



Budget & Planning Committee Budget Process and Committee Roles Workshop

Welcome



Agenda

1. State budget process
2. MiraCosta budgeting process
3. Types of funds
4. General Fund 12-Restricted overview
5. General Fund 11-Unrestricted overview
6. Other Budget Information
 1. CalPERS & CalSTRS costs and estimates
 2. 50% Law information and trends
 3. One-time vs. Ongoing Expenses overview
7. BPC role and responsibilities

State Funding: Prop 98

Prop 98

- Minimum guarantee of funding for K-12 and CC
- Prop 98 guarantees to education the total amount it received in the prior fiscal year adjusted for increases in the cost of living and increases in enrollment.
- Prop 98 can be suspended if 1) the suspension is for one fiscal year only 2) the legislature passes an urgency statute 3) the urgency statute is NOT the budget.
- The size of the Prop 98 “split” between K-12 and CCs is not static. Based on assessment of needs (enrollment, other factors). Usually 10.93%

How Community Colleges Earn Apportionment

Base Allocation
(FTES + Basic Allocation (college #'s, size, centers))

+

Supplemental Allocation
(Number of low income students served)

+

Student Success Outcomes
(Number of students meeting success outcomes)

+

Stability Protection Adjustment
(If Current Year SCFF < Prior Year SCFF+ COLA)

+

Hold Harmless Protection
(If Current Year SCFF < Hold Harmless)

=

Total Computational Revenue (TCR)

-

State Deficit or Constrained Growth
(Revenue Shortfall)

=

Available Revenue



Revenue Sources Used to Allocate Apportionment

Property Taxes

+

Student Enrollment Fees

+

Education Protection Account

+

Fulltime Faculty Hiring (2015-16 funds)

=

Subtotal -

Community Supported districts stop here
General Apportionment Districts continue

+

State General Apportionment

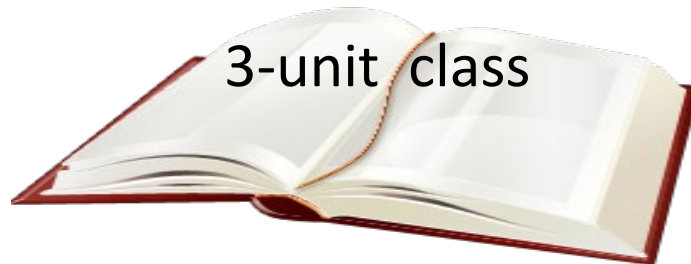
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State Apportionment

How do we calculate FTES?

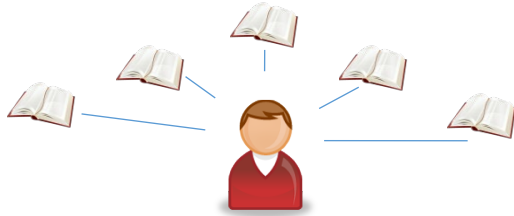
Weekly Student Contact Hours = WSCH
(at Census date)

Each hour a lecture class is scheduled to meet
equals 1 WSCH



a standard 3-unit lecture class has 3 WSCH

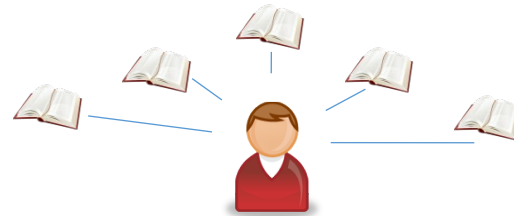
1 FTES = 525 WSCH



Fall semester

5 classes x 3 WSCH = 15 WSCH

15 WSCH x 17.5 weeks = 262.5



Spring semester

5 classes x 3 WSCH = 15 WSCH

15 WSCH x 17.5 weeks = 262.5

WSCH

262.5 + 262.5 = 525 WSCH

MiraCosta Budget and Timeline

The district budget is a plan of estimated revenues and expenditures for a fiscal year and represents the operational plans of the district to meet its needs, commitments and planning goals. The budget timeline is as follows:

February:	Preliminary budget assumptions presented to the board
April–May:	Budget development by budget managers
May:	BPC reviews draft of Tentative Budget
June:	Tentative Budget workshop for Board of Trustees and Approval
July 1:	Tentative Budget in effect, allows districts to start spending funds
July 1:	State budget enacted
July 30–September	State budget allocations to community colleges
August	Final Budget review by BPC and
August - September	Budget Workshop for Board of Trustees
September 15:	Final budget adopted prior to Sept 15 (Law)

