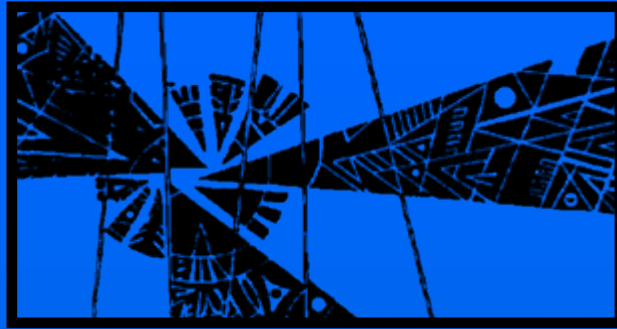


# 2005-06 Budget Presentation

April 13, 2005

Chemeketa Community College

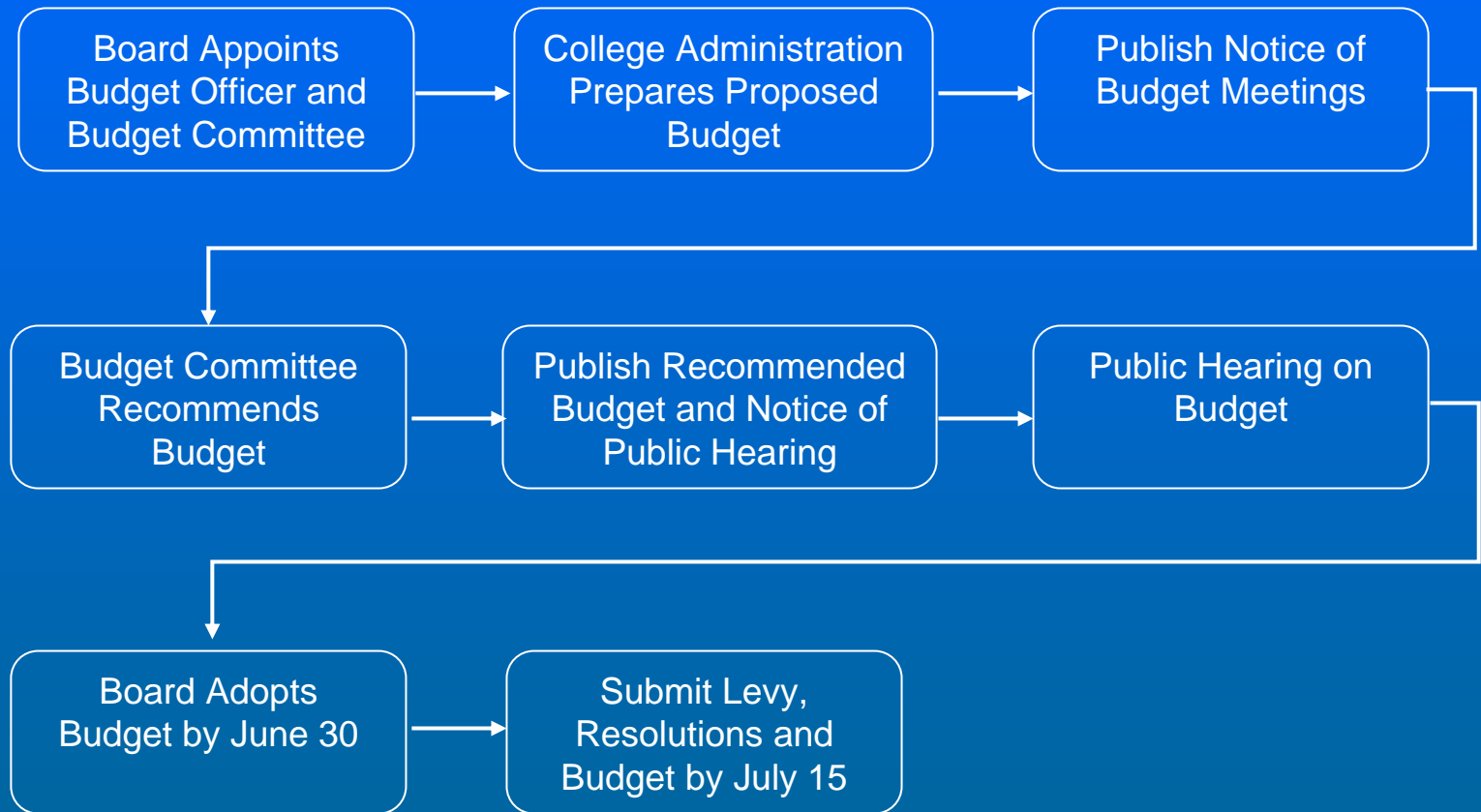


# Budget Process

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 Reference Notebook

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

- Members' roles and responsibilities
- Calendar and agendas
- Copies of Powerpoint slides

## 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.

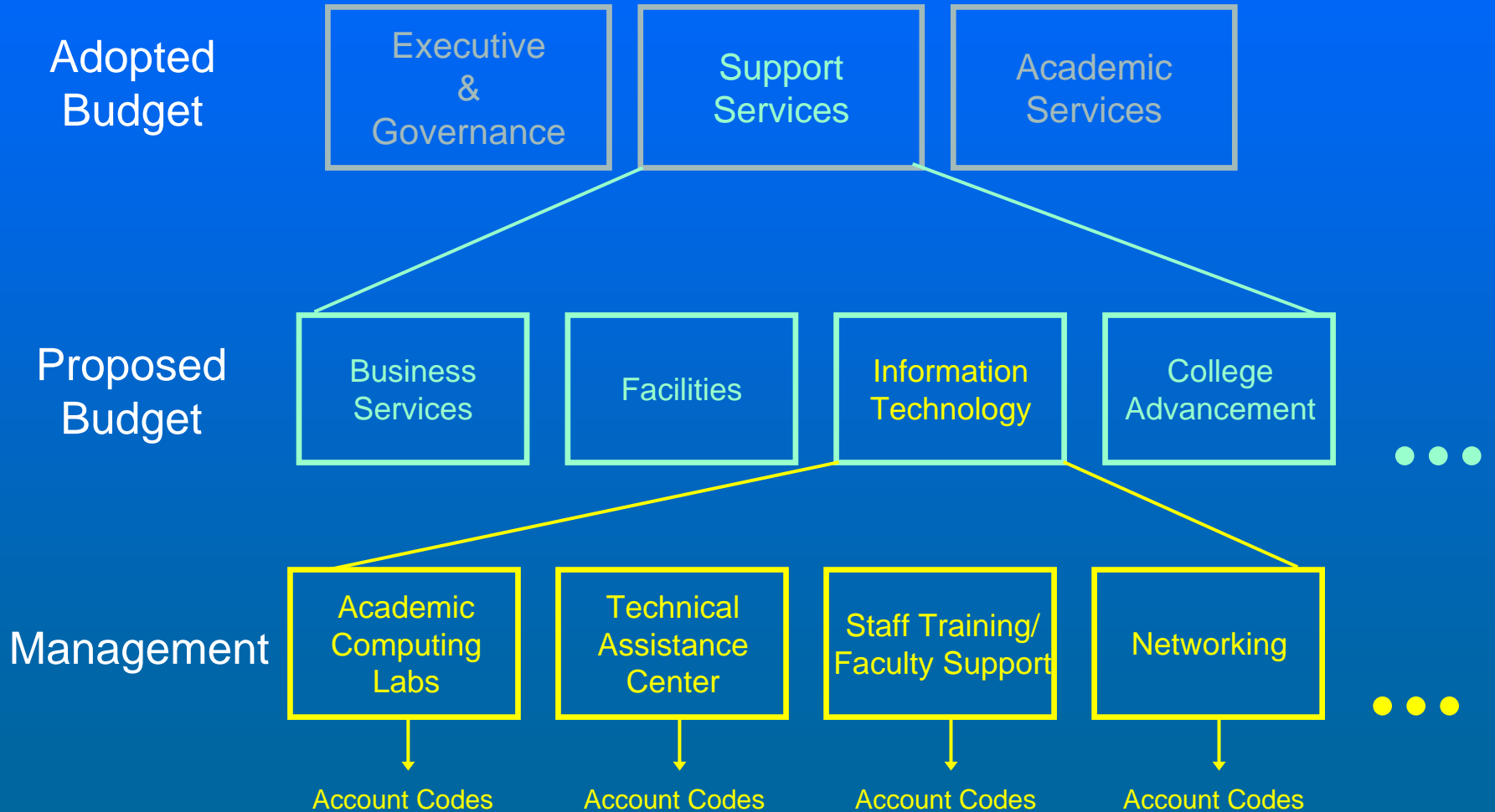
## Proposed Budget

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)

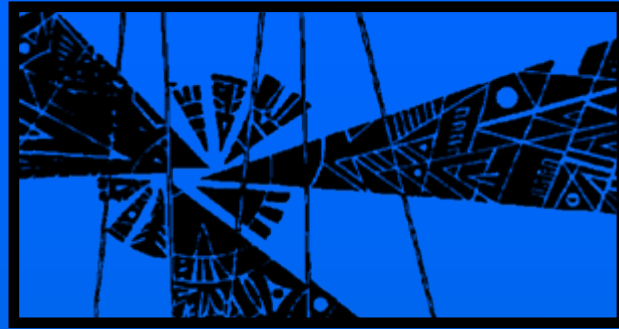
IT Hardware (141060)

Media Technology (141070)



# M & S Account Codes

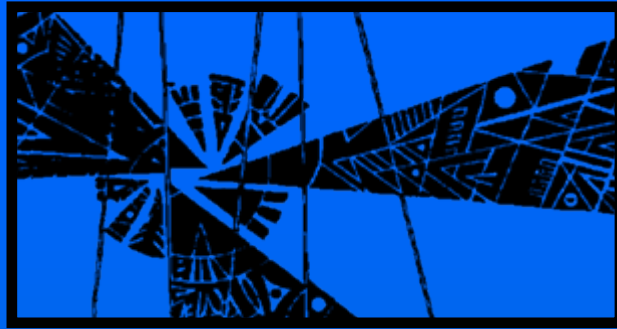
<u>Account</u>	<u>Description</u>	<u>Account</u>	<u>Description</u>	<u>Account</u>	<u>Description</u>
711001	Instructional Supplies	731101	Insurance Premiums	734121	Equipment Rental/Lease
711051	Non-Instructional Supplies	731201	Self-Insurance	734131	Parking Rental/Lease
711101	Periodicals & Publications	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



# Presentation of Budget Message

Gretchen Schuette

Chemeketa Community College



# Budget and Legislative History

Craig Smith

Chemeketa Community College

# State Funding Formula Principles

The proposed Distribution Model is designed to meet several goals:

- The State Board of Education's commitment to access and equity
  - The model must be student-centered, and a student should receive approximately the same level of funding support regardless of where s/he attends community college.
  - Investment must focus on the student; therefore, funds should follow the student as s/he moves from one institution to another.
- Maintain high levels of service to current students
  - The model should not create excessive negative consequences that would negatively impact a student's ability to access services.
- Long-term predictability and stability
  - The model must provide colleges with a reasonable level of stability and predictability, particularly when resources are uncertain, in order to continue providing programs and services to students.
  - The model must be sustainable, regardless of changes to resources, and should not require year-to-year review or alteration.

# State Funding Formula Principles

The proposed model meets these goals by incorporating:

- a component designed to minimize dramatic declines in funding in order to provide stable services to students
- a long-term methodology that does not require frequent review and implements the student-focused funding necessary to provide stability in programs and services for students

# State Funding Formula Equalization

Defined: “Equal public resource support per FTE, regardless of institution, and exclusive of the base.”

Measured:  $(\text{Total public resources} - \text{Base}) / \text{weighted reimbursable FTE}$ .

Total public resources:

state appropriation + 100% of property taxes

Base:

Amount all colleges receive for base operations

FTE:

40% of year prior to current, plus 30% of second year prior to current, plus 30% of third year prior to current. Currently frozen, will be “thawed” incrementally

# State Funding Formula Base

Lower of actual FTE or 1,100 FTE	x	600	=	Result
	+			
1,100 FTE – Actual FTE	x	300	=	<u>Result</u> Raw Base

## Small School weight

<u>If FTE is:</u>	<u>College Size Factor</u>
0-750	1.3513
751-1250	1.2784
1251-1750	1.2062
1751-2250	1.1347
2251-2750	1.0641
2751-3250	1.0108
3251-3750	1.0081
3751-4250	1.0054
4251-4999	1.0027
5000 and over	1

**Small school weight x Raw Base = Base**

# State Funding Formula

You are here

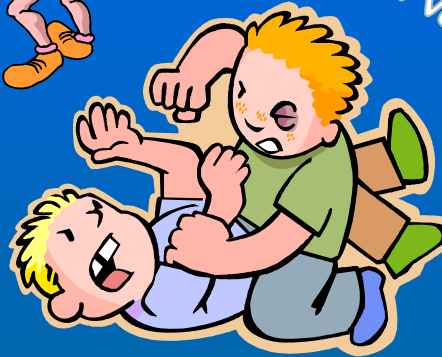
Current total public resource distribution based on history, negotiations and compromises

Harm limit



New money

Pace



Equalization

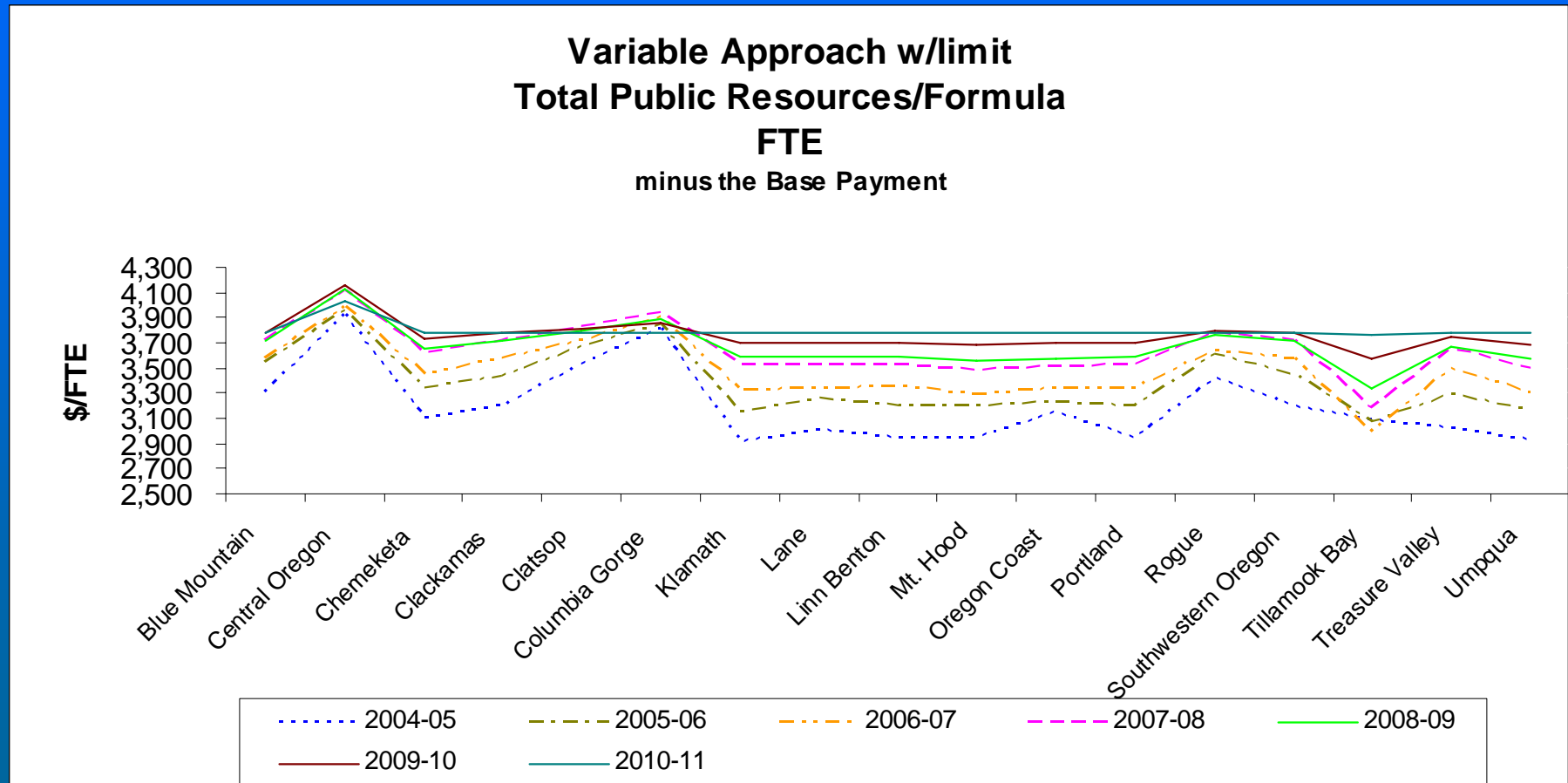


FY 2005-06 . . .

