COLLEGE of the SEQUOIAS

# Academic Senate

## AGENDA

**Wednesday, February 8, 2017**
**4:10-5:30 p.m. – Room 1**

<u>**Executive Members**</u>
Thea Trimble
Greg Turner
Sondra Bergen
Linda Amaral
Joseph Teller
Juan Arzola
Deborah Nolan
Shannamar Dewey
Sarah Harris

<u>**Senators**</u>
***AG***
Shannan Cooper
***IT***
Randy Emery
***Business***
Lisa Hott
Gabriel Giannandrea
***Consumer Family Studies***
Becky Griffith
***FEC***
Joseph Teller
***Distance Ed***
Deborah Nolan
***Fine Arts***
James McDonnell,
Chris Mangels
***Library***
Milena Seyed
***LARTS***
Christina Lynch
David Robinson
Landon Spencer
***Math/Engineering***
Stephanie Collier
David Heywood
***Nursing/Health Science***
Rob Morris
***Physical Education***
Linda Amaral
***Science***
Shannamar Dewey
Teresa Mendoza
***Social Science***
Christian Anderson
Juan Arzola
***Student Services***
Lisa Greer
Sandy Valenzuela
***Adjunct Faculty***
John Davis
Mark Fulmer
***Student Senate***

***Classified***

1. **Call to Order**
2. **Public Comment**
   A. Regarding items not on the Agenda
   B. Regarding items on the Agenda
3. **Action**
   A. Minutes
   B. Curriculum
   C. Faculty Appointments: John Sorber for Budget, Christian Anderson for IRB
   D. AP 5075
   E. AP/BP 5040
   F. AP 5045
   G. AP/BP 5052
4. **Discussion**
   A. Governor's January Budget
   B. Midyear Reports cont.
   C. CTE Liaison
   D. Process Recommendations for Tracdat Data Entry
   E. Distance Ed Plan
   F. Survey Results from Compressed Calendar
   G. AP 4104
   H. AP 4236
   I. AP/BP 5055
   J. AP/BP 5070
   K. AP/BP 5073
5. **Old Business**
6. **New Business**
7. **Adjournment**

# Academic Senate

## AGENDA

**Wednesday, February 25, 2015**
**4:10-5:30 p.m. – Room 1**

<u>**Executive Members**</u>
Thea Trimble
Greg Turner
Sondra Bergen
Linda Amaral
Joseph Teller
Alicia Crumpler
Joni Jordan
Deborah Nolan

<u>**Senators**</u>
***AG***
Frank Tebeau
***IT***
Scott Williams
***Business***
Lisa Hott
Craig Arnold
***Consumer Family Studies***
Becky Griffith
***FEC/DE***
Deborah Nolan
***Fine Arts***
James McDonnell,
Chris Mangels
***Library***
Gina Haycock
***LARTS***
Joseph Teller
David Hurst
Steve Howland
***Math/Engineering***
Matt Bourez
Jeanne Draper
***Nursing/Health Science***
Janice Brown
Carolyn Childers
***Physical Education***
Linda Amaral
***Science***
Marla Prochnow
Heather Moore
***Social Science***
Alicia Crumpler
Juan Arzola
***Student Services***
Catherine Rodarte
Sandy Valenzuela
***Adjunct Faculty***
Tiffany Wainwright
Amy Dwelle
***Student Senate***
Jennifer Cho
***Classified***
Joanne Barkhurst

1. **Call to Order**
2. **Public Comment**
   A. Regarding items not on the Agenda
   B. Regarding items on the Agenda
3. **Action**
   A. Minutes
   B. Curriculum
   C. ILOs
4. **Discussion**
   A. Budget presentation
   B. GE Policies
   C. AP 4231 (with 5503)
   D. AP/BP 4100
   E. AP 4101
   F. AP/BP 4110
   G. AP 4255
   H. Task Force for EEOP Plan
   I. AP 4090
   J. AP/BP 4060
   K. AP 4626
   L. AP/BP 4020
   M. AP 4021
   N. AP 4022
   O. AP 4103
   P. AP 4105
5. **Old Business**
6. **New Business**
7. **Adjournment**

