

The Balanced Budget Workgroup (Joe Sullivan, Jack Friedlander, Dean Nevins, Joel Negroni, Liz Auchincloss, Cindy Salazar, Paul Bishop and Kenley Neufeld) met to create a process for creating a balanced budget in the event the tax measure does not pass in November. To begin our work, Joe presented a summary of Adopted Budget for 2012-13 whereby the District will have a \$644k deficit if the tax measure fails. The members of the workgroup determined this was a very manageable shortfall and identified three processes to account for this deficit.

1. **Vacant Positions:** process established by CPC is already in place and will likely identify additional savings in the coming months as people leave the district.
2. **Enrollment Strategies:** a two-part process comprised of (a) Deans Council and (b) Enrollment Management Committee. The composition of the Enrollment Management Committee will be expanded to include a member from Business Services. Both bodies will report their proposals for enrollment strategies to CPC
3. **Zero-Based Budget:** proposal that Dr. Gaskin present to CPC her vision for zero-based budgeting followed by the formation of a CPC workgroup to determine process and feasibility for SBCC. Any impact generated from zero-based budgeting will not occur until 2013-14 budget.

On a related note, the workgroup determined that a process should be established for addressing added revenue in the event the tax measure passes in November.

3.2 Update on fall enrollment. (handout)

Enrollment data as of the first day of the fall semester will be presented to CPC for all students and for California resident students. The final enrollment numbers for the 2012 summer session summer and the estimated resident FTES to be generated in fall 2012 will be discussed in terms of their implications for the college's enrollment management strategy if Proposition 30 is approved or defeated by the voters. The number of additional sections that have been added to the fall schedule to accommodate the needs of international students will be presented along with the number of additional resident students who were able to enroll in classes as a result of adding these sections.

5.1 CE Recommendations

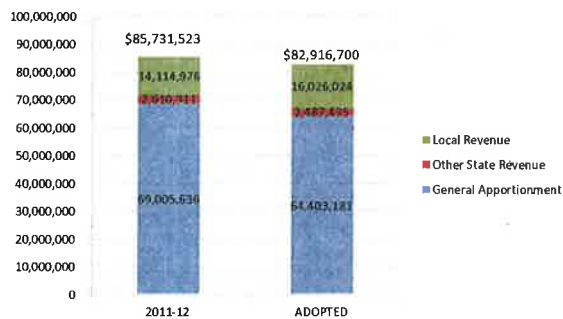
CPC will be presented with the rationale, proposal, and process for integrating non-credit, non-enhanced funded courses and programs into Educational Programs and for converting non-enhanced non-credit (personal development/enrichment) courses into fee-based classes to be offered through a new self-supporting enterprise entitled the Center for Lifelong Learning which will be part of the college and report to the Executive Vice President, Educational Programs. If approved by the Board of Trustees at its September, 27, the integration of Continuing Education classes, programs and support services into Educational Programs will be fully implemented in on July 1st, 2013.

ADOPTED BUDGET FOR 2012-13

August 24, 2012

COMPARISON OF REVENUE

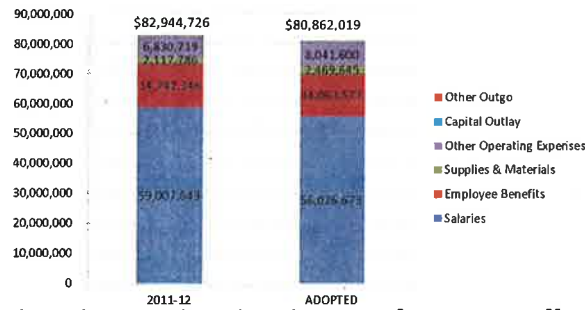
2011-12 TO 2012-13 ADOPTED BUDGET



- General Apportionment: Reduced \$4.6 million by the workload reduction mid-year adjustment imposed if the tax legislation does not pass in November, 2012.
- Other State Revenue: Reduction of \$124,000 in Lottery receipts.
- Local Revenue: Increases \$1.9 million, increase of international students from 1,400 to 1,600 and tuition from \$210 per unit to \$212 per unit.
- Local revenue for 2011-12 is reduced by the transfer in of \$7,760,842 from the Workers Comp Fund for comparison purposes.

