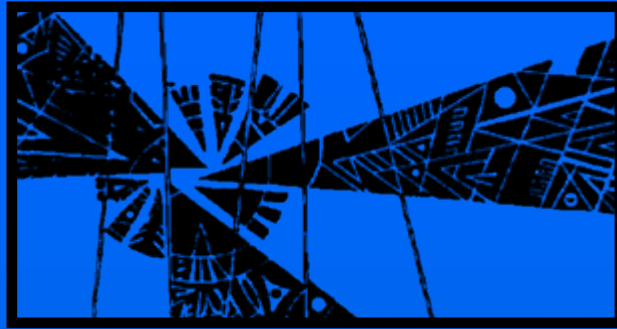


2004-05 Budget Presentation

April 14, 2004

Chemeketa Community College

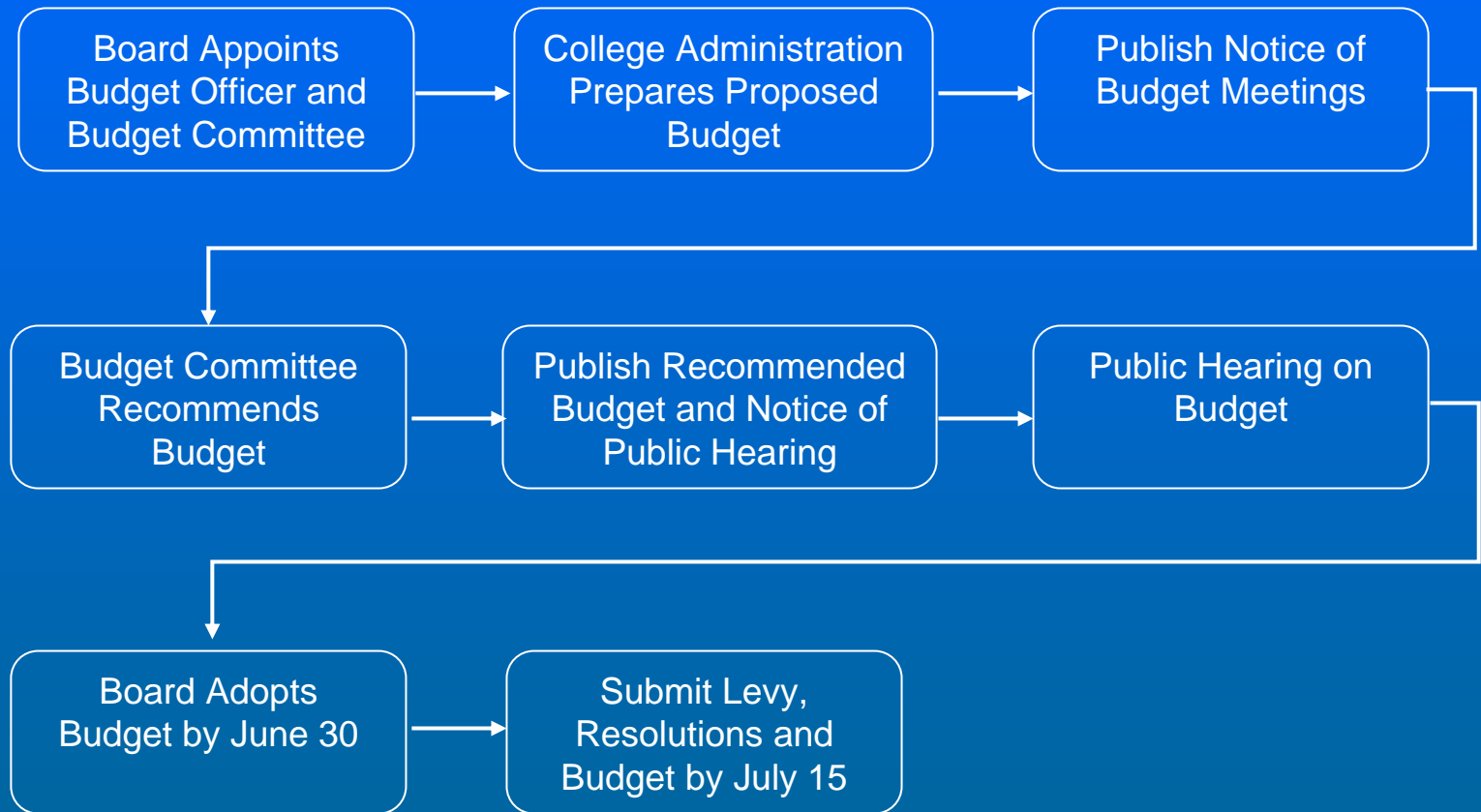


Budget Process

Craig Smith

Chemeketa Community College

Budget Process



Budget Committee Duties

- Meets publicly to review the proposed budget
- May not discuss or deliberate on the budget outside of a public meeting
- Budget committee must have a quorum present in order to hold meeting
- Receives the budget and budget message
- Provides an opportunity for the public to ask questions about and comment on the budget
- Approves the budget and rate of tax
- Any budget committee action must have the approval of a majority of its members

Budget Publications

Budget Committee Handbook

A notebook for Budget Committee members of handy reference materials that includes:

- Members' roles and responsibilities
- Budget process and organization

Operations Level Budgets (Managers' use)

Compilation of all college units at the organization level with two-year history, current year budget, and proposed budget amounts.

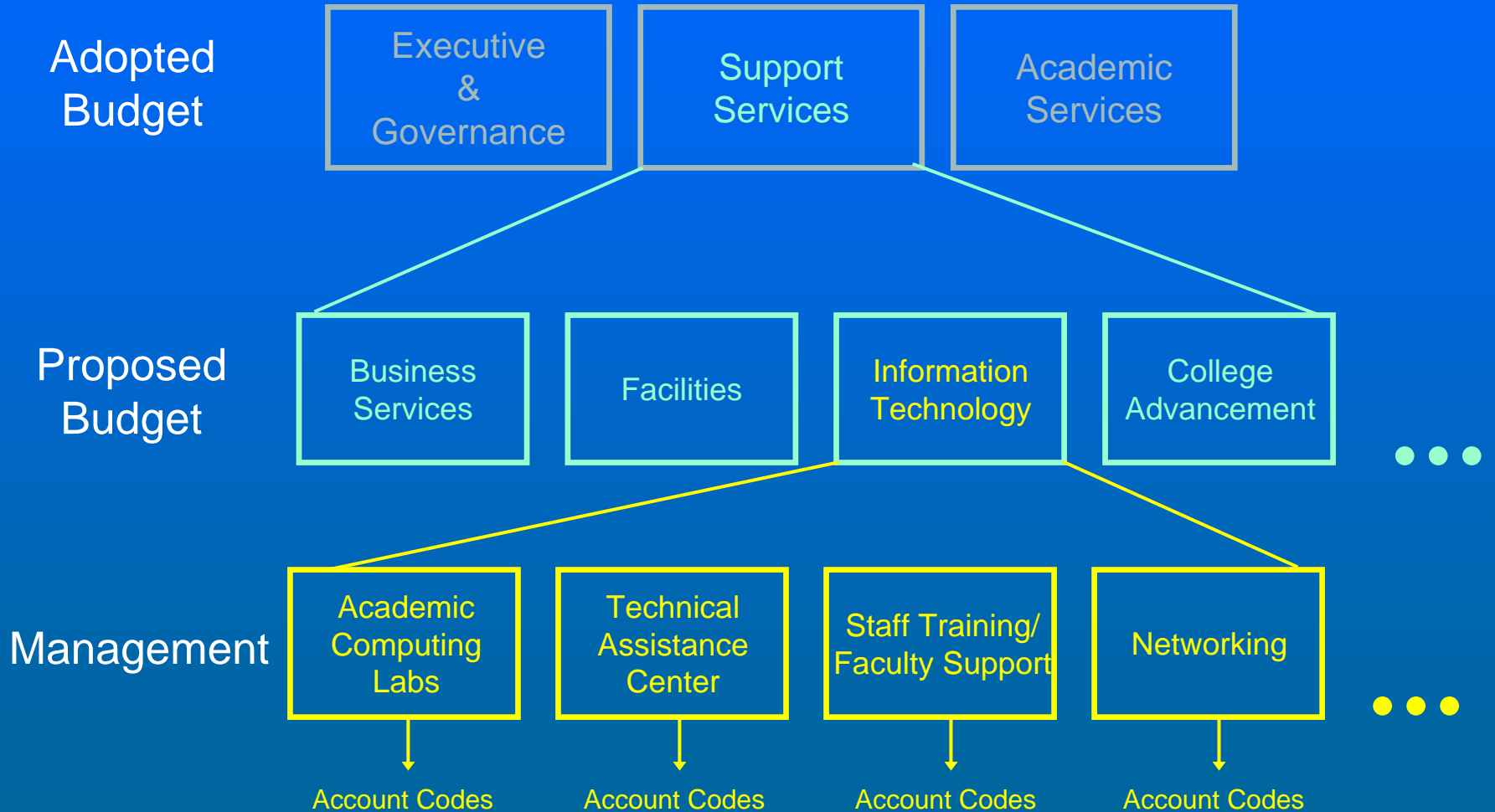
Proposed Budget

Working document containing president's message, budget assumptions, explanations and forecasts. Also contains a narrative and budget summary for all general fund units at the departmental level.

Published Budget

Listing of budget by fund and division within the General Fund. This is the official Adopted Budget.

Budget Building Blocks



Information Technology Orgs

Information Technology Admin (141000)

Technical Assistance Center (141010)

Administrative Computing (141020)

Academic Computing Labs (141030)

Staff Training/Faculty Support (141040)

Networking (141050)

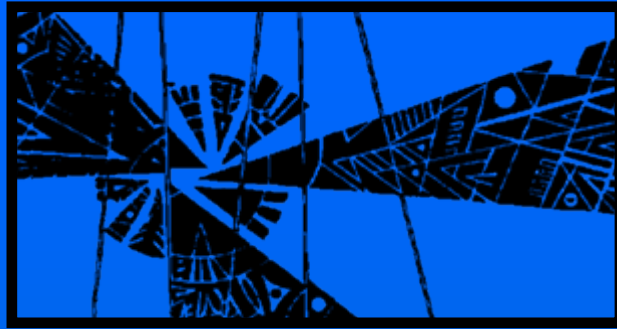
IT Hardware (141060)

Media Technology (141070)



M & S Account Codes

<u>Account</u>	<u>Description</u>	<u>Account</u>	<u>Description</u>	<u>Account</u>	<u>Description</u>
711001	Instructional Supplies	731101	Insurance Premiums	734121	Equipment Rental/Lease
711051	Non-Instructional Supplies	731201	Self-Insurance	734131	Parking Rental/Lease
711101	Periodicals & Publications	732001	Building Maintenance	734141	Artwork Rental/Lease
711151	Lost Book Reimbursement	732101	Grounds Maintenance	734201	Regional Library Use
711201	Meeting Expenses	732201	Laundry	734301	Electricity
711301	Software	732301	Office Equipment Maintenance	734311	Gas
711351	Computer Accessories <\$500	732401	Motor Vehicles Maintenance	734321	Water & Sewer
711401	Equipment & Furniture <\$500	732501	Equipment Maintenance	734331	Garbage Collection/Shredding
711501	Graphics Materials	732601	Technology Maintenance	734341	Heating Fuel
711601	Media Materials	733011	Office Copy Machines	735001	Registration Fees
711701	Maintenance Items <\$500	733021	C-Copy Plus	735101	Tuition (Staff)
711801	Gasoline	733031	Printing Done by 24J	735201	Guest Speakers
721001	Computer Equipment \$500-\$4,999	733041	Other Printing	735301	Release Time - Other Agencies
721101	Equipment/Furniture \$500-\$4,999	733101	Graphics/Visual Communications	736011	Staff Travel/In-State
721201	Media Equipment \$500-\$4,999	733201	Postage	736021	Staff Travel/Out-of-State
721301	Replacement Self-Insured Equipment	733301	Telephone Charges	736101	Non-Staff Travel
730001	Audit	733311	Pagers	736111	Non-Staff Travel/In-State
730101	Negotiations	733321	Fax	736121	Non-Staff Travel/Out-of-State
730201	Attorney Fees	733401	Ed-Net/CTV	736131	Non-Staff Travel/Tour Groups
730301	Legal Notices/Ads	733501	On-Line Services	737001	Fees and Dues
730401	District Elections	734001	Architectural/Engineering	737101	Promotion/Advertising
730501	Employee Settlement	734051	Architectural/Engineering Reimburs	737201	Bad Debt Expense
730601	Witness Fees Non-Employees	734101	Rental/Lease	737301	Collection Expense
731001	Risk Management	734111	Facility Rental/Lease	737401	Professional/Education Services



