

2007-2008 Budget Presentation

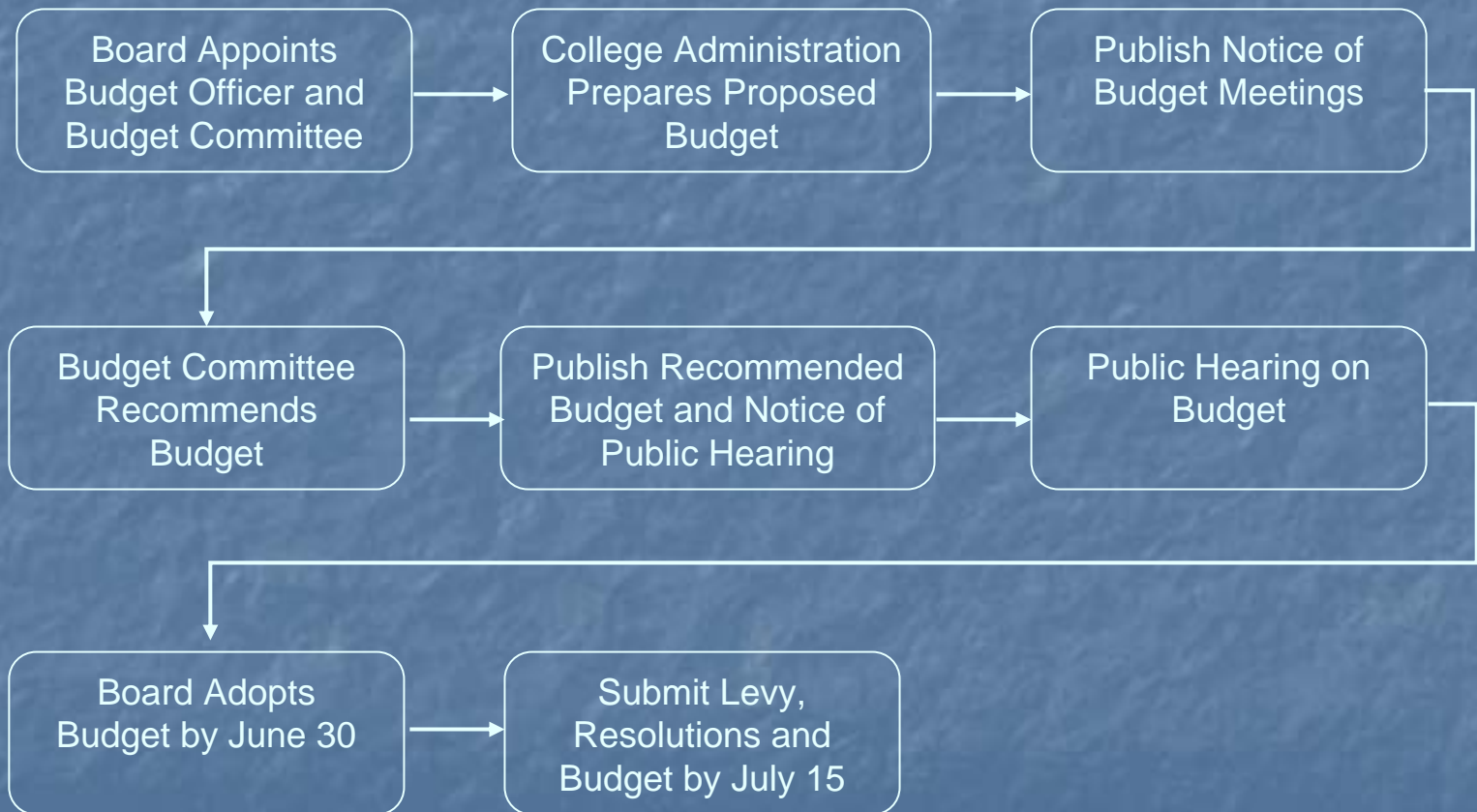
Chemeketa Community College

April 11, 2007

Budget Process

Craig Smith

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.