Year 6

# Getting to Equalization

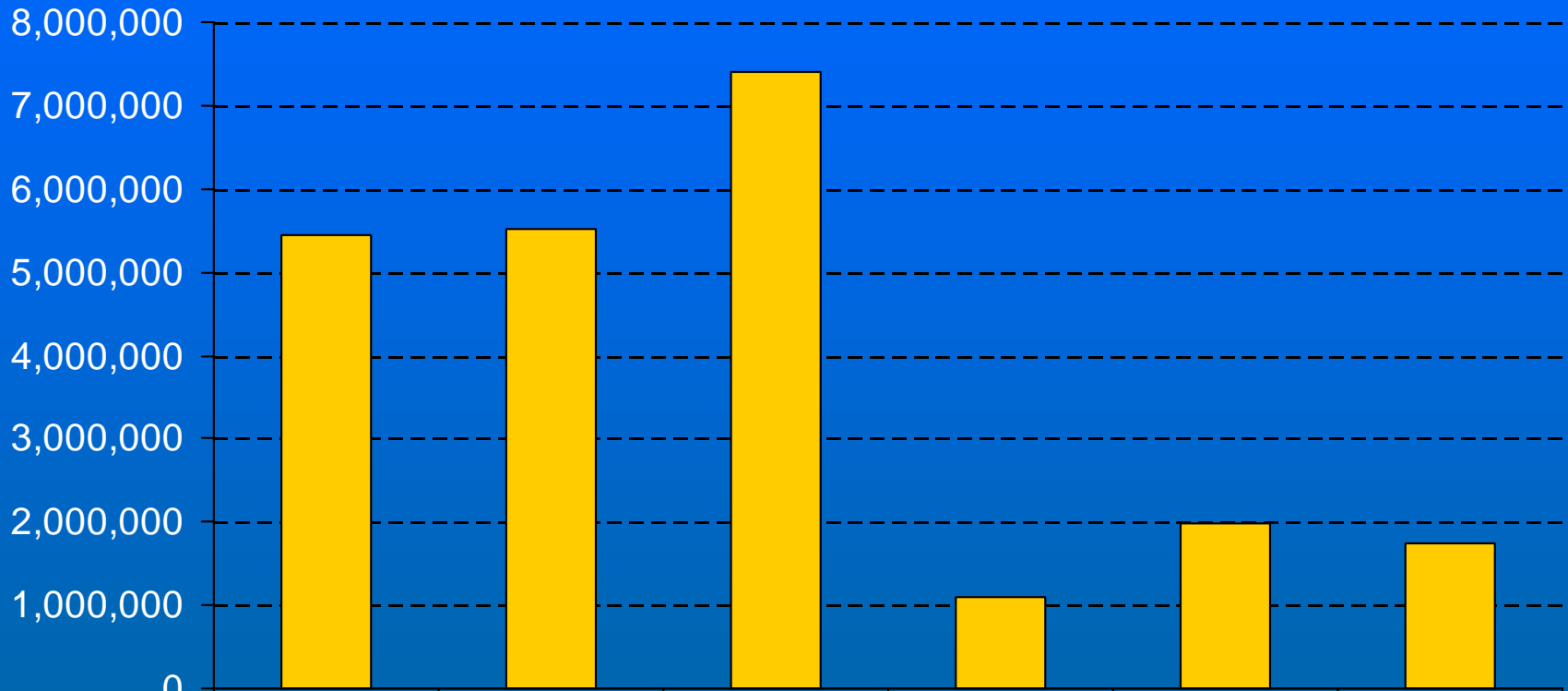
Based on the most recent version of the funding formula



# Definitions

- Reserves
- Carryover
- Beginning Fund Balance
- Ending Fund Balance
- Unappropriated Ending Fund Balance

# Ending Fund Balance



■ EFB	5,443,768	5,516,726	7,396,696	1,086,728	1,975,940	1,750,000
% of Total Expenditures	10.7%	10.7%	13.6%	2.3%	4.0%	

# Carryover

## General Carryover:

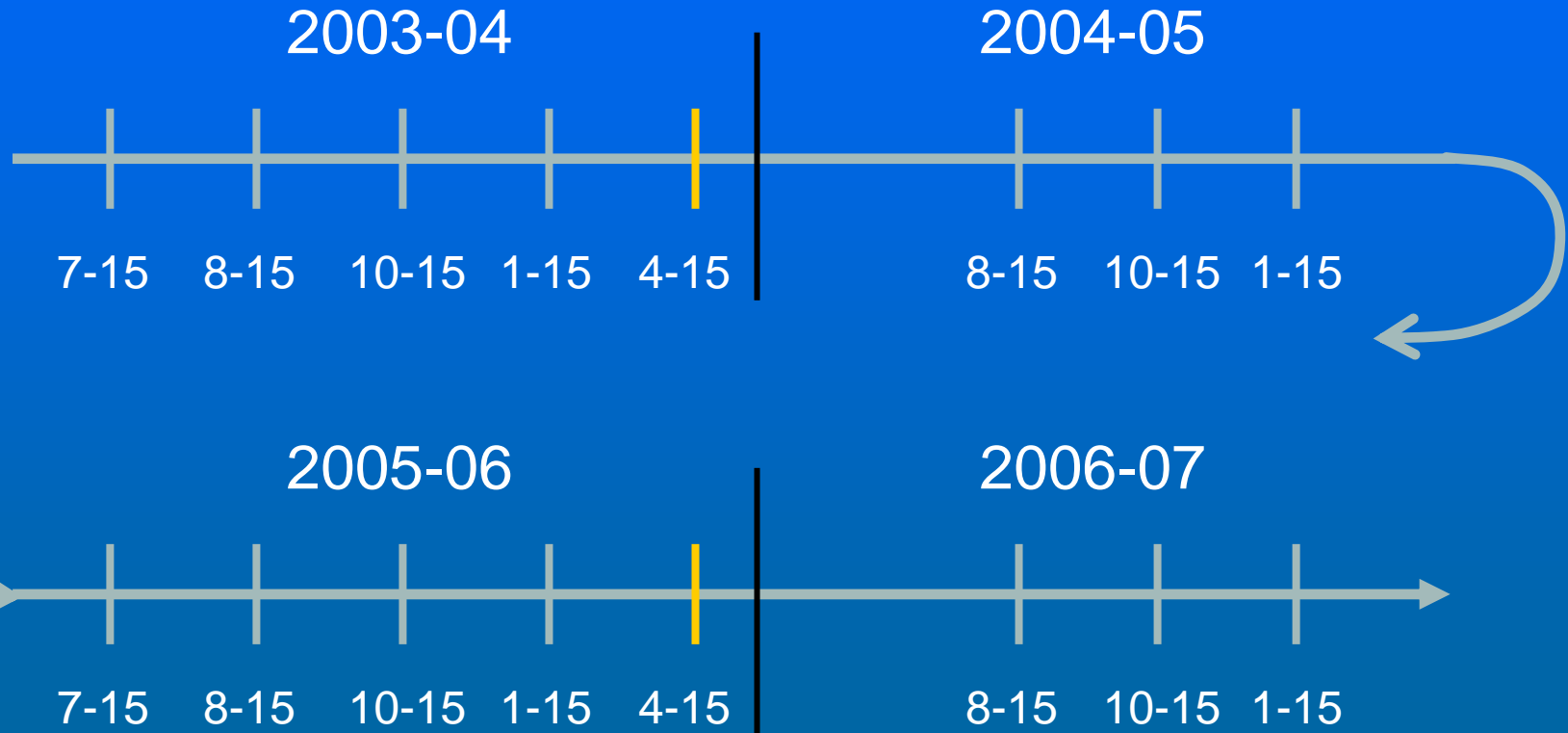
- Operating cash
- Cushion – reaction time
- 5 to 10% (\$2,655,000 - \$5,310,000)

## Explainable Adjustments:

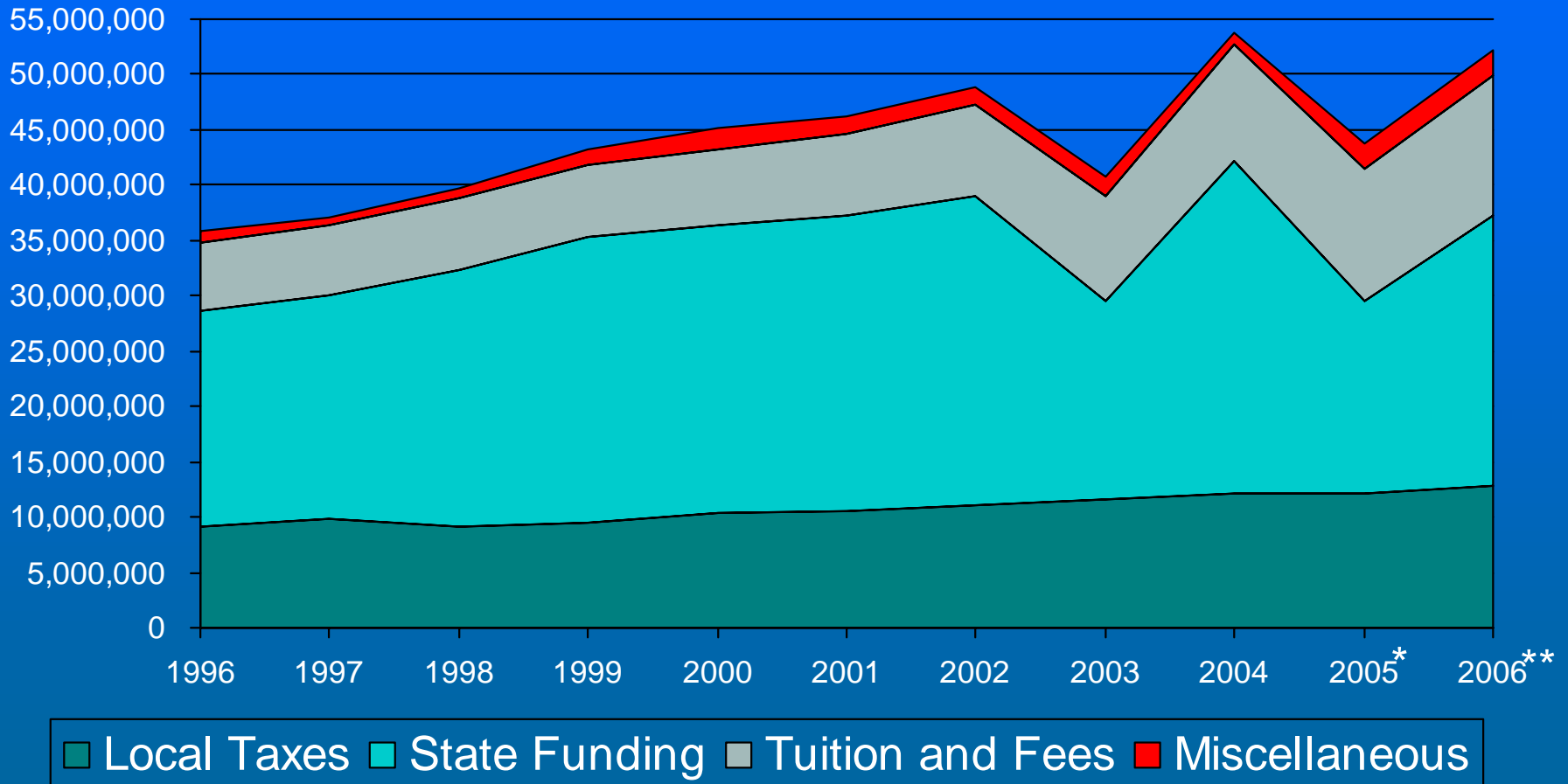
- Reduced for investments/hard times
- Increase for future forecasts or activities

# State Funding

## Timing of State Payments



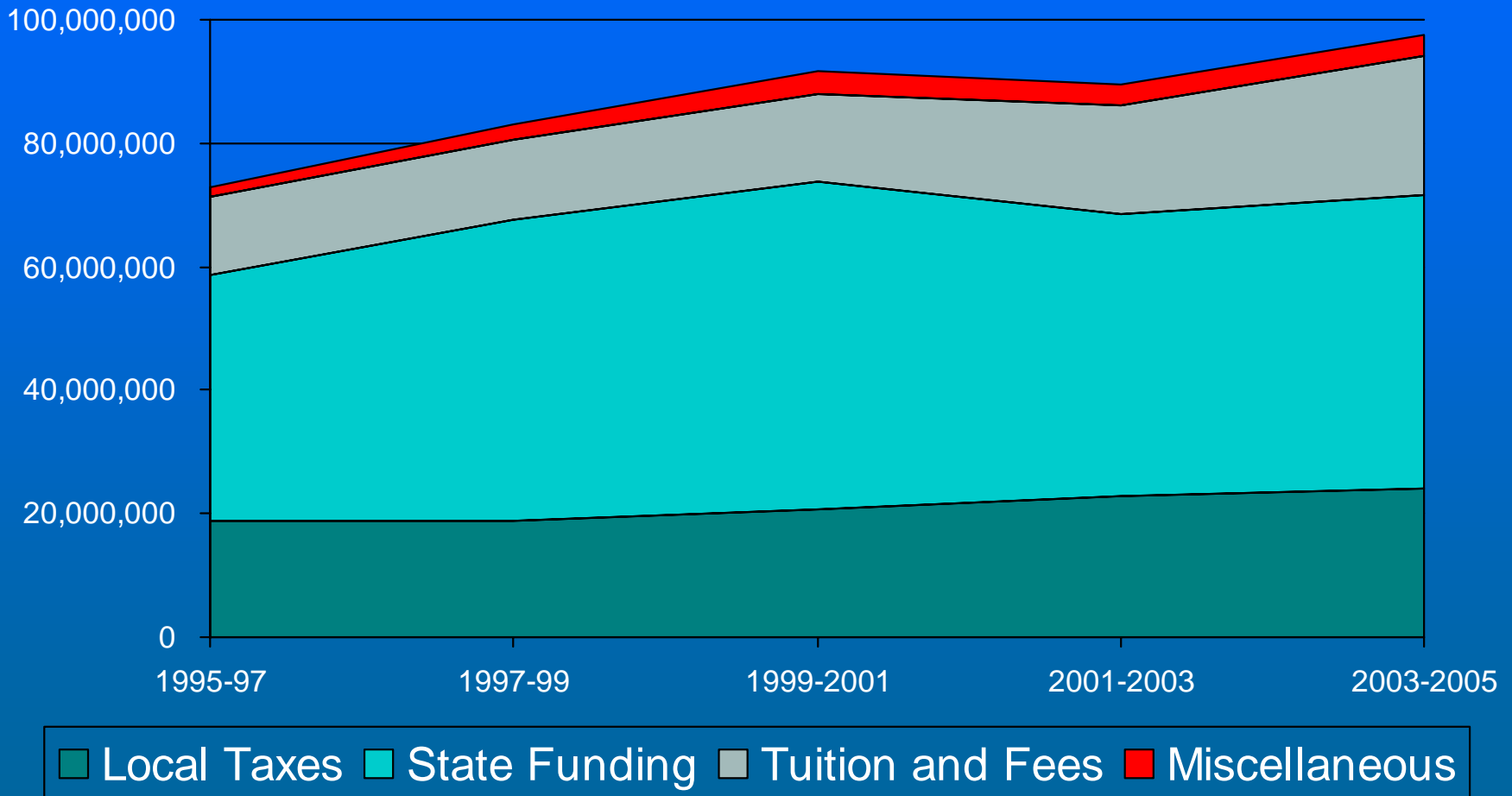
# Funding Sources Actual



\* Anticipated

\*\* Budgeted

# Funding Sources Timing Biennial Smoothing





# Budget Status Report

	<u>ADJUSTED BUDGET</u>	<u>YEAR-TO-DATE ACTUAL</u>	<u>VARIANCE TO BUDGET</u>
<b>RESOURCES:</b>			
Property Taxes	12,020,000	11,839,212	(180,788)
Tuition and Fees	14,180,000	12,118,183	(2,061,817)
State Appropriations - Current	17,005,282	17,402,397	307,115
State Appropriations - Carryover from FY04	6,004,718	6,004,718	0
Miscellaneous Revenue	1,900,000	1,860,952	(39,048)
Transfers In	400,000	1,037,497	637,497
Fund Balance	1,500,000	1,975,940	475,940
<b>TOTAL RESOURCES:</b>	<u>53,100,000</u>	<u>52,238,899</u>	<u>(861,101)</u>