Budget and Legislative History

Craig Smith

Chemeketa Community College

History: Economic & Tax

- Pre-Measure 5
- Measure 5 up to downturn
- Last few years
- Future

Pre-Measure 5



Annual Levies

12-15% Tuition

20-30% State

55% Property Tax

Measure 5 up to Downturn

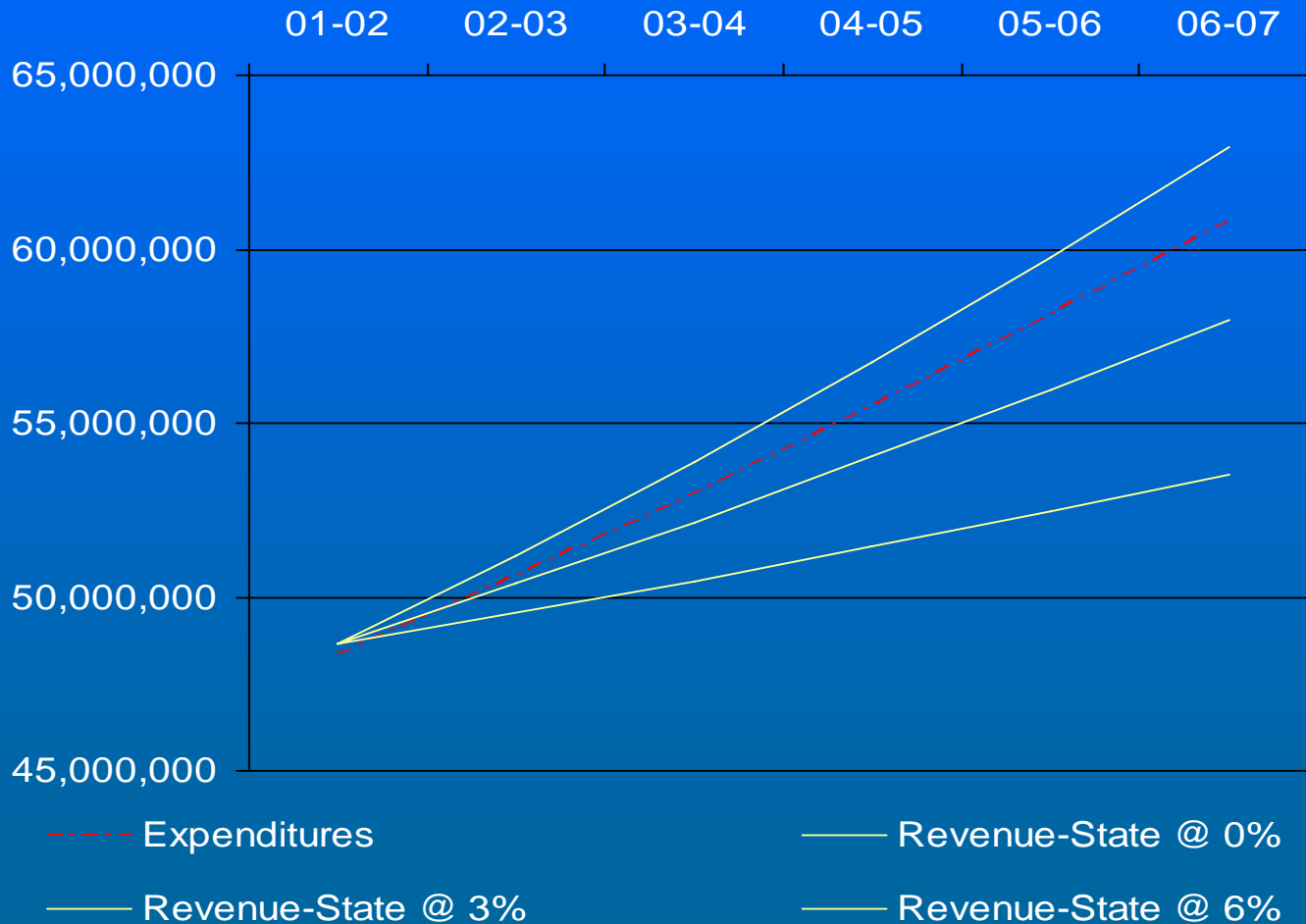
20+% State Growth

15-17% Tuition

50% State

20-30% Property Tax

Early "Jaws"



Last Few Years



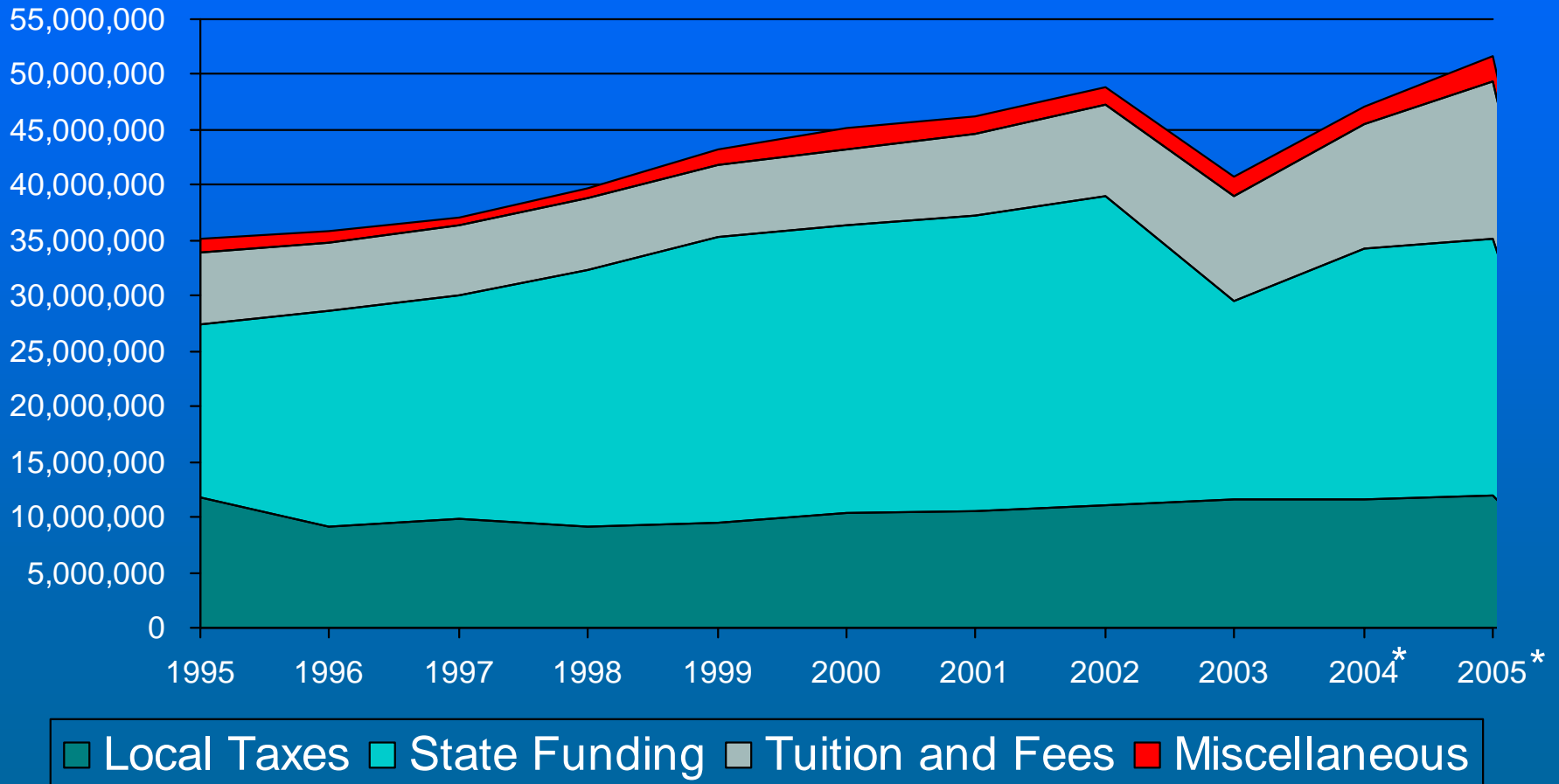
Current downturn

- Tuition increase 25% + 12%
- Increase fees
- Cuts
- Employee concessions

Future

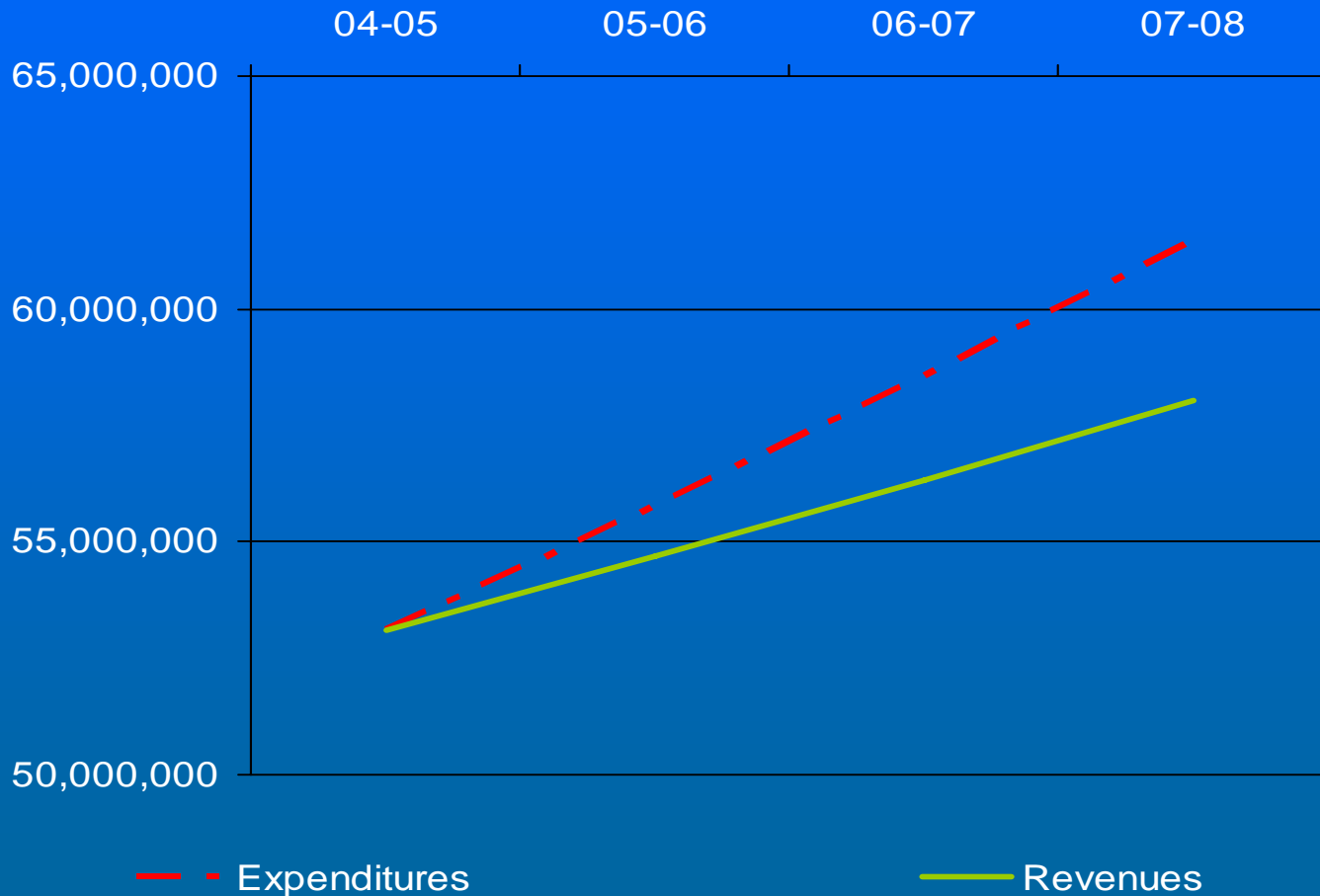
-
- Tuition +3-4%
 - State +3-4%
 - Property taxes +3-4%

