

BUDGET & PLANNING COMMITTEE

May 6, 2022

To: Dr. Sunita V. Cooke

From: Joe Salamon, Tim Flood, and Katie White

RE: Resource Request Funding Recommendations for the Fiscal Year 2022-23 Budget

The Budget and Planning Committee (BPC) has completed its process of reviewing and prioritizing resource requests submitted for Fiscal Year 2022-23. 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 Budget subcommittee had an initial review of revenues and expenditures, with a projected allocation amount of \$750,000. The budget remains dynamic and subsequent projections involving FTES and tuition revenue have continued to decline.

The BPC Budget subcommittee analyzed the 2022-23 estimated property tax revenue projection growth of 4.5% or \$5.5 million. The district has seen a significant decrease in FTES this past year, which will have a detrimental impact on revenue as CARES funds are expended and there is no additional funding to backfill these losses. Therefore, total revenue increases are expected to be approximately 1.5% or \$2.16 million.

The college will experience projected changes of unrestricted general fund expenditures totaling an estimated \$3.38 million overall increase:

- Faculty Step and Column + \$600K
- Faculty COLA + \$1M
- 3 Faculty Growth Positions (w/health benefits) + \$369K
- Associate Faculty Savings - \$180K
- Classified Step and Column + \$372K
- Classified COLA + \$620K
- Health Benefit Cost Increase + \$778M
- STRS/PERS + \$2.35M
- Other Benefits + \$45K
- Supplies Inflation/POCO + \$120K
- Services Inflation/POCO + \$760K
- PO Carry Over (POCO) + \$1M
- Guided Pathways + \$2.55M
- General Fund transfer to Fund 41 - \$7M

The BPC Budget subcommittee recommends that \$797,500 in ongoing and one-time funds be allocated to fund resource allocation requests to meet some of the college's critical needs. Based on all 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.

Category	Funding	Req. #	Program/ Unit	Position/Request Title	Division	COST	One-Time/ Ongoing
Staffing	Fund 11-Gen	37	Biotechnology	Biomanufacturing Instructional Associate	IS	\$118,094.85	Ongoing
Services-Supplies	Fund 11-Gen	78	Admissions and Records	Contract with Parchment to print and mail diplomas/certificates and provide official co-curricular transcripts	SS	\$15,000.00 \$30,000.00	Ongoing One-Time
Staffing	Fund 11-Gen	42	President/Executive	Chief Diversity Officer	PRES	\$271,542.90 \$100,000.00	Ongoing One-Time
Services-Supplies	Fund 11-Gen	76	Career Studies and Services	Career Coach, CareerSpots Video Lessons, and Career Ready Guide Skills Modules	IS	\$5124.00 \$27,000.00	Ongoing One-Time
Staffing	Fund 11-Gen	44	Admissions and Records	Administrative Assistant to the Dean of Admissions and Student Support	SS	\$115,367.89	Ongoing
Staffing	Fund 11-Gen	24	Dean - Instructional Services	Administrative Assistant to the Dean	IS	\$115,367.89	Ongoing

Eleven (11) additional requests totaling \$1.23M were removed from BPC ranking consideration and are recommended to be funded or have been funded outside of the Resource Allocation process using the restricted or departmental funding sources noted below.

Category	Funding	Request #	Plan Title	Division	COST
Staffing	Fund 11 - Guided Pathways	7	Senior Enterprise Application Developer	AS	\$187,044.02
Staffing	Fund 11 - Guided Pathways	28	ACP Counseling Student Services Specialist	IS	\$107,709.51
Staffing	Fund 11 - Guided Pathways	29	ACP Success Coaches (2.0 FTE)	IS	\$107,709.51
Staffing	Fund 11 - Guided Pathways	30	Administrative Support Assistant III	IS	\$105,264.19
Staffing	Fund 11 - Guided Pathways	31	Associate Academic and Career Counseling for ACP Success Teams	IS	\$116,184.38
Staffing	Fund 11 - Guided Pathways	32	Business Systems Analyst for Guided Pathways and CRM	IS	\$126,703.46
Staffing	Fund 11 - Guided Pathways	33	Program Manager, Academic and Career Pathways	IS	\$136,112.26
Facilities	Fund 41 - Scheduled Maintenance	66	Upper Shade House Repair and Rehabilitation	IS	\$30,000.00

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Equipment	Fund 11 - Department/Division	68	Automatic External Defibrillator Replacement	AS	\$8,500.00
Technology	Fund 11 - Department/Division	80	Dispatch Computers	AS	\$2,400.00
Technology	Fund 41 – Guided Pathways	90	Case Management/CRM Solution	IS	\$300,000.00

An analysis on the impact of the BPC recommendations includes considerations for complying with the “50% Law.” Given faculty hires and other 50% law qualifying and non-qualifying recommended expenditures for 2022-23, the following table summarizes the 50% law expenditures for the recommended resource allocation requests and requests funded outside of the resource allocation process:

RESOURCE CATEGORY	GF On-Going	GF One-Time	Total GF	50% Qualifying	50% Non-Qualifying	Excluded from 50%	Total GF	Restricted (Bond/Other)	TOTAL ALL
Staffing	\$ 620,373.53	\$ -	\$ 620,373.53	\$ 118,094.85	\$ 502,278.68	\$ -	\$ 620,373.53	\$ 886,727.33	\$ 1,507,100.86
Supplies/Services	\$ 20,124.00	\$ 57,000.00	\$ 77,124.00	\$ -	\$ 77,124.00	\$ -	\$ 77,124.00	\$ -	\$ 77,124.00
Equipment	\$ -	\$ 100,000.00	\$ 100,000.00	\$ -	\$ 100,000.00	\$ -	\$ 100,000.00	\$ 8,500.00	\$ 108,500.00
Technology	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 302,400.00	\$ 302,400.00
Facilities	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 30,000.00	\$ 30,000.00
TOTAL RESOURCE ALLOCATIONS	\$ 640,497.53	\$ 157,000.00	\$ 797,497.53	\$ 118,094.85	\$ 679,402.68	\$ -	\$ 797,497.53	\$ 1,227,627.33	\$ 2,025,124.86

BPC approved the final recommendation from the Budget subcommittee on May 6, 2022. These recommendations are based on current budget estimates and the committee is aware that changes to final budget numbers, including increased deficit spending and consideration for 50% Law implications, could impact the ability to fund all items. 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,

Joe Salamon and Tim Flood
BPC Co-Chairs