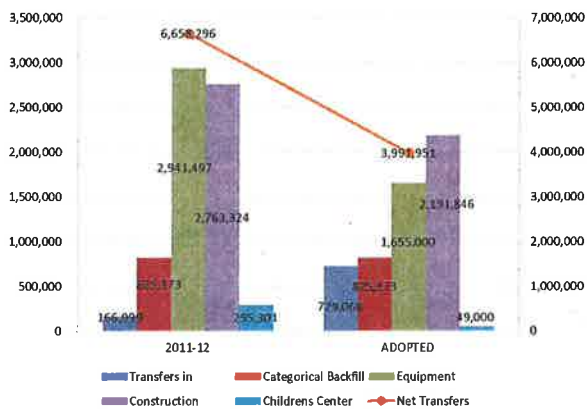
COMPARISON OF EXPENSES

COMPARISON OF 2011-12 TO 2012-13
ADOPTED BUDGET



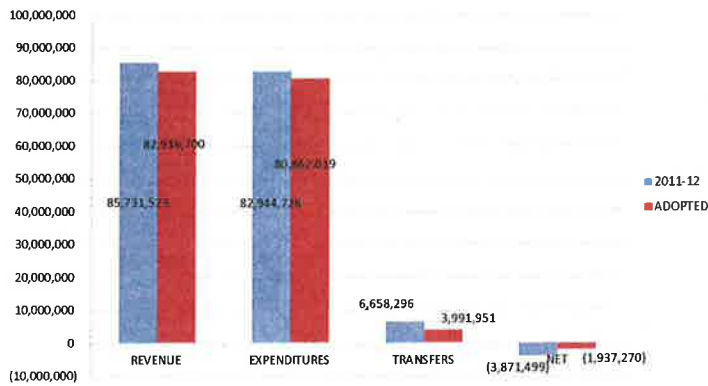
- Salaries have been reduced: reduction of support staff, short-term/hourly and adjunct instructors.
- Benefits have been reduced in relation to the reduction in staff offset by changes in worker's comp and PERS.
- Supplies & Materials and Other Operating Expenses: actual expenses for 2011-12 are still less than the budget by \$1.56 million.

COMPARISON OF TRANSFERS



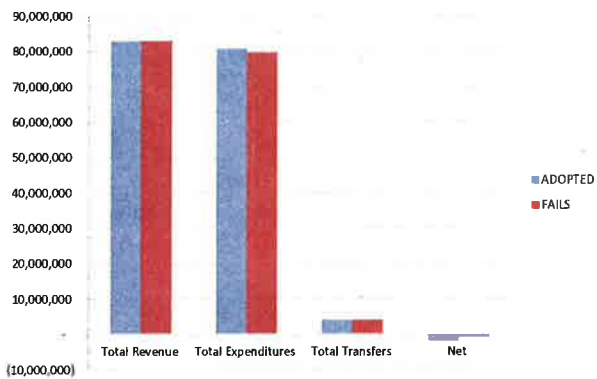
- Transfers-in increased through net facilities rental income in community services of \$608,000.
- Equipment includes the base of \$1.5 million and \$155,000 for copier replacement transfers only for 2012-13.
- Construction includes the base transfer of \$2 million plus the loan payment of \$191,000 for the solar panels for 2012-13.
- The transfer to the Children's Center is reduced by \$246,000.

NET REVENUE, EXPENDITURES AND TRANSFERS



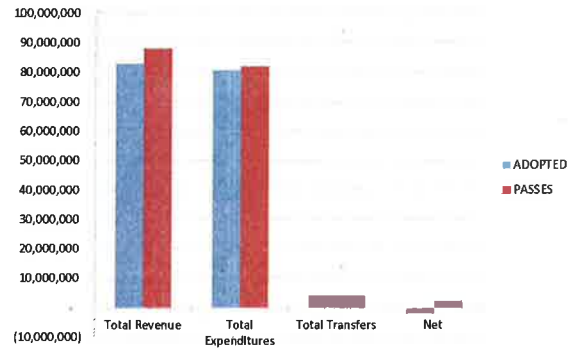
- The 2012-13 net loss of \$1.9 million is \$2 million less than the net loss of 2011-12.