History of Funding Sources



* Budgeted

“The Jaws” updated



Since Last Year

- State Funds Available
- Legislative Action
- State Board Action

State Funds Available

- Economy
- Measure 30

Legislative Action

- \$10.7 million
- PERS
- 4th payment

State Funding

Timing of State Payments



State Board Action

- Policy of Equalization
- Distribution Rule
- FTE
- 1 year Hold Harmless

Property Taxes per FTE

<u>College</u>	<u>2003-04</u>		
	<u>FTE</u>	<u>Property Taxes</u>	<u>Amount per FTE</u>
Blue Mountain	2,250.49	3,641,528	1,618.10
Central Oregon	4,097.90	8,387,603	2,046.81
Chemeketa	11,250.04	12,985,810	1,154.29
Clackamas	7,972.24	10,544,360	1,322.63
Clatsop	1,554.30	2,867,558	1,844.92
Columbia Gorge	1,064.33	360,301	338.52
Klamath	1,294.06	1,430,193	1,105.20
Lane	12,201.77	12,452,760	1,020.57
Linn Benton	6,722.94	5,276,325	784.82
Mt. Hood	9,785.38	8,208,714	838.88
Oregon Coast	428.16	813,594	1,900.21
Portland	25,989.73	21,386,935	822.90
Rogue	4,502.12	8,116,592	1,802.84
Southwestern Oregon	2,879.50	3,900,300	1,354.51
Tillamook Bay	347.76	745,880	2,144.81
Treasure Valley	1,997.01	1,559,585	780.96
Umpqua	3,535.19	2,342,901	662.74

Why Chemeketa Is Hit

State Appropriation (04-05)	\$202,724,859	
less Base Adjustment (all but top 6 are small schools)	<11,751,334>	*1,410,000
less Tax Equalization	<u><16,491,431></u>	<u>*1,979,000</u>
Available for FTE distribution	174,482,094	3,389,000

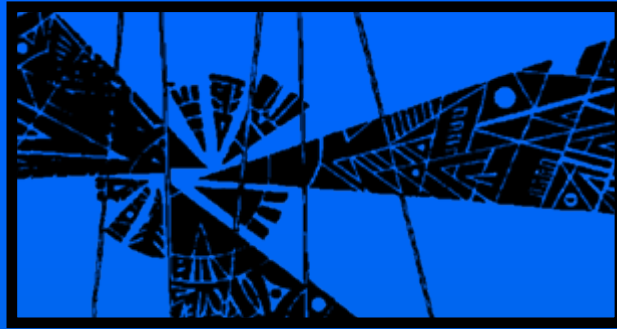
*12% of total

Why Chemeketa Is Hit (2)

	Chemeketa	Central	Treasure Valley	PCC
Tax Equal. Cost	(1,979,000)	(676,000)	(511,000)	(4,106,000)
Prop. Tax Exceeding target	0	3,773,000	0	0
Equal. to get to target	<u>331,000</u>	<u>0</u>	<u>1,625,000</u>	<u>6,117,000</u>
	(1,648,000)	3,097,000	1,114,000	2,011,000
Per FTE	\$(146.23)	\$801.09	\$620.96	\$84.10

State Board Action

- Policy of Equalization
- Distribution Rule
- FTE
- 1 year Hold Harmless



President's Budget Message

Gretchen Schuette

Chemeketa Community College

Recent Revenue Developments

- Chemeketa's funding should not fall further for 2004-05.
- Funding formula: loss to Chemeketa of \$1.3 million.
- One-year "hold harmless" clause.
- "Hold harmless" not applicable for the 2005-06 budget.

Equity Principle:

There should be the same level of state funding for all students across the state, regardless of what community college they attend, regardless of whether they attend in a property-tax-rich or property-tax-poor district.

Equity Principle and Reality

- The State Board of Education upheld equity principle.
- Community Colleges and Workforce Development Department directed to implement funding equity within six years.
- New formula widened current discrepancy between colleges.
- Disparities will affect our revenue picture for the next few years.

Challenges

- Support state board's declared commitment to a "march toward equity"
- Balance next few annual budgets in light of the formula
- Sustain our student numbers and create additional revenue streams

Chemeketa's Budget Situation: a \$7.795 Million Gap

General Fund Revenue	\$48.720 mil
Rollover budget with restorations	\$56.515 mil
Gap	\$7.795 mil

Strategy Targets

<u>Strategy category</u>	<u>FY 03-04</u>	<u>FY 04-05</u>
Tuition and Fee Revenue	\$2,500,000	\$2,580,000
Reduce Balances and Save	\$2,000,000	\$2,400,000
Adjustments to compensation prior year changes	\$1,500,000	\$1,050,000
current year		\$625,000
Program and Service expenditure reductions	\$3,000,000	
program reductions		\$1,440,000
program investments		\$(300,000)
Total Budget Adjustment	\$9,000,000	\$7,795,000

Our Proposed Budget

- A shared effort to make decisions in line with our values.
- Overall results continue to support our college goals.
- Requires continued hard work and creative efforts.

Revenue Increases

- \$6 per-credit-hour tuition increase.
- Increases in some service fees.
- Review and increase in some course-specific fees.

Challenge to Staff

- Asked staff to consider the budget challenge as a “revenue problem,”
- Program and service areas asked to give ideas for revenue generation.
- Great feedback and creative ideas from staff.
...additional revenue projections of \$520,000

Revenue Increases

Expand offerings:

- Summer term programming
- Additional sections of high-demand classes
- Expansion of some limited-entry programs
- Other specialty offerings through departments and institutes

Safety Net and Self-Support Balance Reductions

- Decrease college's contingency fund from \$2.5 million to \$1.5 million.
- Sweep \$400,000 from targeted self-support fund balances.
- Adjust indirect rates to realize an additional \$250,000.

Self-Support Balances

Self-Support funds critical:

- Sustain key programs and services
- “Venture capital” for change efforts
- Expansion of course sections
- Enhancements to services
- Equipment purchases
- Salaries and other resources

Save in Current Year

Asking all areas of the college to under expend 2003-04 resources.

Goal: \$750,000 in additional carryover.

Compensation Adjustments

Asked for compensation adjustments in context of our values to:

- Limit increasing cost burdens for students
- Hire as many faculty as possible to preserve the breadth and scope of our programs
- Sustain our human resources so essential to mission and quality

Compensation Adjustments Administration Request

- Continuation of Memoranda of Agreements from 2003-04: \$1.05 million savings.
- Adjustments to scheduled increases in 2004-05: \$625,000.
- Total compensation adjustment across all employee groups: \$1.675 million.

Compensation Adjustments

- Exempt Association: voted to support compensation adjustments
- Classified Association: voted to support compensation adjustments
- Full-time Faculty Association: still under discussion

Depending on final outcome of compensation discussions...

Potential budget gap of approximately \$530,000

Expenditure Reductions and Investments

Primary strategy is to reduce costs.

Several small investments help college position for future.

Expenditure Reductions

- Reduce some materials and services budgets.
- Reduce some exempt and classified positions.
- Shift some positions from general fund to other funds.

Reductions in Employee Categories

<u>Employee category</u>	<u>2004-05 Proposed</u>			<u>3-year cumulative</u>	
	<u>2004-05 FTE</u>	<u>Net Change</u>	<u>% Change</u>	<u>Total Change</u>	<u>Total %</u>
Classified	249.62	(4.89)	(1.9%)	(11.92)	(4.6%)
	249.12	(5.39)	(2.1%)	(12.42)	(4.7%)
Exempt	65.05	(3.50)	(5.1%)	(8.60)	(11.7%)
	62.55	(6.00)	(8.8%)	(11.10)	(15.1%)
Faculty	193.77	2.00	1.0%	(12.30)	(6.0%)
	190.27	(1.50)	(0.8%)	(15.80)	(7.7%)

*The Proposed FY 05 includes TED Center positions NOT reflected in the General Fund summary.

Reductions in Positions

- Most of the reductions are in vacant positions.
- Help in identifying new positions and job opportunities is being provided to staff members whose positions are eliminated.

Reorganizations

- Executive and Governance
- College Advancement
- Academic and College Services
- Polk County services

Reorganizations

Goals:

- Maintain quality
- Provide adequate support for programs and services
- Sustain key projects now underway
- Continue to foster staff and faculty ideas for future development

Investments for the Future

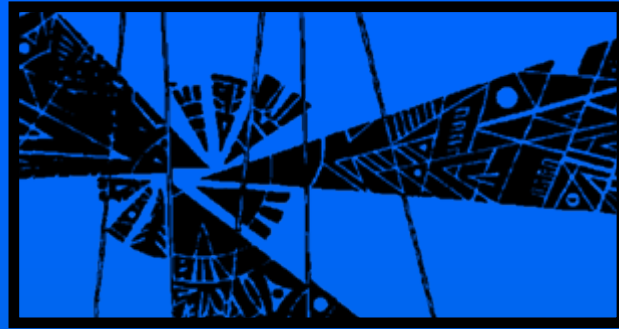
- Invest in 2 FTE additional faculty positions
- Program development in natural resources
- Additional lab support for Welding, Nursing, and Medical Office Assisting programs
- Accreditation self-study

Summary

Tuition and Fees, increases and new offerings	\$2,580,000
Reduce safety net and self-support balances, and save	\$2,400,000
Consider compensation changes	
Continue last year's changes	\$1,050,000
Additional changes	\$625,000
Reduce program and service expenditures	\$1,440,000
Add some program investments	<u>\$(300,000)</u>
Total Budget Adjustment	\$7,795,000

Summary

This budget represents our best thinking about how to continue to provide relevant and meaningful learning opportunities for our communities now and in the years to come.

