salary Equity Study – RFP Committee

The draft Request for Proposal (RFP) shared with the committee. The RFP draft, as written is not suitable. Concerns noted from the RFP draft were the lack of understanding of what an equity study should contain. The committee also questioned who would be qualified to draft a suitable RFP. A committee member suggested BCN Purchasing to draft the RFP and to have the budget office complete a language review. The plan is to send out the RFP this Fall. Ron Marston was nominated and he accepted to serve on an RFP Committee.

PEBP Benefits – UMR Med/Dental + HSA Bank

The transfer of funds from the old HSA provider to the new one is supposed to be done by August 30. Employees are unable to access to those funds until the transfer is complete.

CBIZ NSHE Salary Schedule Updated

The salary schedule for NSHE is completed. There is no change for academic faculty. There were increases in salary for administrative faculty. Community college instructor salaries were not adjusted which highlights why the salary study needs to be completed. It was noted by a committee member the salary schedule awards salary inconsistently. A salary enhancement fund would assist with pay equity. Ron reminded the SBBC that the Rank Advancement Taskforce (RAT) were looking for ways to fund salary enhancement.

Old Business

Matt will continue to bring items to JEB for discussion.

The Budget Reduction Taskforce will reconvene under a new name.

The committee discussed what the cost savings of not having a VP of Finance is if others are receiving large raises.

A global agenda for the year was suggested. Matt will start an email discussion and reference the committee charges.

Travel applicants will be reviewed at the next meeting.

New Business

New business items suggested were the wage rate for part-time faculty, independent study rates, the summer school policy, and to research how many classes have been cancelled due to the inability to hire instructors

Adjournment

Meeting Adjourned: 2:07 p.m.

Next Meeting: September 23, 2022