# Academic Senate

## AGENDA

**Wednesday, September 24, 2014**
**4:10-5:30 p.m. – Room 1**



1. **Call to Order**
2. **Public Comment**
    A. Regarding items not on the Agenda
    B. Regarding items on the Agenda
3. **Action**
    A. Minutes
    B. Curriculum
    C. Approval of committee members
    D. AP 3261
    E. AP 3262
4. **Discussion**
    A. Christine Statton final budget
    B. FEC and blanket approval for Flex
    C. Academic Senate Committee Initiatives
    D. Committee Reports
5. **Old Business**
6. **New Business**
7. **Adjournment**

# Academic Senate

## AGENDA

**Wednesday, September 28, 2016**
**4:10-5:30 p.m. – Room 1**



1. **Call to Order**
2. **Public Comment**
   A. Regarding items not on the Agenda
   B. Regarding items on the Agenda

3. **Action**
   A. Minutes
   B. Curriculum
   C. Faculty Appointments
   D. Finals Schedule
   E. Equivalency Application Packet

4. **Discussion**
   A. COS 2015-2016 Budget
   B. Web Site Required Content Questions
   C. AP 5030
   D. BP 5030
   E. AP 5140
   F. BP 5140
   G. AP 5300
   H. BP 5300
   I. AP 5700
   J. BP 5700

5. **Old Business**

6. **New Business**

7. **Adjournment**

# Academic Senate

COLLEGE OF THE SEQUOIAS

## Agenda

**Wednesday, October 11, 2017**
**4:10-5:30 p.m. – Room 1**

**Executive Members**
Thea Trimble
Greg Turner
Sondra Bergen
Lisa Hott
Joseph Teller
Juan Arzola
Deborah Nolan
Shannan Cooper
Sarah Harris

**Senators**
***AG***
Shannan Cooper
***IT***
Randy Emery
***Business***
Lisa Hott
Gabriel Giannandrea
***Consumer Family Studies***
Glena Crumal
***FEC***
Joseph Teller
***Distance Ed***
Deborah Nolan
***Fine Arts***
James McDonnell,
Chris Mangels
***Library***
Milena Seyed
***LARTS***
Christina Lynch
Landon Spencer
Brice Nakamura
***Math/Engineering***
Stephanie Collier
David Heywood
***Nursing/Health Science***
Rob Morris
***Physical Education***
Jody Allen
***Science***
Ryan Froese
Teresa Mendoza
***Social Science***
Catherine Medrano
Juan Arzola
***Student Services***
Mainou Her
Emily Briones
***Adjunct Faculty***
John Davis
Mark Fulmer
***Student Senate***

***Classified***

1. **Call to Order**
2. **Public Comment**
   A. Regarding items not on the Agenda
   B. Regarding items on the Agenda
3. **Action**
   A. Minutes
   B. Curriculum
   C. Faculty Appointments
   D. Giant Questionnaire
4. **Discussion**
   A. Integrated Plan
   B. Budget Presentation (Christine Statton)
   C. Guided Pathways Report
   D. Educational Technology Committee
   E. O&A Initiatives
   F. Recommendation for FEC regarding Flex Credit and Blanket-Approved Items
   G. Senate position on COSTA failure to consult
   H. Senate Elections
   I. BP 6301
   J. AP 6302
   K. AP/BP 6320
   L. AP 6322
   M. AP 6325
   N. AP 6370
   O. AP/BP 6400
   P. AP/BP 7341
   Q. Revised Flex Procedures
5. **Old Business**
6. **New Business**
7. **Adjournment**

