

# FINAL

## MINUTES

### DISTRICT BOARD OF TRUSTEES BUDGET MEETING GULF COAST COMMUNITY COLLEGE

June 17, 2009

**3:00 p.m.**  
**President's Office**

**Members Present:** William C. Cramer, Jr. (presiding), Charles S. Isler III, Dr. Stephen C. Meyers, Linda R. Wood, Dr. Jim Kerley, Leslie Hapner, John Mercer, Dr. Steve Nettles (recording).

**Call to Order:** Dr. Kerley called the meeting to order at 3:07 p.m. and provided background information on the budget compilation process.

**Summary of Budget Related Reductions and New Revenues** Dr. Kerley introduced page 1 of the Budget Committee Meeting documents, Summary of Budget Related Reductions and New Revenues, and gave detailed information on each line item.

**Zero –based Budget Process** Dr. Kerley called on Mr. Mercer, vice president of administration and finance, for a review of the 2009-10 operating budget proposal that had been developed for committee consideration. Mr. Mercer explained the zero-based budget process and how college divisions plan accordingly. Each division has been instructed not to use any surplus budget funds at the end of the year. Surplus funds are to be used for improvements, salary increases and other planned expenses.

Mr. Mercer highlighted key budgetary informational items for the 2009-10 proposed budget, which included the following considerations:

- Eight percent tuition fee increase
- \$2.00 per hour tuition increase for parking-related expenses
- Ten percent current expense reduction
- Fourteen deleted positions
- Deletion of the fleet
- Postponement of library acquisitions and computer replacements
- Reorganization of Maintenance and Operations and Food Service

**Deletion of Fleet** In response to Dr. Myers question how transportation of the college sports teams will be handled after deletion of the fleet, Dr. Kerley explained all travel arrangements will be contracted out.

**Print Management** The trustees provided input on the number of free copies allowed each student and pointed out that with all the current digital media available the need for paper has been drastically reduced. Consequently, the number of free copies can be kept to a minimum.

- Parking & Security Related Expenses** After a brief discussion on parking fees and security related expenses, Mr. Mercer explained that rather than charging a single fee for parking decals, an hourly fee across the board would be more equitable. He illustrated his point by going over a list of fees proposed by other colleges (page 7 of the Budget Committee Meeting documents.) After review of these fees as listed on page 7, the committee agreed to propose a \$2.00 per credit hour parking fee and a \$1.95 per credit hour ID card fee.
- Budget Related Personnel Changes** Dr. Kerley discussed the budget related personnel changes as itemized on page 2 of the Budget Committee Meeting documents.
- Unrestricted Current Fund Summary** Dr. Kerley discussed the Unrestricted Current Fund Summary as shown in detail on pages 4 and 6 of the Budget Committee documents. He pointed out the differences between the 2008-09 and 2009-10 budgets, which included a reduction in Personnel Expenses and increase in Current Expenses.
- Compensation Study Recommendations** The committee decided to defer the implementation of the compensation study recommendations until funds are available. Funds from this line item as shown on page 4 of the Budget Committee documents, will be moved into the Contingency line item to prepare for additional cuts that may occur in 2009-10.
- Spring Break Schedule** The committee agreed to bring a proposal to the full board at the next regular meeting on June 25, 2009, to close the campus during Spring Break.
- Fund 1 Balance** Mr. Mercer discussed the college's increasing Fund 1 balance. He proposed to move the excess balance to the board designated reserve fund, titled Budget Stabilization Fund, keeping the Fund 1 balance approximately to seven percent.
- Recommendation** Following review of the budget and discussion of all propositions, Dr. Myers made a motion to approve the proposed 2009-10 budget and recommend it for approval to the full board at the next regular meeting on June 25, 2009. Mr. Isler seconded and the vote was recorded as follows: Isler, aye; Myers, aye; and Cramer, aye. Mrs. Wood had to leave prior to the motion and was unable to cast her vote.
- Adjournment** The meeting was adjourned at 6:19 p.m.

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Secretary

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Chairman