

2008-2009 Budget Presentation

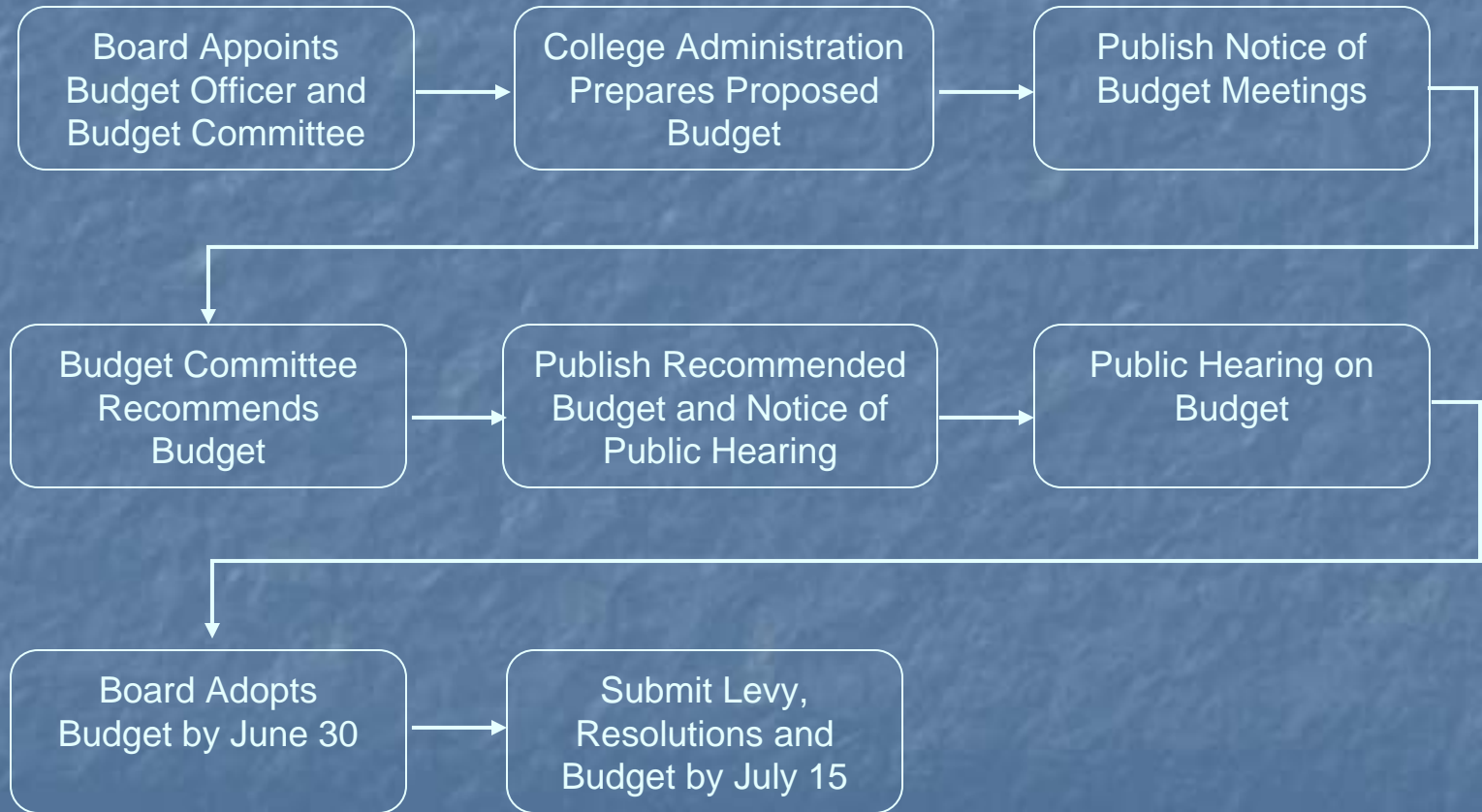
Chemeketa Community College

April 9, 2008

Budget Process

Craig Smith

Budget Process

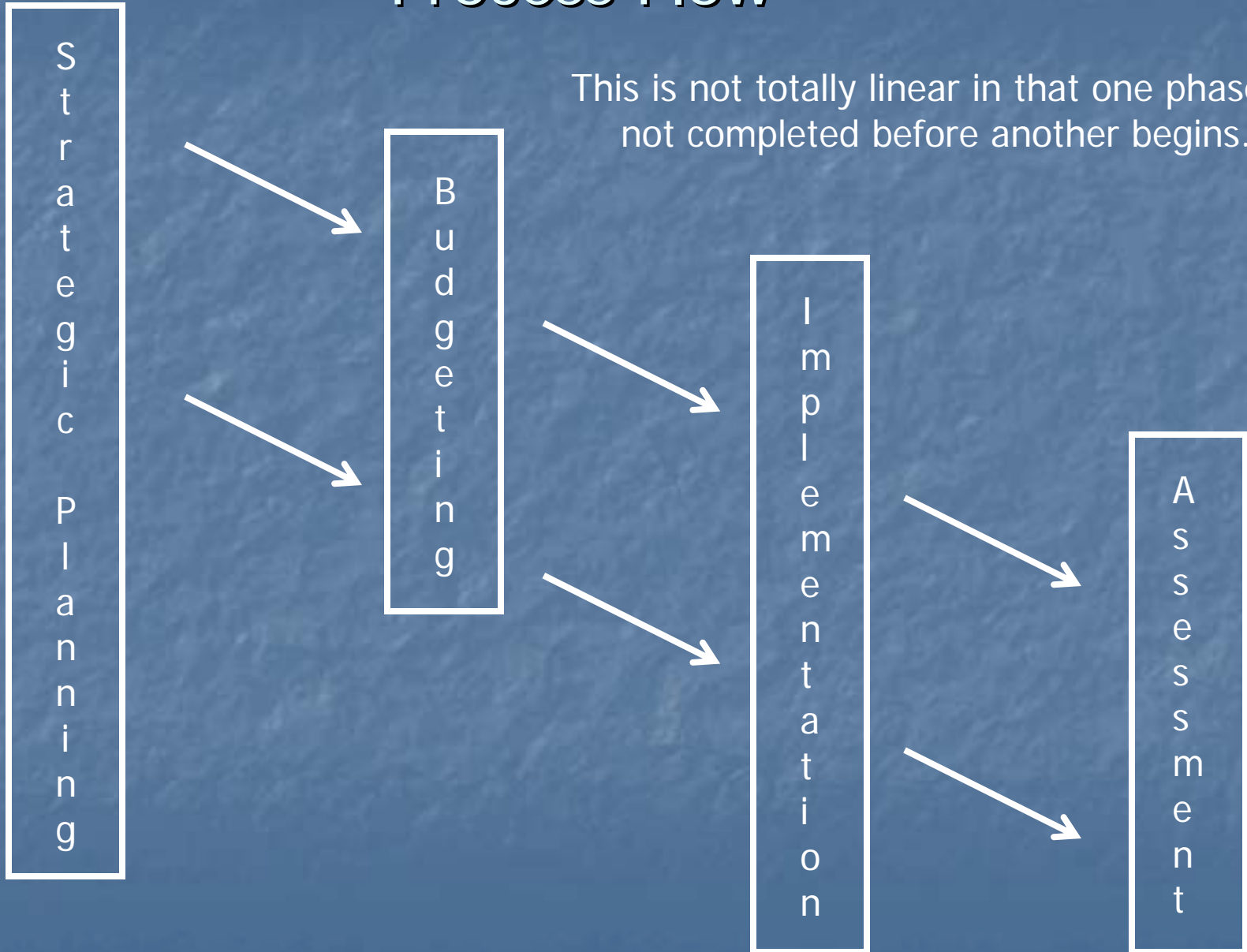


Budget Committee Duties

- 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

Process Flow

This is not totally linear in that one phase is not completed before another begins.



Budget Activity Highlights this Academic Year

- December acceptance of audit 2006-07
- Mid-year budget adjustments
 - Addition of Soccer 2007-08
 - Budget transfers 2007-08
- February 2008-09 Budget
 - Tuition increase to \$61 2008-09
- April presentation of Budget 2008-09