# Academic Senate

**Present:** **President:** Thea Trimble
**Faculty Senators:** Linda Amaral, Christian Anderson, Juan Arzola, Shannan Cooper, Shannamar Dewey, Randy Emery, Mark Fulmer, Gabriel Giannandrea, Lisa Greer, Sarah Harris, Lisa Hott, Christina Lynch, Chris Mangels, Teresa Mendoza, Rob Morris, Deborah Nolan, David Robinson, Joseph Teller, Greg Turner, Milena Seyed, Landon Spencer, Sandy Valenzuela, Steve Marcial,
**Guests:** Meng Vang, Brent Calvin, Jennifer Vega La Serna, Stan Carrizosa, Kristin Foster, Michelle Brock, Christine Statton
**Absent:** Stephanie Collier, John Davis, Becky Griffith, David Heywood, James McDonnell, Scott Williams

## Summary

**Wednesday, February 8, 2017**
**4:10-5:30 pm, Room 1**

1. **Call to Order**
The meeting was called to order by Thea Trimble at approximately 4:10 p.m.

2. **Public Comment**
A. Regarding items NOT on the Agenda: Thea Trimble explained that Academic Senate has money to send two senators and the CTE Liaison to Plenary. Also, at the next meeting, there will be a focus group/presentation on the redesign of the COS webpage, so please take this back to your divisions and come prepared with questions/suggestions

B. Regarding items on the Agenda: Deborah Nolan announced that the DE Plan will be pulled from the Agenda and will be addressed at the next meeting.

Stan Carrizosa noted that there is an additional handout with information on AP 4104 for tonight.

3. **Action Items**
A. Minutes: M/Joseph Teller. 2nd/Shannamar Dewey. MSA
B. Curriculum: M/Joesph Teller. 2nd/Christina Lynch. MSA
C. Faculty Appointments: M/Greg Turner. 2nd/ Linda Amaral. MSA
D. AP 5075: M/Joseph Teller. 2nd/Shannamar Dewey. MSA. Suggested revisions: bottom of page 1, make “transcript” plural. 2nd page, last paragraph, address in order: A. Student files, B. Dean approves and C. the District grants…
E. AP 5040: M/Greg Turner. 2nd/Shannamar Dewey. MSA. Suggested revisions: Under #3—change “subpoena within eight days” to “AFTER eight days”, if it’s legal to do that.
F. BP 5040: M/Greg Turner. 2nd/Juan Arzola. MSA
G. AP 5045: M/Joseph Teller. 2nd/Shannamar Dewey. MSA
H. AP/BP 5052: M/Joesph Teller. 2nd/Juan Arzola. MSA

4. **Discussion**
A. The Governor’s January Budget: Christine Statton presented.
B. Midyear Reports:
C. CTE Faculty Liaison: Randy Emery volunteered for the position. If Senate gets reassigned time for this position and the position takes all of the listed duties, it means an amendment to our Constitution. They’ll be a member of the Executive Board. Randy Emery suggested that if we approach this as a volunteer position right now, duties 1-4 can be done. If the reassigned time gets approved then the

duties will increase and being a member of Exec will be discussed. Joseph Teller suggested that we make it a one-year appointment while we further refine this position. It was agreed. Shannamar Dewey moved that Randy Emery be appointed to this position for one year. 2nd/Joseph Teller. MSA.

D. The new COSAFA agreement changed regarding participation in assessment and Tracdat data entry. It's not a one-size-fits-all solution. Adjunct faculty don't have access to Tracdat and many aren't sure how to satisfy that contract obligation. So there are recommendations in policy language and contract language. This would suggest to all divisions that if they do not allow their adjunct faculty access to Tracat, develop a policy to clearly explain how adjunct faculty can meet those obligations. Do if adjunct don't have access, departments will need a process for adjunct for assessment. A different title was suggested. Bring back to divisions and it will be for a vote next time.