WHAT IF LEGISLATION FAILS?



- The 2012-13 adopted budget revenue assumes the legislation does not pass, there would be no change in revenue.
- Expenditures are reduced by the cost of instruction for the 600 FTES over cap reducing the amount needed to balance the budget by \$1.1 million.
- The net loss is reduced to \$800,000

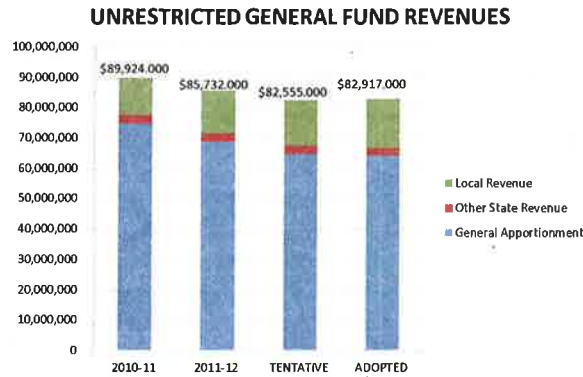
WHAT IF LEGISLATION PASSES?



- Revenue would be increased by the \$4.6 million workload reduction assumed in the adopted budget and by the \$588,000 in growth/restoration available.
- Expenditures have the potential increase of \$810,000 as set forth in the Districts proposal for Health & Welfare allowance and \$380,000 the cost of 200 FTES required to capture the growth.
- If legislation passes it would result in a \$4.0 million increase in net income to \$2.1 million.

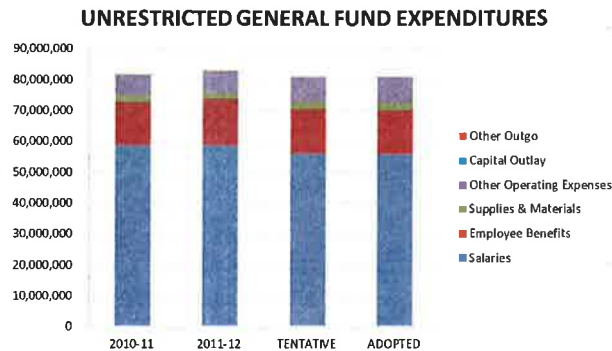
TRENDS FROM 2010-11 to 2012-13 ADOPTED BUDGET