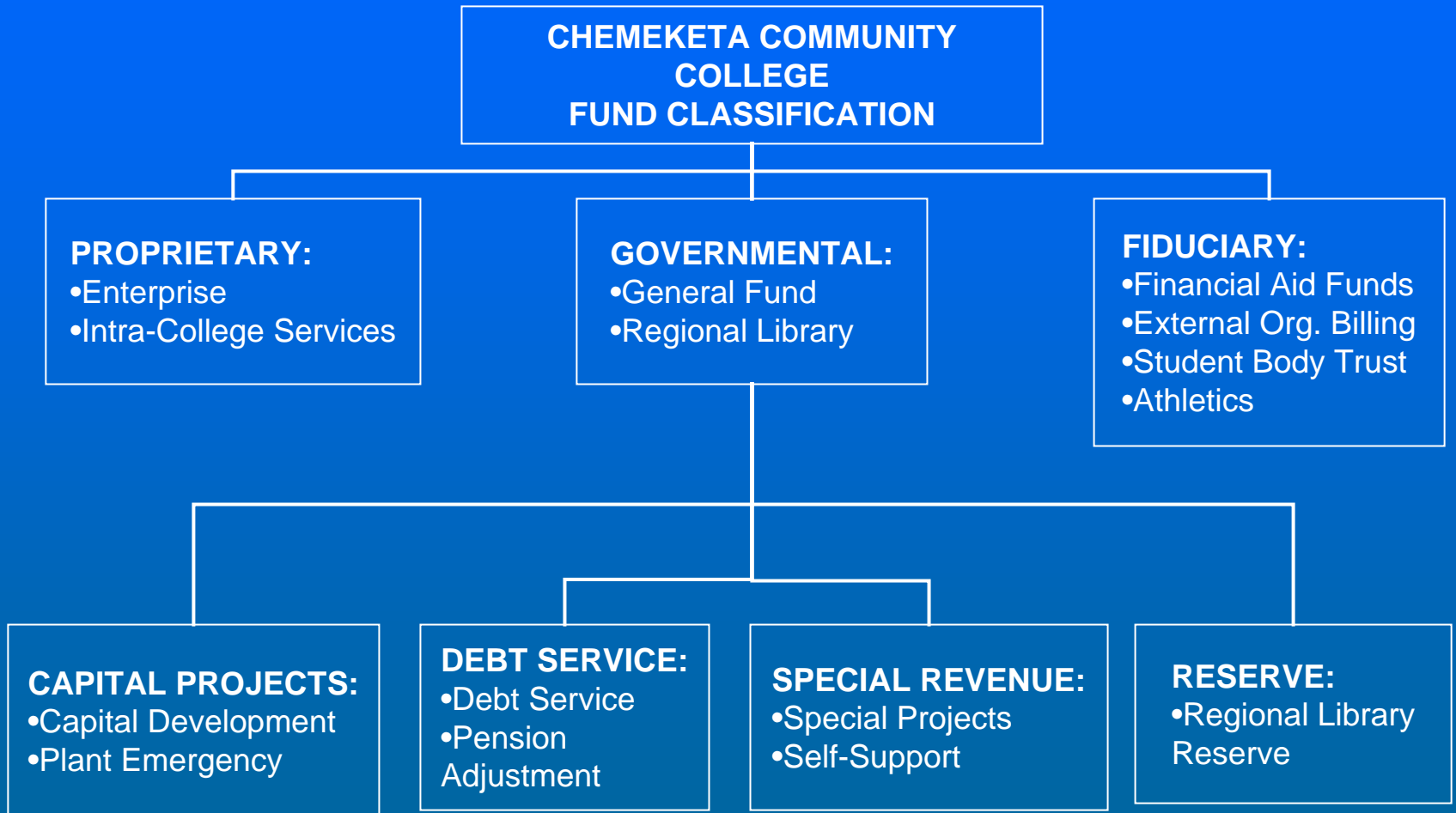


Presentation of Proposed Budget

Craig Smith

Chemeketa Community College

Types of Funds



Budget Structure

Functional Category for State Education Reporting

STUDENT SERVICES

Primary Services to students provided outside of formal instructional programs

COLLEGE SUPPORT

Provides long-range planning, fiscal operations, and logistical activities

PLANT OPERATIONS & MAINTENANCE

Activity to provide for service and maintenance of facilities, utilities, insurance, and renovation

TRANSFERS

Money, either restricted or unrestricted, moved between funds

ALL INSTRUCTION

Includes the divisions of Instruction, Instructional Support, and Community Service

RESERVES

Fund segregated for future use and not available for appropriation

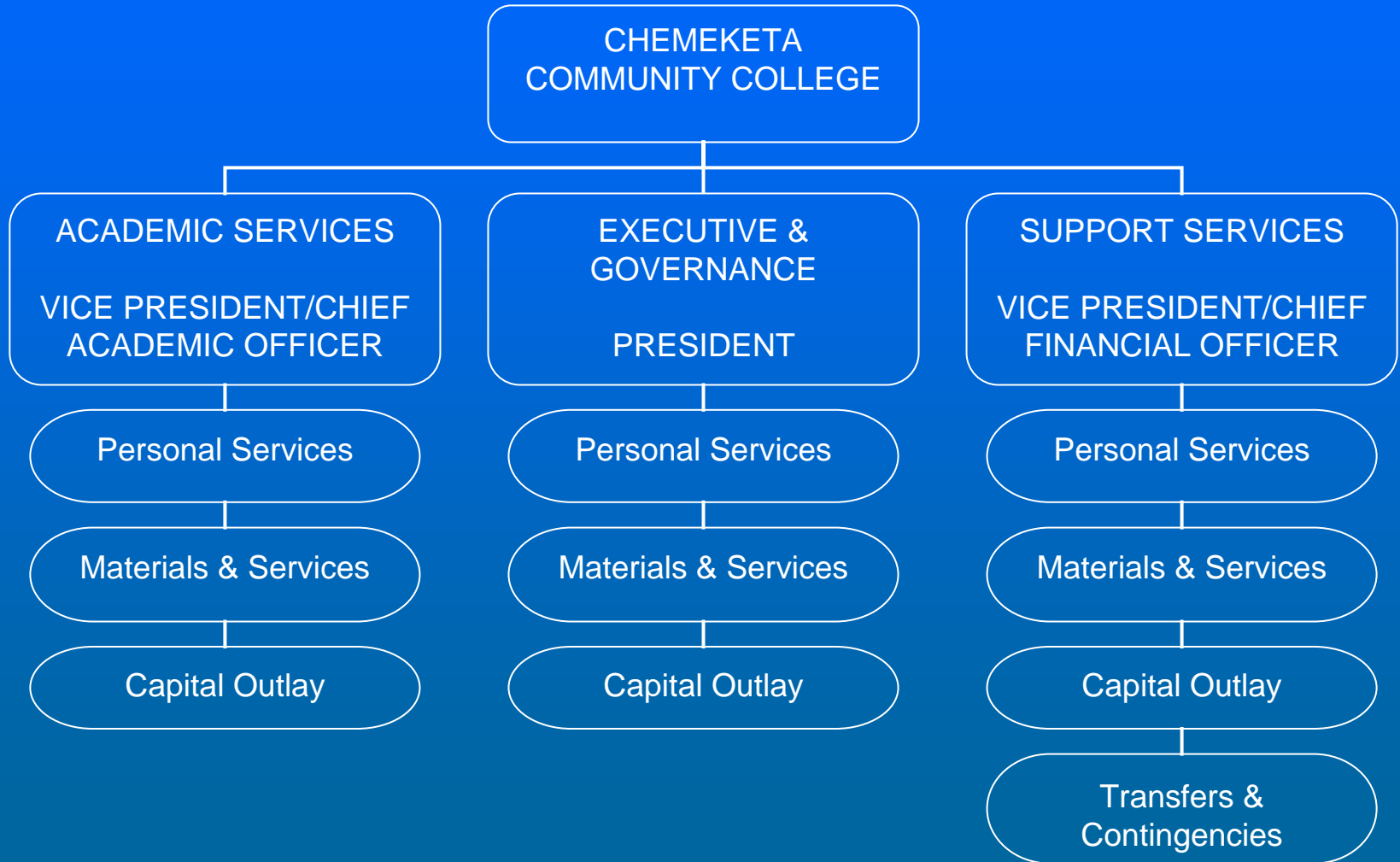
INSTRUCTIONAL
SUPPORT

INSTRUCTION

COMMUNITY
SERVICE

Budget Structure

Functional Category for State Revenue Reporting



Budget Narrative

Proposed Budget (p. 38)

INFORMATION TECHNOLOGY

Mission

Information Technology provides a variety of services to encourage, empower, and support the college community in the effective use of technology.

Administrative Computing

The integrated suite of administrative and student system products from SCT (Banner) provides the college with the tools necessary to manage future growth and reporting requirements. Administrative Computing supports the college's use of the Banner suite through programming, process analysis, system support, software updates, and maintenance.

Staff Training and Faculty Support

Self training and faculty support empowers users to take advantage of the productivity tools and new technologies available to them through the college-wide network. This unit provides training and support for software, Banner and network applications. The unit also coordinates user groups, provides training for instructional staff secretaries, and maintains resource materials.

Networking

This area handles the network infrastructure for the entire college, outreach campuses, and Oregon Coast Community College. Priorities include system upgrades, high-speed data transmission, software improvements, and Internet access for staff and students. The system is evaluated regularly to improve system performance, reliability, and security.

Computer Repair

This area has responsibility for repair and maintenance of computers, modems, printers, and peripherals at the College.

Technical Assistance Center

The Technical Assistance Center is the hub of all services provided through Information Technology. More than 10,000 requests for services are routed through the "help desk" each year. Our goal is to decrease response time and provide consistent service that is courteous and competent.

Academic Computing Labs

This area provides computer facilities for students and assists faculty members with technology support in the computer labs. With the introduction of networks, the Internet, and online library resources, the college faces escalating demand for computer lab space for students.

Telephone Services

The telephone system provides the central communication infrastructure for all our major technological resources. This area provides telephone service, telephone lines and support for Touch Tone Registration, dial-in access, phone mail and Internet. Additionally this area coordinates with the networking unit to research and deploy new telephony and networking technologies.

Media Technology

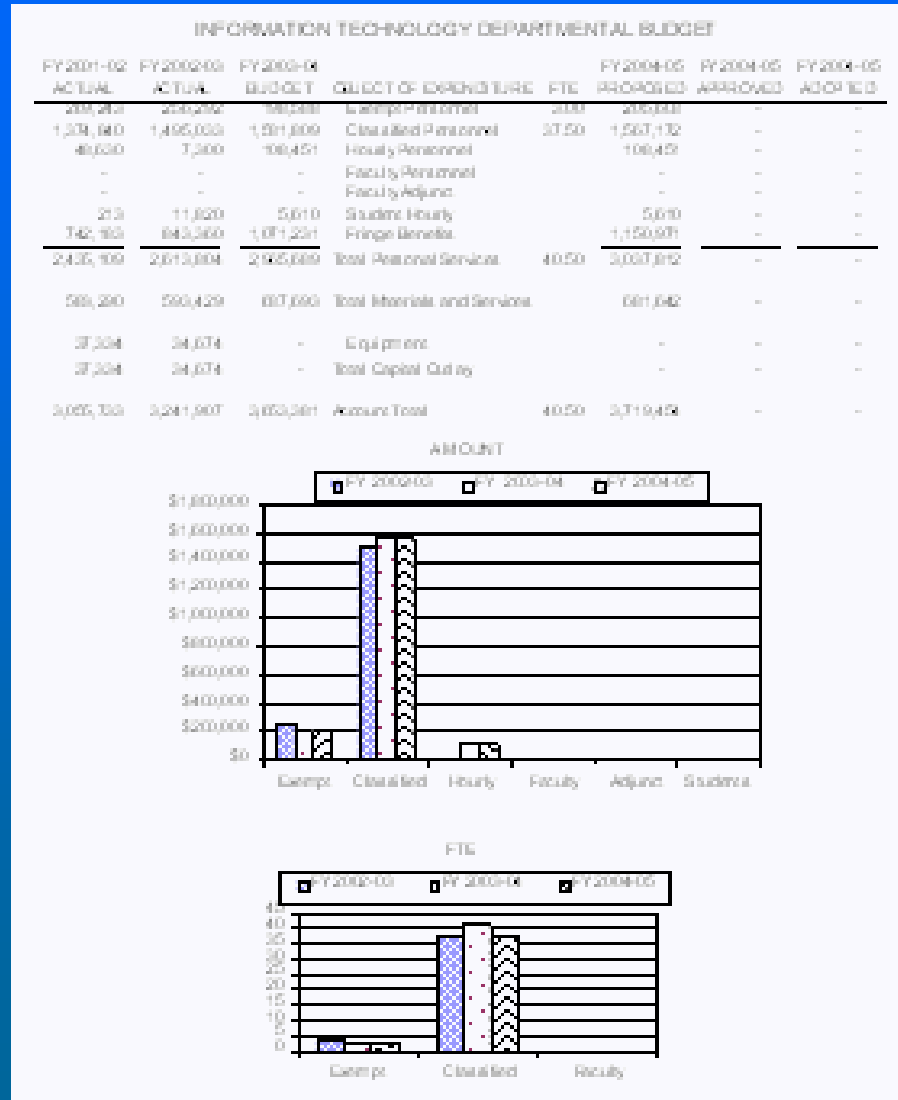
This area handles video and audio production for the college. It is also responsible for the transportation and maintenance of media equipment for classes and events.

