

Dormitory Housing Commission Annual Meeting Minutes

May 11, 2021 at 4:00p.m.

Edminster Student Union Building, Driftwood Bay Room
and by Zoom

Call to Order and Verification of Quorum

Commissioner Marcheso called the meeting to order at 4:10 p.m. and verified that a quorum was present. Commissioner Thomas was unable to attend.

Attendance:

Commissioner Present in person: Commissioner Marcheso, Chair
Commissioner Present by Zoom: Commissioner Armon, Vice Chair
DHC Secretary Present in person: Sarah Garcia

Action Item: Review/Approval of Minutes

Residence Hall
Student Union Operations
Student Wellness & Recreation Center (SWRC)

Funding Sources include:

- Sales and Rentals of Goods and Services
- Student Service Fee
 - < Student Union Operations
 - < SWRC Operations
 - < Debt Service
 - < Building Project

Auxiliary Services Mission Statement – Auxiliary Services support student success and the academic mission of the college by providing quality products, services, and facilities to students, faculty, staff, and guests of North Idaho College.

Steve McGroarty shared North Idaho College's Organizational Chart in recognition of staff member contributions.

The March 22, 2021 North Idaho College Enrollment Data slide provides a five year comparison. The most recent comparison is for Fall 2020 and Spring 2021 listed by head count and FTE. FTE is calculated by total credit hours divided by 15. Diving deeper into the 2021 data, the FTE count of 2,528 is listed by type and modality. Face to face instruction represents 28%, hybrid represents 51% and online represents 20%. Dual credit students do not pay a student fee other than applicable course fees.

The student service fee is a \$180 fee for full time equivalency students to cover building debt service and operations. Student fees have declined over the four year period from 2018 to 2021. The overall dollar amount decline is (\$161,685) and the percentage decline is (15.84%).

The FY2022 budget was created with a 3% enrollment decline from FY2021 actual. NIC's budget proposal for FY2022 includes a full step increase for 10 full time employees and is approximately \$8,223. Also proposed is a Student Union chair replacement request by the Student Union Advisory Board of \$150,000 and has been in discussion for a few years and heightened by COVID 19 and offers the ability to clean more thoroughly and frequently with less labor hours and expense.

Cardinal Bookstore and the Dining Services have been combined into one operating area. FY2021 forecasted commission income is down (\$26,000) and (18.4%) compared to FY2020 actual impacted by enrollment decline and fewer customers physically on campus and external competition. Follett contract due to expire 6/30/2022 and we expect to issue an RFP this fall.

The FY2022 pricing strategy is to hold residency rates flat from the FY2021 budget. In fact, we'll see very little movement over the next five year period shown. The combined room rates and mail plans range for singles \$4,500 to \$4,950 and range for doubles of \$3,350 to \$3,800.

Commissioner Macheso asked what is Meal Option 4?

Steve McGroarty responded that we offer four different plans. The first three options are what we call a meal plan swipe and a flex portion. The flex portion just operates like a retail component as a declining balance option. The meal plan swipe plans are where we serve dinners Monday through Friday and both brunch and dinner on Saturdays and Sundays. There is also a plan where it is Flex only that is the retail style only a declining balance model so our residents have a choice of the four.

The Student Union Operations are funded by the student service fee at \$93 per full time equivalency student and is forecasted favorable to original budget projections both from labor and other operations. You will notice an increase use percentage as student operations incur additional operations expenses with declining fee income.

We are forecasting a net loss of \$525,000 for the auxiliary unit in FY2021. We estimate the loss of revenue calculations including academic year and summer activity for NIC dining services and residence hall in the amount of \$680,000.

The FY2022 budget for auxiliary units is presented with the net income of \$70,756.

As we reported in the Fall 2021 that the biggest change to the Student Wellness & Recreation Center is FY2021 was the adoption of a block schedule with the resulting dual benefit of labor dollar savings and cleaning. We are focused on employing student work labor for a total annual savings of close to \$14,000.

The Student Wellness & Recreation Center and Outdoor Pursuits have traditionally operated a year round intern program which helped to create national brand recognition but came with a price primarily due to providing housing. The decision was made to suspend the program resulting in a savings of approximately \$2,000 per month.

The student fee fund generates income of the \$93 component of the \$180 total and is forecasted to outperform budget by 2.3% in FY2021. FY2021 forecast included streamlining operations and approximately one half of the residence hall annual debt service. FY2022 budget includes a 3% enrollment decline and a Student Union chair repl

The Debt Service Summary slide highlights the residence hall bond maturity in FY2022 and also represents the final year of interest only payments for our Student Wellness and Recreation Center prior to principal and interest beginning in FY2023.