Fund Types

FUND DESCRIPTIONS

GOVERNMENTAL	PROPRIETARY	FIDUCIARY
Governmental funds are used to track information on resources associated with the District's educational objectives.	Proprietary funds are for tracking District activities similar to those used in private-sector accounting due to their income-producing character.	Fiduciary funds account for assets held on behalf of another party for which the District has some discretionary authority.
GENERAL FUND <ul style="list-style-type: none"> Restricted Unrestricted DEBT SERVICE <ul style="list-style-type: none"> Bond Interest & Redemption CAPITAL PROJECTS <ul style="list-style-type: none"> Capital Outlay Projects General Obligation Bond 	ENTERPRISE FUNDS <ul style="list-style-type: none"> Bookstore Cafeteria INTERNAL SERVICE <ul style="list-style-type: none"> Self-Insurance 	TRUST FUNDS <ul style="list-style-type: none"> Associated Student Government Student Center Fee Student Representation Fee Student Financial Aid Other Trust Fund

FUND	PURPOSE
11 General Fund—Unrestricted	Used to account for resources available for the general District operations and support for educational programs.
12 General Fund—Restricted	Restricted monies are from an external source that requires the monies be used for a specific purpose or purposes.
41 Capital Outlay Projects	Used to account for the accumulation and expenditure of monies for the acquisition or construction of significant capital outlay items and scheduled maintenance and special repairs projects.
43 General Obligation Bond	Designated to account for the proceeds from the sale of the bonds under Proposition 39, and the related expenditures related to the acquisition and construction of the projects voted and approved by the local property owners.
51 Bookstore	Receives the proceeds derived from the bookstore operations. All necessary expenses for the bookstore may be paid from generated revenue.
52 Cafeteria	Receives all monies from the sale of food or any other services performed by the cafeteria. Costs incurred from the operation and maintenance of the cafeteria are paid from this fund.
61 Self-Insurance	Used to account for income and expenditures of authorized self-insurance programs.
71 Associated Student Government	These monies are held in trust by the District for its organized student body associations, excluding clubs.
72 Student Representation Fee	Accounts for moneys collected to be expended to provide support for students or representatives who may be stating their positions and viewpoints before city, county, and district government, and before offices and agencies of the state and federal government. Effective January 1, 2020, 50% of the fees collected will be expended to support the Student Senate of the California Community Colleges (SSCCC).
73 Student Center Fee	Accounts for monies collected by the District for the purpose of establishing an annual building and operating fee to finance, construct, enlarge, remodel, refurbish, and operate a student center.
74 Student Financial Aid	Accounts for the deposit and direct payment of government-funded student financial aid.
79 Other Trust Fund	Other Trust Funds are used to account for all other moneys held in a trustee capacity by the college or district. Such funds may be established and maintained in the appropriate county treasury or the governing board may establish a bank account for each trust.

Fund Types - General Fund Restricted

Fund 12 - The General Fund Restricted is used to account for resources available for the operation and support of district educational programs that are specifically restricted by laws, regulations, donors, or other outside agencies as to their expenditure.

- Federal, state and local grants
- Categorical programs

Sample from Chancellor's Office Advanced Apportionment Schedule A

California Community Colleges Apportionment Exhibit A	MiraCosta CCD
	2021-22
Programs	ADVANCED 7/19/2021
STATE GENERAL APPORTIONMENT	723,736
ACCESS TO PRINT AND ELECTRONIC INFO	10,933
ADULT EDUCATION BLOCK GRANT	1,269,252
APPRENTICE ALLOWANCE	-
C.A.R.E.	116,239
CALFRESH OUTREACH	
CALIFORNIA COLLEGE PROMISE	1,181,740
CALWORKs	311,573
CHILDCARE TAX BAILOUT	-
COLLEGE PROMISE GRANTS (BOG FEE WAIVERS ADMIN)	121,547
COLLEGE RAPID REHOUSING FUNDS	-
COVID-19 RESPONSE BLOCK GRANT (CFR)	-
COVID-19 RESPONSE BLOCK GRANT (P98)	-
D.S.P.S.	972,211
DEAF AND HARD OF HEARING	-
DISASTER RELIEF EMERGENCY STUDENT FINANCIAL AID	-
EARLY ACTION EMERGENCY FINANCIAL AID (SB 85)	-
E.O.P.S.	831,506
EQUAL EMPLOYMENT OPPORTUNITY	-
FINANCIAL AID TECHNOLOGY	52,330
FOSTER CARE EDUCATION	-
FULL TIME FACULTY HIRING	490,115
GUIDED PATHWAY	130,878
INTEGRATED TECHNOLOGY PROGRAM	-
IMIGRATION LEGAL SERVICES	-
K-12 STRONG WORKFORCE	-
NEXTUP	-
NURSING EDUCATION	243,678
PART-TIME FACULTY COMPENSATION	219,625
PART-TIME FACULTY HEALTH BENEFITS	-
PART-TIME FACULTY OFFICE HOURS	-
PHYSICAL PLANT & INSTRUCTIONAL SUPPORT	-
RETENTION AND ENROLLMENT OUTREACH (SB 85)	-
S.F.A.A.	414,873
SPECIAL TRUSTEE AB318 RESTRICTED EXP.	-
STATE HOSPITAL	-
STRONG WORKFORCE PROGRAM	1,039,917
STUDENT EQUITY AND ACHIEVEMENT	4,118,209
STUDENT SUCCESS COMPLETION	1,377,500
UNDOCUMENTED RESOURCE LIAISONS	103,750
VETERAN RESOURCE CENTER	191,908
VETERAN PROGRAM	-
PY CATEGORICAL ADJUSTMENT	-
PY GENERAL APPORTIONMENT ADJUSTMENT	25,115
TOTALS	13,946,635