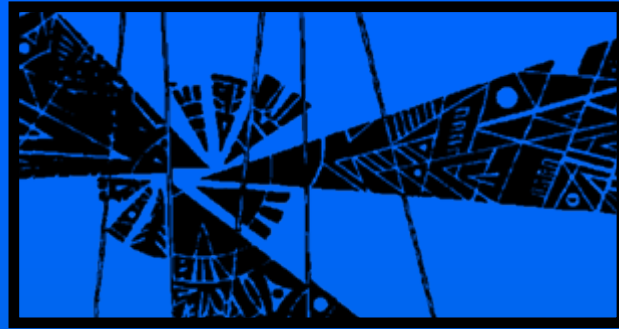
Future Plans

- Continue to enhance network security through deployment of access control servers, internal firewalls, and intrusion detection technologies.
- Expand wireless access for the Salem campus to include secure staff networks.
- Enhance "switched" network for campus and upgrade network facilities at outreach centers to better support voice and video technologies.
- Research transition to Banner T or deploy hardware and software to support the upgrade.
- Improve performance of online student systems for peak access periods (registration, grades, etc).

Department Budget

Proposed Budget
(p. 39)





Budget Overview and Revenue Expectations

Craig Smith

Chemeketa Community College

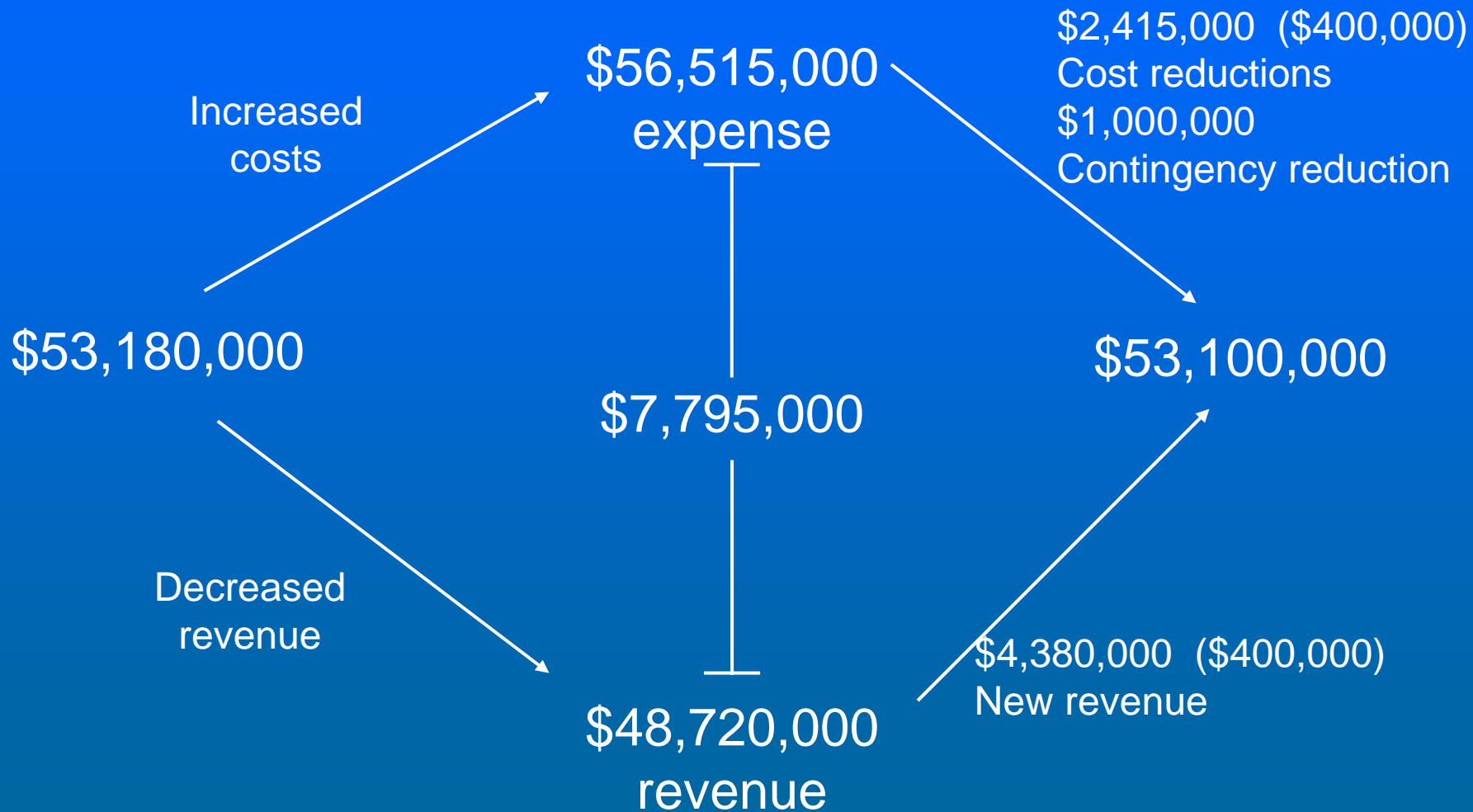
2003-05 Resources

<u>Description</u>	<u>Budget</u> <u>FY 2003-04</u>	<u>Budget</u> <u>FY 2004-05</u>
State Sources	22,700,000	23,100,000
Current Local Taxes	11,230,000	11,620,000
Prior Local Taxes	400,000	400,000
Tuition	9,700,000	12,120,000
Fees	1,500,000	2,060,000
Miscellaneous	1,650,000	2,300,000
Beginning Fund Balance	<u>6,000,000</u>	<u>1,500,000</u>
Total	53,180,000	53,100,000

Estimated Budget with Rollover and Restorations

Revenue	\$48,720,000
Expense	<u>\$56,515,000</u>
Deficit	\$7,795,000

Budget Reconciliation



New Revenue

\$1,500,000	Tuition Increase
750,000	Increase Carryover
560,000	Fee Increases
520,000	Expanded programs
400,000	Transfer from other Funds
400,000	Add experimental classes to GF
<u>250,000</u>	Increase charges to Self-Support
\$4,380,000	

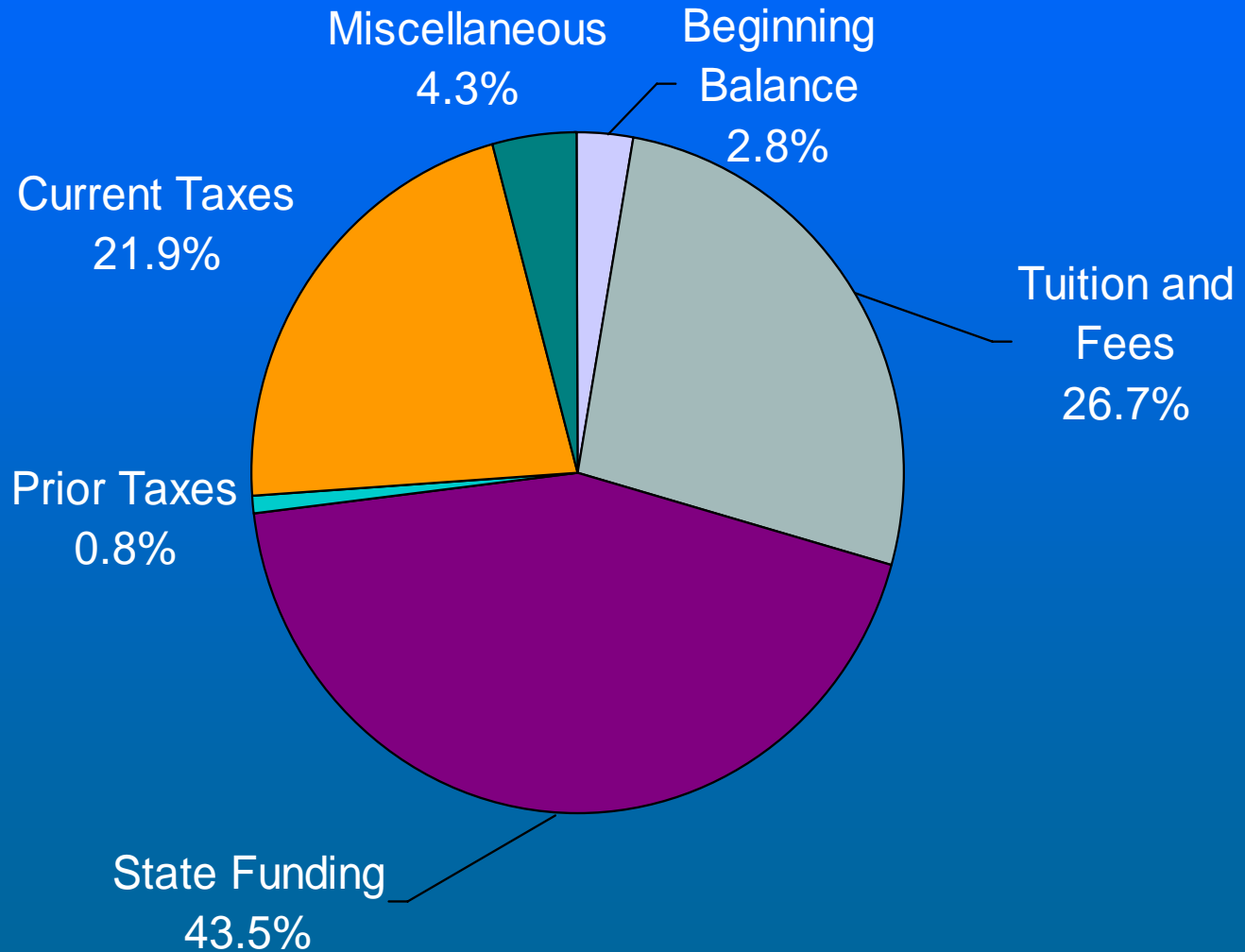
Tuition & Fee Increases

Tuition 2003-04	\$9,700,000
Tuition Increase	1,500,000
Expanded Programs	520,000
Addition of Exp. Classes	<u>400,000</u>
	\$12,120,000
Fees 2003-04	\$1,500,000
Targeted Fee Increases	<u>560,000</u>
	\$2,060,000

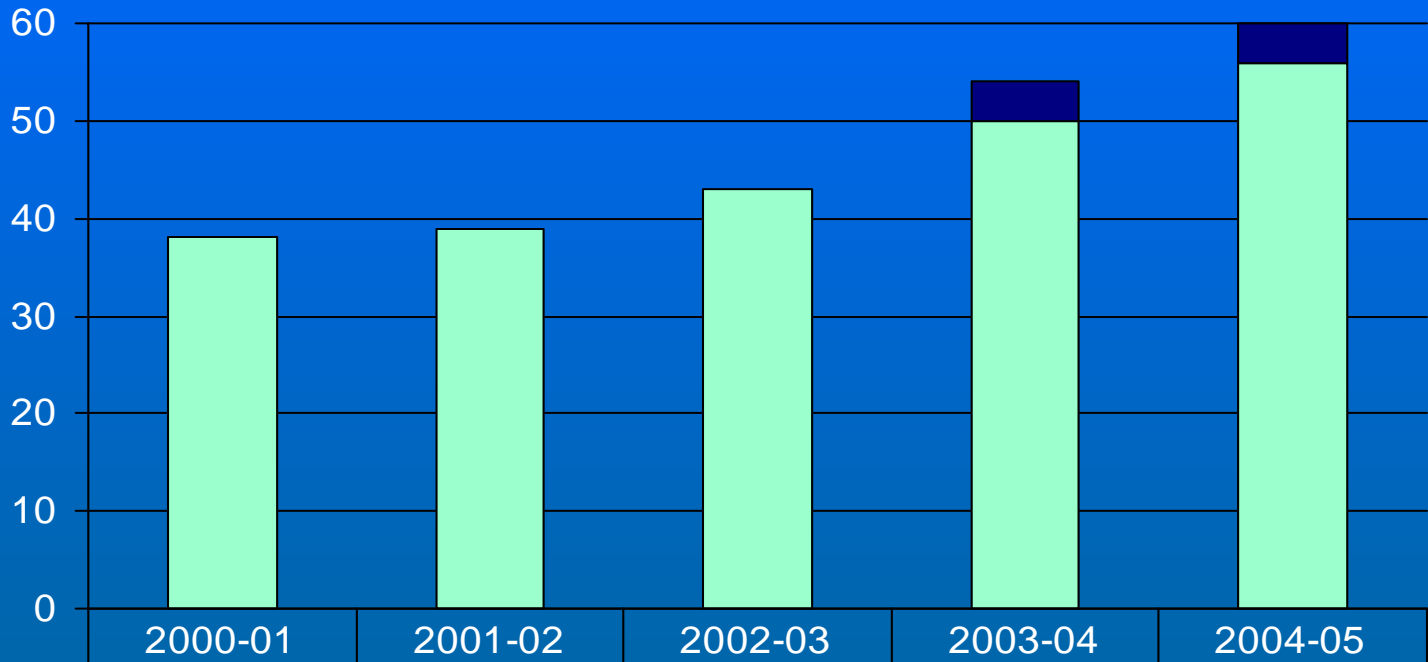
Increases from Self-Support

Miscellaneous 2003-04	\$1,650,000
Transfers from Other Funds	400,000
Increased Charges to Self-Support	<u>250,000</u>
	\$2,300,000