**5. Reports from Standing Committees**

**6. New Business**

**7. Old Business**

**8. Adjournment**

Submitted by Sondra Bergen

# Academic Senate

**Present:** **President:** Thea Trimble
**Faculty Senators:** Joni Jordan, Gina Haycock, Frank Tebeau, Joanne Barkhurst, Chris Mangels, James McDonnell, Linda Amaral, Steve Howland, David Hurst, Joseph Teller, Amy Dwelle, Heather Moore, Jennifer Cho, Juan Arzola, Alicia Crumpler, Deborah Nolan, Greg Turner, Janice Brown, Lisa Hott
**Guests:** Jennifer Vega La Serna, Christine Statton
**Absent:** Craig Arnold, Matt Bourez, Carolyn Childers, Jeanne Draper, Becky Griffith, Marla Prochnow, Catherine Rodarte, Tiffany Wainwright, Scott Williams, Sandy Valenzuela

## Summary

**Wednesday, February 25, 2015**
**4:10-5:30 pm, Room 1**

1. **Call to Order**
   The meeting was called to order by Thea Trimble at approximately 4:10 p.m.

2. **Public Comment**
   A. Regarding items not on the Agenda:
      1. Members still needed for IPEC

   B. Regarding items on the Agenda:
      1. Jennifer Vega La Serna expressed her disagreement with the changes in the GE Policies being presented at today's meeting. She noted that things might need to be reviewed more frequently than allotted in the policies because changes from the State may occur.

3. **Action Items**
   A. Minutes: M/Greg Turner. 2nd/Gina Haycock. MSA: Abstention: Alicia Crumpler
   B. Curriculum: There was a concern that the changes to the Carnegie units weren't included in the Curriculum Report and sent out separately. In the future it was suggested that they be included in the report. M/Gina Haycock. 2nd/Greg Turner.
   C. ILOs: This item has been postponed. M/Greg Turner. 2nd/Gina Haycock. MSA
   D. AP 4231: M/Greg Turner. 2nd/Joseph Teller. MSA
   E. AP/BP 4110: M/Joseph Teller. 2nd/David Hurst. MSA
   F. AP 4255: M/Steve Howland. 2nd/Linda Amaral. MSA
   G. AP 4090: Approve with 1 revision. M/Joseph Teller. 2nd/David Hurst. MSA
   H. AP/BP 4060: M/Joseph Teller. 2nd/Alicia Crumpler. MSA
   I. AP 4626: M/Joseph Teller. 2nd/Janice Brown. MSA. With a revision: Delete #8 so that the content is made its own paragraph.

4. **Discussion**
   A. Budget Proposal Highlights: Christin Statton presented this year's budget proposal.
   B. GE Policies: Joni Jordan presented two new GE policies: the framework revision cycle and the CSU GE and COS General Education policies.
   C. AP 4231: Joseph Teller moved to Action Item. 2nd/Juan Arzola. MSA
   D. BP 4100: Discussed
   E. AP 4100: Joni Jordan requested revisions to this AP: First paragraph: Add "Academic Senate" after,"...2)

be submitted to the District Curriculum Committee AND ACADEMIC SENATE..."

Second paragraph: at the end of the paragraph add this, "...and the Academic Senate, and the Vice President of Academic Services whose concurrence is required before submission to the Board of Trustees for approval.

Toward the end where it says, "Ethnic studies must be offered", move that two paragraphs up to say, "The general education requirements…and then at the end, insert it." Also, the terminology seems inappropriate. Make sure it's the same Title 5 language. If it's not, change it to match at least our requirements.

Second page, the one-sentence paragraph starting with "Shorter credit..." Delete it.

The first paragraph on that page makes general education sound like certificates. Thea Trimble suggested revising it but offered no alternative.

Moved to make recommended changes: David Hurst. 2nd/Linda Amaral. MSA

F. AP 4101: Make sure to revise all references to the college to say "Sequoias CCD" or add "The District". There was also some discussion of the "course objectives" terminology. This should be changed to "outcomes".
G. AP/BP 4110: David Hurst moved to Action Items. 2nd/Steve Howland. MSA
H. AP 4255: Steve Howland moved to Action Items. 2nd/Linda Amaral. MSA

I. Task Force for EEOP Plan: Within the past years, it's been noticed that hiring committees aren't receiving the training, which is required and needed. COS also isn't getting the diverse pool of candidates needed. Greg Turner moved that a task force be developed/convened, with representatives from Senate, to explore and make recommendations regarding EEO. 2nd/David Hurst. MSA.
J. AP 4090: A reference to the Chancellor's Office spreadsheet title under #3 is needed. Joseph Teller moved to Action Item. 2nd/Steve Howland.