Strategic Planning Cycle

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

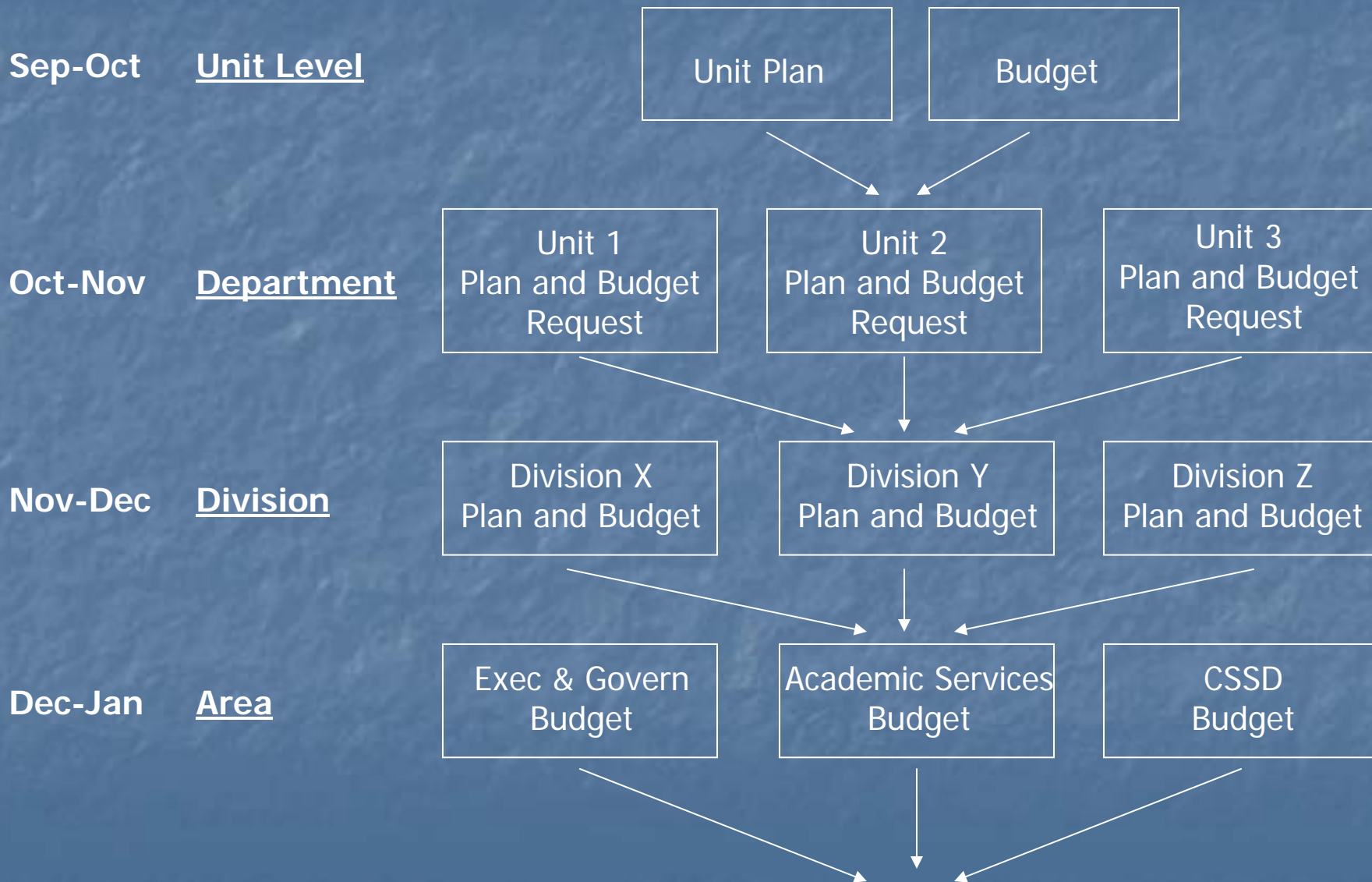
Strategic Planning

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

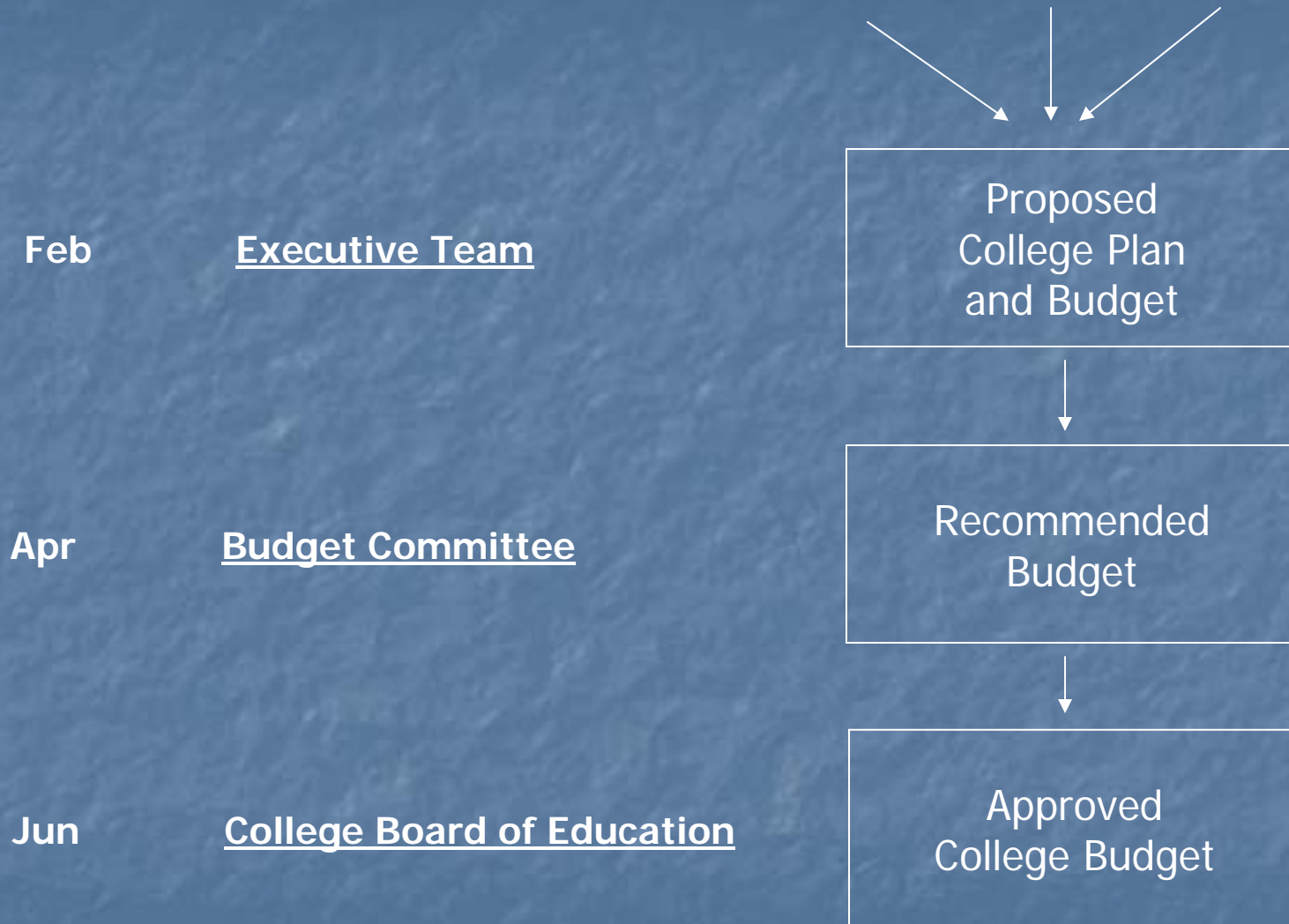
Budget Cycle

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

Budget Flowchart



Budget Flowchart-continued



President's Budget Message

Cheryl Roberts

Introduction of the 2008-09 Budget

Craig Smith

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.