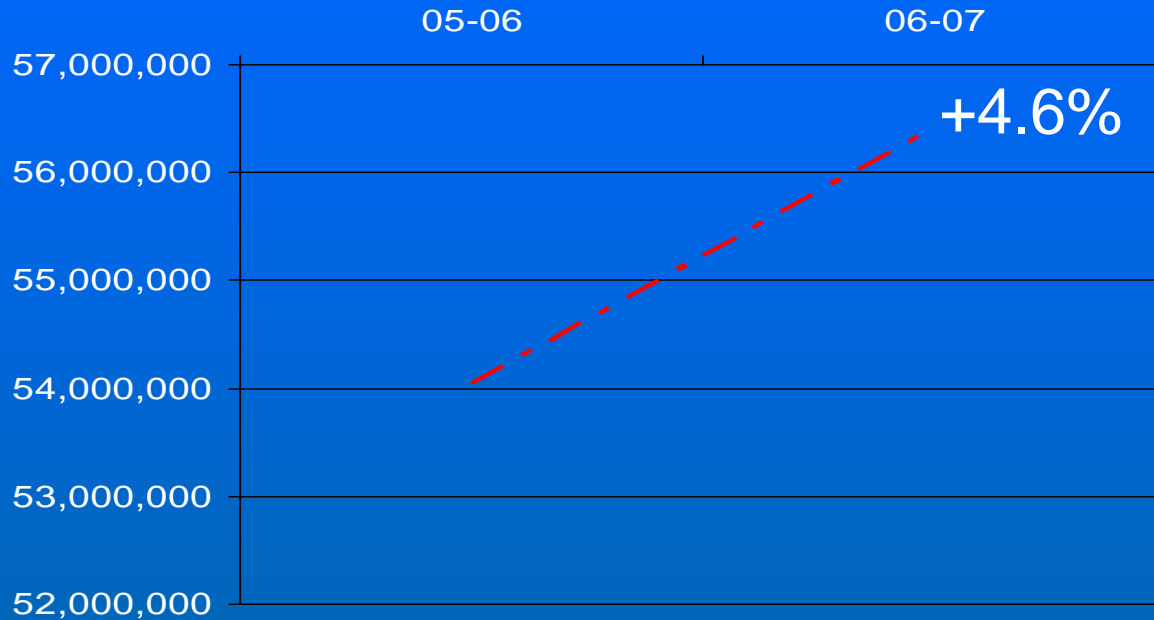
## EXPENDITURES:

Instruction	24,341,729	17,268,909	7,072,820
Instructional Support	3,922,612	2,601,504	1,321,108
Student Services	4,040,815	2,875,062	1,165,753
Community Services	38,372	21,462	16,910
College Support Services	11,056,235	7,249,154	3,807,081
Plant Operations/Maintenance	3,971,663	2,945,330	1,026,333
Transfers and Reserves	5,728,574	2,862,113	2,866,461
<b>TOTAL EXPENDITURES:</b>	<u>53,100,000</u>	<u>35,823,534</u>	<u>17,276,466</u>

UNAPPROPRIATED ENDING FUND BALANCE 0



# Funding Formula Unfreeze Biennial Smoothing - Costs

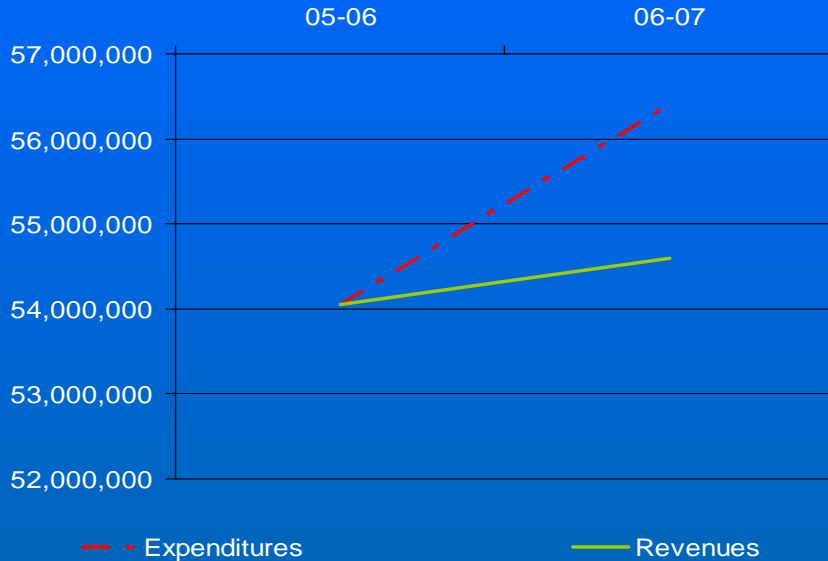


## Allocation 2006-07

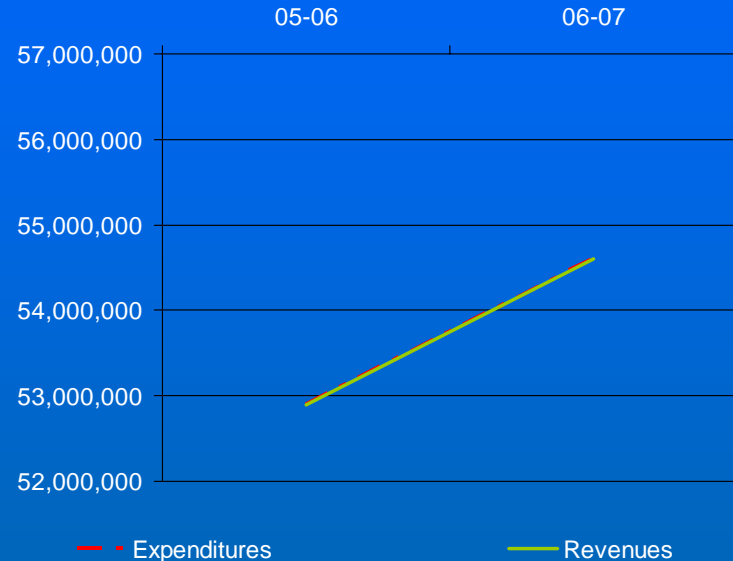
- Down \$110,000

# Biennial Smoothing

## Without

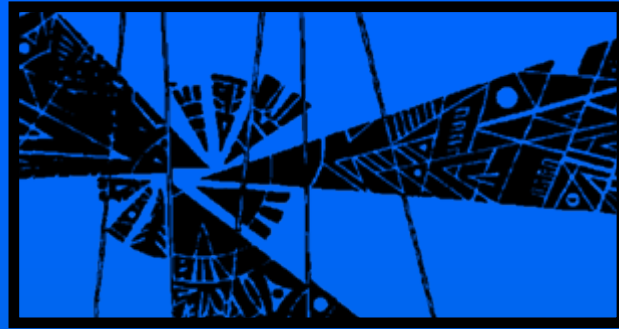


## With



## Unknowns:

- Contract settlements
- PERS
- Insurance
- Utilities
- Retirements

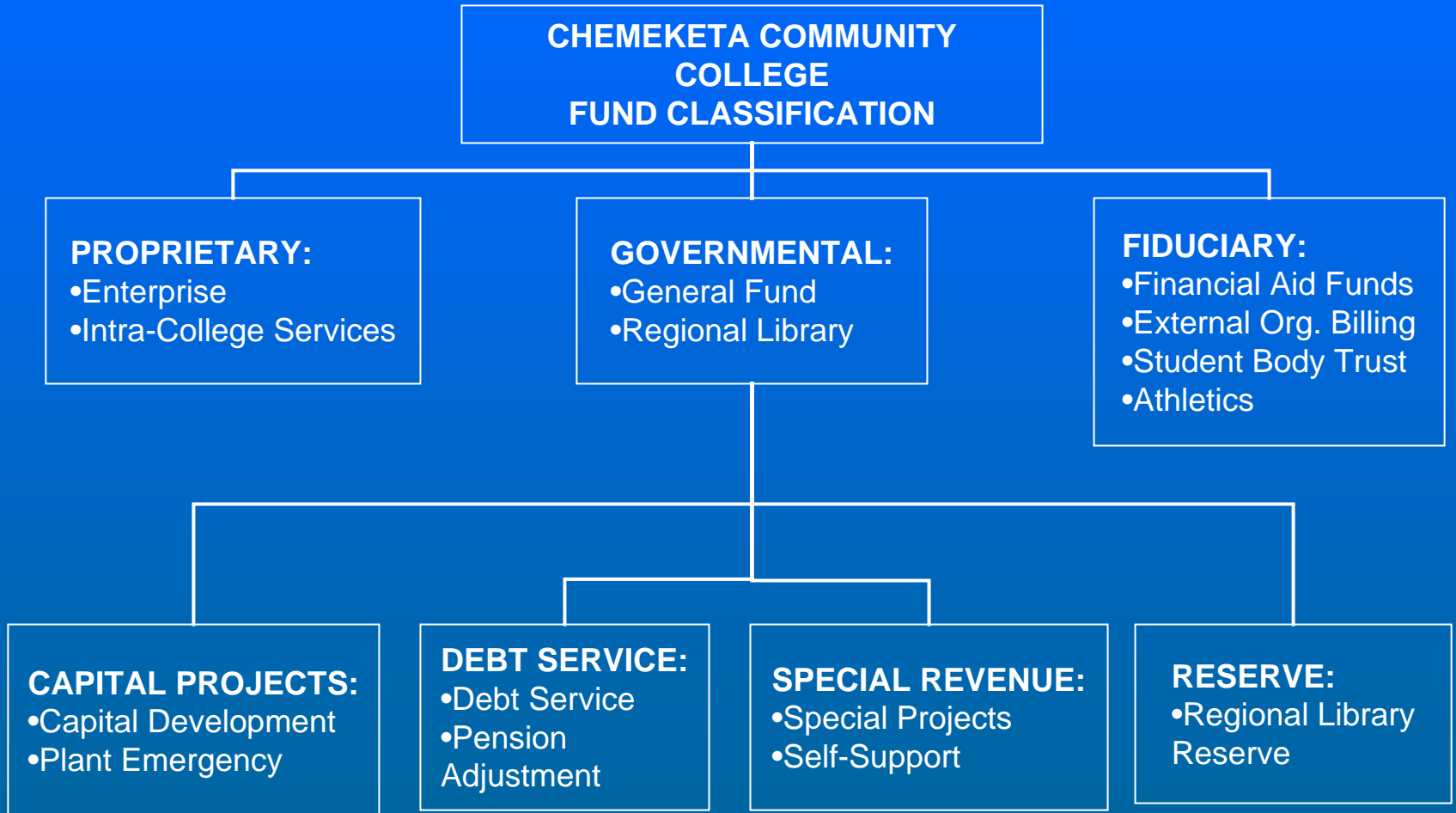


# Presentation of Proposed Budget

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

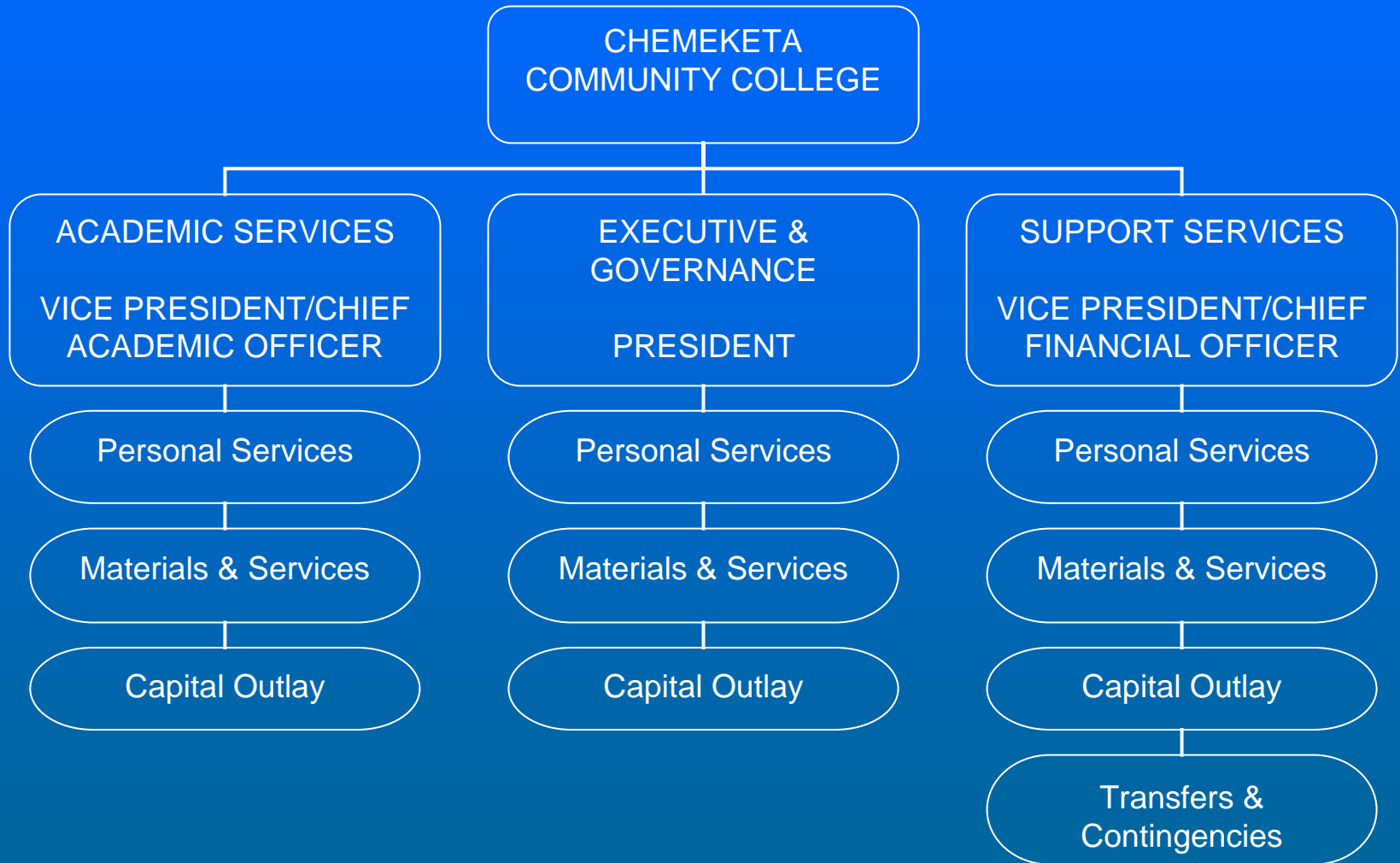
INSTRUCTIONAL  
SUPPORT

INSTRUCTION

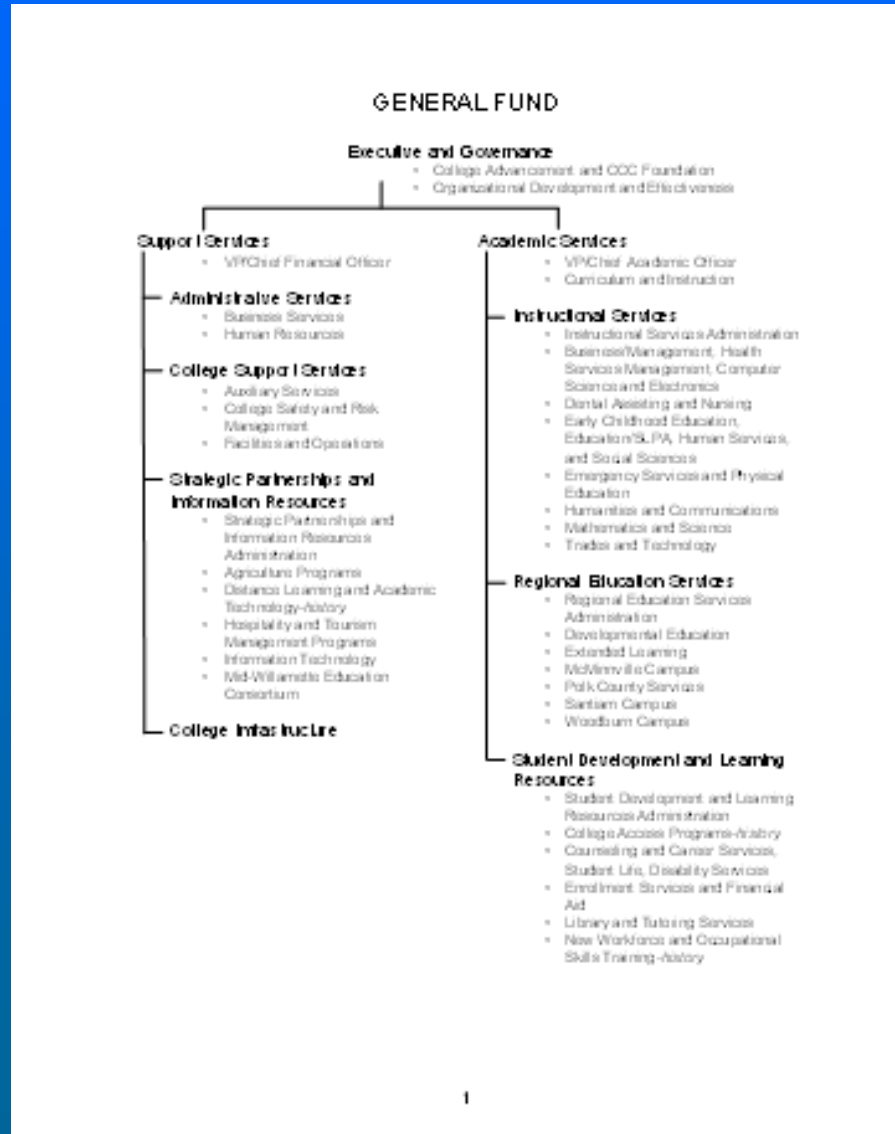
COMMUNITY  
SERVICE

# Budget Structure

Functional Category for State Revenue Reporting



# General Fund Layout



# Budget Narrative

## Proposed Budget (p. 40)

### 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

Staff 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. This 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 times and provide consistent service that is committed 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 (Non-General Fund)

The telephone system provides the central communication infrastructure for all our major technological resources. This area provides telephone services, 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. Telephone Services is located in the Other Funds section of the budget document within the Intra-College Services Fund.