K. AP/BP 4060: Joseph Teller moved to Action Items. 2nd/Steve Howland. MSA.
L. AP 4626: Greg Turner moved to Action Items. 2nd/Joseph Teller. MSA.

**5. Reports from Standing Committees**
**6. New Business**
**7. Old Business**
**8. Adjournment**

Submitted by Sondra Bergen

# Academic Senate

**Present:** **President:** Thea Trimble
**Faculty Senators:** Juan Arzola, Linda Amaral, Craig Arnold, Joanne Barkhurst, Matt Bourez, Janice Brown, Carolyn Childers, Alicia Crumpler, Amy Dwelle, Becky Griffith, Gina Haycock, Steve Howland, David Hurst, Joni Jordan, Chris Mangels, James McDonnell, Heather Moore, Deborah Nolan, Lisa Hott, Catherine Rodarte, Joseph Teller, Greg Turner, Tricia Sanford, Tiffany Wainwright, Scott Williams.
**Guests:** Stand Carrizoza

**Absent:** Marla Prochnow, Frank Tebeau

## Summary

**Wednesday, September 24, 2014**
**4:10-5:30 pm, Room 1**

1. **Call to Order**
The meeting was called to order by Thea Trimble at approximately 4:10 p.m.

2. **Public Comment**
**A.** Regarding items not on the Agenda: Thea Trimble received notice about helping the residents of Weed after the devastating fires. She distributed a list of places we can donated. Marla Prochnow is spearheading this effort.

B. Regarding items on the Agenda: None

3. **Action Items**
A. Minutes: M/Craig Arnold. 2nd/David Hurst. MSA
B. Curriculum: M/Gina Haycock. 2nd/Craig Arnold. MSA
C. Approval of committee members: Room Utilization—Millie Owens and Alicia Crumpler, IPEC—Milena Sayed. M/Gina Haycock. 2nd/David Hurst. MSA
D. AP 3261: M/David Hurst. 2nd/Steve Howland. MSA
E. AP 3262: M/Gina Haycock. 2nd/Alicia Crumpler. MSA.
F. FEC Blanket Approval for Flex: FEC is adding Blanket Authorization for any activity of Program Review, Outcomes and Assessment, and Curriculum. This means no prior approval is needed. Self - documentation form and evidence will be needed. M/Janice Brown. 2nd/Craig Arnold. MSA.

4. **Discussion**
A. Budget: Christine Statton presented the final budget, which was brought to the Board on September 8.
B. Committee Initiatives: Thea Trimble asked for any additional initiatives for the Academic Senate. David Hurst proposed that looking at the issue of students and summer school classes to possibly develop a policy that aligns with the regular semester policy.
C. Committee Reports: All Senate committees submitted reports to the body. Alicia Crumpler reported that Equity updated membership, process, met with Brent Calvin and Stephanie Collier about the Student Equity Plan and AP 5300. They've also met with ELI about having joint meetings where issues seem to overlap. The Committee approached Stan Carrizosa and asked that Equity be consulted in the disbursement of the $700,000. Stan Carrizosa replied in the affirmative. It was determined that David Hurst will now give a report from District Governance Senate once a month. ASB will give reports as well.

6. **New Business**
7. **Old Business**
8. **Adjournment**: M/Joseph Teller

Submitted by Sondra Bergen

COLLEGE of the SEQUOIAS

# Academic Senate

**Present:** **President:**
**Faculty Senators:** Linda Amaral, Christian Anderson, Juan Arzola, Joanne Barkhurst, Shannan Cooper, Shannamar Dewey, Randy Emery, Mark Fulmer, Gabriel Giannandrea, Sarah Harris, David Heywood, Christina Lynch, Chris Mangels, James McDonnell, Teresa Mendoza, Rob Morris, Deborah Nolan, Joseph Teller, Greg Turner, Milena Seyed, Landon Spencer, Sandy Valenzuela, Andres Flores.
**Guests:** Stan Carrizosa, Jennifer Vega La Serna, Christine Statton, Brent Calvin.