Categorical Funds

Funds allocated by an agency to fund certain programs or plans allow certain plans that may otherwise not be funded

- These funds cannot be diverted or transfer to other areas
- Many require full expenditure within a fiscal year
- *Some of these funds are one-time or come to an end*
- *Hiring a person with these funds would make that person's position contingent on this money*

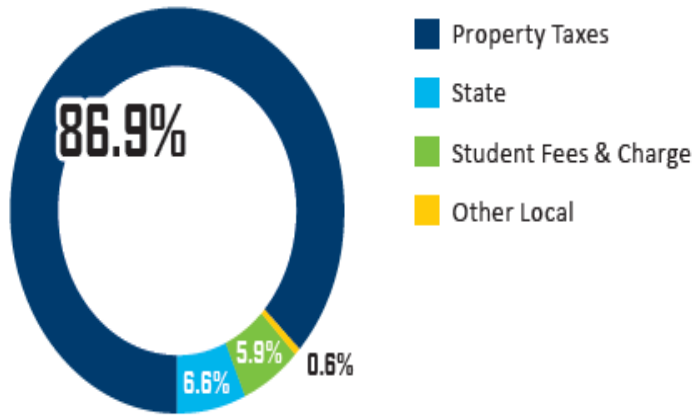
Fund Types - General Fund Unrestricted

Fund 11 -The General Fund Unrestricted is used to account for resources available for the general purposes of District operations and support of its educational programs. General Fund Unrestricted revenue examples include:

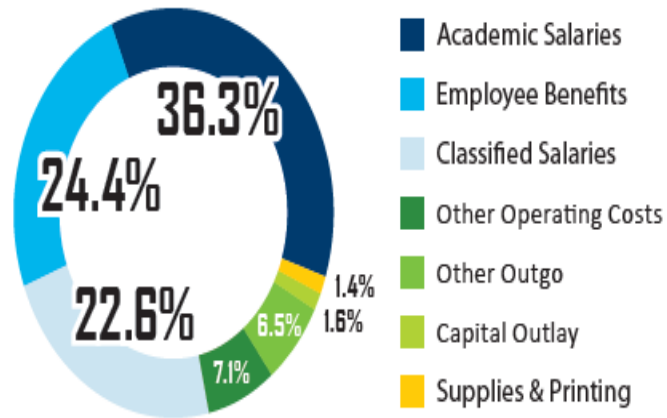
- Property tax
- Education Protection Act revenues,
- Maintenance of the 2015-16 full-time faculty funds
- Student enrollment fees
- Other state funds
- Other local fees