#### 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. Additionally, multimedia classrooms and labs are installed and maintained by this unit.

#### Future Plans

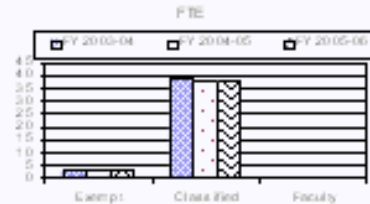
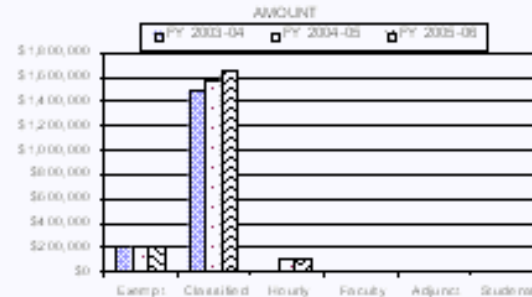
- Complete extension of wireless access for the Salem campus and all outreach campuses to include secure staff networks.
- Enhance "switched" network for campus and upgrade network facilities at outreach to better support voice and video technologies, and continue to enhance network security thru deployment of access control servers, internal firewalls, intrusion detection and packet filtering technologies.
- Cross train staff for better coverage of all mission critical areas.
- Improve agility of department to respond to demands of non-traditional programs and enterprises through improved training opportunities.
- Extend and enhance services provided through Popline/Luminis and Banner 7.1.
- Extend hours of availability for online student services with an eventual goal of at least 24/05 (registration, grades, etc).

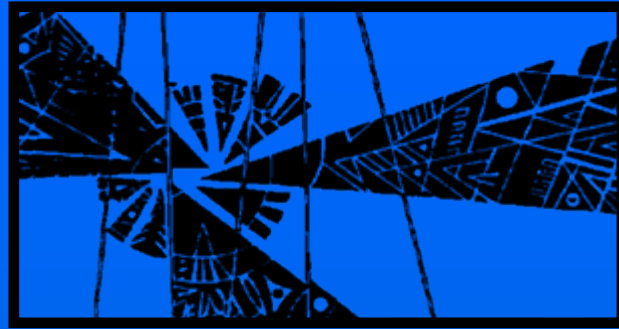
# Department Budget

Proposed Budget  
(p. 41)

### INFORMATION TECHNOLOGY DEPARTMENTAL BUDGET

FY 2003-03	FY 2003-04	FY 2004-05	OBJECT OF EXPENDITURE	FTE	FY 2005-06 PROPOSED	FY 2005-06 APPROVED	FY 2005-06 AD-APTE.D
256,252	200,214	200,000	Classified Personnel	3.00	213,052	-	-
14,951,000	1,462,407	1,567,172	Classified Personnel	37.50	1,650,720	-	-
7,300	5,640	106,451	Hourly Personnel	-	100,251	-	-
-	-	-	Faculty Personnel	-	-	-	-
-	-	-	Faculty Adjunct	-	-	-	-
11,620	2,701	5,010	Student Hourly	-	56,10	-	-
843,360	867,621	1,150,971	Fringe Benefits	-	1,206,642	-	-
28-12,004	2,561,751	3,007,812	Total Personal Services	40.50	3,207,078	-	-
550,429	679,220	681,042	Total Materials and Services	-	581,642	-	-
34,074	3,224	-	Equipment	-	-	-	-
34,074	3,224	-	Total Capital Outlay	-	-	-	-
3241,907	3,244,200	3,719,454	Account Total	40.50	3,768,720	-	-



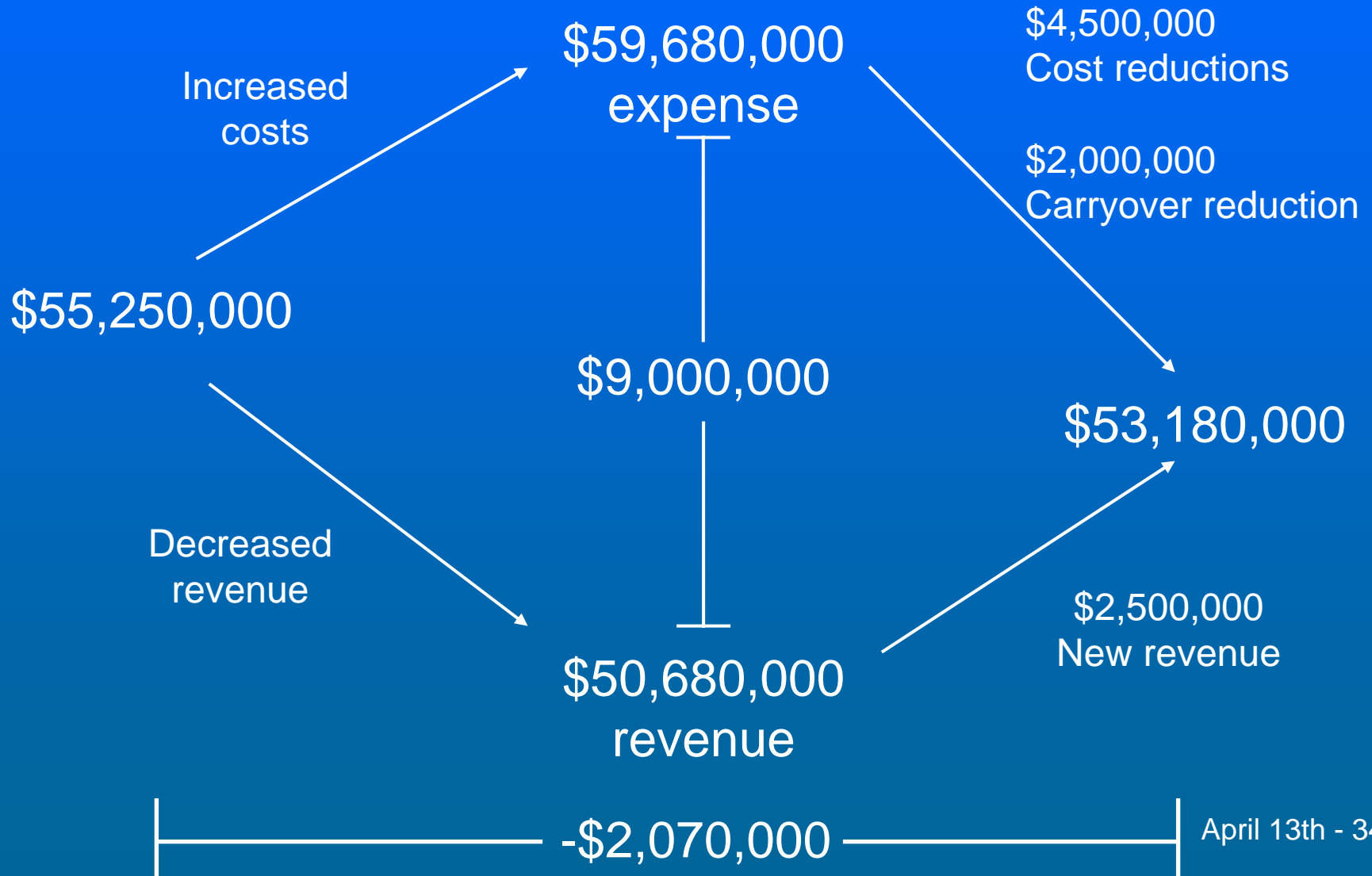


# Budget Overview and Revenue Expectations

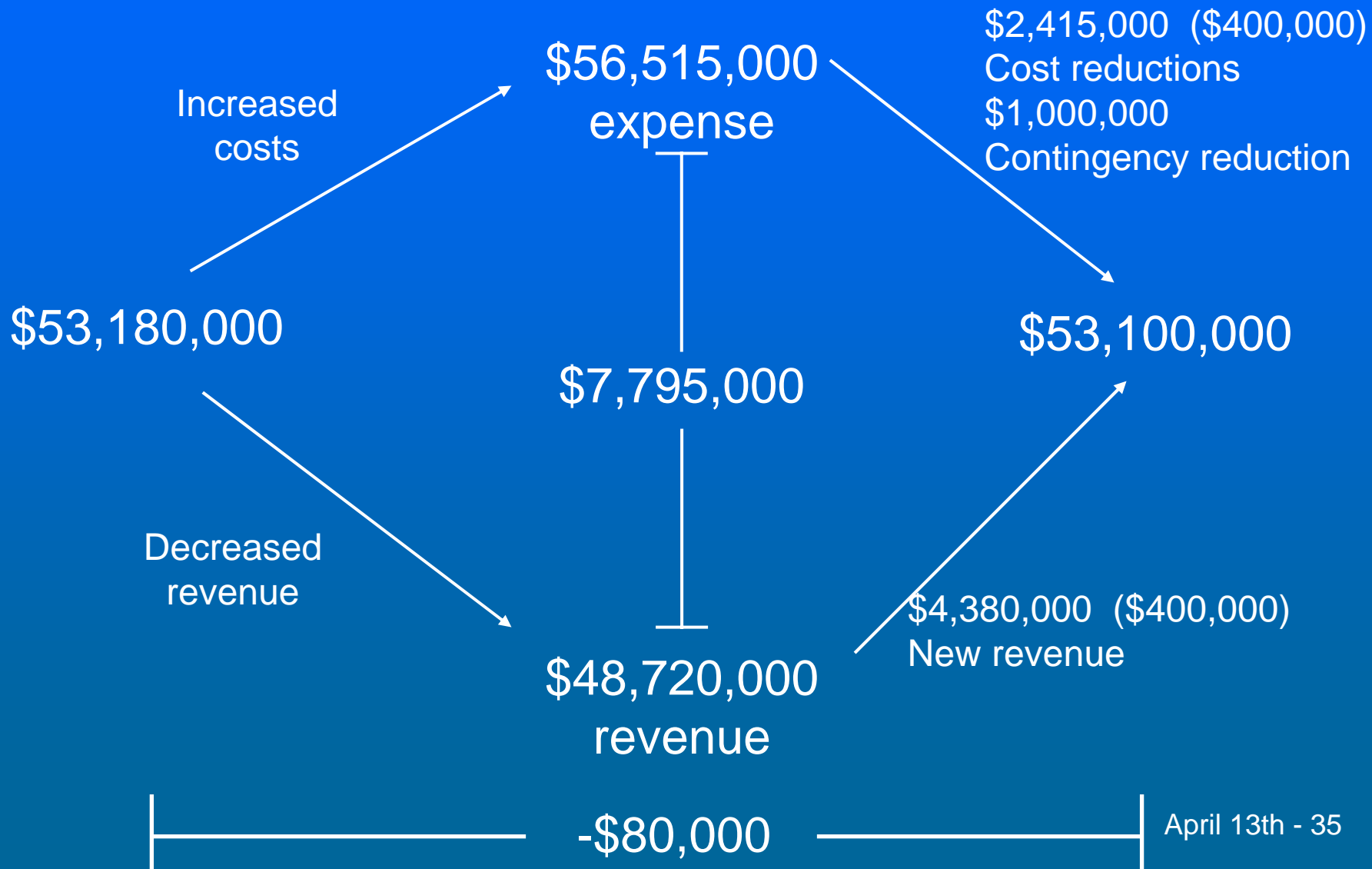
Craig Smith

Chemeketa Community College

# Budget Reconciliation FY 2003-04



# Budget Reconciliation FY 2004-05



# Budget Reconciliation FY 2005-06

Step Increases	\$490,000
COLAs	\$600,000
Health Ins.	\$300,000
PERS	\$425,000
Changes	\$85,000
Attrition	<u>-\$150,000</u>
Total	\$1,750,000