**Absent:** Stephanie Collier, John Davis, Lisa Greer, Becky Griffith, Lisa Hott, David Robinson, Scott Williams

## Summary

**Wednesday, September 28, 2016**
**4:10-5:30 pm, Room 1**

**1. Call to Order**
The meeting was called to order by Greg Turner at approximately 4:10 p.m.

**2. Public Comment**
A. Regarding items NOT on the Agenda:

B. Regarding items on the Agenda:

**3. Action Items**
A. Minutes: Shannamar Dewey/Joseph Teller. MSA
B. Curriculum: Joseph Teller/Linda Amaral. MSA
C. Faculty Appointments: None
D. Finals Schedule: Joseph Teller moved to postpone and invite Jared Burch to the next meeting to discuss the data on this. 2nd/Shannamar Dewey. MSA.
E. Equivalency Packet: Joseph Teller/Juan Arzola. MSA

**4. Discussion**
A. COS 2016-2017 Budget: Christine Statton presented
B. Website Required Content Questions: Kristin Foster discussed that the COS website will be running a new version of Sharepoint and the redesign is in the early stages. She explained that ease of use is especially important for outside organizations like the ACCJC. Many documents should not be more than one or two clicks away from the homepage. If there are documents and/or information which needs to be on the website, division or department also, please contact Kristin Foster with questions and suggestions. The timeline for this redesign is about a year.

C. AP 5030: It was explained that the actual amount to audit was deleted to allow for fluctuation in prices. Joanne Barkhurst noted the absence of stated fees for certificates and diplomas. Brent Calvin will check on this.
D. BP 5030: No discussion
E. AP 5140: Christian Anderson noted that it might be easier if we kept the actual forms out of the documents so that if the forms change, the document doesn't have to be put through the approval process again.
F. BP 5140: No discussion

G. AP 5300: No discussion
H. BP 5300: No discussion
I. AP 5700: No discussion
J. BP 5700: No discussion

**5. New Business**
**6. Old Business**
**7. Adjournment**

Submitted by Sondra Bergen

COLLEGE OF THE SEQUOIAS

**Present:** **President:** Thea Trimble
**Faculty Senators:** Joseph Teller, Jasmine Johnson (student), Randy Emery, Shannan Cooper, David Heywood, Emily Brione Gabe Giannandream Landon Spencer, Christina Lynch, Brice Nakamura, Juan Arzola, Deborah Nolan, Sarah Harris, Greg Turner, Chris Mangels, Jody Allen, List Hott, Ryan Froese, Teresa Mendoza, Stephanie Collier.
**Guests:** Brent Calvin, Christine Statton, Josh Geist, Stan Carrizosa
**Absent:** Sondra Bergen, Glena Crumal, James McDonnell, Milena Seyed, Rob Morris, Catherine Medrano, Mainou Her, John Davis, Mark Fulmer

# Summary

**Wednesday, October 11, 2017**
**4:10-5:30 pm, Room 1**

1. **Call to Order**

   The meeting was called to order by Thea Trimble at approximately 4:10 p.m.

2. **Public Comment**

   A. Regarding items NOT on the Agenda:
      1. Deborah Nolan announced that Dr. Stephanie Droker will be here on November 7th, to help with the accreditation site visit next year. She'll be attending the DECOS meeting and everyone is invited. She will also attend DGS from 3-5pm.
      2. Shannan Cooper announced Fall Fest will be held October 21st and it is open to everyone. 11am-2pm. Bring your family!
      3. Christina Lynch announced the C.H.A.P. will be held tomorrow night, 6:30pm.
      4. Thea Trimble announced that AP 6300 was accidentally left off of the agenda and asked that it be placed on tonight's agenda as an action item as originally planned.

