

## CPBAC

5/18/18, 8:00 am

### Members in attendance:

Dr. Darryl Stevens	Associate Dean of Administration & Finance/CFO
Eleazar Ortega	Institutional Researcher
Leah Habel	Director of Financial Aid
Dr. Frankie Lyons	Health Sciences Division Director
Gary Smart	Director of Facilities
Heather Palermo	Director, Lifelong Learning & Workforce Development
Dr. Heidi Pasek	Associate Dean/CAO
Karen Vosen	Classified Staff at-large
Dr. Leanne Frost	General Education Division Director
Dr. Susan J. Wolff	CEO/Dean - Chair
Jillian Ehnot	Controller
Kathy Meier	Professional Staff at-large
Joseph Simonsen	Director of Admissions
Troy Stoddard	Director of Advising and Career Center
Lewis Card	Executive Director of Development, Marketing and Communications
Carmen Roberts	Manager, Operations & Finance
Charla Merja	Classified Staff at-large
Joel Sims	Trades Director
Cheryl McGee	Classified Staff at-large

### Members not in attendance:

Laura Wight	Division Director of eLearning & Library Services
Mary Kay Bonilla	Executive Director of Human Resources & Associate Dean of Student Services
Dr. Sandy Bauman	Director of Academic Success Center
Dena Wagner-Fossen	Registrar
Dave Bonilla	Director, Information Technology
Leonard Bates	Faculty Senate Chair
Thomas Oakberg	Faculty Senate Representative
Student Government Representative	

### Enrollment Update

Enrollment is down slightly this summer compared to last. Application comparison is close to last year. Enrollment to new students will open two weeks later than last year, accounting for a large comparison gap. Dr. Wolff has indicated interest to see numbers broken down more by demographic – this data will be pulled strategically as to not track data that is not pertinent to enrollment and retention. Much of this information will be discussed in the College Analysis Committee.

Link to presentation: [https://public.tableau.com/views/CPBACMay182018-SummerandFallenrollmentandapplications/SummerApps?:embed=y&:display\\_count=yes&publish=yes](https://public.tableau.com/views/CPBACMay182018-SummerandFallenrollmentandapplications/SummerApps?:embed=y&:display_count=yes&publish=yes)

### Accreditation Visit Update

The final report has not been received yet. Once that is received, that report will be made available to all. 7 suggestions were left by the accreditors – this will be addressed in the operational plan. Takeaways:

- Every department must track back to mission fulfillment
- A large gap exists between what happens in the classroom, and the goals and objectives of each department and program

**Perkins Overview**

Perkins is career and technical education focused. We are able to use Perkins funds for various programs around campus as long as they tie to CTE including supplies, professional development, etc. The grant has been submitted to OCHE on May 15<sup>th</sup>.

Each division is tasked with writing proposals for their division. The committee reviews proposals for Perkins eligibility. See attachments for list of funded proposals.

**Nursing Applications**

Today is the last day for nursing applications. As of EOB yesterday, we have 41 practical nursing applications, and 66 ASN applications.

**Facilities**

Hallways will be repainted this summer. Gary and Carmen will keep everyone notified of the timeline. Centene will be renting our computer lab facilities June 15-August 10. Each week will see a new group of 60-75 employees.

Grant Allocation: 327,480.36

**Personnel Services:**

Salary and Hourly Wages:					Approved Funding
Project #:	Begin Quarter	End Quarter	Expenditure Code:	Line Item Detail Description:	Amount:
1	Quarter 1	Quarter 4	Hourly Wages	Assistive Technology Assistant. This is the third year of support for this half-time position; 75% represents the proportion of CTE students	\$3,346.20
2	Quarter 1	Quarter 4	Salaries	CIT faculty. This is the second year of support for this position; 66% of \$43,709 base.	\$28,847.94
3	Quarter 1	Quarter 4	Salaries	New Student Retention Coach. This is the second year of funding for this position. 75% represents the proportion of CTE students served.	\$19,800.00
5	Quarter 1	Quarter 4	Salaries	CIT adjunct faculty to offer Cyber security courses, 6 credits @ \$735	\$4,410.00
21	Quarter 4	Quarter 4	Hourly Wages	Stipend for CIT faculty Chris Mee to conduct CyberSecurity workshops. 50 hours @ \$45	\$2,250.00
26	Quarter 1	Quarter 4	Hourly Wages	Trades Exploration for Girls workshop. Stipends for two instructors, 40 hours each @ \$30.	\$2,400.00
27	Quarter 1	Quarter 4	Hourly Wages	Mobile Welding training for high schools. 2 instructors, \$1,000 each	\$2,000.00
30	Quarter 4	Quarter 4	Hourly Wages	CyberPatriot Cyber Camp, 2 instructors @ \$700 each	\$1,400.00