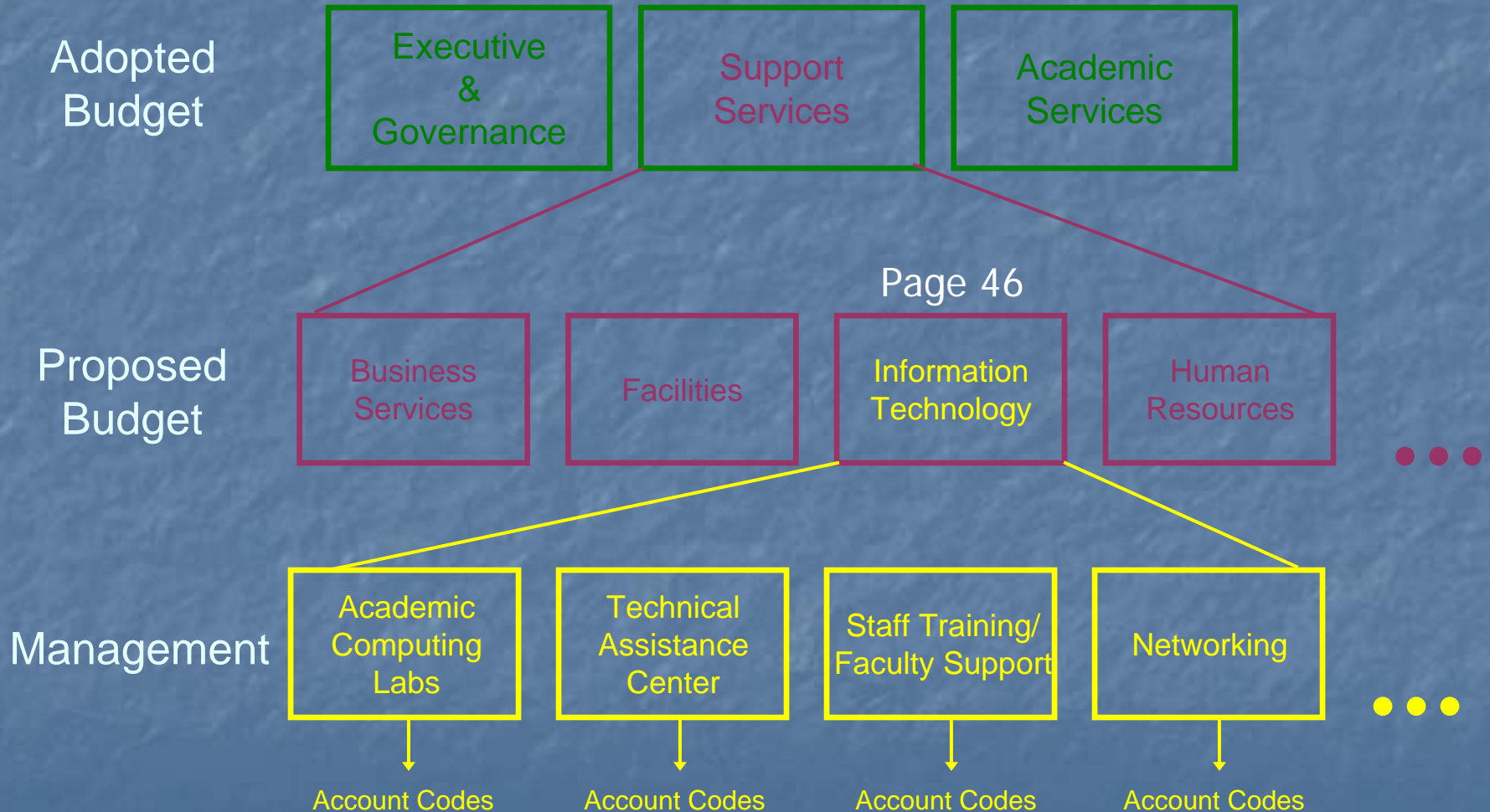
Proposed Budget

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>
711001	Instructional Supplies
711051	Non-Instructional Supplies
711101	Periodicals & Publications
711151	Lost Book Reimbursement
711201	Meeting Expenses
711301	Software
711351	Computer Accessories <\$500
711401	Equipment & Furniture <\$500
711501	Graphics Materials
711601	Media Materials
711701	Maintenance Items <\$500
711801	Gasoline
721001	Computer Equipment \$500-\$4,999
721101	Equipment/Furniture \$500-\$4,999
721201	Media Equipment \$500-\$4,999

<u>Account</u>	<u>Description</u>
731101	Insurance Premiums
731201	Self-Insurance
732001	Building Maintenance
732101	Grounds Maintenance
732201	Laundry
732301	Office Equipment Maintenance
732401	Motor Vehicles Maintenance
732501	Equipment Maintenance
732601	Technology Maintenance
733011	Office Copy Machines
733021	C-Copy Plus
733031	Printing Done by 24J