General Fund Unrestricted Revenue and Expense

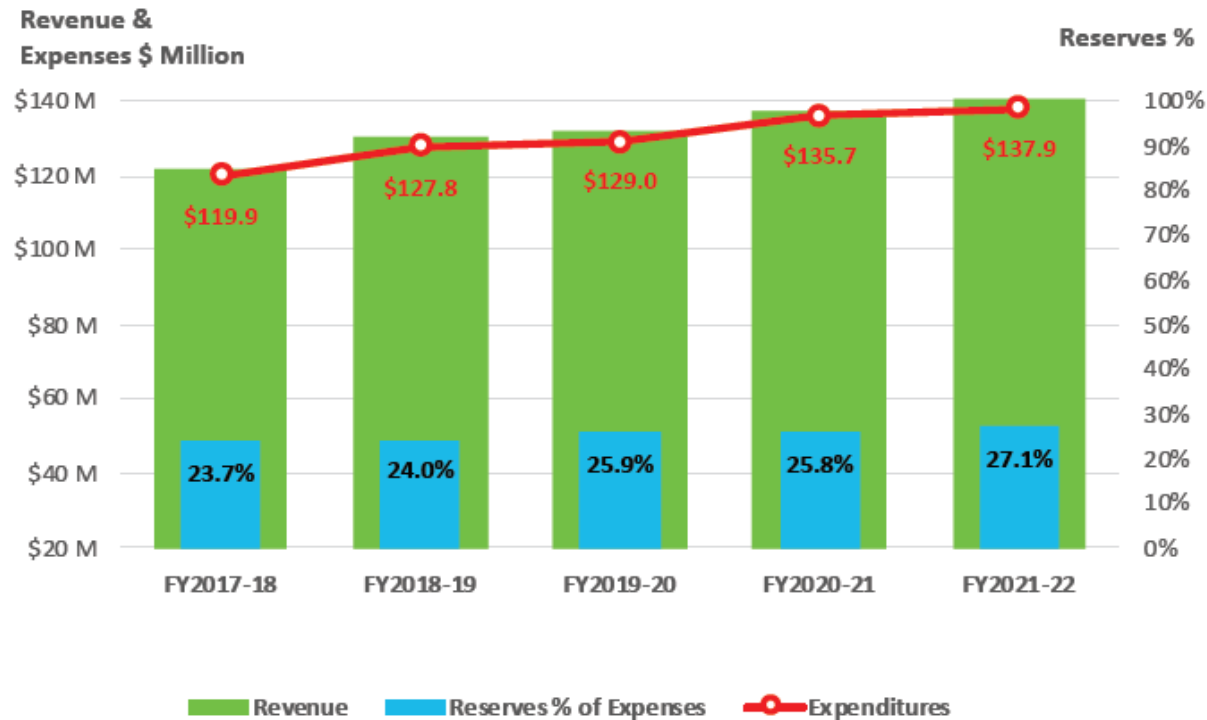
FY2021-22 UNRESTRICTED GENERAL FUND REVENUES