2004-05 Resources



In-District per Credit Hour Rate

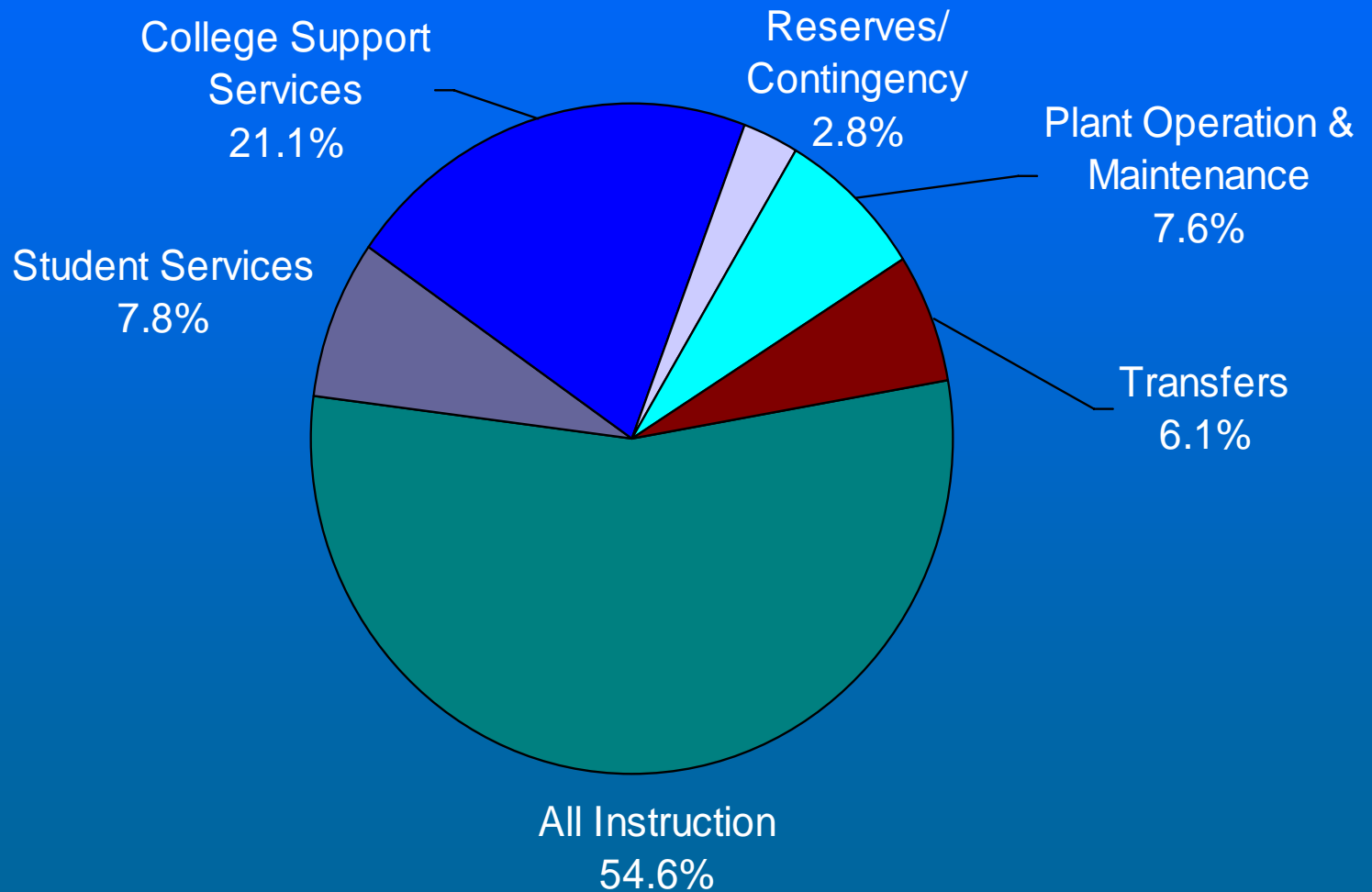


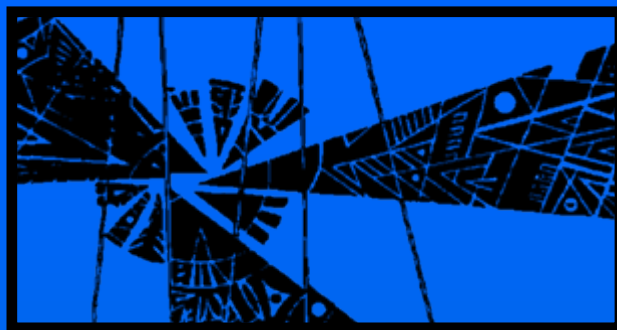
■ Universal Fee	0	0	0	4	4
■ Tuition	38	39	43	50	56

2003-05 Expenditures

<u>Description</u>	<u>FY 2003-04</u>	<u>FY 2004-05</u>
Instruction	28,613,900	29,000,759
Student Services	4,127,348	4,142,984
College Support Services	11,395,165	11,207,600
Plant Operation & Maintenance	3,999,691	4,013,906
Transfers	2,543,896	3,234,752
Reserves	2,500,000	1,500,000
Unappropriated EFB	<u>0</u>	<u>0</u>
Total	53,180,000	53,100,000

2004-05 Expenditures





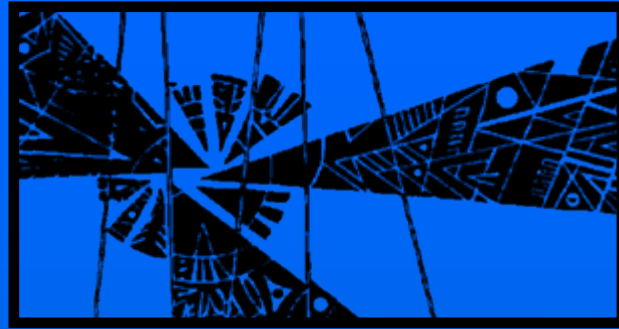
Summary and Questions

Craig Smith

Chemeketa Community College

To be continued...

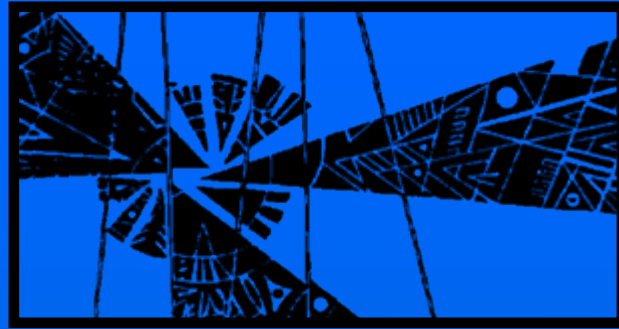
April 15th, 7 p.m.
Building 2 Board Room



2004-05 Budget Presentation

April 15, 2004

Chemeketa Community College



Employee Compensation Strategy

Joanne Truesdell

Chemeketa Community College

Adjustments to Employee Compensation

What Does the Proposed Budget Reflect?

- No 2% Cost of Living Adjustments for 2003-2004 and 2004-2005

Adjustments to Employee Compensation

Review of Current Budget Year

- 2003-2004 budget: \$1.5 million in savings
- Adjusted Health Insurance \$100,000
 - Legislative PERS Reforms \$720,000
 - 2% Cost of Living Adjustment \$680,000

Adjustments to Employee Compensation

Review of Current Budget Year

How Savings were Accomplished 2003-2004

The savings in salaries was “paid” to the employee by adjusting the length of the contract for faculty and in the form of paid non-service days for classified and exempt employee groups. The result of these agreements simply meant that no employee received less in salary for 2003-2004 than in 2002-2003

Adjustments to Employee Compensation

Proposed for 2004-2005

- Maintains the savings of 2003-2004 2% Cost of Living Adjustment \$680,000
- Reflects the savings of 2% for the 2004-2005 Cost of Living Adjustment

Adjustments to Employee Compensation

How Savings will be Accomplished 2004-2005

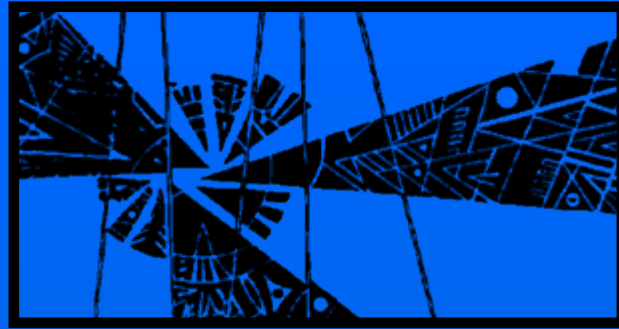
Classified employees will be “paid” in the form of non-service days –four additional days for a total of eight college closure days.

Exempt employee groups will forgo their COLA. Employees will use vacation days or unpaid leave for the additional 4 closure days.

Adjustments to Employee Compensation

How Savings will be Accomplished, cont.
2004-2005

The college and full-time faculty association are in
solution focused meetings



Program and Service Expenditure Reductions

Liz Goulard

Chemeketa Community College

Program and Service Review

Think ahead to the year 2010. If we continue to serve our district at today's rate of one in six adults, we could be serving as many as 80,253 individuals annually. Consider what types of services or programs you will need to provide in order to serve your future students or clients. Summarize any changes you could anticipate making over the next five years.

Program and Service Review

- If there were additional resources, what would be needed in your area to support the future picture you've created?
- What could you do additionally to increase revenue? What strategies would you employ, what support would you need, and specifically how much could you anticipate raising (over costs) during 2004-05?

Program and Service Review

- Review your current general fund budget with an eye to making reductions in your expenditures for 2004-05 and beyond. How would you run your department differently if your current budget was reduced by 5%? 10%? 15%? Please be specific with rationale, savings amount, and impact for each strategy listed.

Program and Service Review

- What advice or other suggestions do you have for balancing the 2004-05 budget?
- What questions do you have?