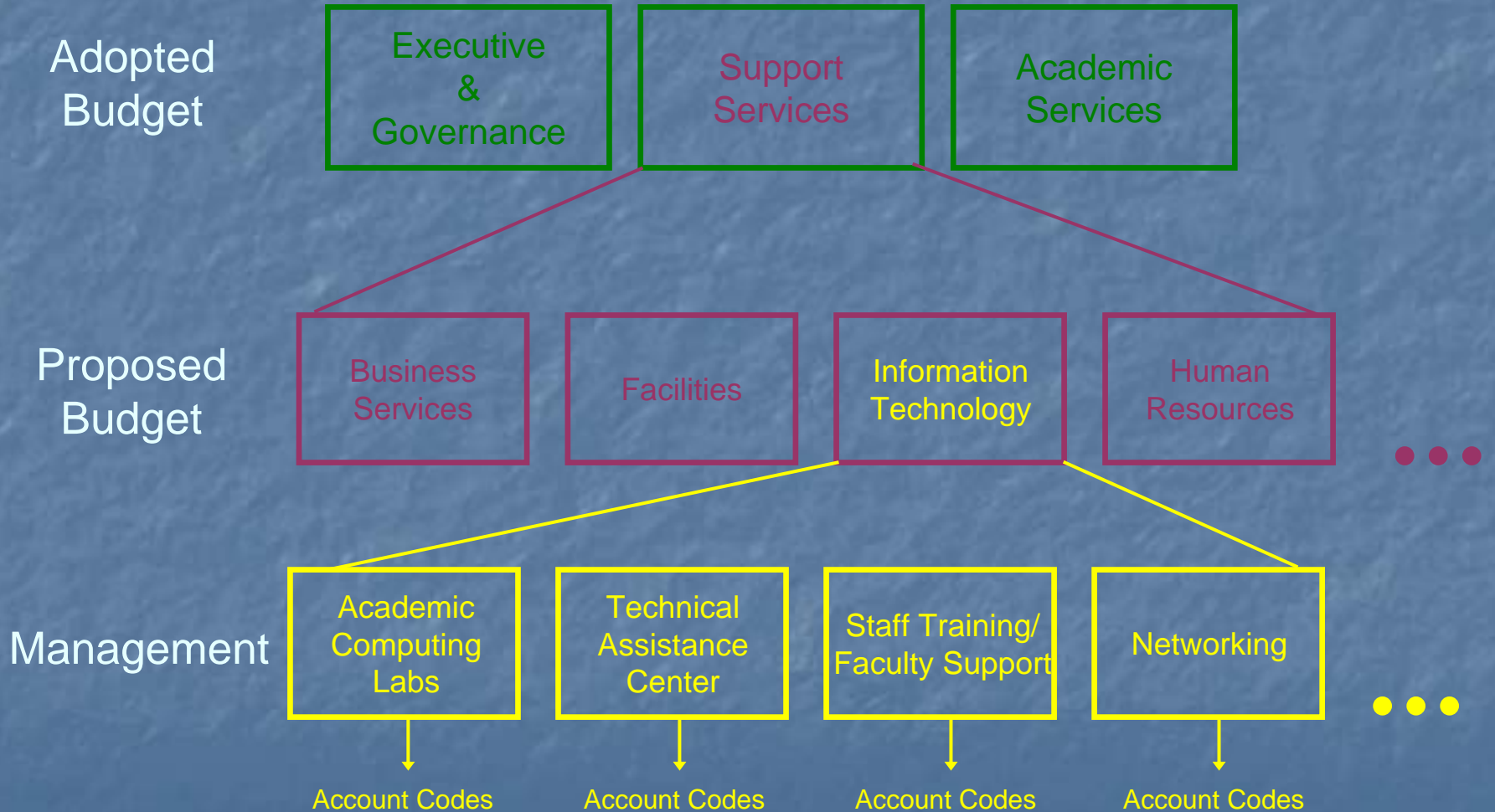
Proposed Budget

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>
711001	Instructional Supplies	731101	Insurance Premiums
711051	Non-Instructional Supplies	731201	Self-Insurance
711101	Periodicals & Publications	732001	Building Maintenance
711151	Lost Book Reimbursement	732101	Grounds Maintenance
711201	Meeting Expenses	732201	Laundry
711301	Software	732301	Office Equipment Maintenance
711351	Computer Accessories <\$500	732401	Motor Vehicles Maintenance
711401	Equipment & Furniture <\$500	732501	Equipment Maintenance
711501	Graphics Materials	732601	Technology Maintenance