FY2021-22 UNRESTRICTED GENERAL FUND EXPENDITURES



General Fund - Unrestricted Revenues, Expenditures and Reserves

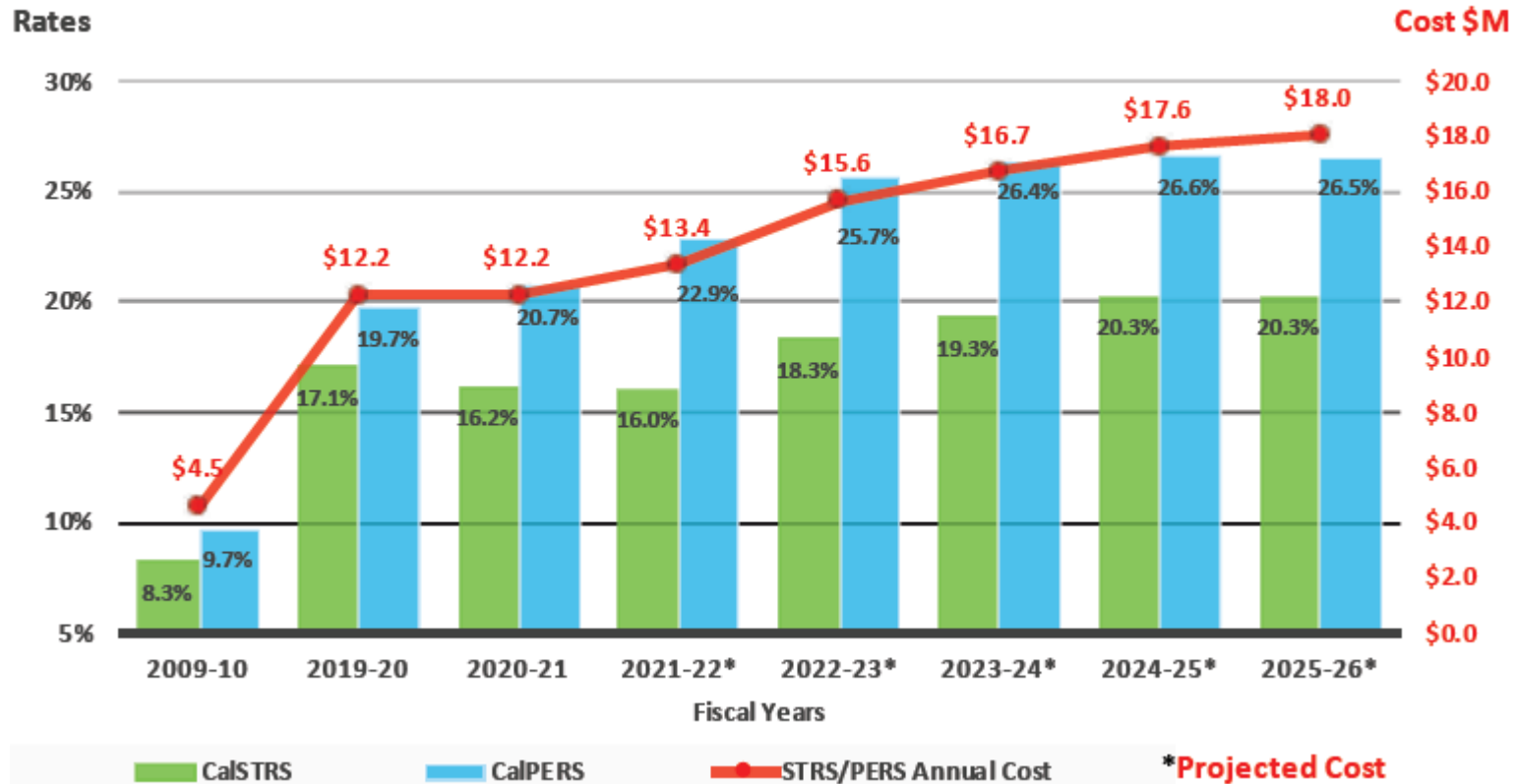


Stated Goal of 15% Reserve Balance for emergencies & economic downturns

Other Budget Information of Note

Increasing Retirement Costs

CalSTRS & CalPERS RATES & COST PROJECTION



50% Law Compliance



Law (ECS 84362) requires 50% of the current expense of education to be spent on salaries and benefits of classroom instructors.

- Direct instructional expenses are counted as qualified expenses.
- Non-instructional expenses are counted as non-qualified.

One-Time vs. Ongoing Expenses

Ongoing Expenses are those that will continue on past one year, and often for the foreseeable future.

- Personnel, software licenses, new or expanded programs and services
- Many items may seem like one-time purchases but actually have ongoing impacts such as computers, and equipment

One-time Expenses will not continue past the initial purchase

- Travel and conferences

Budget and Account #'s

Major Account Types by Number		
Account	Description	Includes
100000	Academic Salaries	Classroom and non-classroom faculty, academic administrators *Most are qualifying, some are non-qualifying
200000	Classified Salaries	Classified staff and classified administrators, also student workers *Most are non-qualifying, some are qualifying
300000	Benefits	STRS/PERS/ARS; FICA; Medicare; Health/Medical; Retirement Benefits – often called GASB 45 or OPEB (other post-employment benefits); State Unemployment Insurance, Workers Comp, ARS
400000	Supplies & Printing	Printing costs, software, periodicals and subscriptions
500000	Other Operational Costs	Travel and conferences, consultants/guest speakers, mileage reimbursements, insurance, utilities, legal funds, advertising
600000	Capital Outlay	Land and building improvements, contractors, library books and materials, IT equipment,
700000	Other Outgoing	Debt Reduction, scholarships and contingencies.
800000	Revenue and other financing services	Federal, State, Local Revenues
900000	Assets, Liabilities, Suspense/Clearing	Assets: Cash, Receivables, Capital Assets. Liabilities: Accounts Payables, Long Term Debt (Bond Payments)

Committee Charge

- Responsible for formulating and recommending to the appropriate councils policies and procedures related to institutional, strategic, and integrated planning, accreditation, grants and gifts, and budget management and preparation.
 - Long Term Planning Workgroup reports to BPC
- BPC is responsible for recommending tentative and final budgets, strategic and master plans, grant proposals, and resource allocation processes to the appropriate council(s) or to the Vice President, Administrative Services.

2021-22 Co-Chairs

Co-chaired by a faculty member appointed by the Academic Senate president and an administrator appointed by the Administrative Council. The faculty co-chair may serve for three years, nonrenewable. No term limits on the administrative co-chair.

- *Joe Salamon, Faculty, Physical Sciences*
- *Tim Flood, Vice President, Administrative Services*

Composition

The committee is made up of 16 members, each selected by the appropriate governance council.

- 7 faculty members (including co-chair)
- 4 administrators (including co-chair)
- 4 classified staff members
- 1 student

Terms

- Faculty, classified and student members serve a two-year appointment, renewable twice for a maximum of six consecutive years.
- Administrative members have no term limits.

