
MONTGOMERY COLLEGE GOVERNANCE

Academic Services Council

January 19, 2017

SC 151

2:00 p.m. – 3:30 p.m.

Attendees

Members Present: Debra Bright, Monique Davis, Cathy Giovannetti, Lori Kaufman, Jason Lee, Kevin Long, Kathy Michaelian, Valerie Tanner

Members Absent: Gloria Brewer, Jona Colson, Amanda Darshanie Gamage, James Findlay Kennedy, Julie Levinson

Guests: Helen Dong, Linda Hickey, Donna Schena

Call to Order

Chair Cathy Giovannetti called the regular meeting to order at 2:05pm. A motion to accept the agenda was not made since a voting quorum was not met.

Open Comment

No constituent concerns

Approval of Minutes

The November 10, 2016 and December 8, 2016 minutes were approved by consensus.

Presentation

Donna Schena, Linda Hickey, and Helen Dong presented on "Enhancing Budget Literacy and Building the Proposed FY 18 Budget". This presentation will be held twice at each campus and is offered through MC Learns. They will also present at department meetings, upon request.

- The budget presentation included an overview of the following topics:
 - budget definition and purpose
 - the different types of budgets that exist at Montgomery College
 - the operating fund (also known as "current fund") revenue sources
 - operating fund expenditures and annual budget development process
- Operating Fund revenue sources include tuition and fees, county contribution, state aid, fund balance and miscellaneous.
- Operating Fund revenue sources for FY 17:
 - County contribution - 51%
 - Tuition and Fees - 32%
 - State Aid -14%
 - Miscellaneous - 3%
- Montgomery College expenditures:
 - Instruction - 32%
 - Academic Support - 17%
 - Student Services - 13%
 - Operation and Maintenance of Plant - 17%
 - Institutional Support - 19%
 - Scholarship and Fellowship - 2%
- FY18 President's Budget Initiatives:
 - Student learning and completion (Achieving the Dream)
 - Student access and affordability (scholarships and open educational resources)

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- Commitment to our employees (collective bargaining agreement)
 - Safety and Security
 - Institutional Effectiveness /Sustainability and Stewardship
 - The FY 18 budget is based on enrollment of 462,900 credit hours (which is 29,638 lower than the FY 17 budget).
 - There is an anticipated Structural Gap for FY 18, as follow:
 - Projected revenue (tuition and fees) - down \$4.0 million from last year
 - Projected expenditures- up \$8.7 million
 - Projected gap - \$12.7 million
 - Budget Timeline:
 - January 23, 2017 - BOT approves FY 18 budget
 - March 15, 2017 - County Executive releases county operating budget
 - April 19, 2017 - BOT approves tuition and fees
 - April/May 2017 –
 - June 2017 -

Continuing Business

Assessment Center

Chair Giovannetti drafted a statement for the Council's review regarding the Assessment Center hours and staffing concerns. SVP Monica Brown is scheduled to attend the February 2017 meeting of the Academic Services Council. Chair Giovannetti will ask Dr. Brown to address this issue. Council members recommended editing the statement as follows: "the Academic Services Council recommends the realignment of staffing resources and hours to accommodate student accessibility to these services as a **critical** priority to meet the needs of students with a high level of customer service **with the goal of supporting student success.**"

New Business

Committee Update

- No reports

Chair Report

- There was not a quorum at the December 8, 2016 meeting.
- Council members are urged to notify the Council Chair in advance of the scheduled meeting if they cannot attend.

Announcements and Adjournment

Announcements

- Kevin Long recently got a promotion at Montgomery College. He is now Director of Planning and Policy and has been reclassified as an administrator. As such, he is no longer eligible to serve on this Council. Kevin is currently the Vice Chair of the Council, so the group needs to select a new Vice Chair. Lori Kaufmann agreed to serve as Vice Chair.
- Chair Giovannetti needs to appoint someone to replace Kevin. She asked the Council for suggestions. Lori Kaufmann recommended contacting Tacy Holiday to see who ran for a council seat, but was not elected.

Meeting was adjourned at 3:32pm

Respectfully submitted by Dr. Debra Bright