711601	Media Materials	733011	Office Copy Machines
711701	Maintenance Items <\$500	733021	C-Copy Plus
711801	Gasoline	733031	Printing Done by 24J
721001	Computer Equipment \$500-\$4,999	733041	Other Printing
721101	Equipment/Furniture \$500-\$4,999	733101	Graphics/Visual Communications
721201	Media Equipment \$500-\$4,999	733201	Postage



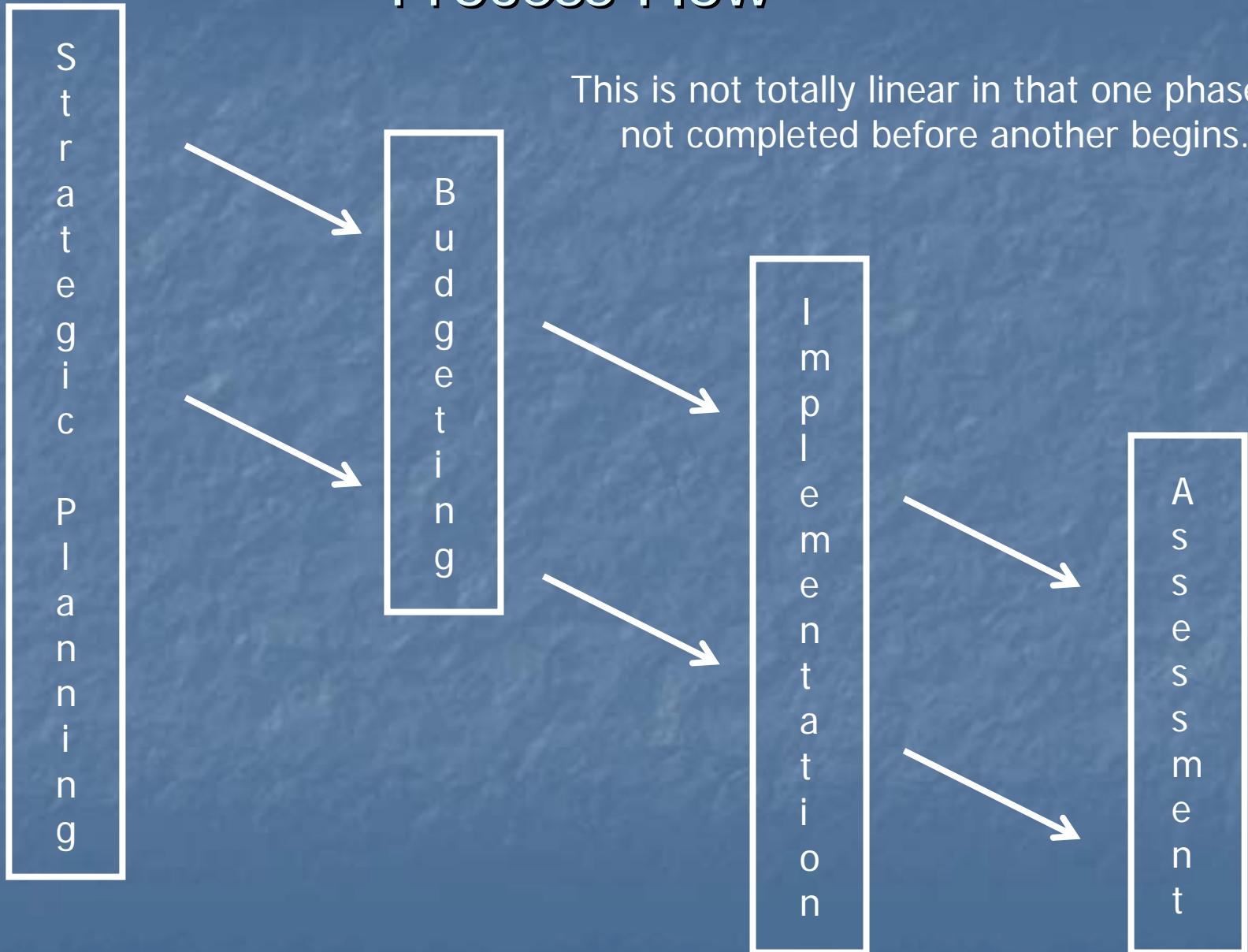
President's Budget Message

Gretchen Schuette

Introduction of the 2007-2008 Budget

Craig Smith

Process Flow



Strategic Planning Cycle

While there are milestones, this is an ongoing process throughout the year.