**Total Salary and Hourly Wages: \$64,454.14**

Employee Benefits (FICA, Retirement, WC, SUE) & Health Insurance (Annual Premium times % of FTE)					Approved Funding
Project #:	Begin Quarter	End Quarter	Expenditure Code:	Line Item Detail Description:	Amount:
1	Quarter 1	Quarter 4	Employee Benefits	Assistive Technology Assistant. Figure represents 75% share of this half time position in working with CTE students. This is the third year of	\$520.99
2	Quarter 1	Quarter 4	Employee Benefits	CIT faculty. This is the second year of support for this position; 66% of Retirement 5.956%, TRS subsidy 4.72%, Social Security 6.2%,	\$6,295.08
3	Quarter 1	Quarter 4	Employee Benefits	New Student Retention Coach. Retention coach: 66% of \$7630 Social Security, unemployment, workers compensation, retirement. Figure	\$3,776.85
5	Quarter 1	Quarter 4	Employee Benefits	CIT adjunct faculty. Retirement 5.956%, TRS subsidy 4.72%, Social Security 6.2%, Medicare 1.45%, Workers Comp 1.45%, Unemployment	\$841.30
21	Quarter 4	Quarter 4	Employee Benefits	Benefits for CIT faculty Chris Mee to conduct CyberSecurity workshops. Social Security 6.2%, Medicare 1.45%, Workers Comp 1.45%,	\$428.00
1	Quarter 1	Quarter 4	Employee Benefits	Assistive Technology Assistant. Health insurance, Represent 75% of this half-time position, of 33% (third year of funding) of 12,648. State	\$3,130.38
2	Quarter 1	Quarter 4	Employee Benefits	CIT FT faculty. Health insurance, 66% of 12,648 (second year of funding)	\$8,347.68
3	Quarter 1	Quarter 4	Employee Benefits	New student retention coach. 66% of 12648 (second year of funding)	\$6,260.76
26	Quarter 1	Quarter 4	Employee Benefits	Trades Exploration for Girls instructors. Retirement 5.956%, TRS subsidy 4.72%, Social Security 6.2%, Medicare 1.45%, Workers Comp 1.45%,	\$456.00
27	Quarter 1	Quarter 4	Employee Benefits	Mobile welding instructors. Retirement 5.956%, TRS subsidy 4.72%, Social Security 6.2%, Medicare 1.45%, Workers Comp 1.45%,	\$380.00
30	Quarter 4	Quarter 4	Employee Benefits	CyberPatriot Cyber Camp, 2 instructors	\$266.00

**Total Employee Benefits: \$30,703.04**

**Total Personnel Services: \$95,157.18**

**Operating Expenditures:**

Other Services: (Contracted Services/Printing)					Approved Funding
Project #:	Begin Quarter	End Quarter	Expenditure Code:	Line Item Detail Description:	Amount:
30	Quarter 4	Quarter 4	Printing	Cyber Patriot Cyber Camps: Classroom materials, such as handouts; camp marketing materials, such as posters, table top cards, etc.	\$200.00
26	Quarter 1	Quarter 4	Printing	Trades Exploration for Girls. Posters, handouts, invitations, etc.	\$200.00