REVENUE

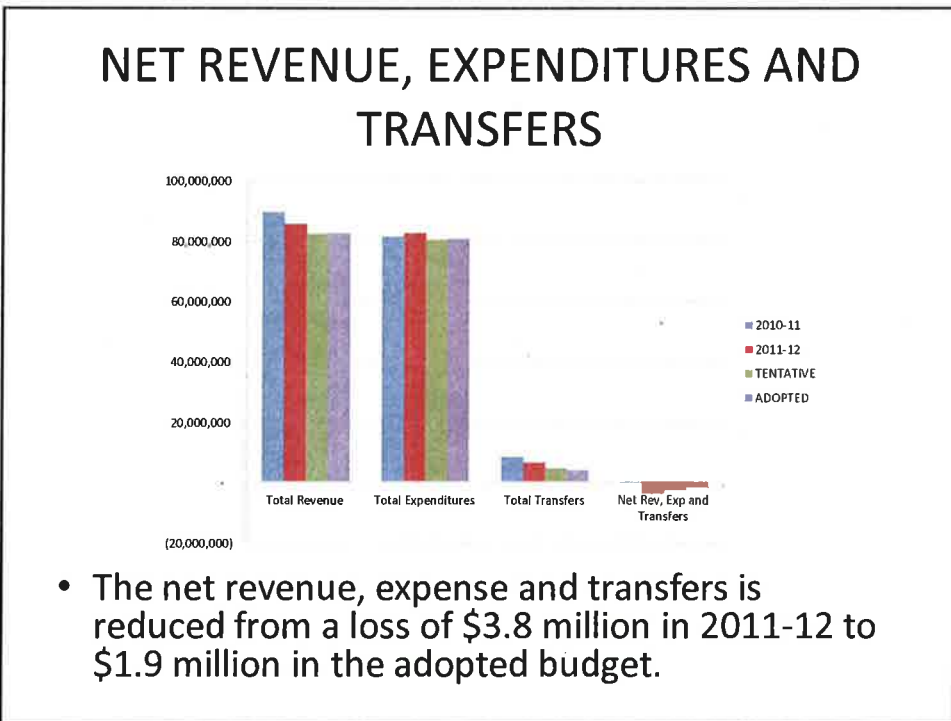
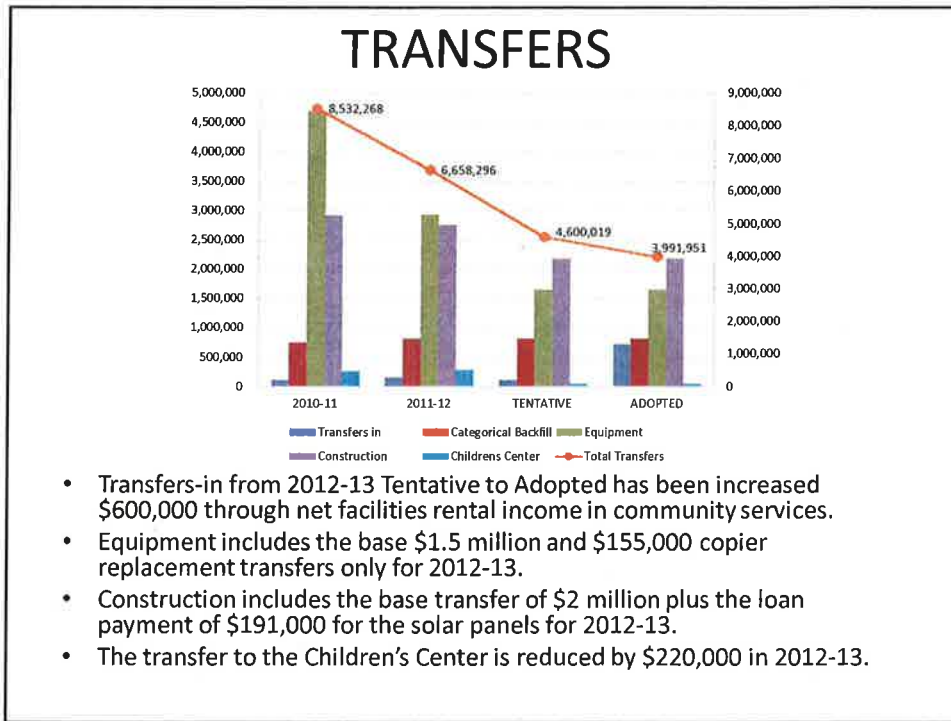


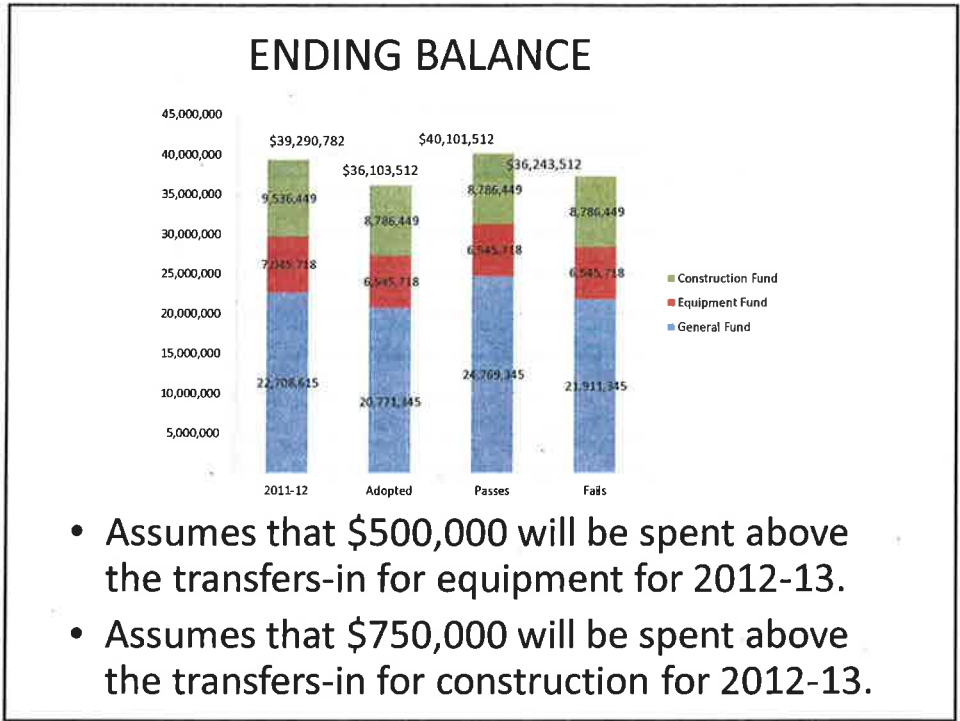
- General Apportionment is reduced a total of \$10.5 million from 2010-11 if taxes do not pass.
- Other State Revenue is reduced \$0.3 million.
- Local revenue has increased \$3.8 million, primarily in international revenue.
- Net \$7 million loss in revenue for the Adopted budget compared to 2010-11.