Strategic Planning

- Strategic Promises
- Unit Plans
- College Plans
- Quarterly Updates
- Assessments

Budget Cycle

- Review of Strategic Plan
- Revenue assessment
- Allocation of resources
- Budget Adoption
- Budget Transfers

Budget Activity Highlights this Academic Year

- December acceptance of 2005-2006 Audit
- January 2006-2007 Budget phase II
 - Realignments
 - Director of Marketing and Student Recruitment
 - Director of Student Retention and College Life
 - Applications Development Manager
 - 0.50 FTE Recruitment Coordinator
 - Administrative Secretary
- February 2007-2008 Budget
 - Froze tuition at 2005-2006 level
- April presentation of 2007-2008 Budget

Strategic Planning

Andrew Bone

Budgeting at Chemeketa

Strategic Intent and values drive our strategic planning which in turn drives our budgeting.

Strategic Intent

Chemeketa Community College is our community's resource for quality education in a changing world, delivering opportunities for adult literacy, opening the door to all levels of college, and creating centers of excellence in technical training, workforce development, and business support.

Values

- Caring:** Each individual contributes to our learning environment. We care for and respect each other.
- Creativity:** Through reflection, analysis, and imagination, we design our programs and services to meet changing needs.
- Collaboration:** In partnership with others, we invent resourceful and innovative solutions to challenges. We respond with optimism and enthusiasm to opportunities for positive change.
- Integrity:** We are responsible guardians of the public trust. We provide current, effective educational services to those we serve.
- Diversity:** We are enriched by the diversity of our students, employees, and community. We welcome diverse perspectives and encourage the free exchange of ideas.
- Quality:** We are committed to creating and sustaining excellent programs and services. We provide work and learning environments of the highest quality.

Why do we plan?

- To unify the efforts of the institution
- To share information
- To prioritize efforts
- To budget appropriately
- To meet accreditation requirements

Annual Strategic Plan

A comprehensive plan for the college:

- Includes strategic goals and objectives (what we intend to do)
- Includes measures (how we will know it's been done)
- Includes quarterly results reporting

Chemeketa Promises

1. We promise to actively encourage and support the achievement of literacy and college readiness.
2. We promise to open the door to all levels of college for the members of our community, including those who traditionally have not been able to access a college education or whose continued participation in post-secondary education depends on delivery here in our three-county district.
3. We promise to create and sustain centers of excellence in technical training, workforce development, and business support.

Measures

Statements that indicate how we know when an objective has been attained

For our purposes, measures should be:

- Clearly stated
- Specific
- Able to provide evidence that something has been achieved

Revenues and Budget Assumptions

Craig Smith

Sources of Revenue

- State Allocation 44%
Determined by the Legislature
- Property Tax 25%
Set by Oregon Constitution
- Tuition and Fees 23%
Set by the College Board