   B. Regarding items on the Agenda:
      1. Thea Trimble asked that we move AP/BP 7341 (sabbaticals) to item "E"

3. **Action Items**

   A. Minutes: M/Greg Turner. S/Joseph Teller. MSA
   B. Curriculum: M/Juan Arzola. S/Shannan Cooper. MSA
   C. Faculty Appointments: None
   D. Giant Questionnaire: M/Joseph Teller and include Office of Research, Planning, and Institutional Effectiveness. S/Chris Mangels. MSA.
   E. AP 6300: M/Chris Mangels. S/Juan Arzola. MSA
   F. BP 6301, AP 6302, AP 6322, and AP/BP 6400: M/Joseph Teller. S/Greg Turner.

4. **Discussion**

   A. Integrated Plan: Brent Calvin presented the first read on the Integrated Plan.
   B. Budget Presentation: Christine Statton presented
   C. Guided Pathways Report: Josh Geist presented
   D. Educational Technology Committee: Deborah Nolan solicited feedback, discussion ensued. It was decided to form a task force to explore the possibility of forming the new committee: Christina Lynch volunteered and others will be needed.
   E. AP/BP 7341: Discussion ensued. FEC will revise the BP and come back at a future meeting.

F. O&A Initiatives: Informational item.

G. Recommendations for FEC regarding flex credit and blanket-approved items: Joseph Teller presented. Anyone can get flex credit for an approved activity even if they receive reassign time. The flexible calendar program guidelines and or local contract are clear on this issue. It was suggested that these procedures be readopted. This will come back for a vote at the next meeting.

H. Senate Position on COSTA's failure to consult: Thea Trimble presented a letter to COSTA for review. This will come back for a vote at the next meeting.

I. APs/BPs: Joseph Teller moved that BP 6301, AP 6302, AP 6322, and AP/BP 6400 by moved to Action because of non-substantive changes. S/Greg Turner. MSA

**5. New Business**

**6. Adjournment**

Submitted by Sondra Bergen

# College of the Sequoias

2014-15

Final Budget

September 8, 2014

COLLEGE of the SEQUOIAS

*the first step to success*

# Budget Process

1. Tentative Budget is created based on May Revise
2. Approval of Tentative Budget by Board in June authorizes expenditures over summer
4. Summer - Legislature proposes adjustments to state allocations, and Governor negotiates
5. State Budget is adopted by June 15th (legislature); Governor approves by June 30th
6. Staff account for final changes to income & expenditures
7. Final Budget is adopted by Board in September

# Final Budget - Assumptions:

- 2.75% Access Funding (Growth) = $1.1M
  – Primarily covers 11 new FTES (10 in GFU)
- .85% COLA = $400,000 COS
  – Covers Step/Column costs $373K
- 3.5% H&W cap increase (50%) for Management & CSEA $100,000
  – COSTA still awaiting PERB resolution
- One *additional* Full Time Temporary English Faculty $95,000

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the first step to success

# Final Budget - Assumptions:

- 3% salary increase for CSEA, Management & Confidential units
  - Cost = $330.5K Unrestricted, $80.5K Restricted ($411K total)
  - Paid for by:
    - $90K (move new vet counselor into SSSP ongoing)
    - $55K (paid off 2004 Muni Lease COP in June 2014 – ongoing savings)
    - $125K CalSTRS decrease 9.5% to 8.88% (final) for 2014-15
    - $61K freed up GFU $’s from Instructional Equipment Grant
    - Categoricals cover their respective increases

# Final Budget - Assumptions:

- Scheduled Maintenance/Instructional Equipment $1.15M for COS (zero match required)
  - Scheduled Maintenance
    - $635K for Live Oak Renovation
    - $257K for other scheduled maintenance projects
  - Instructional Equipment
    - $257K for “proposed and planned” instructional equipment expenditures in technology budget (frees up GFU)
      - $95K of freed up GFU $’s covers new full-time temp faculty
      - $61K toward increased GFU salary costs
      - $37K for state apportionment decrease at final budget
      - $50K for additional instructional equipment or other GFU costs