733041	Other Printing
733101	Graphics/Visual Communications
733201	Postage



Revenues and Budget Assumptions

Craig Smith

Sources of Revenue

- State Allocation 43.7%
Determined by the Legislature
- Property Tax 24.3%
Set by Oregon Constitution
- Tuition and Fees 22.6%
Set by the College Board

Amount of Resources

Funding Formula 68.0%

Driven by FTE

Amount available set by legislature and
constitution

Tuition and Fees 22.6%

Driven by FTE

x

Rate set by CCC Board

Factors that affect Formula 2008-2009

- State allocation (resources available)
- Phase-in of property taxes
- FTE
- OPC Funding discussions

Effects of Changes

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

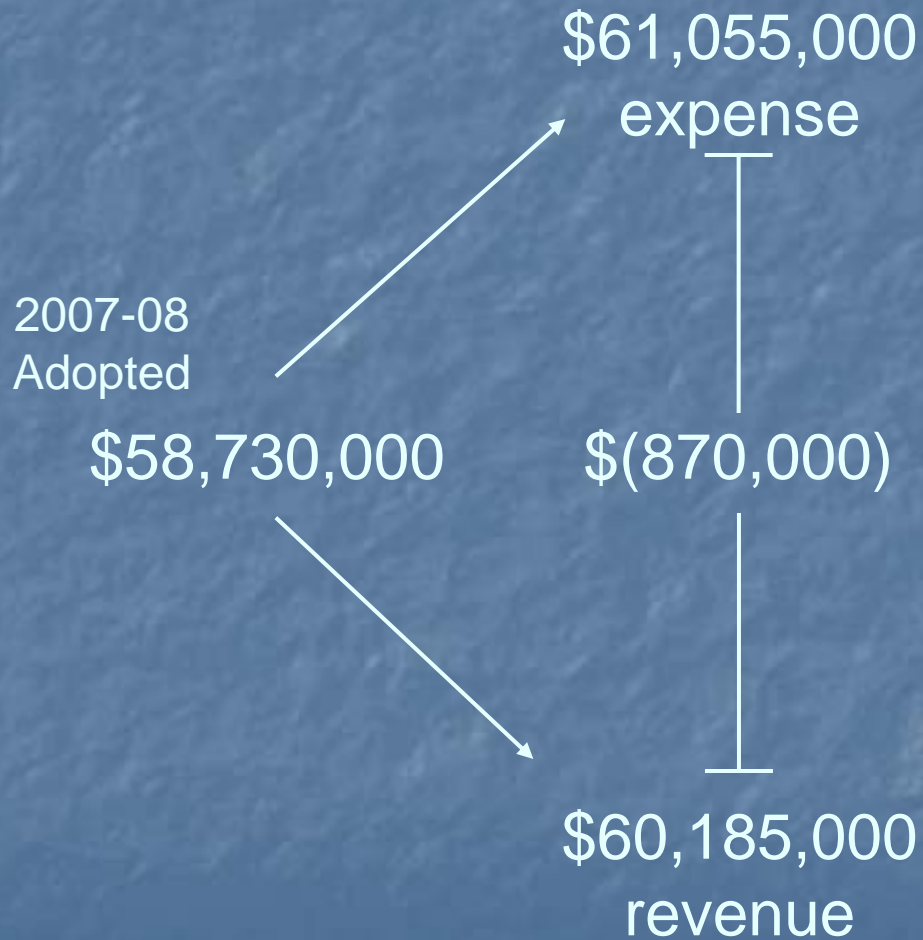
Revenue at CCC 2008-2009

- Based on 2007 Legislative Authorization
- Based on CCWD recommended distribution formula
- Increase tuition \$3 per credit hour to a total of \$61 per credit hour