\$54,850,000  
expense

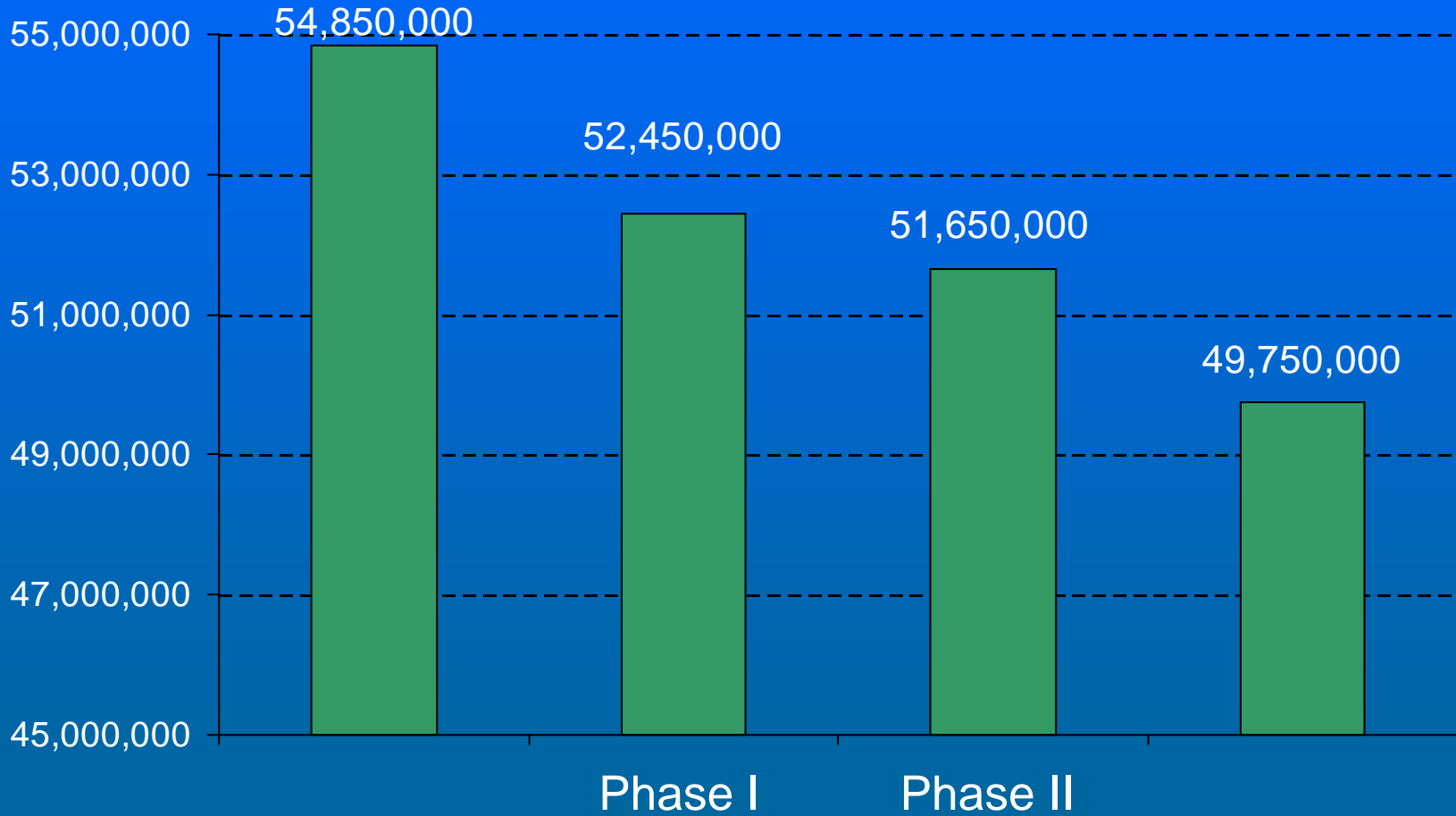
\$53,100,000

\$5,100,000

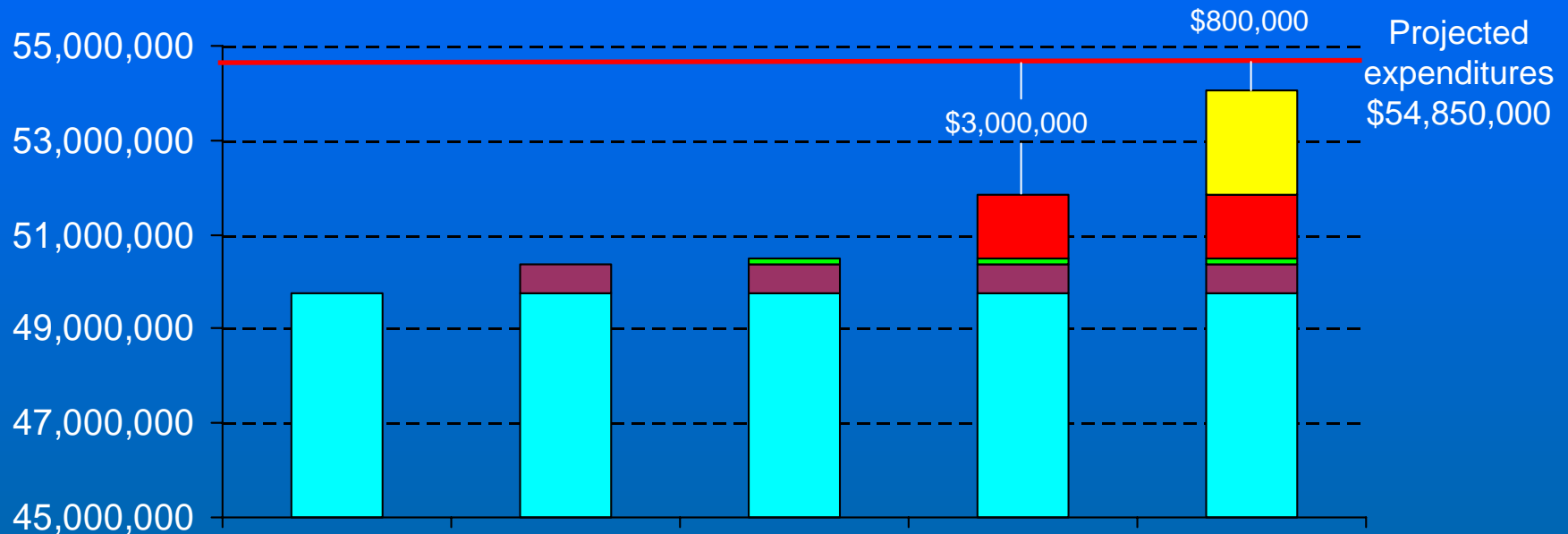
Property Taxes	\$880,000
Carryover	\$250,000
Unrealized Tuition & Fees	-\$2,180,000
State funding	<u>-\$2,300,000</u>
Total	-\$3,350,000

\$49,750,000  
revenue

# Expenditure Reductions

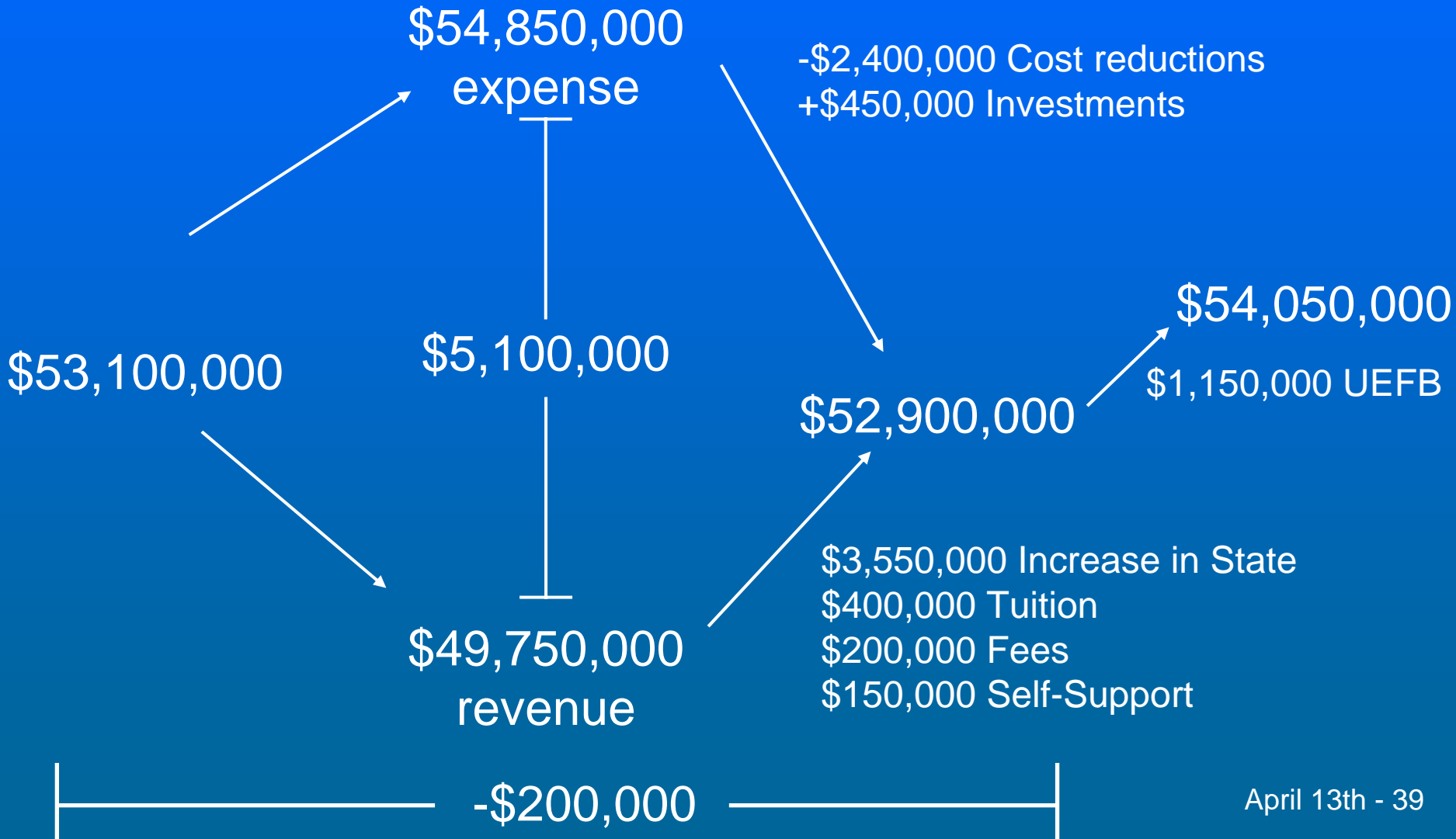


# FY 2005-06 Budget Revenue

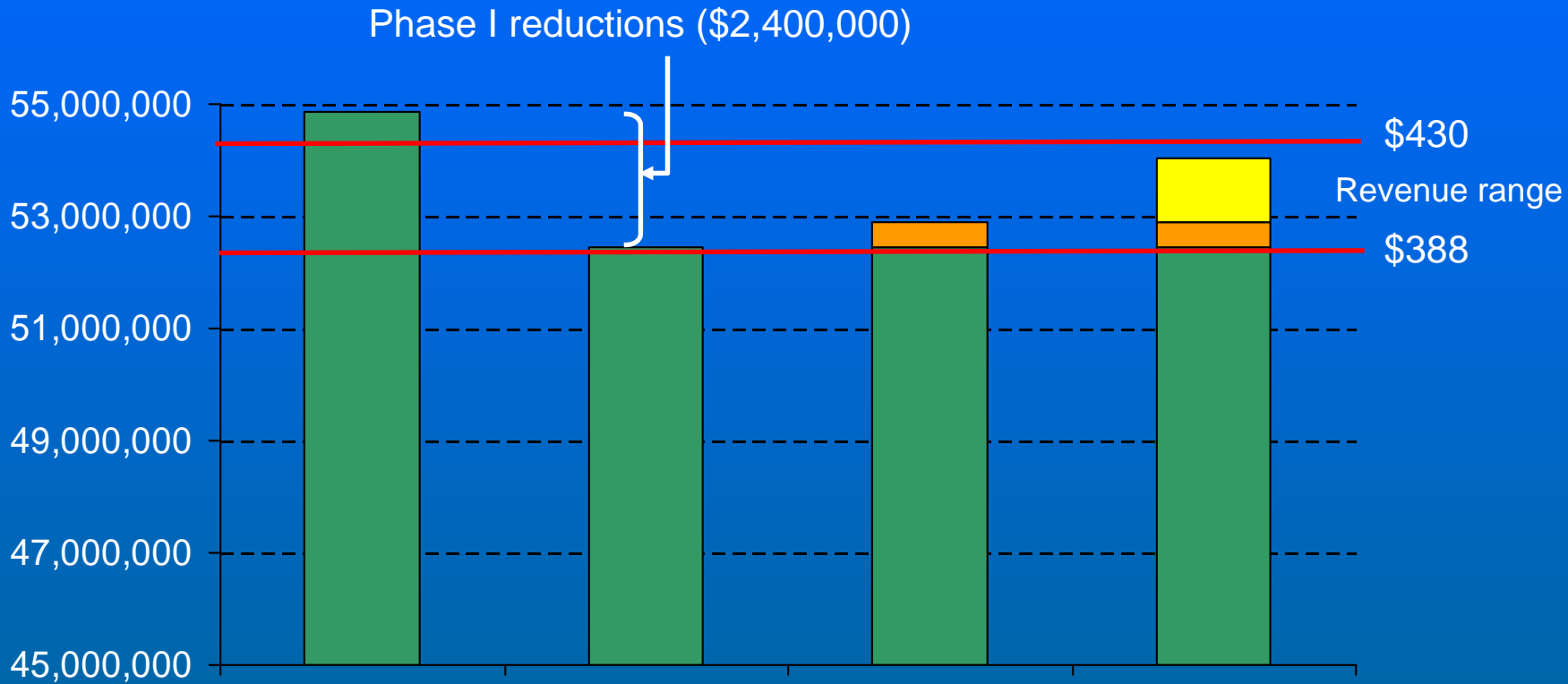


■ State @ \$428					2,200,000
■ State-New formula				1,350,000	1,350,000
■ Self-Support			150,000	150,000	150,000
■ Tuition & Fee increase		600,000	600,000	600,000	600,000
■ Rev. Com. formula	49,750,000	49,750,000	49,750,000	49,750,000	49,750,000

# Budget Reconciliation FY 2005-06



# FY 2005-06 Budget Expenditures



■ UEFB				1,150,000
■ Investments			450,000	450,000
■ Projected Expenditures	54,850,000	52,450,000	52,450,000	52,450,000

# Revenue Assumptions

Local Taxes – Increased to current expectation + 3%

Tuition - \$2/credit hour increase

Fees - +\$200,000

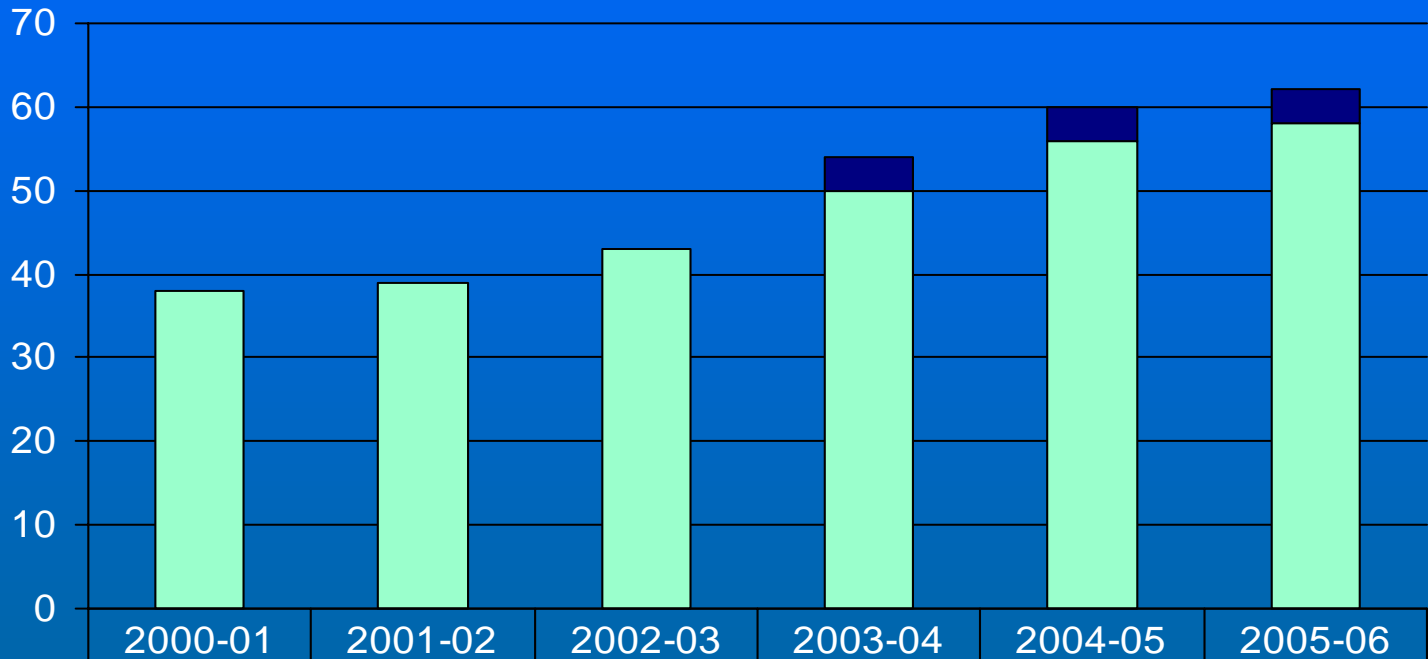
Transfer - from Self-Support \$150,000

Carryover – increase \$250,000 from FY 2004-05 savings

## State Revenue

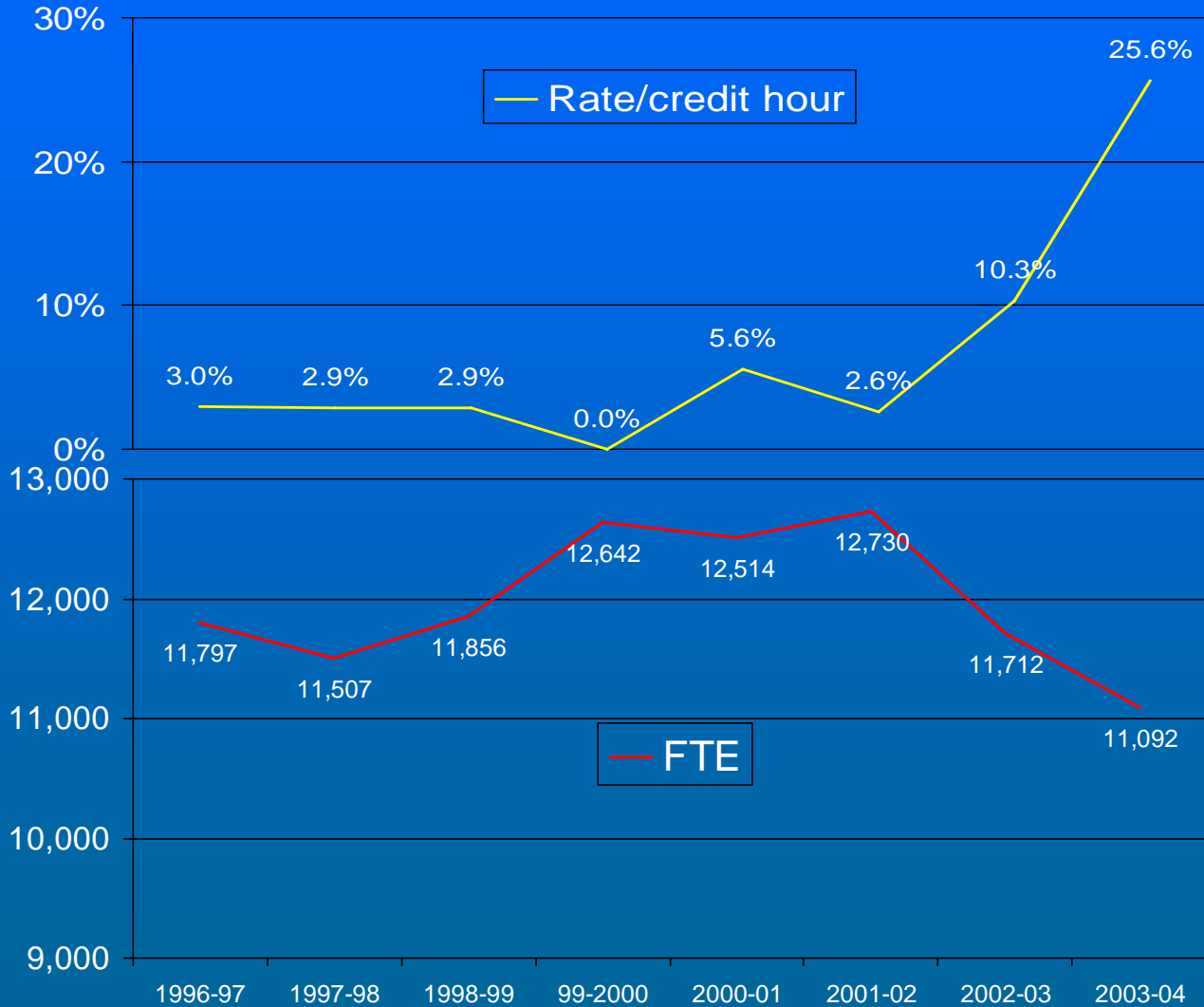
- will vary depending on the outcome of the funding formula and legislative negotiations.
- for the purposes of balancing a budget, we used the most recent version of the funding formula and assumed the biennial total from the state will be \$428 million.