Meeting Schedule

- First and third Friday of each month, and an occasional fifth Friday, if needed
- **First Meeting—September 3, 2021**
12:30 p.m.-2:30 p.m.
Zoom
- If you are unable to attend, please send an email to the co-chairs and cc Melanie

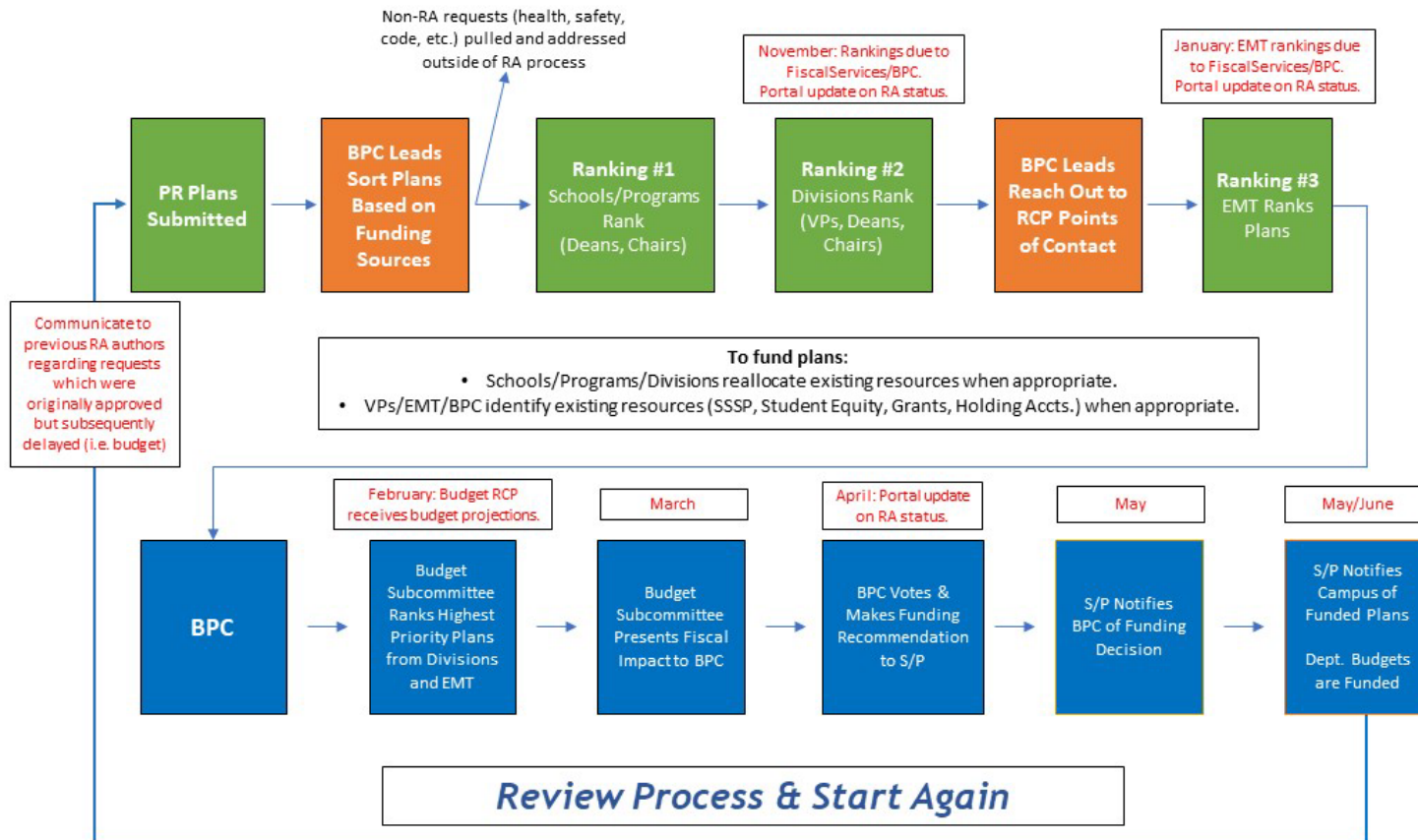
Board Policies & Administrative Procedures Reviewed by BPC

- BP/AP 3250: Institutional Planning
- BP/AP 3820: Gifts
- BP/AP 6200: Budget Preparation
- BP/AP 6250: Budget Management
- AP 6304: Actual and Necessary Business Expenses
- AP 6305: Reserves
- AP 6306: Equipment Replacement
- AP 6370: Contracts – Personal Services
- BP/AP 6740: Independent Citizens' Bond Oversight Committee

