MEETING AGENDA

• Purpose of the Budget Committee
• Orientation to Budget Document
• Public Comment
• Committee Discussion & Information Requests
• Budget Committee Schedule
# Budget Committee Members

<table>
<thead>
<tr>
<th>Name</th>
<th>Zone</th>
<th>Term</th>
</tr>
</thead>
<tbody>
<tr>
<td>Ron Preisler</td>
<td>Zone 1, three-year</td>
<td>ending June 30th, 2026</td>
</tr>
<tr>
<td>Sue Cutsogeorge</td>
<td>Zone 5, Completion of</td>
<td>existing term ending June 30th, 2024</td>
</tr>
<tr>
<td>Siobhan Cancél</td>
<td>Zone 2, three-year</td>
<td>term ending June 30th, 2024</td>
</tr>
<tr>
<td>Amber Patterson</td>
<td>At Large, Completion</td>
<td>of existing term ending June 30, 2025</td>
</tr>
<tr>
<td>Charles Kimball</td>
<td>Zone 3, Three-year</td>
<td>term ending June 30th, 2026</td>
</tr>
<tr>
<td>Larissa Ennis</td>
<td>At Large, three-year</td>
<td>term ending June 30, 2026</td>
</tr>
<tr>
<td>William Gray</td>
<td>Zone 4, Completion of</td>
<td>existing term ending June 30th, 2026</td>
</tr>
</tbody>
</table>

Also, includes members of the Board of Education.
Purpose of the Committee (ORS 294)

- Must have a quorum (more than one half) to hold a meeting

- Must hold at least one meeting to:
  - Receive the budget document
  - Receive the budget message
  - Provide opportunity for public input

- Discusses and revises the budget as needed, receive input from the community through Public Comment
  - May reduce or increase the estimate of resources and requirements

- Approve the Budget, Property Taxes, and gives the College the financial authority to carry out its mission
Purpose of the Process

Local Budget Law is designed to:

- **Establish standard procedures** for preparing, presenting, and administering the budgets of Oregon's local governments.
- **Encourage citizen involvement** in the preparation of the budget before its final adoption.
- **Provide a method of estimating** revenues, expenditures, and proposed taxes.
- **Institute a method for control** of revenues and expenditures that promotes efficiency and economy when using public funds.
- **Encourage citizen involvement (!).** Public policy decisions are to be made openly in public meetings because the people have the right to be there and know what their local government intends to do.
Oregon Budget Law (ORS 294)

The Budget Process

1. Appoint Budget Officer
2. Prepare Proposed Budget
3. Publish Notice of Meeting
4. Budget Committee Meets
5. Approve Proposed Budget & Tax Levy
6. Publish Notice & Summary
7. Hold Budget Hearing
8. Determine Tax Levy
9. Notify Elections Officer
10. Hold Election
11. Declare Election Results
12. If Local Option Levy Election Required
13. Adopt Budget & Make Appropriations
14. Submit Levy, Appropriation Resolution

Additional Budget Committee Meetings:
1. 
2. 
3. 

5 to 30 days:
Two newspaper notices or one newspaper and one internet notice

5 to 30 Day:
Publish in newspaper, by mail or hand delivery. Small districts can post.

* Elections may be held earlier.
** See the Secretary of State Elections Manual, or contact the county clerk for actual dates of filing.

Source: Department of Revenue, Local Budgeting in Oregon
FY25 Proposed Budget Highlights

The total proposed annual budget is $305,740,671

The proposed general fund budget totals $108,465,401

FY25 Projected Revenue Parameters

- CCSF – State Funding flat (2nd year of biennium)
- FY25 Tuition increases (4%) consistent with peers & Board Approved
- Enrollment increases projected at 3.5%
- Property Taxes at 3.2%
- Student Fees, Admin Recovery, Other Revenue (incl. Employee Retention Tax Credit), Sales G&S

Vision:
Transforming lives through learning.

Mission:
Lane is the Community’s College. We provide quality, comprehensive, accessible, inclusive, learning-centered educational opportunities that promote student success.

Strategic Goals:
- Improve diversity, equity, and inclusion in student access and achievement
- Increase enrollment
- Increase student success
- Engage in continuous improvement
- Improve financial stability and sustainability
- Identify strategic infrastructure investments
FY25 Budget Highlights

FY25 Proposed Expenditure Requirements Parameter Variances

- **Salaries**
  - FY25 Compensation increases
    - Classified Staff @10%, (COLA only), to account for FY 24 & FY 25 increases
    - Management @4% (COLA only)
    - Faculty @6% COLA not including Step Increases
  - FY24 Position Vacancies of $1.6M held in FY24 to be filled for specific positions
  - New positions 6.0 FTE totaling $650,000
  - Material & Supply increases by $953,000 to adjust for inflation and programmatic needs
## FY25 Strategic Investments