Amount of Resources

Funding Formula 70%

Driven by FTE

Amount available set by legislature and
constitution

Tuition and Fees 23%

Driven by FTE

x

Rate set by CCC Board

Factors that affect Formula 2007-2008

- State allocation
- Phase-in of property taxes
- Dropping of lag year
- FTE

Effects of Changes

	Allocation	Phase In	FTE	Total
CCC	+	~	-	~
...	+	-	-	-
...	+	+	+	+
...	+	-	+	+

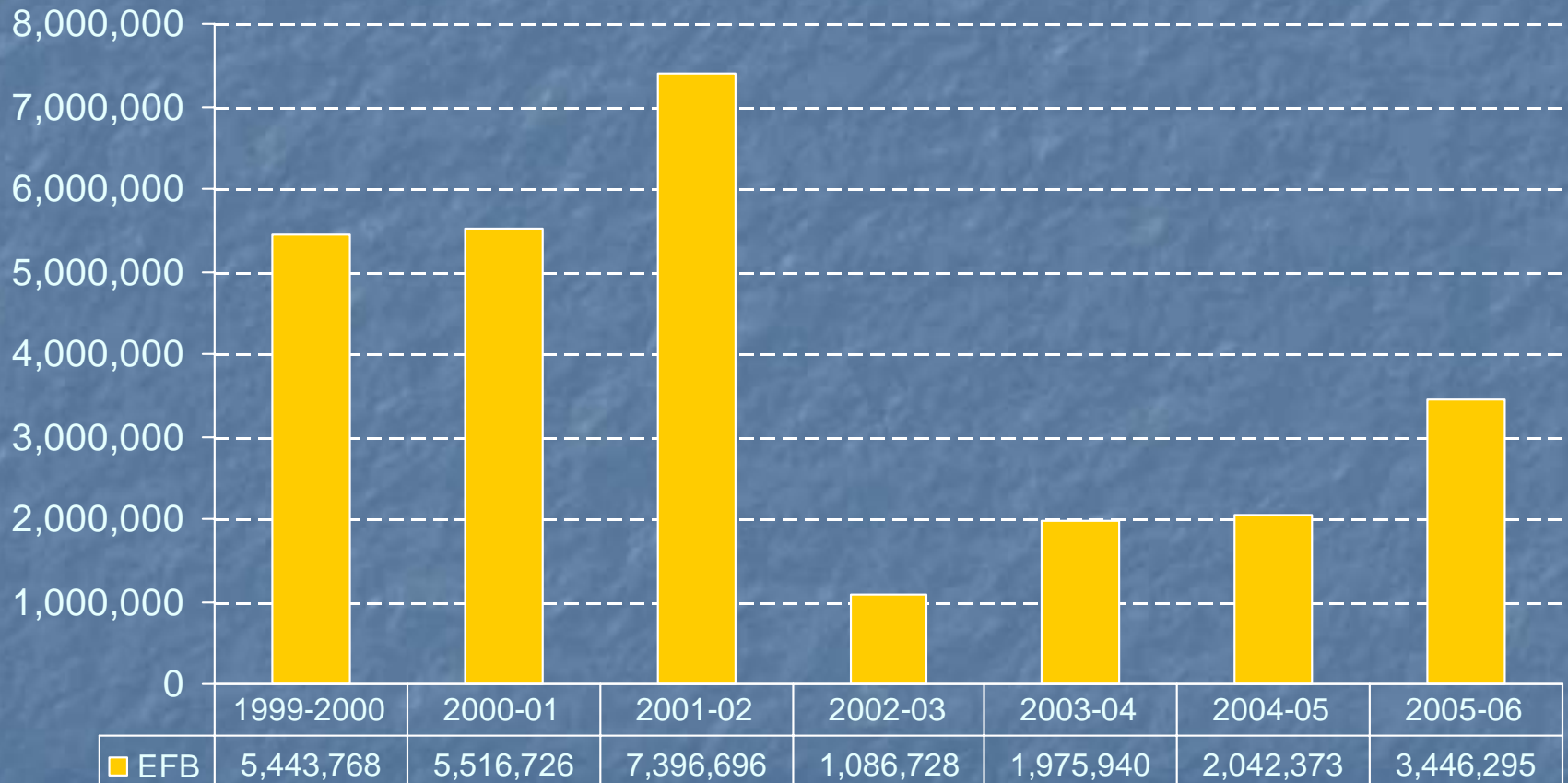
Revenue at CCC 2007-2008

- Based on Governor's recommended budget
- Based on CCWD recommended distribution formula
- Revenue up but only by same amount as cost increases

Summary of Gaps

	Gap
FY 2003-2004	\$ 9,000,000
FY 2004-2005	\$ 7,795,000
FY 2005-2006	\$ 5,100,000
FY 2006-2007	\$ 35,000

Ending Fund Balance



Expenditure Assumptions

- 2.6% COLAs for full-time employees
- All eligible full-time employees receive steps
- 3% increase for adjunct, hourly & student dollars
- Fringe benefit increase based on faculty contract
- Implementation of band and grade survey
- 2% increase to Materials & Services