Program and Service Review

- Points of discussion:
 - Primary focus on teaching and learning
 - Legally or otherwise required services
 - More efficient way to deliver services
 - Relationship of program/service to mission

Program and Service Review

- Points of discussion:
 - How to lower costs and preserve quality
 - Generation of additional revenue
 - Reallocation of resources to support future
 - Impact on college climate

Program and Service Expenditure Reduction

- Strategies:
 - Reduce materials & services budgets
 - Reduce part-time hourly funds
 - Shift positions to “soft” funds
 - Eliminate vacant positions
 - Reduce existing positions
 - Recommend minimal investments

Program and Service Expenditure Reduction

• M&S Reductions	\$ (236,889)
• Position Reductions	\$(1,065,058)
• PT Hourly Reductions	\$ (62,567)
• Subtotal	\$(1,364,514)
• Investments	\$ 336,897
• Total	\$(1,027,617)

Program and Service Recommendations

- Shift .5 public safety officer to the Parking Fund
- Support a graphics technician through Chemeketa Online funds
- Redirect .5 Counseling position to Title III grant efforts in promoting student retention
- Shift portion of Library secretary to CCRLS to more accurately reflect current activity

Program and Service Recommendations

- Further support Extended Learning secretarial positions through self-support funds
- Reorganize Academic and College Services; align funding source for one Dean's position with division responsibilities; fund through other funds

Program and Service Recommendations

- Reorganize Maintenance Services; shift .75 custodian to self-support; eliminate vacant maintenance technician and secretary positions; add lead groundskeeper
- Eliminate vacant Capitol Learning Center secretary position
- Eliminate vacant half-time secretary position for IT
- Eliminate vacant computer lab assistant position

Program and Service Recommendations

- Reduce vacant .88 lab assistant position in McMinnville to .50
- Reorganize Enrollment Services and Financial Aid; eliminate director vacancy
- Eliminate existing ECE lab assistant .5 position

Program and Service Recommendations

- Reorganize College Advancement:
 - Eliminate director and secretary vacancies
 - Create .5 receptionist
 - Move Internal Communications to College Advancement
 - Move Foundation Exec. Director and support staff to College Advancement

Program and Service Recommendations

- Suspend .5 vacancy created by president's assistant move to NW Viticulture Center (self-support work to create Chemeketa Institutes)
- Create .5 Planning & Development Specialist (temporary)

Program and Service Recommendations

- Polk County Services

- Reduce and consolidate Dallas Campus services on-site at Dallas HS in conjunction with WWPTC
- Eliminate .75 Polk office assistant position
- Expand partnership to better serve high school students
- Continue afternoon and evening offerings for adults
- Further partnership with Western Oregon University to offer transfer coursework onsite
- Continue West Salem HS partnership to offer evening courses onsite

Program and Service Recommendations

- Natural Resources Curriculum
 - Suspend Forest Resources Technology degree
 - Focus faculty assignment on Environmental Sciences curriculum linked to Oregon State U
 - Continue work with partners to develop Horticulture Certificate/ AAS Degree

Program and Service Recommendations

- Shift Faculty Resources, add 2.5 FTE to invest in:
- ABE/GED
- Business Law
- Physical Science and Life Science
- Computer Science
- Psychology
- Medical Assisting (bring back from self-support)
- Spanish
- McMinnville Math
- McMinnville English

Program and Service Recommendations

- Academic Program Support
 - Add half-time lab assistant for Welding program
 - Add half-time lab assistant for Medical Assisting and Nursing program support
 - Add project specialist to support faculty work in developing Environmental Sciences, Horticulture, and Agriculture

Other Changes Since Last Year's Adopted Budget

- Shift of funds to create a part-time instructional assistant at Santiam campus
- Reorganization of funds and classified positions to better serve ESL
- Reorganization of funds and classified positions to better serve Disability Services

Other Changes Since Last Year's Adopted Budget

- Shift of funds to create a part-time secretary for Agriculture and Hospitality
- Reorganization of funds and positions to better serve Enrollment Services
- Shift of TED Center from general fund to self-support

Program and Service Expenditure Reduction

- Impact on Services:
 - Greater dependence upon alternate funds and partnerships for delivery of college services
 - Continued reorganization of program and service areas to meet demands with fewer staff
 - Higher workloads for staff

Program and Service Expenditure Reduction

- Impact on Programs:
 - Some recovery in ability to support schedule of classes through adjunct faculty funds and self-support sections
 - Slightly higher average class sizes
 - Limited ability to develop new program offerings through general fund

Program and Service Expenditure Reduction

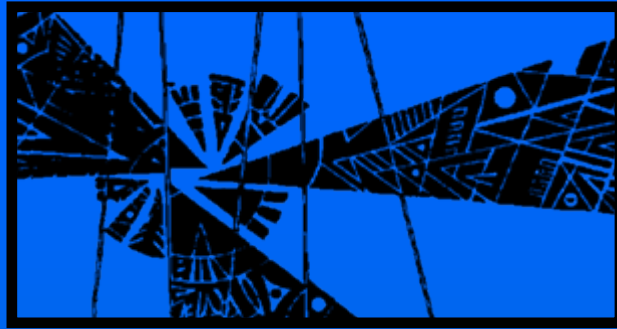
- Impact on Programs:
 - Slight gain in full-time faculty overall; fewer full-time faculty in some disciplines
 - Continues decentralized services model for Polk County
 - Decrease in Student FTE

Program and Service Expenditure Reduction

	FY 2001-02	FY 2002-03	FY 2003-04
Average class size	22.0	23.2	25.2
YTD tuition revenue	7,780,987	8,667,510	8,885,906
YTD student FTE	9,101	8,505	7,781
Closed sections	938	1,044	801

Program and Service Expenditure Reduction

	Full-time Faculty FTE	Adjunct Funds
FY 2001-02	206.57	3,391,010
FY 2002-03	206.07	3,577,168
FY 2003-04	191.77	3,397,640
FY 2004-05	193.77	3,597,068



General Fund "The New Look"

Liz Goulard

Chemeketa Community College

General Fund Expenditure Changes FY 2003-04 to FY 2004-05

Personnel Services	Adopted FY 2003-04	Proposed FY 2004-05	Change
Salaries	26,710,156	26,678,853	(31,303)
Fringes	14,073,207	15,173,135	1,099,928
Total	40,783,363	41,851,988	1,068,625



Personnel Comparison FTE and Total Resources

(*not including TED Center)	Adopted FY 2003-04	Proposed* FY 2004-05	Change
Exempt	68.55 \$4,225,091	61.05 \$4,099,469	(7.50) (\$502,008)
Faculty	191.77 \$10,035,041	192.77 \$10,062,472	1.00 (\$27,431)
Classified	254.51 \$7,951,113	247.72 \$7,891,727	(7.03) (\$53,386)
Hourly & Adjunct	\$3,579,106	\$3,767,947	\$188,841



General Fund Expenditure Changes

	Adopted FY 2003-04	Proposed FY 2004-05	Change
Materials & Services	6,560,632	6,323,743	(236,889)
Capital Outlay	189,517	189,517	0

General Fund Expenditure Changes by Expense Function

	Adopted FY 2003-04	Proposed FY 2004-05
Instruction	23,713,221 44.59%	24,720,312 46.55%
Instructional Support	4,753,206 8.94%	4,128,316 7.77%
Community Service	147,473 0.28%	152,131 0.29%
All Instruction	28,613,900 53.81%	29,000,759 54.62%

General Fund Expenditure Changes by Expense Function

	Adopted FY 2003-04	Proposed FY 2004-05
Student Services	4,127,348 7.76%	4,142,984 7.8%
College Support Services	11,395,165 21.43%	11,207,600 21.11%
Plant Operations & Maintenance	3,999,691 7.52%	4,013,906 7.56%

General Fund Expenditure Changes by Expense Function

	Adopted FY 2003-04	Proposed FY 2004-05
Transfers	2,543,896	3,234,752
Reserves	2,500,000	1,500,000
Unappropriated EFB	0	0
Total	53,180,000	53,100,000

Budget Adjustments

- Executive & Governance (p. 7)
 - Shift CCC Foundation support personnel to College Advancement
 - Suspend .5 President's Assistant (half of this position will be self-support for 2004-05)
 - Add .5 temporary Planning & Development specialist

Budget Adjustments

- College Advancement & CCC Foundation (p. 9)
 - Shift Internal Communications position from Institutional Effectiveness
 - Shift CCC Foundation support personnel from Executive & Governance to College Advancement

Budget Adjustments

- VP / Chief Financial Officer (p. 13)
 - Shift support staff position to Risk Management

Budget Adjustments

- College Safety / Risk Management (p. 21)
 - Shift support staff from VP's office
 - Shift .5 public safety officer to parking fund

Budget Adjustments

- Facilities & Operations (p. 23)
 - Reorganize Maintenance Services
 - Shift .75 custodian to self-support
 - Eliminate vacant maintenance technician and secretary positions
 - Add lead groundskeeper

Budget Adjustments

- College Infrastructure (p. 27)
 - Increase early retirement benefits
 - Decrease contingency by \$1,000,000

Budget Adjustments

- Strategic Partnerships & Information Resources (p. 31)
 - Shift Dean's position to other funds

Budget Adjustments

- Business Management / Health Services Management / Electronics (p. 35)
 - Add 1.0 Computer Science instructor
 - Add 1.0 Medical Assisting instructor
 - Add .5 Business Law instructor
 - Add .5 skills lab assistant

Budget Adjustments

- Chemeketa Online Administration
(p. 37)
 - Shift Media Services faculty vacancy to
Computer Science

Budget Adjustments

- Information Technology (p. 39)
 - Eliminate vacancies for .5 secretary and 1.0 lab assistant
 - Shift 1.0 graphics technician to self-support
 - Shift 1.0 lab assistant to Santiam Campus budget

Budget Adjustments

- Institutional Effectiveness (p. 41)
 - Shift Internal Communications position to College Advancement

Budget Adjustments

- Trades & Technology (p. 45)
 - Add .5 welding assistant
 - Shift faculty vacancy in Forest Resources to Psychology

Budget Adjustments

- Training & Economic Development Center (p 47)
 - Shift budget to self-support
 - Fund in part with annual transfer from College Infrastructure budget

Budget Adjustments

- VP / Chief Academic Officer (p. 51)
 - Add project specialist to support faculty work in developing Environmental Sciences, Horticulture and Agriculture
 - Shift .5 vacant faculty position from Opportunity Center to Developmental Education
 - Shift staff secretary (faculty support) position from Math & Science

Budget Adjustments

- ECE / Education / Human Services / Social Sciences (p. 61)
 - Add Psychology instructor
 - Eliminate .5 ECE lab assistant position

Budget Adjustments

- Emergency Services / Criminal Justice / Health & PE (p. 63)
 - Shift EMT faculty vacancy to .5 Life Science and .5 Physical Science positions

Budget Adjustments

- Humanities & Visual Communications (p. 65)
 - Shift .5 English faculty vacancy to Business Law
 - Add 1.0 Spanish instructor

Budget Adjustments

- Mathematics & Science (p. 67)
 - Add .5 Life Science instructor
 - Add .5 Physical Science instructor
 - Shift staff secretary (faculty support) to VP office

Budget Adjustments

- Center for Extended Learning (p. 73)
 - Reduce FTE for existing secretary
 - Partially shift Extended Learning secretary positions to self-support

Budget Adjustments

- Developmental Education (p. 75)
 - Add .5 ABE/GED instructor
 - Reorganize to increase office and instructional assistant support

Budget Adjustments

- McMinnville Campus (p. 77)
 - Add .5 Math instructor
 - Reduce vacant lab assistant position
 - Add Instructor / Coordinator for Dallas
 - Eliminate .75 Polk County services assistant position

Budget Adjustments

- Santiam Campus (p. 81)
 - Shift 1.0 instructional assistant funding source from IT to Santiam Campus
 - Create part-time instructional assistant through a shift of funds

Budget Adjustments

- College Access Programs (p. 89)
 - Move tutoring services from Student Life to College Access Programs

Budget Adjustments

- Counseling & Career Services
(p. 91)
 - Redirect .5 Counseling position to Title III grant efforts in promoting student retention

Budget Adjustments

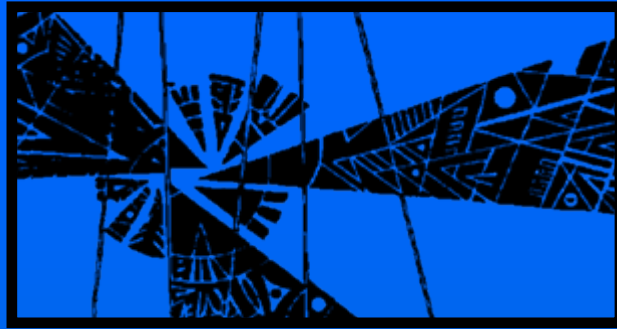
- Enrollment Services (p. 93)
 - Eliminate director vacancy created through retirement

Budget Adjustments

- Library (p. 97)
 - Shift part of secretary position to CCRLS funds

Budget Adjustments

- Student Life & Disability Services
(p. 101)
 - Shift Tutoring services to College Access Programs