**Total Other Services: \$400.00**

Supplies and Materials (Books and Reference Material/Office Supplies/CTE Classroom Supplies/Software/Minor Equipment)					Approved Funding
Project #:	Begin Quarter	End Quarter	Expenditure Code:	Line Item Detail Description:	Amount:
10	Quarter 1	Quarter 4	Minor Equipment	Laptops for hybrid delivery in Dental Assistant program. 6 @ \$1,000	\$6,000.00
15	Quarter 1	Quarter 4	Minor Equipment	Respiratory Therapy: Vibramatic percussor	\$2,500.00
16	Quarter 1	Quarter 4	Minor Equipment	Sim Hospital AV upgrade: iPod touch 2 @ \$200, Sling studio camera link 7 @ \$350, Sling studio battery 2 @ \$150, Axis 1080p camera 3 @ \$2500	\$10,750.00
17	Quarter 1	Quarter 4	Minor Equipment	3.5" V die 10 ft long \$3250, 3" V die 10 ft long \$2,122, 2-4 ft section 3.7 punch \$1248, 2-4ft sections 7C gooseneck punch \$2264, 1-1/2" round tube die set \$725, 1" square tube die set \$890, 1-1/2" square tube die set \$1290, shipping \$500	\$12,289.00
26	Quarter 1	Quarter 4	Consumable Supplies	Trades Exploration for Girls. 4"x8' 11gauge metal sheets 2 @ \$99.75; wire, shielding gas, contact tips, \$100.	\$299.50

27	Quarter 1	Quarter 4	Consumable Supplies	Mobile welding training. 4"x8' 11gauge metal sheets 2 @ \$99.75; wire, shielding gas, contact tips, \$100.	\$299.50
28	Quarter 1	Quarter 4	Consumable Supplies	Online Orientation software. 70% of \$65,000 cost represents percentage of CTE students to be served.	\$45,500.00
30	Quarter 4	Quarter 4	Consumable Supplies	CyberPatriot Cyber Camp. Curriculum \$1,150, instructor guides 2 @ \$55, classroom supplies \$200	\$1,460.00

**Total Supplies and Materials: \$79,098.00**

<b>Communications: (Telephone/Postage and Mailing)</b>					<b>Approved Funding</b>
<b>Project #:</b>	<b>Begin Quarter</b>	<b>End Quarter</b>	<b>Expenditure Code:</b>	<b>Line Item Detail Description:</b>	<b>Amount:</b>
26	Quarter 1	Quarter 4	Postage and Mailing	Trades Exploration for Girls	\$100.00
<b>Total Communications:</b>					<b>\$100.00</b>