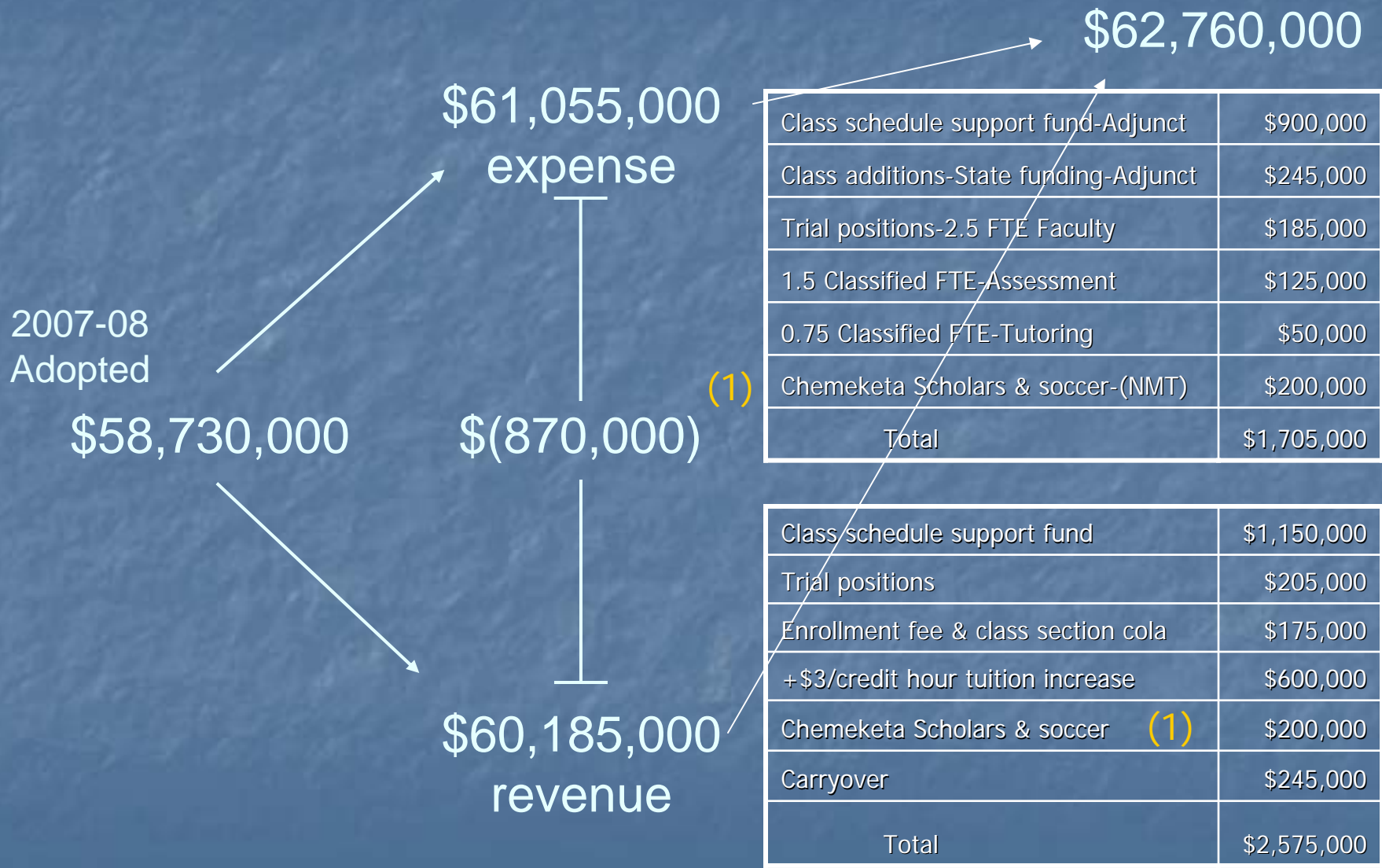
Expenditure Assumptions

- 3.7% cola's for full-time employees
- Implement classified contract
- All eligible full-time employees receive steps
- 3.7% increase for adjunct, hourly & student dollars
- Fringe benefit increase based on classified contract
- 2% increase to Materials & Services

