

**NORTHWEST COLLEGE BOARD OF TRUSTEES  
MINUTES OF BUDGET HEARING**

July 15, 2024

**MEMBERS PRESENT:** President MS. TARA KUIPERS; Vice President/Secretary MS. DENISE LAURSEN; Treasurer MR. BOB NEWSOME; Trustees MR. JOHN HOUSEL, MR. R.J. KOST, and DR. MARK WURZEL.

**MEMBERS ABSENT:** Trustee DR. LARRY TODD.

**OTHERS PRESENT:** MS. LISA WATSON, President; MR. DAVE ERICKSON, Interim Vice President for Academic Affairs; MR. TOM HAVRON, Vice President for Student Services; MS. JILL ALLEN; MS. JILL ANDERSON; MR. DUSTIN DICKS; MS. TRACY GASAWAY; MR. MARK GRANT; MS. CHRISTI GREAHAM; MS. LAURA GWINN; MS. CAREY MILLER; MR. DENNIS QUILLEN; MS. LISA SMITH; MS. LINDA SPOMER; MR. MARTIN STENSING; MS. SHELBY WETZEL; and MS. KELI BORDERS, Executive Secretary to the President and Board of Trustees.

**CALL TO ORDER:** The budget hearing of the Northwest College Board of Trustees convened on Monday, July 15, 2024, at 4:06 p.m. in the Yellowstone Building Conference Center.

**REVIEW THE FISCAL YEAR 2025 BUDGET:** President Watson stated that the final budget takes into consideration the local levy numbers as they relate to revenue. The mil valuation was expected to be down approximately 6.5%. When the final numbers came out, they were down 7%, and the budget has been adjusted accordingly. Most adjustments were made in contingency lines as work was done previously to balance budgets.

President Watson stated that the College is in the final phase of the year-end analysis of current operating expenses. Surplus funds will be set aside until the recapture redistribution process is complete. The extra funds will then be used as projects on campus are completed, such as furniture purchases and the Soccer Fieldhouse project. Conservative spending has allowed the College to complete these projects without utilizing Reserve funds to the extent originally planned. It also provides flexibility toward investments in strategic plan efforts.

President Watson stated that the College has also filled many open positions within the last year. These open positions have helped create the surplus this past year, which won't occur to the same extent in the future. She stated the College should be pleased that good employees have been hired to fill those roles.

For the most part, the budget remains flat. There were additional inflationary funds from the state, but local levy funds were reduced. Tuition revenue was conservatively estimated to be slightly down in the operating fund, but increased enrollment in the CDL program has provided increased tuition revenue overall.

President Watson stated that the College needs to remain mindful and conservative in all spending. This allows any surplus funds to be spent on needed projects.

President Watson noted that the Student Center construction has been reflected in the Plant Funds budget, based on the College's share of

the 50/50 match for the project. Next year's budget will not include the Student Center project but will hopefully reflect the Orendorff Building renovation. She noted that the current funds budget has held steady for a few years in the \$28 to \$32 million range.

- A ADOPT EXPENDITURE AUTHORITY RESOLUTION:** **A motion was made by Trustee Wurzel and seconded by Trustee Kost to adopt the Expenditure Authority Resolution as presented in the 2024-2025 budget materials. Motion carried.**
- A ADOPT RESOLUTION TO PROVIDE INCOME:** **A motion was made by Trustee Laursen and seconded by Trustee Wurzel to adopt the Resolution to Provide Income as presented in the 2024-2025 budget materials. Motion carried.**
- A ADOPT RESOLUTION FOR ONE MIL LEVY:** **A motion was made by Trustee Kost and seconded by Trustee Newsome to adopt the Resolution for One Mil Levy as presented in the 2024-2025 budget materials. Motion carried.**
- A ADJOURNMENT:** **The Budget Hearing adjourned at 4:16 p.m.**

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DENISE LAURSEN, Vice President/Secretary

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Date