# In-District per Credit Hour Rate

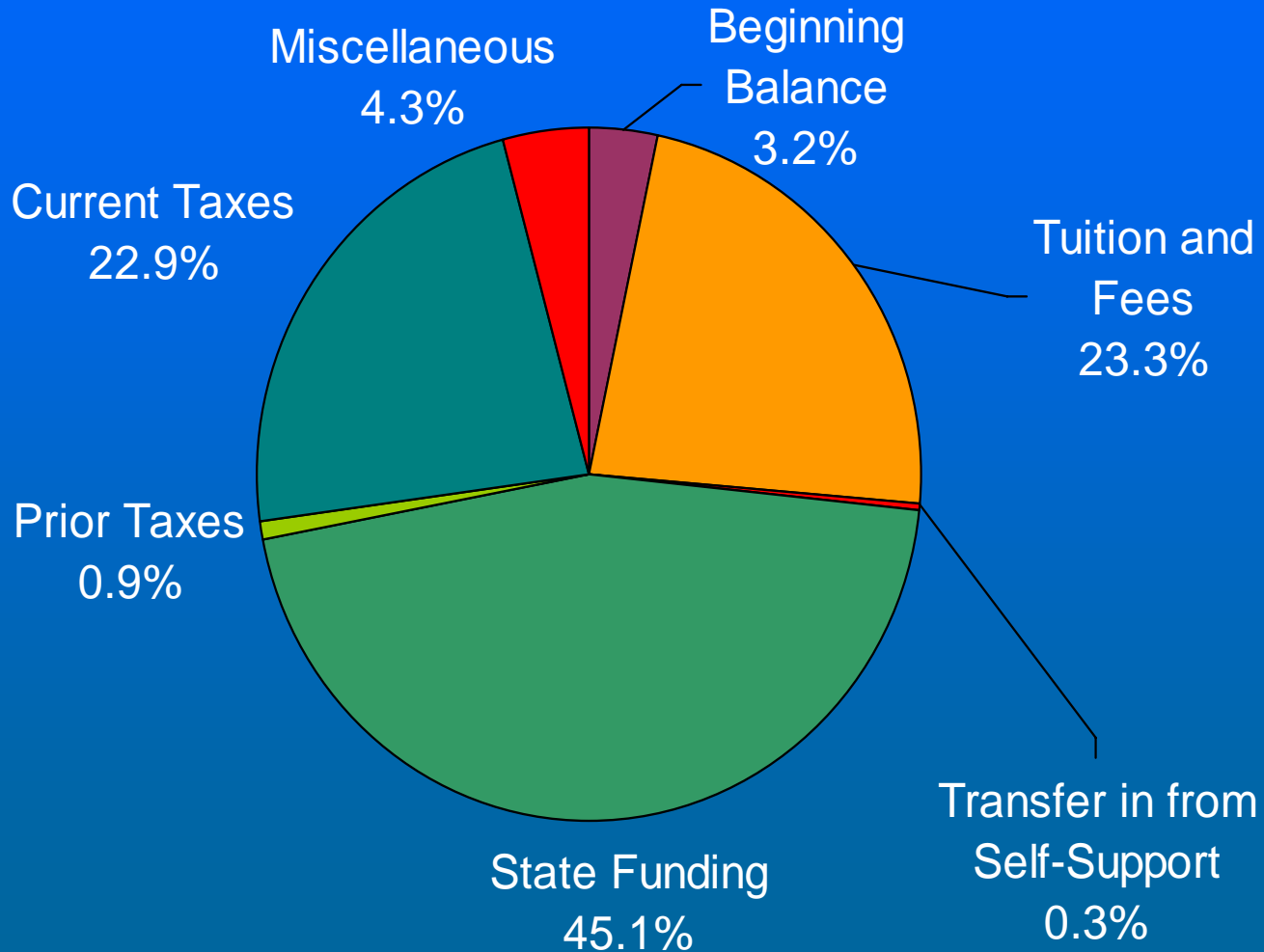


■ Universal Fee	0	0	0	4	4	4
■ Tuition	38	39	43	50	56	58

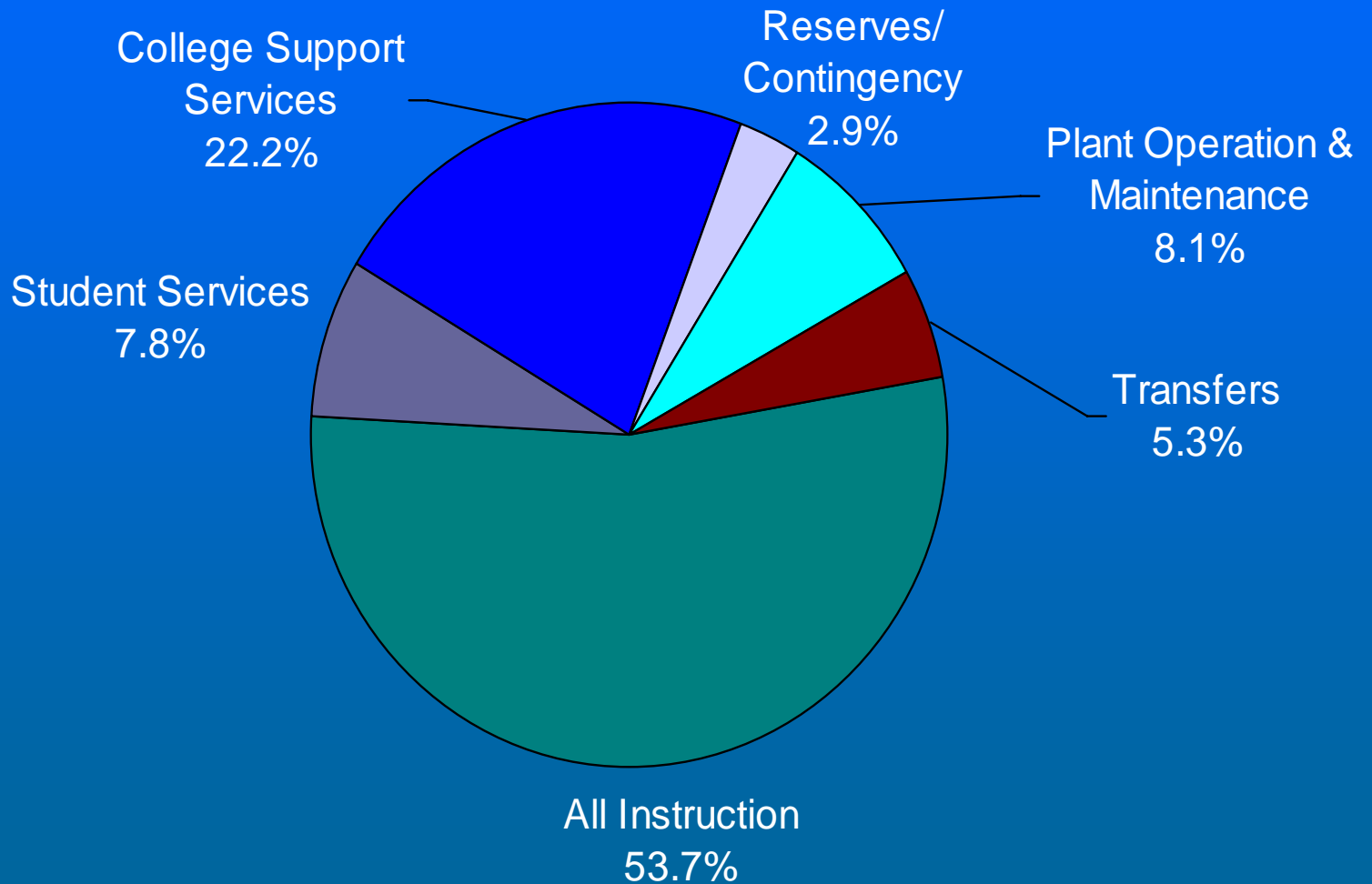
# Tuition and FTE

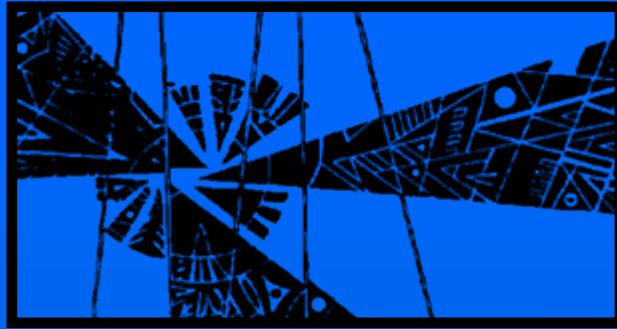


# 2005-06 Resources



# 2005-06 Expenditures





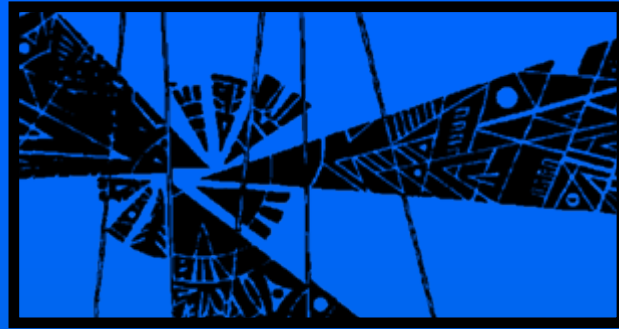
# Summary and Questions

Craig Smith

Chemeketa Community College

To be continued...

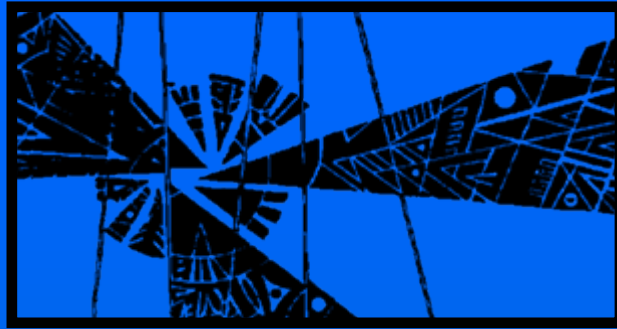
April 14<sup>th</sup>, 7 p.m.  
Building 2 Board Room



# 2005-06 Budget Presentation

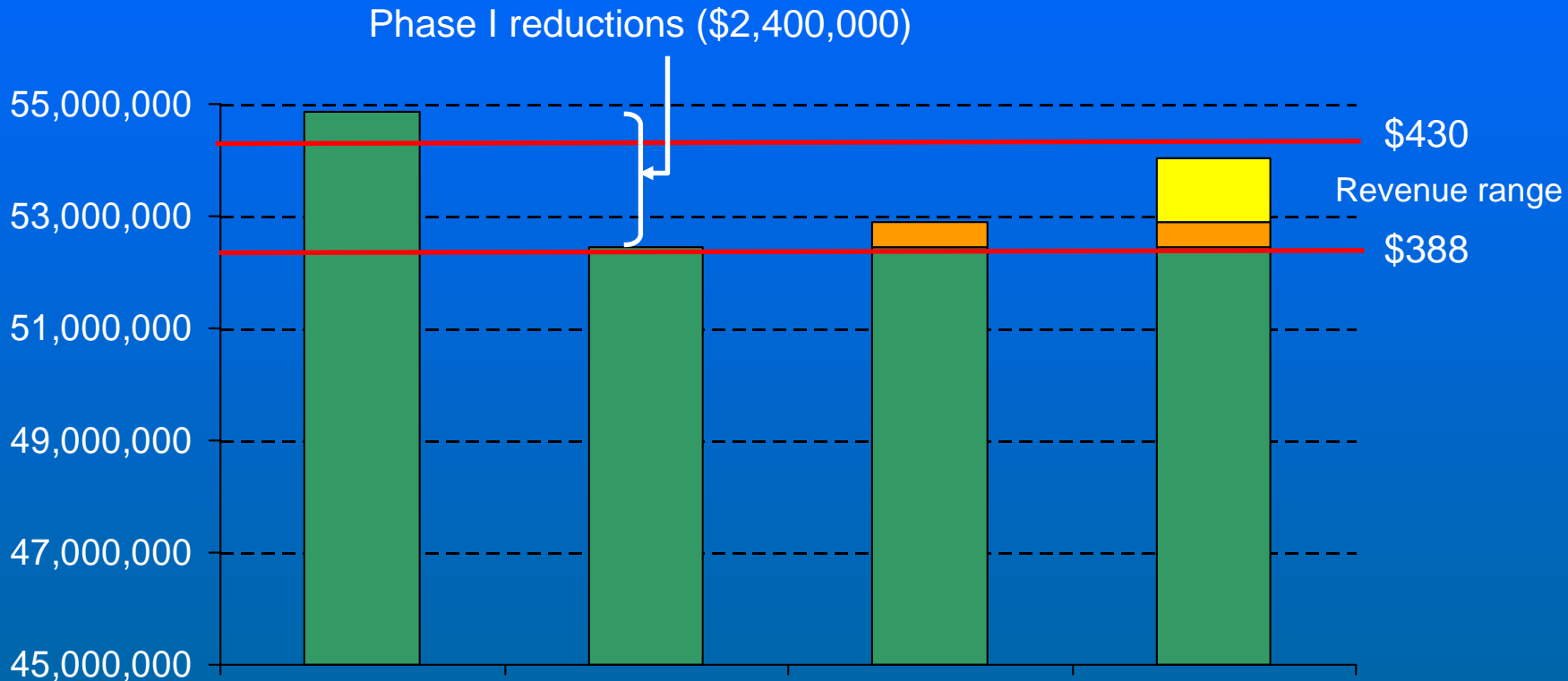
April 14, 2005

Chemeketa Community College



# General Fund Expenditures

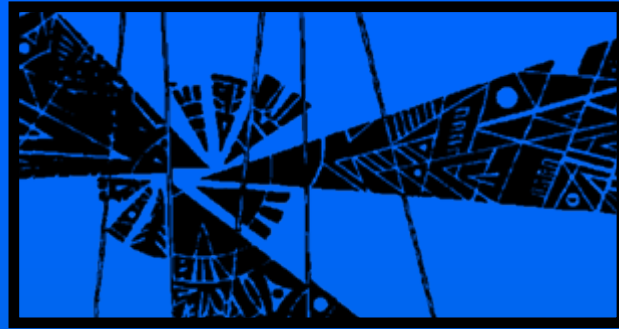
# FY 2005-06 Budget Expenditures



■ UEFB				1,150,000
■ Investments			450,000	450,000
■ Projected Expenditures	54,850,000	52,450,000	52,450,000	52,450,000