Budget Reconciliation



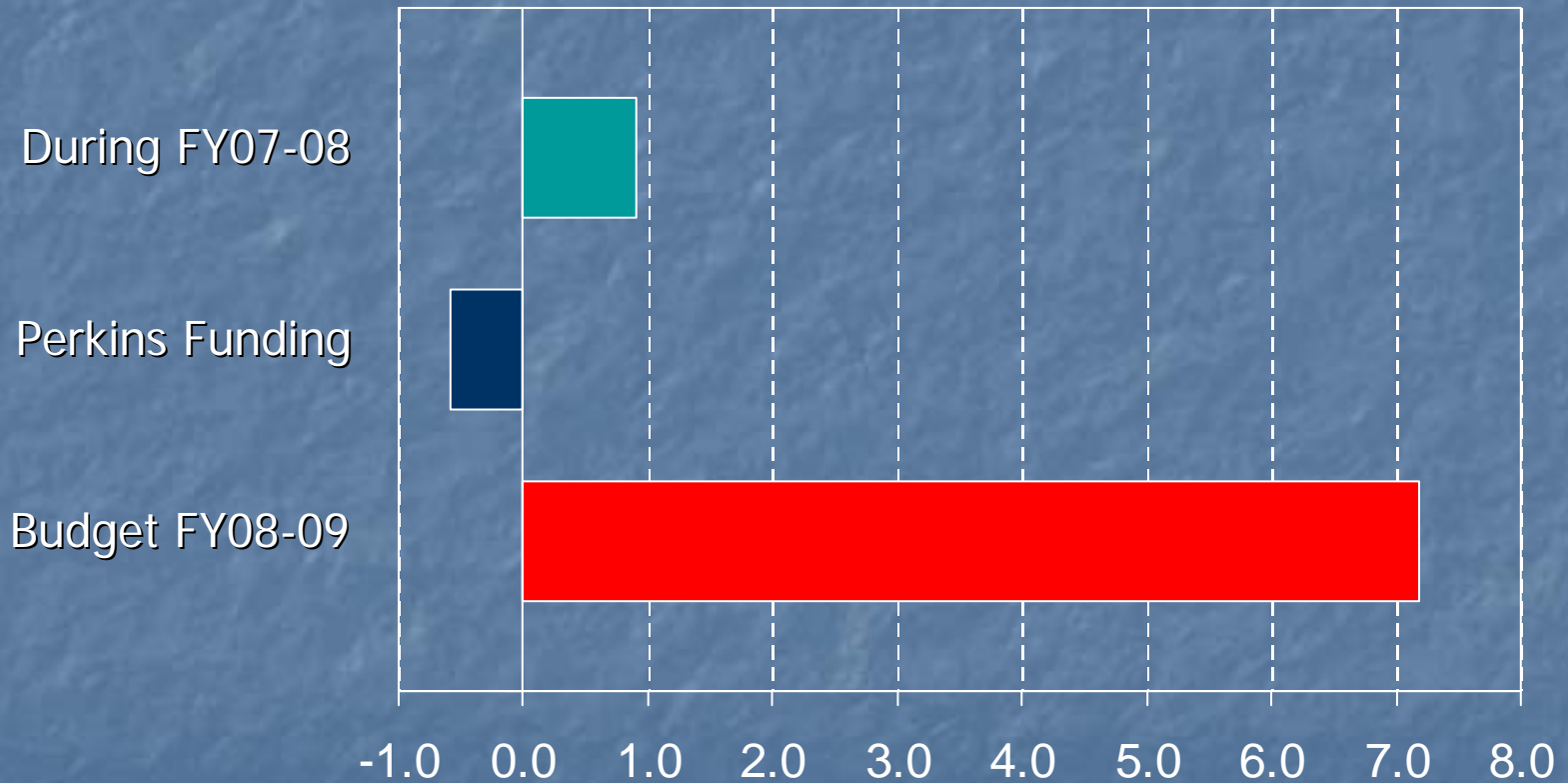
Budget Reconciliation



Reductions and Investments

Liz Goulard

FTE changes-from FY07-08 Adopted to FY08-09 Proposed

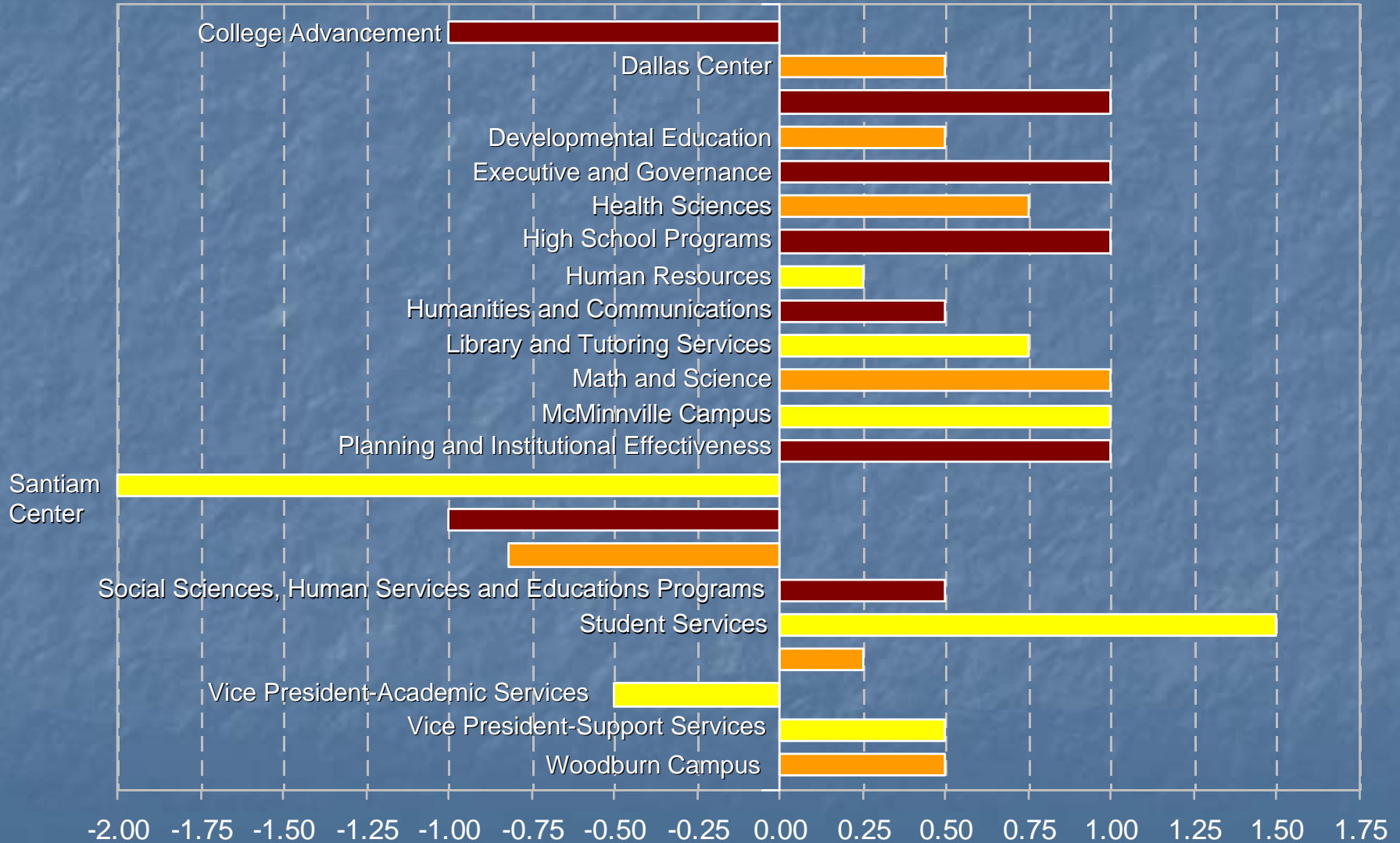


Budget FY 08-09 FTE changes by Department

Classified

Exempt

Faculty



Budget Reductions

Business, Electronics and Computer Science (p.65)			FTE
	Faculty	Instructor-Computer Science	(1.00)
College Advancement (p.17)			
	Exempt	Director of College Advancement	(1.00)
Santiam Center (p.101)			
	Classified	Department Specialist	(1.00)
	Classified	Student Services Specialist	(1.00)
	Exempt	Director: Dallas and Santiam	(1.00)
	Faculty	Instructor-Learning Center	(0.82)
Vice President-Academic Services (p.57)			
	Classified	Department Assistant	(0.50)
Santiam Center, Dallas Center and VP Academic			Dollars
	Adjunct Faculty		(107,000)

Investments

Business, Electronics and Computer Science (p.65)			FTE
	Faculty	Instructor-Accounting	1.00
Dallas Center (p.87)			
	Exempt	Director Dallas Center	1.00
	Faculty	Instructor-Business Technology	0.50
Developmental Education (p.89)			
	Faculty	Instructor-ASL	0.50
Executive and Governance (p.15)			
	Exempt	Dean of Enrollment Management	1.00
Health Sciences (p.69)			
	Faculty	Instructor-Nursing	0.25
	Faculty	Instructor-Medical Assisting	0.50

Investments, *continued*