Allocation of Resources

- Added Revenue \$83,000
- Reduced current budgets (\$761,000)
- Added new items \$844,000

Reduced Current Budgets

\$761,000

Faculty:	1.00 FTE	Business Technology	
	1.00 FTE	Forestry	
	0.25 FTE	Educational Assessment Coordinator	
Exempt:	0.50 FTE	Instructional Coordinator/Analyst	\$227,000
M&S:		College Advancement	\$268,703
		Various	\$265,297
		Total	\$761,000

Investments Linked to Promises

Liz Goulard

Strategic Intent Promises

1. We promise to actively encourage and support the achievement of literacy and college readiness.
2. We promise to open the door to all levels of college for the members of our community, including those who traditionally have not been able to access a college education or whose continued participation in post-secondary education depends on delivery here in our three-county district.
3. We promise to create and sustain centers of excellence in technical training, workforce development, and business support.

Promise One

Literacy and College Readiness

Faculty:	2.00 FTE	Mathematics Faculty
	0.25 FTE	High School Programs
Classified:	1.00 FTE	Program Specialist High School Programs
	1.00 FTE	International Student Recruiter
	0.50 FTE	Instructional Assistant-Information Technology
M&S:	\$100,000	Electronic Classrooms
	\$50,000	Library Collections

Promise Two

Open the Door to All Levels of College

Faculty:	1.00 FTE	Accounting
	0.50 FTE	American Sign Language
	0.50 FTE	Nursing
	50 days	Nursing
Classified:	0.50 FTE	Coordinator McMinnville
	0.50 FTE	Instructional Assistant-Nursing
	1.00 FTE	Veterans Specialist
	1.00 FTE	Brooks Administrative Support
	0.75 FTE	Brooks Training Coordinator

Promise Two-*continued*

Open the Door to All Levels of College

Classified:	1.00 FTE	ASL Interpreter
Exempt:	1.00 FTE	Community Education Coordinator
M&S:	\$268,703	Marketing
	\$200,000	Investment Strategies
	\$15,000	Nursing
	\$6,500	Student Life

Promise Three Centers of Excellence

Faculty:	1.00 FTE	Medical Esthetician
	1.00 FTE	CAD-CAM
	0.50 FTE	Hospitality
	50 days	Speech Language Pathology
	20 days	Horticulture
Adjunct:	\$25,000	Business Technology
PT Hourly:	\$10,000	Greenhouse
M&S:	\$20,200	Pharmacy Technician
	\$13,000	Medical Assisting
	\$12,000	CAD-CAM
	\$7,500	Horticulture

Infrastructure Investments

Classified:	2.00 FTE	Custodial
	0.25 FTE	Business Services Clerical
Exempt:	1.00 FTE	Academic Services Secretary
PT Hourly:	\$36,000	Student Services

General Fund Investments Budget Book Look

Craig Smith

General Fund Additions in 2007-2008 Budget

Positions

Page #

Faculty:	1.00 FTE	Medical Esthetician	47
	1.00 FTE	CAD-CAM	81
	1.00 FTE	Mathematics	77
	20 days	Horticulture	53
	50 days	Speech Language Pathology	79
Classified:	2.00 FTE	Custodial	39
	0.50 FTE	Veterans Specialist	105
	0.50 FTE	Coordinator McMinnville	93
	0.25 FTE	Business Services	29
	1.00 FTE	Student Services Coordinator	111
Exempt:	1.00 FTE	Academic Services Secretary	67
PT Hourly:	\$10,000	Greenhouse	53

General Fund Additions in 2007-2008 Budget

Materials & Services

Page #

\$268,703	Marketing	19
\$20,200	Pharmacy Technician	73
\$15,300	Nursing	73
\$13,000	Medical Assisting	73
\$12,000	CAD-CAM	81
\$7,500	Horticulture	53
\$6,500	Student Life	111

Next Week

April 18th

4:30 pm