

**Springfield Technical Community College
Committee on Ways and Means Report
April 8, 2019**

Present: MacArthur Starks, Jr., Christopher Johnson, Marikate Murren and Maria Crouse. Also present President John B. Cook, Kamari Collins, Joseph DaSilva, Dr. de Berly, Denise Hurst, Jonathan Tudryn, Maureen Socha, Inder Singh, Gerardo Zayas, Christopher Scott, Dorothy Ungerer, Michelle Nash, Nanette Flores and Nicholas Camerota.

MacArthur Starks, Jr. called the meeting of the Committee on Ways and Means to order at 5:00 p.m.

Budget Perspective

Cash Flow Projection

Mr. Tudryn reported on the College's cash flow projection. The College currently has approximately \$2.8 million available at TD Bank. This amount is expected to track downward through the end of the fiscal year, which is the typical trend.

FY 2019 Revenue & Spending Reports through March 2019

Vice President DaSilva presented the revenue and expenditure figures through March 2019. The sources of funds are where they are expected to be with the exception of investment earnings, which continues to remain low to budget. Retirement payouts are tracking higher than expected due to the number of retirements this year. The water/sewer costs continue to track high due to the Building 19 startup costs. The operational and other expenses line is trending high, in large part due to the expenses associated with the lightning strike earlier this year. Trustee Starks requested an additional column be added to the report to include projected expenditures. The FY 2019 Facilities Projects Spending report was also presented.

FY 2020 Draft Budget #2

Dr. Cook presented a revised version of the FY 2020 Draft Budget. The budget is based on a projected 92,206 credits, which represents a 7.6% decrease to the FY 2019 actual enrollment; a \$6.00 per credit General Education Fee increase, a \$4.00 per credit Capital Improvement Fee increase, and increases to program and course fees. The budget also includes a request for \$100,000 from reserves for value stream consulting and eSignature software. This budget contains significant reductions in the Full-time Salaries, Part-time Salaries, Operational, and Facilities Projects lines. The revised budget reflects a \$504,484 deficit.

Motion FY 2020 Student Fees

Trustee Murren moved that the Springfield Technical Community College Committee on Ways and Means recommends to the Board of Trustees, pursuant to the provisions of Chapter 15A, Section 22, the authorization to take any and all prudent steps necessary to increase the General Education Fee by \$6.00 per credit, the Capital Improvement Fee by \$4.00 per credit, the Allied Health/Health Programs Fee by \$75 per semester, and the Health Sciences Course Fee by \$25 per course effective for the Fall 2019 Semester. The motion was seconded by Trustee Crouse and approved unanimously.

Motion PSY-260 Field Practicum Course Fee

Trustee Murren moved that the Springfield Technical Community College Committee on Ways and Means recommends to the Board of Trustees, pursuant to the provision of Chapter 15A, Section 22, the authorization to take any and all prudent steps necessary to establish a Field Practicum Course Fee for PSY 260 at a rate of \$200 per course, effective for Fiscal Year 2020. The motion was seconded by Trustee Johnson and approved unanimously.

Motion Uses of Reserves: Value Stream Consulting

Trustee Murren moved that the Springfield Technical Community College Committee on Ways and Means, pursuant to the provision of Section 22, Chapter 15A, recommends to the Board of Trustees an increase to the following trust fund budget and utilization of the trust reserves to procure the services of a value stream consultant:

General Education Trust Fund budget sources of funds and uses of funds for FY 2020 in the amount of \$50,000.

The motion was seconded by Trustee Johnson and approved unanimously.

Motion Use of Reserves: eSignature

Trustee Crouse suggested waiting for the value stream consultant to review existing practices before moving forward with the purchase of eSignature software. A discussion ensued regarding the timing of the purchase as well as the current need for the software.

Trustee Murren moved that the Springfield Technical Community College Committee on Ways and Means, pursuant to the provision of Section 22, Chapter 15A, recommends to the Board of Trustees an increase to the following trust fund budget and utilization of the trust reserves to purchase eSignature technology:

General Education Trust budget sources of funds and uses of funds for FY 2020 in the amount of \$50,000.

The motion was seconded by Trustee Johnson and approved unanimously.

President's Perspective

Dr. Cook informed the committee that work to close the \$500,000 budget gap continues in earnest and a balanced budget will be presented at the next meeting.

Date of the next meeting

May 6, 2019 @ 5:00 p.m. in the President's Conference Room

Adjournment

Trustee Starks moved to adjourn the meeting at 6:00 p.m. seconded by Trustee Murren and approved unanimously.

Respectfully submitted by: Carolyn deLiefde