<b>Travel: All travel will follow the state of Montana rates and policies</b>					<b>Approved Funding</b>
<b>Project #:</b>	<b>Begin Quarter</b>	<b>End Quarter</b>	<b>Expenditure Code:</b>	<b>Line Item Detail Description:</b>	<b>Amount:</b>
6	Quarter 1	Quarter 3	Travel	CIT faculty Chris Mee to attend Community College Cyber Summit, Aug. 2-4, Gresham, OR. Lodging, 4 nights @ \$115; Airfare \$760; Per diem, 5 days @ \$46; ground transportation, 2 @ \$30. GFC MSU will follow all state travel regulations.	\$1,510.00
9	Quarter 3	Quarter 4	Travel	CIT faculty Chris Mee, Western Academy Support and Training Center ICT educators conference, Jan. 3-4. Location not announced. Lodging, 4 nights @ \$115; airfare \$760; per diem, 5 days @ \$46, ground transportation 2 @ \$30. GFC MSU will follow all state travel regulations.	\$1,510.00
18	Quarter 1	Quarter 1	Travel	Welding faculty Doug Zander, Monte Cobb, Tyler Redding and Scott Hursh to attend ITW conference July 17-19 in Appleton, WI. Lodging 4 people, 4 nights @ \$92; Per diem, 4 people, 5 days @ \$46; Airfare 4 @ \$500; ground transportation 4 people 2 trips @ \$25.	\$4,592.00
19	Quarter 2	Quarter 2	Travel	Trades Division Director Joel Sims, welding faculty Monte Cobb and Perkins Coordinator Charla Merja to attend the Montana State ACTE conference Oct 19-20 in Billings. Lodging 3 people, 2 nights @ \$92; per diem 3 people, 3 days @ \$23; mileage personal car, 434 miles @	\$872.71
7	Quarter 1	Quarter 1	Travel	CIT Program Director Steve Robinett and faculty Chris Mee to attend Computer Science Summit, July 2018, in Billings. Lodging 2 people 2 nights @ \$150, rental car 4 days @ \$50, \$80 gas refill, per diem 2 people 3 days @ \$23	\$1,018.00
22	Quarter 2	Quarter 4	Travel	CIT Program Director, Steve Robinett, Teaching with Technology conference, Oct. 5-7, St. Louis MO. Lodging 3 nights @ \$227, Airfare 590, ground transportation 2 @ \$30, per diem 3 days @ \$46.	\$1,469.00
23	Quarter 3	Quarter 4	Travel	Physical Therapy Assistant faculty Michael Hansell to attend American Physical Therapy Association Combined Sessions Meeting, Jan. 23-26, Washington DC. Lodging 5 nights @ \$200, Airfare 900, per diem 6 days @ \$46, ground transportation 2 @ \$50.	\$2,276.00
24	Quarter 1	Quarter 4	Travel	Nursing Program Director Russell Motschenbacher and faculty Deanna Hastings, Kaylene Strutz, Lauren Swant and Stephen Surz to attend Nuts and Bolts for Nursing Educators conference, Aug. 2-5, Minneapolis MN. Lodging 5 people 3 nights @ \$140, Airfare 5 @ \$550, per diem	\$6,010.00
25	Quarter 4	Quarter 4	Travel	Science faculty Brenda Canine to attend Teaching Science with Case studies workshop in May in Buffalo NY. Lodging 7 nights @ \$125, Airfare \$1,050, per diem 9 days @ \$46, rental car 7 days @ \$40; gas refill \$80.	\$2,699.00
26	Quarter 1	Quarter 4	Travel	Trades Exploration for Girls. Instructor (from Helena to Great Falls) mileage 200 miles @ \$.564, lodging 6 nights @ \$92; per diem 6 days @ \$23	\$802.80
27	Quarter 1	Quarter 4	Travel	Mobile welding training. Instructor lodging 2 nights @ \$92, per diem 4 days @ \$23, mileage for mobile unit 600 miles @ \$.90	\$816.00
29	Quarter 4	Quarter 4	Travel	Perkins Coordinator Charla Merja to attend NACTEI conference, May 12-16, Kansas. Lodging 4 nights @ \$250, Airfare \$700, per diem 5 days @ \$46, ground transportation \$50	\$2,080.00
20	Quarter 2	Quarter 2	Travel	Perkins Coordinator Charla Merja to attend required state meeting. Car rental 2 days @ \$55, gas refill \$40, Lodging \$95, per diem \$23	\$268.00
33	Quarter 3	Quarter 4	Travel	Dental Hygiene and Assisting faculty Robin Williams, Dental Infection Control Boot Camp, Jan. 2019, Location to be announced. Airfare, \$850, Lodging 4 nights @ \$220, Ground transportation 2 @ \$50, per diem 5 days @ \$46	\$2,060.00
34	Quarter 3		Travel	Dental Hygiene Program Director Julie Barnwell to attend American Dental Association conference March 16-19 in Chicago IL. Airfare \$550, Lodging 5 nights @ \$200, Per diem 6 days @ \$46, Ground transportation 2 @ \$30.	\$1,886.00
31	Quarter 1	Quarter 1	Travel	Chief Academic Officer Heidi Pasek to attend National Council for Workforce Education, Sept. 25-28, Clearwater FL. Lodging 3 nights @ \$205, Airfare \$800, Per diem 4 days @ \$46, ground transportation 2 @ \$30	\$1,659.00
<b>Total Travel:</b>					<b>\$31,528.51</b>

<b>Other Expenditures (Dues &amp; Subscriptions/Conference &amp; Training Registration/Meeting Rooms):</b>					<b>Approved Funding</b>
<b>Project #:</b>	<b>Begin Quarter</b>	<b>End Quarter</b>	<b>Expenditure Code:</b>	<b>Line Item Detail Description:</b>	<b>Amount:</b>
4	Quarter 1	Quarter 4	Training/Registration Costs	CISCO networking registration, 3@ \$600; CISCO CCNA exam fee, 10 @ \$325; CCNA Security training fee, \$900	\$5,950.00
6	Quarter 1	Quarter 3	Training/Registration Costs	CIT faculty Chris Mee to attend Community College Cyber Summit, Aug. 2-4, Gresham, OR	\$220.00