# Expenditure Assumptions

- 2% cost-of-living adjustment for salaried employees
- Salary “step” increases for all eligible employees
- PERS cost increase estimated at 5.5% of payroll
- Health insurance increase estimated at 12% over current costs
- Salary and benefit expenses represent 80% of total general fund budget



# Program and Service Expenditure Reductions

# Annual Budget Strategies

- 2003-04
  - Eliminated position vacancies in order to preserve current employees
- 2004-05
  - Emphasized revenue generation & shifted general fund expenses to other funds to preserve programs and services
- 2005-06
  - Program and services cuts and personnel reductions necessary

# Budget Goals

- We aimed to preserve:
  - Legally required services
  - Whole quality programs with adequate support
  - Reimbursable offerings
  - A sufficient range of PT programs
  - A base level of transfer coursework
  - Geographic reach, scaled back but capable of being built back
  - Affordable tuition
  - Comprehensive mission
  - The ability to plan and act with the future in mind

# Criteria Considered in Proposing a Budget

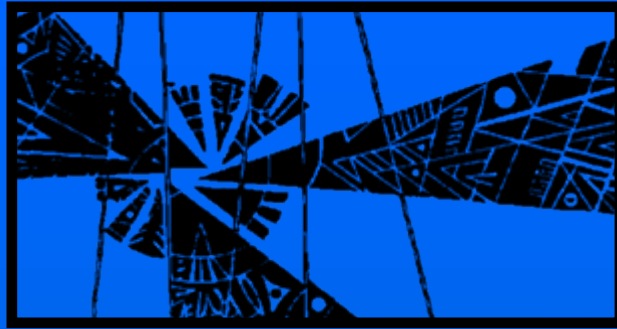
- Community need for program or service
- Student participation / enrollment trends
- Relationship of program to available employment or transfer opportunities
- Contribution to serving diverse populations
- Future changes and plans for program or service

# College Budget Commitments Based on Least Harm to...

- Student Access
- Comprehensive Mission
- Geographic Reach
- Student Success
- Quality of College Life; Opportunities for Students, Staff and Community
- Employee and Organizational Success
- Future Vision of College

# Program and Service Re-design Efforts

- Our goals:
  - Central focus on support for student success and learning as we re-design
  - Continued reorganization of program and service areas to meet demands with fewer resources
  - Focus on quality work lives by improving processes and working differently



# Program and Service Recommendations

# General Fund Budget Reduction Summary

Student Access	\$(660,000)
Comprehensive Mission	\$(240,000)
Geographic Reach	\$(225,000)
Student Success	\$(425,000)
Quality of College Life	\$(135,000)
Employee/Org. Success	\$(170,000)
Transfer of Expenses	<u>\$(545,000)</u>
Total Reduction	\$(2,400,000)

# Student Access - \$660,000

- Reduce course and section offerings through curriculum audit
- Reduce funding to Salem campus Business Technology Program
- Re-design delivery of ABE/GED and ESL
- Eliminate faculty vacancy in Electronics
- Reduce lab staffing in Nursing / Medical Assisting
- Eliminate faculty vacancy in ECE and restructure staffing

# Comprehensive Mission - \$240,000

- Reduce funding to Community Education
- Reduce general fund support to Training & Economic Development Center

# Geographic Reach - \$225,000

- Downsize Santiam Campus
- Close Woodburn Campus Business Technology Program

# Student Success - \$425,000

- Eliminate general fund support for New Workforce program
- Restructure Tutoring program to reduce costs
- Restructure Advising & Counseling to reduce costs

# Quality of College Life - \$135,000

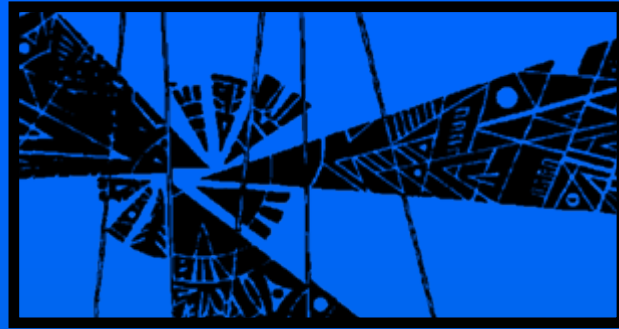
- Restructure Intercollegiate Athletics funding
- Restructure Student Life to reduce costs
- Focus program efforts on student recruitment and retention

# Employee and Organizational Success - \$170,000

- Reduce staffing in Planning and Organizational Development
- Reduce staffing to College Advancement
- Reduce staffing in Opportunity Center
- Reduce materials & services in Facilities

# Transfer of Expenses to Other Funds - \$545,000

- Fund Distance Learning and Academic Technology (Media Services, Distance Education, and Director of Online Services) through the Self-Supporting Services Fund
- Materials and services costs in I.T. will be funded by the Self-Supporting Services Fund
- Shift 0.5 Public Safety officer to the Parking Fund within the Intra-College Services Fund



# Program and Service Investments

- Efforts that have a positive impact on enrollment and revenue, including through recruitment and retention of students
- Efforts that jumpstart our re-design and learning outcomes focus
- Relationship to our future

# General Fund Investment Summary

Ongoing Investments	\$239,000
One-time Investments	<u>\$211,000</u>
Total Investments	\$450,000

# Program and Service Investments

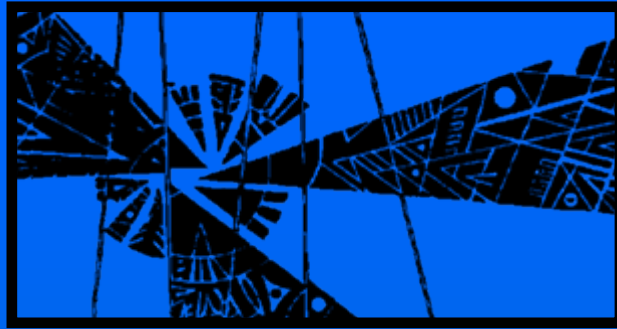
- Add 1.0 Nursing / Healthcare faculty plus materials and services to offer “core” health care curriculum to outreach
- Add 1.0 Horticulture faculty plus materials and services to develop Horticulture program
- Add 0.5 classified science lab assistant plus materials and services to support expansion of science course offerings

# Program and Service Investments

- Invest in 0.5 faculty Educational Assessment coordinator to spur development and assessment of program outcomes
- Add Disability services part-time hourly funds in order to meet demand
- Add hourly funds to VP's office to offset loss of 1.0 exempt administrative secretary position
- Add adjunct funds to VP's office to support Opportunity Center faculty team
- Total ongoing general fund investments: \$239,000

# Program and Service Investments

- Support to prepare and host full-scale accreditation review
- Disability services support
- Support for re-design efforts in teaching and learning
- Recruitment and retention of international students
  
- Total “one-time” investments: \$211,000



# General Fund Snapshot

# General Fund Expenditure Changes FY 2004-05 to FY 2005-06

Personal Services	Adopted FY 2004-05	Proposed FY 2005-06	Change
Salaries	\$26,805,010	\$26,198,817	\$(606,193)
Fringes	\$15,181,287	\$15,531,565	\$350,278
Total	\$41,986,297	\$41,730,382	\$(255,915)



# Personnel Comparison FTE and Total Resources

(*not including TED Center)	Adopted FY 2004-05	Proposed* FY 2005-06	Change
Exempt	61.05	57.67	(3.38)
Faculty	189.65	185.47	(4.18)
Classified	247.22	236.32	(10.90)
Hourly & Adjunct	\$4,363,081	\$3,998,739	\$(364,342)



# Personnel Impact General Fund

	Adopted 2002/03 - 2004/05 Fiscal Years					2004-05 Current FTE		2005-06 Proposed *		
	2002-03 FTE	2003-04 FTE	2004-05 FTE	Net Change from 02-03	% Change from 02-03	FY 2004-05 adjustment	2004-05 FTE	2005-06 FTE	Net Change from Curr 04-05	% Change from Curr 04-05
CL	261.54	254.51	249.12	(12.42)	-4.75%	0.98	250.10	238.22	(11.88)	-4.75%
EX	73.65	68.55	64.05	(9.60)	-13.03%	(0.88)	63.17	60.17	(3.00)	-4.75%
FAC	206.07	191.77	190.65	(15.42)	-7.48%	-	190.65	186.47	(4.18)	-2.19%

Cumulative change from 2002-03 to 2005-06

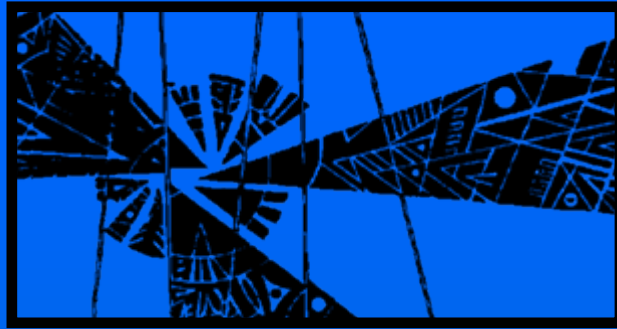
Classified: (23.32) -8.92%  
 Exempt: (13.48) -18.30%  
 Faculty: (19.60) -9.51%

\*The Proposed 2005-06 FTE includes the TED Center positions which are NOT reflected in the General Fund summary.



# General Fund Expenditure Changes

	Adopted FY 2004-05	Proposed FY 2005-06	Change
Materials & Services	\$6,297,243	\$6,654,138	\$356,895
Capital Outlay	\$189,517	\$189,517	\$0



# General Fund Budget Adjustments - Detail

# Budget Adjustments

- Executive and Governance (p. 7)
  - Support to prepare and host full-scale accreditation review

# Budget Adjustments

- College Advancement & Chemeketa CC Foundation (p. 9)
  - Reduce internal communications staffing (1.0 classified specialist position)

# Budget Adjustments

- Organizational Development and Effectiveness (p. 11 )
  - Reduce Planning and Organizational Development (0.5 exempt vacancy elimination)

# Budget Adjustments

- Human Resources (p. 21)
  - Transfer 1.0 classified position from Distance Learning and Academic Technology
  - During FY04-05, added 1.0 classified Recruitment Specialist position
  - During FY04-05, transferred 1.0 exempt position to Student Development and Learning Resources

# Budget Adjustments

- College Safety and Risk Management (p. 27)
  - Shift 0.5 classified Public Safety officer to Parking Fund within the Intra-College Services Fund

# Budget Adjustments

- Facilities and Operations (p. 29)
  - Reduce materials and services in Facilities

# Budget Adjustments

- Agriculture Programs (p. 35)
  - Add 1.0 Horticulture faculty to develop Horticulture program
  - Increased materials and services for Horticulture program
  - Shift 0.5 classified coordinator to grant funds within the Special Projects Fund

# Budget Adjustments

- Distance Learning and Academic Technology (p. 37)
  - Fund Media Services, Distance Education, and Director of Online Services through Self-Supporting Services (shift 1.0 faculty, 2.0 classified specialist positions, 1.0 exempt director to Self-Supporting Services Fund)
  - Transfer 1.0 classified specialist position to Human Resources

# Budget Adjustments

- Hospitality and Tourism Management Programs (p. 39)
  - During FY04-05, increased exempt position to 12 months, shifted 0.08 fte to Self-Supporting Services Fund

# Budget Adjustments

- Information Technology (p. 41)
  - Materials & services costs in I.T. will be funded by the Self-Supporting Services Fund

# Budget Adjustments

- VP / Chief Academic Officer (p. 51)
  - Support for ongoing re-design efforts in teaching and learning
  - Support for Opportunity Center faculty team
  - Add part-time hourly funds to VP's office to offset loss of 1.0 exempt administrative secretary position in the Instructional Services Administration department

# Budget Adjustments

- Curriculum and Instruction (p. 53)
  - Reconfigure staffing in Opportunity Center (eliminate 0.5 faculty salaried coordinator)
  - Make permanent a temporary 0.5 faculty Educational Assessment coordinator to spur development and assessment of program outcomes

# Budget Adjustments

- Instructional Services Administration (p. 57)
  - During FY04-05 reduced 1.0 exempt administrative secretary

# Budget Adjustments

- Business/Management, Health Services Management, Computer Science and Electronics (p. 59)
  - Reduce funding to Salem campus Business Technology Program (1.0 classified IA, adjunct, M&S)
  - Eliminate 1.0 faculty vacancy in Electronics
  - Reduce 0.5 classified lab assistant in Medical Assisting
  - Add 1.0 Nursing / Healthcare faculty to offer “core” health care curriculum to outreach

# Budget Adjustments

- Early Childhood Education, Education/SLPA, Human Services and Social Sciences (p. 63)
  - Eliminate 1.0 faculty vacancy in ECE and restructure staffing

# Budget Adjustments

- Emergency Services and Physical Education (p. 65)
  - Restructure Intercollegiate Athletics funding; reduced adjunct, materials and services

# Budget Adjustments

- Mathematics and Science (p. 69)
  - Add 0.5 classified Science lab assistant to support expansion of science course offerings
  - Decrease in adjunct as a placeholder for Curriculum audit adjustments

# Budget Adjustments

- Developmental Education (p. 77)
  - Re-design delivery of ABE/GED and ESL
  - During FY04-05, transferred 0.5 classified from Santiam Campus

# Budget Adjustments

- Extended Learning (p. 79)
  - Reduce funding to Community Education (1.0 classified coordinator RIF, 0.5 classified secretary RIF, during FY04-05 shifted 0.1 classified secretary to Self-Supporting Services Fund)

# Budget Adjustments

- Santiam Campus (p. 85)
  - Downsize Santiam Campus (0.63 classified assistant vacancy elimination, 0.50 classified secretary RIF, 0.18 faculty RIF, during FY04-05 transferred 0.50 classified to Developmental Education)

# Budget Adjustments

- Woodburn Campus (p. 87)
  - Close Woodburn Campus Business Technology Program (1.0 faculty RIF, 1.0 classified assistant RIF)

# Budget Adjustments

- Student Development and Learning Resources Administration (p. 91)
  - During FY04-05, transferred 1.0 exempt position from Human Resources

# Budget Adjustments

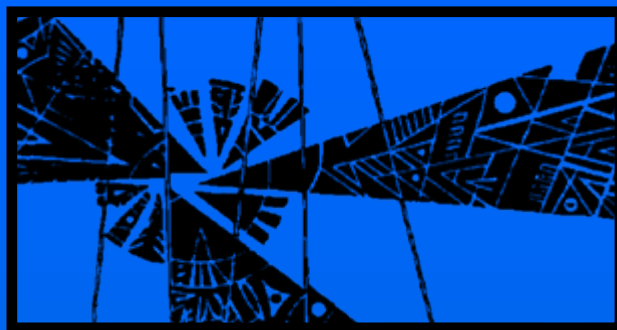
- Counseling and Career Services, Student Life, Disability Services (p. 95)
  - Restructure Advising & Counseling to reduce costs (1.0 counselor RIF, shift 1.0 counselor to grants within the Special Projects Fund)
  - Restructure Student Life to reduce costs (0.5 classified secretary reduction, shift 0.5 classified coordinator to grants within the Special Projects Fund)
  - Add Disability services part-time hourly funds in order to meet demand (during FY04-05 shifted 0.08 classified to general fund)
  - 1.0 faculty transfer from New Workforce to CWE/OST

# Budget Adjustments

- Library and Tutoring Services (p. 99)
  - Restructure Tutoring program to reduce costs (0.75 classified specialist to the Self-Supporting Services Fund and Special Projects Fund, 0.50 classified specialist to the Special Projects Fund)
  - During FY04-05, increased exempt director position from 0.80 to 1.0 general fund

# Budget Adjustments

- New Workforce and Occupational Skills Training (p. 101)
  - Eliminate general fund support for New Workforce program (1.0 exempt director RIF, 1.0 classified secretary RIF, 1.0 faculty transfer to CWE/OST within the Counseling & Career Services, Student Life & Disability Services department)



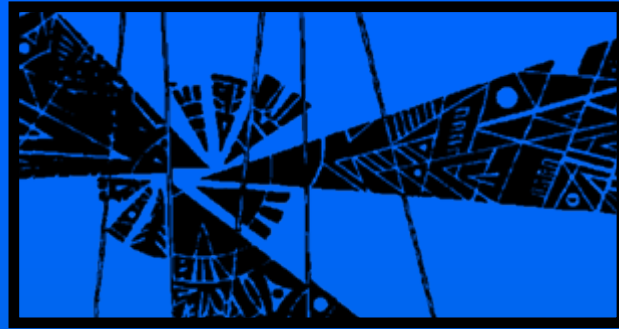
# Summary and Questions

Craig Smith

Chemeketa Community College

# To be continued...

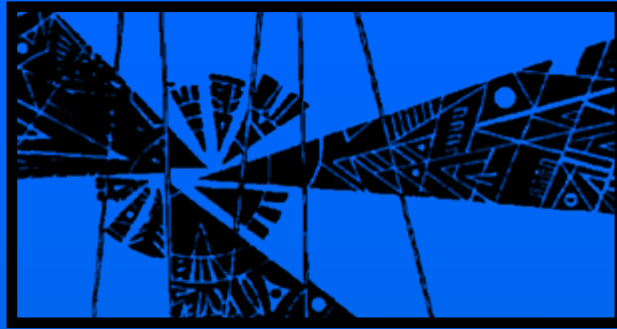
April 20<sup>th</sup>, 4:30 p.m.  
Building 2 Board Room



# 2005-06 Budget Presentation

April 20, 2005

Chemeketa Community College



# Workforce Investment Act

Ron Bassett-Smith

Chemeketa Community College

# Enterprise for Employment and Education Mission

- Employers will have a skilled workforce and the resources to maintain and develop that workforce in order to locate, stay and grow in the Mid-Willamette Valley.
- Individuals will have access to resources to become sufficiently skilled to take advantage of employment opportunities.