BPC Resource Category Plan (RCP) Subcommittees

1. Budget
2. Equipment, Supplies & Library Materials
3. Facilities
4. Staffing
5. Technology
6. Enrollment Management

Resource Allocation Process



Legend BPC—Budget & Planning Committee
CMP—Comprehensive Master Plan
DC—Department Chair

EMT—Executive Management Team
EnManP—Enrollment Management Plan
FMP—Facilities Master Plan

PR—Program Review
RCP—Resource Category Plan
SEP—Student Enrollment Plan

SSSP—Student Success & Support Program
S/P—Superintendent/President
VP—Vice President

Development of Long-Term Planning Framework

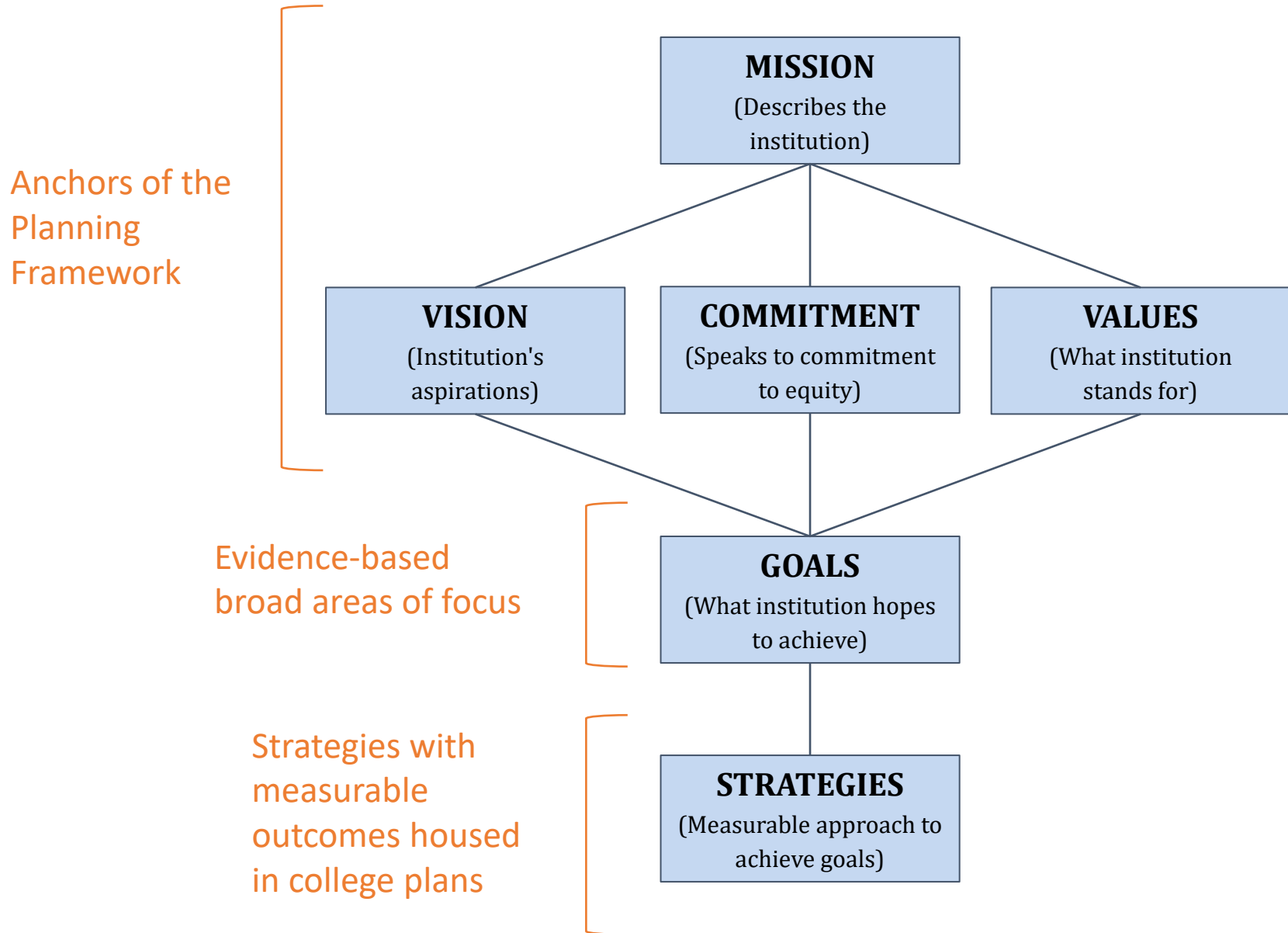
- Budget and Planning Committee appointed a long-term planning workgroup to develop and recommend a long-term planning framework that:
 - Provides overarching goals for next six years
 - Provides foundation into which all college plans feed (e.g., facilities master, technology, SEA [equity], academic master)
- Goal of workgroup was to be future-focused and innovative in the development of recommendations.
- New Mission, Vision, Commitment, Values and Goals Statement web link: https://www.miracosta.edu/office-of-the-president/docs/mcc_mission_statement.pdf