<table>
<thead>
<tr>
<th>Strategic Initiative Type</th>
<th>Investment Amount</th>
<th>Objective</th>
</tr>
</thead>
<tbody>
<tr>
<td>Overall Facilities Deferred Maintenance</td>
<td>$550,000</td>
<td>Address the growing needs of aging infrastructure. Deferred maintenance funding has been severely reduced over the last 5-10 years creating high risk across all of the College's facilities.</td>
</tr>
<tr>
<td>IT Infrastructure &amp; Cyber Security</td>
<td>$550,000</td>
<td>Much of the IT infrastructure at the College is approaching critical lifespan. This includes printer and computer fleets that are vulnerable to cyber-attacks.</td>
</tr>
<tr>
<td>Enrollment Growth Investment</td>
<td>$200,000</td>
<td>The College has prioritized community outreach and partnerships to not only recruit new students but also to retain them. LCC also has outside contracts to enhance recruitment efforts. These efforts have yielded great success in the past fiscal year. This investment will maintain and increase funding for those partnerships.</td>
</tr>
<tr>
<td>Lane Forward</td>
<td>$50,000</td>
<td>In the pilot phase of this cross-campus collaboration effort, the College provided micro-funding to seven teams that will launch projects to improve the student experience, collaboration and innovation among the LCC community. This investment will increase the funding for FY25 to $300,000.</td>
</tr>
</tbody>
</table>

**Total Strategic Investments**  
$1,350,000
# FY25 Contingency & Reserves

<table>
<thead>
<tr>
<th>Name and Board Policy (BP)</th>
<th>Budgeted Amount</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>Unappropriated Ending Fund Balance (BP295)</td>
<td>$3,002,242</td>
<td>Board Policy requires 3% of the total expenditure budget. May not be used for standard operations.</td>
</tr>
<tr>
<td>Board Oversight Contingency (BP270)</td>
<td>$497,490</td>
<td>Board contingency of .5% of budgeted revenues for strategic initiatives.</td>
</tr>
<tr>
<td>Administrative Operational Contingency (BP270)</td>
<td>$994,259</td>
<td>Admin Contingency that requires President approval to spend, 1% of budgeted revenues</td>
</tr>
<tr>
<td>Reserve For Revenue Shortfall (BP290)</td>
<td>$350,000</td>
<td>Covers approximately 1.5% of tuition revenue based on enrollment growth targets (3.5% for FY25)</td>
</tr>
<tr>
<td>Carry Forward Authority</td>
<td>$775,000</td>
<td>Allows budget authority for carry forward balances included in planning at the unit level</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>$5,618,991</strong></td>
<td></td>
</tr>
<tr>
<td>Major Fund Category</td>
<td>FY22 Actuals</td>
<td>FY23 Actuals</td>
</tr>
<tr>
<td>-------------------------</td>
<td>---------------</td>
<td>---------------</td>
</tr>
<tr>
<td>General Fund I</td>
<td>$84,043,930</td>
<td>$84,964,019</td>
</tr>
<tr>
<td>Internal Service Fund II</td>
<td>$501,678</td>
<td>$513,211</td>
</tr>
<tr>
<td>Debt Service Fund III</td>
<td>$89,085,074</td>
<td>$24,819,792</td>
</tr>
<tr>
<td>Capital Projects Fund IV</td>
<td>$7,026,616</td>
<td>$21,400,524</td>
</tr>
<tr>
<td>Financial Aid Fund V</td>
<td>$23,298,099</td>
<td>$25,828,023</td>
</tr>
<tr>
<td>Enterprise Fund VI</td>
<td>$2,360,724</td>
<td>$1,789,157</td>
</tr>
<tr>
<td>Early Retirement Fund VII</td>
<td>$404,403</td>
<td>$495,483</td>
</tr>
<tr>
<td>Special Revenue Fund VIII</td>
<td>$29,721,935</td>
<td>$19,686,602</td>
</tr>
<tr>
<td>Administratively Restricted Fund IX</td>
<td>$11,262,824</td>
<td>$13,444,030</td>
</tr>
<tr>
<td>Total All Funds</td>
<td>$247,705,283</td>
<td>$192,940,841</td>
</tr>
</tbody>
</table>
FY25 Budget Highlights: General Fund (I)

General Fund (I):

The proposed general fund budget is $108,465,401, a 14% increase from the 2024 budget.

Personnel Services expenditures are approximately 81.8% of the proposed general fund operating budget.
Orientation to Budget Document

Thank you:

Jonathon Campbell, Director of Budget and Resource Planning
Alejandra Collazo Gonzalez: Senior Budget Analyst
Sue Fahey, Interim VPFO
John Nisbet, Interim VPFO

Cover Artist: The featured mural was painted in the Summer of 2022 by Kari Johnson. It is titled “The Elements,” and depicts Manhattan and the four classical elements (air, fire, water and earth) through different human figures. The full mural can be seen on the Center Building of Lane’s main campus.
Orientation to Budget Document

- The Budget Message
- Local Demographics
- Institutional Overview
- College Finance Structure
- Proposed Budget
  - General Fund I and Administratively Restricted Fund IX schedules
  - Capital and Debt Funds information and schedules
  - Auxiliary Funds (II, V, VI, VII and VIII) schedules
- Appendices includes information about LCC’s fund structure, a visual representation of the budget structure, and what “activities” fall in each fund.
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