# Three Groups of Workers

- Emerging: those looking for a first job.
  - Job search, career planning, skills enhancements, support services.
- Transitional: those looking for a new job or a better job.
  - Job search, skills enhancement, career planning, support services.
- Current: Those already working, wanting to keep their jobs, or move into better jobs
  - Skills enhancement.

# How the System is Organized

## Enterprise for Employment and Education



### Operations & Oversight Committee

### Youth Council

### Current Workforce Committee

Mid-Willamette  
Workforce Network (7  
Job & Career Centers)

Youth Opportunity  
System (5 sub-  
regional contracts)

Employer  
Workforce Training  
Fund (12 contracts  
with businesses)

Title 1B \$

Title 1B \$

Title 1B \$

Workforce Integration  
Department provides  
services

Mid-Willamette  
Education Consortium  
manages contracts with  
providers

E3 manages contracts  
with businesses

# What Do We Have Going For Us?

- A commitment to results
  - Provide value
  - Meet community needs
- High levels of customer satisfaction
- Partnerships and a commitment to leveraging rather than duplicating
- Alignment of purpose

# What Needs to be Addressed?

- Clarity of purpose – can't be all things to all people.
- Clarity about our primary customer – their needs and what services are most effective.
- More time for staff to focus on the significant, rather than the urgent.
- Greater collection and/or analysis of data to know what is most effective.
- Lack of sufficient funding to meet our goals.

# Region 3 Workforce System Analysis

## Part 2: Analysis of resources



# Title 1B Resources 2002 to 2005

	2002-03	2003-04	2004-05
Allocation			
WIA Title IB Adult	1,221,581	1,361,505	1,340,590
WIA Title IB DLW	2,726,978	1,948,183	1,690,522
WIA Title IB Youth	1,390,578	1,430,675	1,537,477
Local Admin	<u>593,236</u>	<u>526,703</u>	<u>507,621</u>
Total	5,932,273	5,267,066	5,076,210

# Region 3 Workforce System Analysis

## Part 3: What is the Mid-Willamette Workforce Network (MWWN) today?

# MWWN Today: Seven Job & Career Centers



# MWWN Responsibilities

- Help transitional workers find the jobs they need and want.
- Provide services to the general public as well as those who meet program eligibility requirements.
- Meet negotiated performance goals.
- Meet goals identified by the board.
- Meet individual agency mandates.

# Who is the MWWN?

- The Oregon Employment Department
- Chemeketa Community College, Workforce Integration Department
- Office of Vocational Rehabilitation Services
- Community and Human Services  
Self-Sufficiency Programs

# Job Seeker Services

Self Assisted Job Search  
Funded by OED & WIA 1B

Job Preparation Services  
Funded by OED, CAFS, OVRs, & WIA 1B

Vocational Training Services  
Funded by WIA 1B,  
Trade Act, Pell,  
Student Loans,  
OVRs, CAFS,  
Self-financed

# WIA Required vs. What We Designed Locally

- Long standing commitment to building a system to meet community needs rather than WIA needs
- WIA only requires one comprehensive one-stop center per region.
- Commitment to access led to the development of 7 Centers.

# Region 3 Workforce System Analysis

## Part 4: The impact of decreasing Title 1B resources on the MWWN

# The Numbers

- 62,755 applied to OED for Job matching services last year.
- About 38,000 visited an MWWN Job and Career Center.
- 1,067 of those visiting a center, registered in Title 1B services.
  - 850 received intensive services
  - 345 receive training services

# Region 3 Workforce System Analysis

## Part 5: Who is served by the system?

# Job Seeker Customers

- Approximately 16% of those living in Region 3 receive a service through the MWWN each year.
- More than 95% of those use only core/universal access services.
- The vast majority of these customers are unemployed at the time of their visit.
- Fewer MWWN customers have education above the high school level than the general population.

# WID/Title 1B (03-04)

- 1,067 adults were served in registered services.
- Of these 56% were 40 years old or older.
- About 7% were of Hispanic origin.
- A little over 11% were disabled.
- Approximately 66% had a high school diploma, GED *or less*:
  - 46% had no education beyond a high school diploma or GED
  - 20% did not have a high school diploma or GED

# RESULTS: Title 1B (2003-04)

- 361 individuals exited to employment.
- Average gross weekly wages on 10 jobs most frequently entered by these clients is about \$9/hour.
- Of 10 most frequently entered jobs, the greatest number are placed into clerical jobs.
- Most Title 1B clients are able to obtain employment at or near the entry level.

# Employer Customers

- A lack of soft skills is the single greatest barrier to employment.:
- Soft skills are most lacking in entry level employees.
- Employers are willing to provide appropriate hard skills/job skills training once an individual is hired.  
Based on the 2004 OED Employer Survey:
  - Two-third of **larger** firms offered training while less than  $\frac{1}{2}$  of smaller firms did so. Of those who provide training
    - 80% provide hard-skills training.
    - 60% to 70% provide soft skills training.

# Region 3 Workforce System Analysis

## Part 6: Other Dynamics at play

# Changes at the Federal Level

- Greater focus on skill building/training
- Greater requirements for data collection and accountability
- Greater focus on outcomes
- Consolidated measurement system
- Potential consolidation of funding
- No movement toward additional funding for these mandates.

# Changes Brought on by E3

- Work Readiness Assessment/Certification
  - Will require more resources toward assessment, remediation.
- Resource Development
  - If WIA is only real source for universal access other resources must be found or access must be limited/redefined.
- Staffing Association partnership
  - Greater focus on making the right matches, understanding customer skills, business needs.

# Region 3 Workforce System Analysis

## Part 7: Recommendations

# Next Steps

- Changing our investment strategy to invest more heavily in what business customers need: a more highly skilled workforce.
- Assure that we have the resources to assess our results and determine what is most effective.
- Continue to leverage partnerships.
- Find funding for our priorities, instead of allowing our funding to determine our goals.

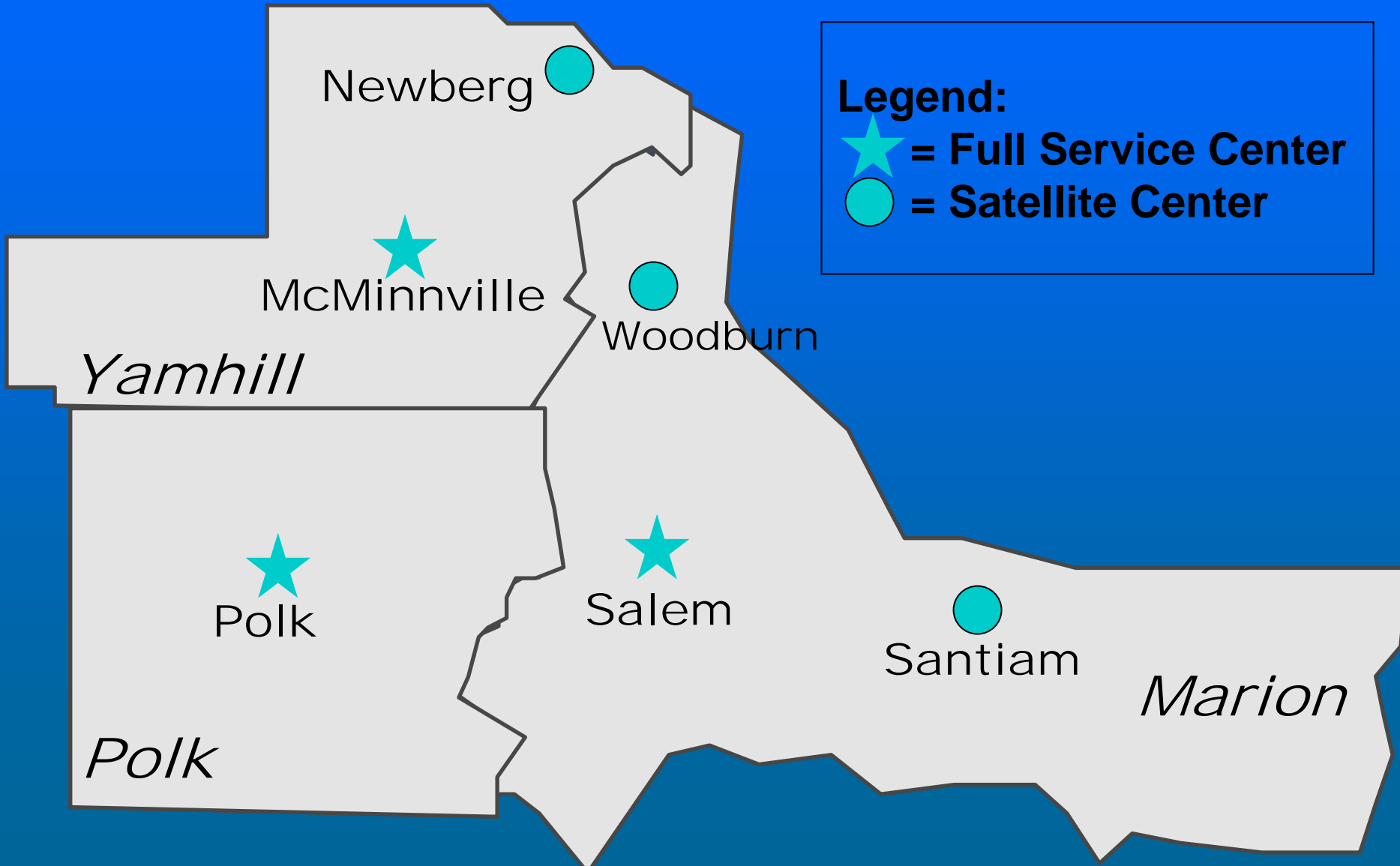
# Overview of New Service Delivery Strategy

- Implement over 12-18 months  
(most changes will occur by July, 2005)
- 3 Full-service Centers  
(Dallas, McMinnville, Salem/Winema)
- 3 Satellite Centers  
(Newberg, Santiam, Woodburn)

# Changes to Service Delivery

- Maintain access to the greatest degree possible, but use more Title 1B funds for skill building for customers who:
  - Are less educated than the population as a whole.
  - Currently unemployed & needing to get back to work
  - At or near the entry level
  - Needing soft skills upgrades

# MWWN Future



**Legend:**

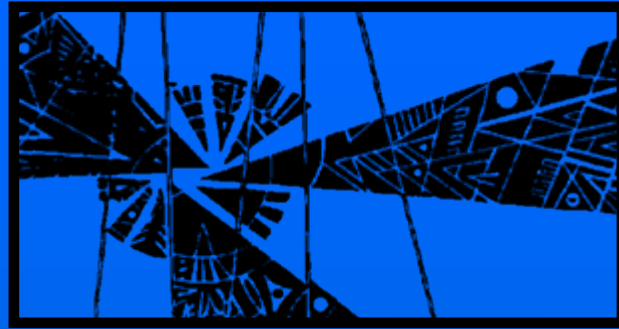
- ★ = Full Service Center
- = Satellite Center



# Where Will Services Be Offered?

Services Offered	Dallas/ McMinnville/ Winema/ Salem	Newberg/Santiam/ Woodburn
Universal access & resource rooms *assistance from partners *access to special populations	Yes	Yes
WIA IB case mgt & data mgt	Yes	Limited
Staff facilitated workshops, assessments, etc	Yes	No - Refer to Full Service (except Introduction)
Assess, provide & refer to Voc Scholarships, OJTs, basic skills	Yes	No -Refer to Full Service
Employment retention services	Yes	Limited
Data mgt & validation	Yes	Limited

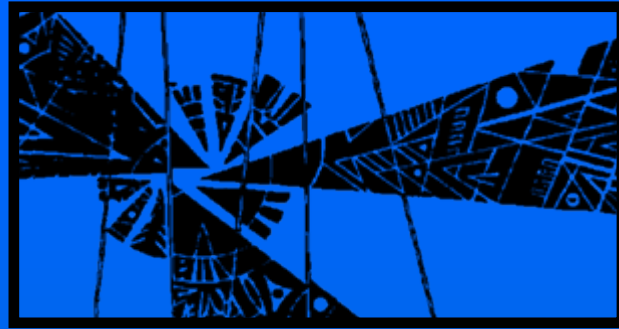
- **Increase:**
  - Job Seeker assessment & development
  - Skill upgrades & workplace training
  - Quality of information for policy decisions and reporting requirements
  - Use of instructional technology
  - Coordinator roles to include special projects
  - Coordinator roles to manage more than one Center



# Chemeketa Cooperative Regional Library

Jim Eustrom

Chemeketa Community College



# Other Funds Faculty Investments

Dell Swearingen

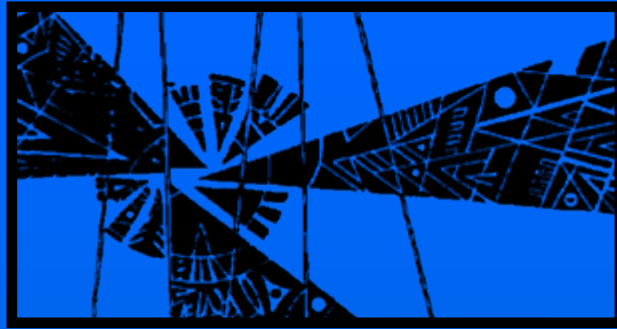
Chemeketa Community College

# Other Funds Faculty Investments - \$500,000

## Academic Program Self-Support Investments

There are a number of academic program areas that we believe could support an increase in full time faculty. This budget proposes to use the Self-Supporting Services Fund to explore these areas. The academic programs are as follows:

Psychology ,Spanish ,Physical Science, English, Mathematics, Philosophy, Life Science , History, Speech (7.5 FTE)



# Other Funds Overview

Julie Huckestein

Chemeketa Community College

# Special Projects Fund

## Budget \$26,500,000

- Significant programs (p.109)
  - Job Opportunities and Basic Skills (JOBS) program
  - Workforce Investment Act (WIA)
  - TRIO grants
  - College Assistance Migrant Program (CAMP)
  - Carl Perkins Vocational Education
  - Title III
  - H1B Technology/Training grant
  - Woodburn Community Technology Center
  - High School Equivalency Program
  - National Emergency Grant (SUMCO)
  - Employer Workforce Training Fund

# Self-Supporting Services

## Budget \$14,955,000

- Significant Changes (p. 111)
  - Chemeketa Online (moved 2005-06)
  - TED Center (moved 2003-04)
  - Academic Program Investments

# Intra-College Services Budget

## \$11,560,000

- Significant Changes (p. 123)
  - Shift 0.5 Public Safety officer to the Parking Fund
  - Investment in Business Process Analysis in the IT System/Banner Implementation Fund

# Athletics

## Budget \$209,500

- Significant Changes (p. 127)
  - Shift of general fund athletics costs
  - Requires fundraising commitment

# Financial Aid

## Budget \$18,985,000

- Significant Changes (p. 131)
  - Perkins FCC eliminated; loss of funds
  - Oregon Opportunity Grants Increased