Long-Term Planning Workgroup

Position	Member	Campus Role
BPC Co-Chair	Tim Flood	Admin, Workgroup Co-Facilitator
Dean, RPIE	Chris Tarman	Admin, Workgroup Co-Facilitator
BPC Member	Joe Salamon	Faculty
EMT Rep	Charlie Ng	Admin
Academic Senate rep	Edward Pohlert	Faculty Director
Classified Senate rep	Melanie Haynie	Classified Staff (Admin Services)
Admin Committee rep	Scott Conrad	Admin
ASG rep	TBD	Student
Member at Large	Jd Banks	Classified Staff (Student Services)
Member at Large - Equity Plan	Wendy Stewart	Equity Plan Lead

Framework Elements



2020/21 Budget & Planning Goals

Build a sustainable financial future that utilizes data and a transparent and collaborative budgeting process where resources are directed to strategic priorities.

Action Items:

- Report on budget updates from the State Chancellor and Governor
 - Highlight items that directly affect our college and disproportionately impacted student population
 - Report on budget deferrals and information regarding budget impacts in out years
- Provide recommendations on and monitor the status of resource allocation requests through Program Review
 - Verify the needs of various planning units across the campuses are being met in an equitable manner during the ranking process
- Remain updated on categorical and grant-related projects via reports
 - Review grant institutionalization effects on the general budget and how it might affect various planning units
 - Review expenditures and make recommendations on allocation of pandemic-response funds
- Assess expenditure reports of capital construction funds within the context of the general budget
 - Distribute information to constituent groups on various stages of construction
 - Review Total Cost of Ownership needs

2020/21 Budget & Planning Goals

Review and recommend changes to MiraCosta's integrated system of planning and resource allocation to improve institutional effectiveness.

Action Items:

- Provide, review, and update current BPC policies and procedures
 - Foster mentorship and support for new BPC members climbing the learning curve
- Revise and approve the BPC Calendar
 - Cancel or adjust meeting days to align with the College's and its members' needs or responsibilities to constituent groups
- Guide the college's next long-term plan by providing input to the Long-Term Planning Workgroup
 - Ensure representation of various constituent groups in the long-term planning process
 - *Assist in coordinating long-term planning goals in the college-wide strategic planning documents and processes*
 - *Track progress and adjustments to Facilities Master Plan, technology plan, and other planning documents and the impacts on various planning units across the campuses*
- Contribute to the College's progress on achieving strategic planning goals by making additional funding recommendations as needed

2019/20 Budget & Planning Goals

- Examine categorical project plans and their interdependence with Vision for Success goals
 - Study effects on disproportionately impacted students' success and retention rates
- Enhance Program Review and other relevant processes through collaboration with IPRC
 - Provide feedback on Campus Labs' implementation of the Resource Allocation process
 - *Form task force to review and update Resource Allocation rubric*
- Improve overall budget and planning processes by recommending changes
 - Confirm funds are being equitably distributed to the various planning units across campus

Important Websites

- **Budget and Planning**

<https://miracosta.edu/governance/budget-and-planning-committee/index.html>

- About Collegial Governance
 - About Budget and Planning
 - Composition
 - Agendas & Minutes on The Portal (Requires Login)
 - MiraCosta Plans
 - Budget and Planning on the Portal
 - Budget and Planning Documents

- **Institutional Program Review Committee (IPRC)**

<https://miracosta.edu/governance/iprc/index.html>

Portals

- **Budget and Planning Portal**

[https://miracosta1.sharepoint.com/sites/Committees/College%20Committees/budgetandplanning/SitePages/Budget%20and%20Planning%20Committee%20\(BPC\).aspx](https://miracosta1.sharepoint.com/sites/Committees/College%20Committees/budgetandplanning/SitePages/Budget%20and%20Planning%20Committee%20(BPC).aspx)

- **Institutional Program Review Committee (IPRC) Portal**

<https://miracosta1.sharepoint.com/sites/Committees/College%20Committees/IPRC/SitePages/Home.aspx>

Questions?

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- Melanie Haynie, Executive Assistant to the VP-Administrative Services
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