

## BUDGET & PLANNING COMMITTEE

April 30, 2021

To: Dr. Sunita V. Cooke

From: Joe Salamon, Tim Flood, and Katie White

RE: Resource Request Funding Recommendations for the Fiscal Year 2021-22 Budget

---

The Budget and Planning Committee (BPC) has completed its process of reviewing and prioritizing resource requests submitted for Fiscal Year 2021-22. As part of this process, the BPC Budget subcommittee reviews revenue and expense projections so they have an understanding of the college's projected financial position when evaluating resource allocation recommendations.

The BPC Budget subcommittee analyzed the 2021-22 estimated property tax revenue projection growth of 4.5% or \$5.3 million.

The college will experience projected changes of unrestricted general fund expenditures totaling an estimated \$5.15 million overall increase:

- Faculty Step and Column + \$600k
- Classified Step and Column + \$367K
- *COLA Faculty + \$745K (Estimated)*
- *COLA Classified + \$459K (Estimated)*
- STRS + \$84K
- PERS + \$206K
- Five New Faculty Positions + \$777K
- Associate Faculty Reduction due to New Faculty - \$385K
- Health Benefit Cost Increase + \$1.2M
- Supplies Inflation + \$100K
- Guided Pathways + \$500K
- District Insurance Prop and Liability + \$250K
- Fund 41 Tech + \$400K
- Fund 41 Scheduled Maintenance + \$300K
- Fund 41 Bond Program Contingencies + \$200K
- District Energy Cost + \$350K
- Building Maintenance /Grounds extra square footage + \$200k
- Fund 41 Transfer Out Workday - \$1.2M

The BPC Budget subcommittee recommends that \$750,000 be allocated to fund resource allocation requests to meet some of the college's critical needs. Based on all of these factors and to provide the district with general fund flexibility, the BPC Budget subcommittee recommends funding the resource allocation requests listed in the table below. With the exception of Equipment requests, all funding is on-going:

RCP Category	Funding	Req. #	Program/ Unit	Position/Request Title	Division	COST	One-Time/ Ongoing
Equipment	11-General	4	Biology	Multi-channel pipettes needed to provide authentic research experiences to Biology major students	IS	\$13,408.00	One-Time
Equipment	11-General	1	Child Development	New Equipment Resource Request Item	IS	\$12,000.00	One-Time
Equipment	11-General/4 1-TBD	10	Chemistry	Obtain 60 MHz NMR for SAN	IS	\$59,000.00	One-Time
Services-Supplies	11-General	21	Student Equity	UPRISE Program Service and Supply Request	SS	\$20,000.00	Ongoing
Services-Supplies	11-General	17	Career Studies and Services	Career & Major/ACP Fair, Employer Panels & Fairs, and Work-Based Learning	IS	\$32,100.00	Ongoing
Services-Supplies	11-General	14	Administrative Services	Consultant to Develop and Implement Energy and Sustainability Master Plan	AS	\$100,000.00	One-Time
Services-Supplies	11-General	18	English - Transfer	Letters Programmatic Development	IS	\$50,000.00	Ongoing
Technology	11-General/ 12-CARES-TBD	63	Counseling	Replace Technology in the Counseling Department	SS	\$5,000.00	One-Time
Staffing	11-General	51	Student Equity	Specialist- UPRISE program	SS	\$103,614.92	Ongoing
Staffing	11-General	30/ 71	Library and Academic Information Services/ART	Instructional Associate (PT) - Computer lab	IS	\$103,455.63	Ongoing
Staffing	11-General	50	Student Equity	Specialist- Student Equity-seeking funds for 1/2 position	SS	\$63,940.00	Ongoing
Staffing	11-General	28	English-Transfer	MANA Program Faculty Coordinator	IS	\$39,954.16	Ongoing
Staffing	11-General	33	Library and Academic Information Services	Technology Services Analyst	IS	\$124,672.91	Ongoing

One (1) additional health and safety related facilities request was removed from BPC ranking consideration and is being funded outside of the Resource Allocation process using the college's facilities funds earmarked for capital improvement and maintenance needs.

RCP Category	Funding	Request #	Plan Title	Division	COST
Facilities	41-Capital Outlay	13	New Facilities Resource Request - Propagation Greenhouse Repairs	IS	\$30,000

An analysis on the impact of these recommendations includes considerations for complying with the "50% Law." Given faculty hires and other 50% law qualifying and non-qualifying recommended expenditures for 2021-22, the following table summarizes the 50% law expenditures for the recommended resource allocation and health and safety requests:

RESOURCE CATEGORY	GF On-Going	GF One-Time	TOTAL GF	50% Qualifying	50% Non-Qualifying	Excluded from 50%	TOTAL GF	Retricted (Bond/Other)	TOTAL ALL
Staffing	\$432,637.62	\$ -	\$432,637.62	\$103,455.63	\$329,181.99	\$ -	\$432,637.62	\$ -	\$432,637.62
Supplies/Services	\$102,100.00	\$100,000.00	\$202,100.00	\$ -	\$202,100.00	\$ -	\$202,100.00	\$ -	\$202,100.00
Equipment	\$ -	\$ 84,408.00	\$ 84,408.00	\$ -	\$ -	\$ 84,408.00	\$ 84,408.00	\$ -	\$ 84,408.00
Technology	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -	\$ -	\$ 5,000.00	\$ 5,000.00	\$ -	\$ 5,000.00
Facilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00	\$ 30,000.00
<b>TOTAL RESOURCE ALLOCATIONS</b>	<b>\$534,737.62</b>	<b>\$189,408.00</b>	<b>\$724,145.62</b>	<b>\$103,455.63</b>	<b>\$531,281.99</b>	<b>\$ 89,408.00</b>	<b>\$724,145.62</b>	<b>\$ 30,000.00</b>	<b>\$754,145.62</b>

BPC approved the final recommendation from the Budget subcommittee on April 30, 2021. BPC has determined that the recommended resource requests driven by program review plans are consistent with the mission and goals of the college in support of student learning, student success, and college resources are sufficient to fund the resource allocation requests. A copy of the full resource document can be found in the BPC portal site Committees > College Committees > Budget and Planning Committee (BPC) in the Resource Allocation folder.

We want to thank all BPC members for their time and effort reviewing and prioritizing all of the resource requests. This was a difficult process as there were so many innovative and critically needed proposals submitted with limited resources to be able to allocate.

Thank you.