Programs and Services Part II

Liz Goulard

Chemeketa Community College

Program and Services

- Savings Goal: \$528,000
- Budget Strategies:
 - Exempt position reductions
 - Faculty position reductions
 - Selected fee increases
 - Shift expenses to soft funds
 - Further reduction of materials & services

Program and Services

- Exempt position reductions - \$175,000
 - Eliminate half the funding from current vacancy in Coordinator, Customized Training / Capitol Learning Center
 - Eliminate position of Director for College Access Programs
 - Eliminate one Executive Secretary position – Dean's office

Program and Services

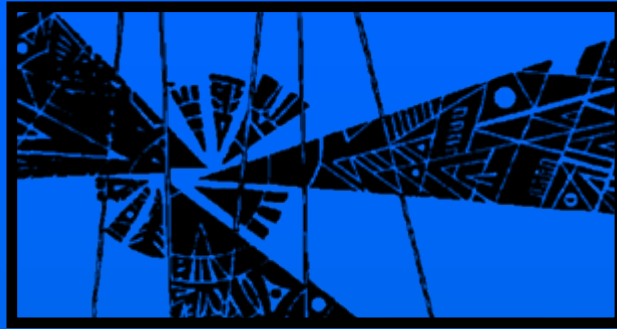
- Faculty position reductions - \$199,000
 - Eliminate faculty vacancy in Psychology
 - Eliminate faculty vacancy in Spanish
 - Eliminate one additional faculty vacancy (under discussion)

Program and Services

- Selected fee increases
- Shift expenses to soft funds
 - Implement hourly automotive service charge; reduce materials & services in Automotive Program by \$10,000
 - Increase Developmental Education fee by \$5 to \$30 / student / term; reduce adjunct funding in program by \$28,000

Program and Services

- Shift expenses to soft funds
 - Change funding for .5 Life Science faculty to National Science Foundation funds - \$31,000
 - Transfer Public Safety expenses to parking fund - \$40,000
- Reduce materials & services in selected accounts - \$21,000



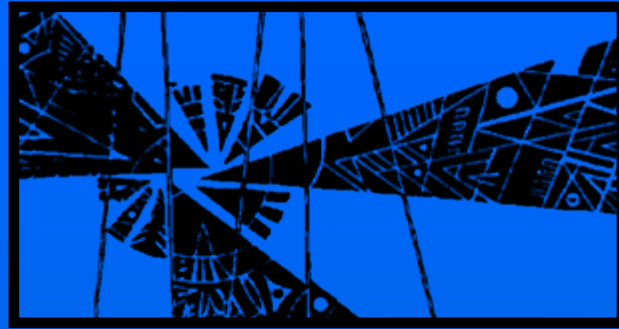
Summary and Questions

Craig Smith

Chemeketa Community College

To be continued...

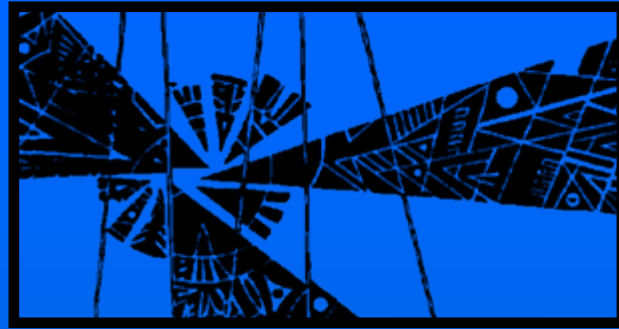
April 21st, 4:30 p.m.
Building 2 Board Room



2004-05 Budget Presentation

April 21, 2004

Chemeketa Community College



Questions from Prior Meetings

Craig Smith

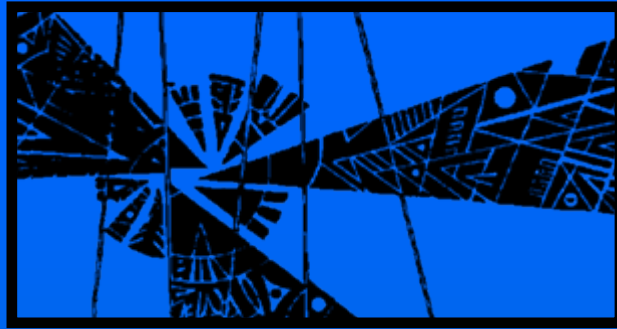
Chemeketa Community College

2003-04 Resources

<u>Description</u>	<u>Budget</u> FY 2003-04	<u>Projected</u> FY 2003-04
State Sources	22,700,000	24,223,042*
Current Local Taxes	11,230,000	11,484,265
Prior Local Taxes	400,000	590,866
Tuition	9,700,000	9,965,909
Fees	1,500,000	1,511,342
Miscellaneous	1,650,000	1,652,951
Beginning Fund Balance	<u>6,000,000</u>	<u>1,086,728*</u>
Total	53,180,000	50,515,103

Compensation-MOA's

	<u>Last Year</u>	<u>This Year</u>	<u>Next Year</u>	<u>2005-06</u>
Salary	50,000	51,000	52,000	53,000
Classified MOA	50,000	50,000 4 days	50,000 8 days	53,000
Faculty MOA	50,000	50,000 4 days	52,000	53,000
Exempt Agreement	50,000	50,000 4 days	50,000 4 days	

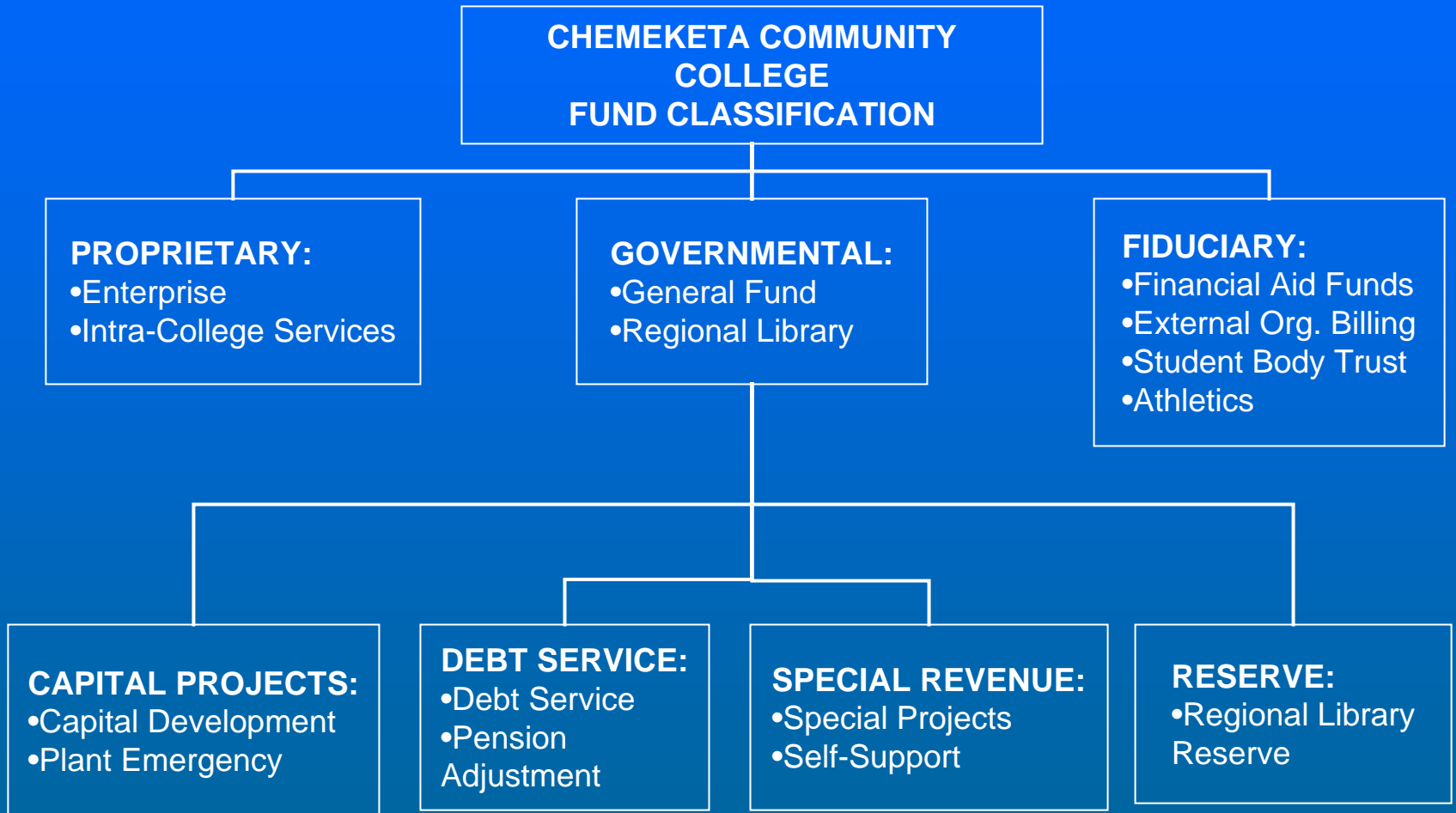


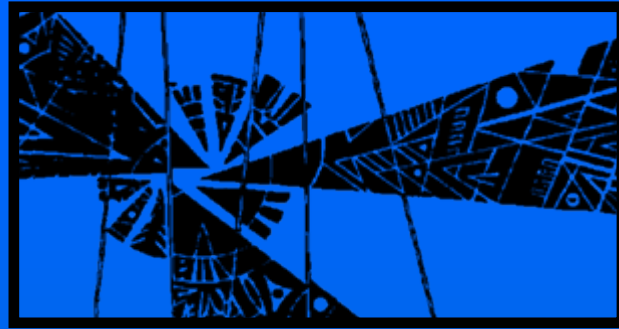
Other Funds Overview

Julie Huckestein

Chemeketa Community College

Types of Funds

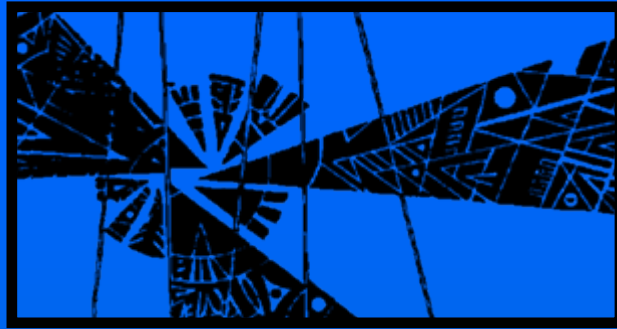




Chemeketa Cooperative Regional Library Service

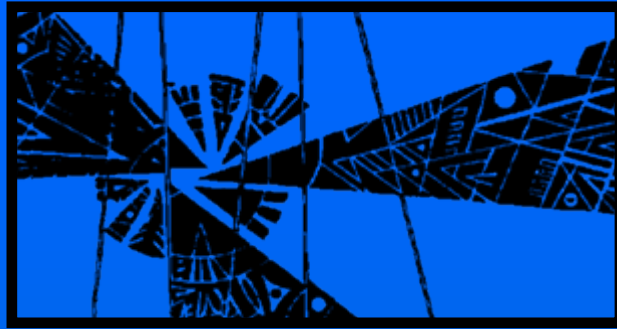
Jim Eustrom

Chemeketa Community College



Public Testimony

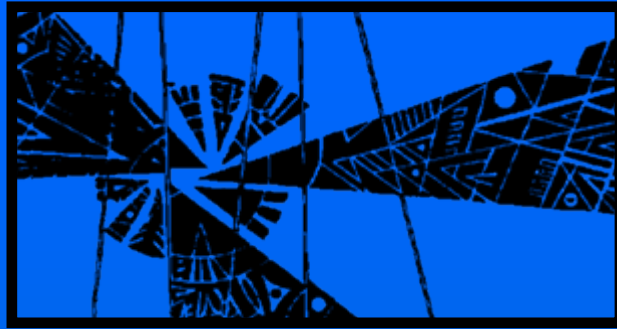
Chemeketa Community College



Presentation of Budget Recommendation

Craig Smith

Chemeketa Community College



Discussion of and Action on Recommended Budget

Chemeketa Community College