8	Quarter 1	Quarter 4	Dues/Subscriptions	Subscription to CPE Express online accounting courses for Program Director Kerry Dolan	\$457.00
9	Quarter 3	Quarter 4	Training/Registration Costs	CIT faculty Chris Mee, WASTC ICT educators conference, Jan. 3-4.	\$220.00
12	Quarter 1	Quarter 4	Training/Registration Costs	Physical Therapy Assistant Program Director Brad Bechard, neurologic specialist certification. Course fee \$400, exam review fee \$515, exam fee \$800.	\$1,715.00
18	Quarter 1	Quarter 4	Training/Registration Costs	Registration (\$250 each) for selding faculty Doug Zander, Monte Cobb, Tyler Redding, Scott Hursh and Joel Sims to attend ITW conference July 17-19 in Appleton, WI.	\$1,000.00
19	Quarter 2	Quarter 2	Training/Registration Costs	Registration (\$190 each) for welding faculty Monte Cobb and Perkins Coordinator Charla Merga to attend the Montana State ACTE conference Oct 19-20 in Billings.	\$570.00
33	Quarter 3	Quarter 4		Dental Hygiene and Assisting faculty Robin Williams, Dental Infection Control Boot Camp, Jan. 2019, Location to be announced. Registration \$750	\$750.00
22	Quarter 2	Quarter 4	Training/Registration Costs	Registration for CIT Program Director to attend Teaching with Technology conference, Oct. 5-7, St. Louis MO	\$699.00
23	Quarter 3	Quarter 4	Training/Registration Costs	Registration for Physical Therapy Assistant faculty Michael Hansell to attend American Physical Therapy Association Combined Sessions Meeting, Jan. 23-26, Washington DC	\$900.00
24	Quarter 1	Quarter 4	Training/Registration Costs	Nursing Program Director Russell Motschenbacher and faculty Deanna Hastings, Kaylene Strutz, Lauren Swant and Stephen Surz to attend Nuts and Bolts for Nursing Educators conference, Aug. 2-5, Minneapolis MN. Registration 5 @ \$435	\$2,175.00
25	Quarter 4	Quarter 4	Training/Registration Costs	Science faculty Brenda Canine to attend Teaching Science with Case studies workshop in May in Buffalo NY. Registration \$975.	\$975.00
26	Quarter 1	Quarter 4	Other	Trades Exploration for Girls. Fee to Lifelong Learning to manage registration \$100.	\$100.00
29	Quarter 4	Quarter 4	Training/Registration Costs	Perkins Coordinator Charla Merja to attend NACTEI conference, May 12-16, Kansas. Registration.	\$700.00
30	Quarter 4	Quarter 4	Other	CyberPatriot Cyber Security camp. Fee for Lifelong Learning to manage registration.	\$250.00
31	Quarter 1	Quarter 1	Training/Registration Costs	Chief Adademic Officer Heidi Pasek to attend National Council for Workforce Education, Sept. 25-28, Clearwater FL. Registration 1 @ \$700.	\$700.00
34	Quarter 3	Quarter 4	Training/Registration Costs	Dental Hygiene Program Director Julie Barnwell to attend American Dental Association conference March 16-19 in Chicago IL. Registration.	\$900.00

**Total Other Expenditures: \$18,281.00**

**Total Operating Costs: \$129,407.51**

**Total Direct Costs (Personnel Services plus Operating Costs): \$224,564.69**

Major Equipment:					Approved Funding
Project #:	Begin Quarter	End Quarter	Expenditure Code:	Line Item Detail Description:	Amount:
11	Quarter 1	Quarter 4	Major Equipment	Birthing simulation mankin	\$69,789.56
13	Quarter 1	Quarter 4	Major Equipment	Teleflex MaxVenturi HFNC for Respiratory Therapy courses.	\$5,000.00
14	Quarter 1	Quarter 4	Major Equipment	Transport ventilator; estimate based on Philips Respironics Trilogy 202	\$10,237.88
17	Quarter 1	Quarter 4	Major Equipment	Welding/fabrication: mini manderal, 5660, shipping \$1000	\$6,660.00

**Total Major Equipment: \$91,687.44**

**Total Indirect Costs: Cannot exceed the 5% cap \$11,228.23**

**Total Grant Award (Direct Costs+ Major Equipment + Indirect Costs): \$327,480.36**