EXPENDITURES



- Salaries have decreased \$2.9 million primarily in support services and short-term.
- Benefits have increased almost \$300,000 through increases in the Health & Welfare allowance, Workers Comp, unemployment insurance and PERS contributions. This is offset by the reduction in staffing.
- Supplies and materials and other operating expenses are budgeted at more than actual expenditures in 2010-11.





5.3 Request for a site license for Symbolic Math Toolbox

Course: ENGR 102

\$290.93 (includes tax)

Dr. Nick Arnold

MatLab has changed their Symbolic Math Toolbox to operate on their new MuPad system, instead of the old Maple system, and students would be well served to learn the new system -- it will help them to integrate problem solving using MatLab, which is an industry standard that can also help lead to internships.

This request was not included in Program Review because he was not aware of the changes at that time.

Community Services & Facilities Rental

Community Services & Facilities Rental full time office assistant: Revenues from facilities rentals has increased to over \$800,000 for 2012-13. With the elimination of the position of the Community Services and Risk manager position the workload has increased too much for the administrative assistant and part-time hourly. This position would eliminate the part-time position and create one full-time position funded out of the Facilities rental fund, not from the unrestricted general fund. The duties of the position are attached.

Full Time Office Assistant

Risk Management Duties

1. Verification of insurance
2. Answering phones
3. Tracking professional volunteers
4. Distributing materials
5. Setting up meetings
6. Submit requests for insurance certificates

Community Service Duties

Under Supervision:

1. Event coordination
 - Respond to email and phone inquiries
 - Answering phones, taking messages
 - Send application for facility use
 - faxing, emailing applications
 - Determine if facility is available
 - Send cost estimate (Facility and Labor costs)
 - Fax, mail or email
 - Schedule in Fastbook
 - Data entry
 - Assess costs
 - Evaluate event logistics
 - Determine location
 - Coordinate Athletics – Coordinate events so they do not overlap by reviewing Google calendar
 - Coordinators – Notify coordinators of specific details of the event
 - Coordinate Community Services meeting - Email meeting time and date
 - Process work orders
 - Invoice event to customer - Fax, email or mail invoice to customer/department
2. Attend Community Service meetings
3. Liaison with Athletic planning
4. Liaison with Parks and Recreation
5. Track and maintain accounts receivables using data entry in Excel
6. Campus Tours – for special events

7. Order supplies

5.4b Admin Assistant Food Services:

Increasing admin assistant for food services/culinary arts from 60% time to 80%. Food Services has been restructuring catering and trying to automate/streamline the process. The catering LTA has difficulty with the volume of administrative tasks. Food Services will be enhancing the catering class by utilizing Google calendar, the SCA local Internet page and an off site server to increase our presence. The LTA does not have the knowledge to start up nor maintain calendar. Students will be able to sign up for events online, see event details, see their catering hours real time, be notified of event cancellations via email, etc. Marc Sullivan feels that with Kaylene parsing out events between Enrique, Isidro and Luis and making sure our billing is correct we will increase our customer satisfaction and increase revenues. This will be paid for from the Food Services budget, not from the unrestricted general fund.

Approximately \$10,500 with benefits.