High School Programs (p.95)			FTE
	Exempt	Director of High School Programs	1.00
Human Resources (p.31)			
	Classified	Department Technician	0.25
Humanities and Communications (p.73)			
	Exempt	AHSS Coordinator	0.50
Library and Tutoring Services (p.111)			
	Classified	Tutor	0.75
Math and Science (p.75)			
	Faculty	Instructor-Mathematics	1.00
McMinnville Campus (p.97)			
	Classified	Student Services Specialist	1.00

Investments, *continued*

Planning and Institutional Effectiveness (p.19)			FTE
	Exempt	Director of IR and Planning	1.00
Social Sciences, Human Services and Ed. Programs (p.79)			
	Exempt	AHSS Coordinator	0.50
Student Services (p.115)			
	Faculty	Counselor	0.25
	Classified	Assessment/Testing Proctor	0.50
	Classified	Student Coordinator	1.00
Vice President-Support Services (p.23)			
	Classified	Public Safety Officer	0.50
Woodburn Campus (p.103)			
	Faculty	Instructor-Business Technology	0.50

Investments, *continued*

Various Departments			Dollars
	Adjunct Faculty		1,145,000
Student Services (p.115)			
	M&S	Testing	24,000

Reorganization of President's Office

One-time transfer

By:

- Not filling Diversity and Equity Officer @ 100%
- Not filling Dean of Enrollment Management

Allows:

- Enrollment Services/Admissions Specialist
One year temporary \$51,000
- Human Resources recruitment M&S \$27,500

Next Week

April 16th

4:30 pm