# Final Budget - Assumptions:

- Student Success Funding is estimated – budgeted at $1.1M (could be higher/lower)
- Student Equity Funding budgeted at 0 (Just released = 692.6K). Based upon:
  - 40% FTES, 25% Pell Grants,15% Household Income, + Age, Educational Attainment & Unemployment Rate
- Decreased STRS by $125K – employer contribution rate decreased from 9.5% to 8.8%
- Applied Music Program - $27K for hourly + benefits

| Description (Adopted Budget) | 2014-15 GFU | 2014-15 Combined |
|---|---|---|
| State Allocation | $46,624,731 | $46,624,731 |
| Federal Revenues | $ 167,000 | $3,621,894 |
| Other Income | $ 2,282,212 | $8,871,926 |
| **Total Revenues** | **$49,073,943** | **$59,118,551** |
| Certificated | $21,167,775 | $22,767,182 |
| Classified | $ 9,002,208 | $11,992,838 |
| Benefits | $10,833,476 | $12,414,343 |
| Materials & Supplies | $ 956,993 | $ 1,630,187 |
| Contracted Services | $ 5,921,127 | $ 7,255,399 |
| Capital Expenditures | $ 913,909 | $ 2,209,125 |
| Transfer Out/Other Outgo | $ 268,408 | $ 839,430 |
| **Total Expenditures** | **$49,063,896** | **$59,108,504** |
| **Surplus/(Deficit)** | **$ 10,047** | **$ 10,047** |

| Description | 2014-15 | |
|---|---|---|
| Beginning Fund Balance | $4,709,680 | (includes $996k 1X indirect reserve) |
| Designated Fund Balance | $ 552,941 | (Facilities, Safety, Utilities Conservation Carry Forward, MAA, Degree tracking software) |
| Surplus/(Deficit) | $ 10,047 | |
| Ending Fund Balance | $4,166,786 | * |
| | | |
| 6% Reserve for Economic Uncertainties | $2,943,834 | Board Policy 6% |
| Additional Fund Balance | $1,222,952 | |
| = Total General Fund – Fund Balance | $4,166,786 | Board Priority 8.49% |
| | | |
| Note 1*: Additional funds expected to fall to fund balance at close of each year | | |
| Note 2: 2 weeks of GF expenditures | $2,050,000 | 4.1% |
| 1 month of GF expenditures | $4,100,000 | 8.3% |
| state average-CC Fund Balance | $7,900,000 | 16% |

# Links between Resource Allocations & District Goals and Objectives:

- Eleven new Full Time Faculty Hired (incl 1 counselor)
- Also added an additional Full Time Temporary - English
  - Focus Area II: Students' Success in Completing their Education
  - Goal IIA: Create a culture of Achievement
  - DO#1: Provide effective academic support services
  - DO#6: Accelerate the schedule for offering the basic skills sequence in English or Mathematics
  - Mission: Help our diverse student population achieve their transfer and/or occupational objectives
  - Mission: Supporting students' mastery of basic skills, and provide programs and services that foster student success (e.g. new Math, English and Science Faculty)

## Links between Resource Allocations and District Goals and Objectives:

- One additional Full Time Counselor (Vets Counselor), and ongoing funding for additional Librarian services
  - Focus Area II: Students' Success in Completing their Education
  - DO#3: Provide a level of counseling and library services for all District students that is equitable across the sites and instructional delivery modalities.
  - DO#4: Pilot a program of deliberate counseling – basic skills and degree/certificate/transfer planning
- New Student Success/Student Equity Funding – Possible Degree Tracking systems upgrade
  - DO#4: Pilot a program of deliberate counseling – basic skills and degree/certificate/transfer planning

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# Links between Resource Allocations and District Goals and Objectives:

- $90K Above Base Resource Allocation Funding (+110K from restricted lottery & other sources):
  - Focus Area II: Students' Success in Completing their Education
  - DO#1: Provide effective academic support services
  - DO#7 Allocate resources based on an accountable & systematic District-wide planning and budget development process
- $21.3K increase Writing Center budget/procedures to allocate lab/tutorial budgets to all three sites:
  - Focus Area II: Students' Success in Completing their Education
  - DO#1: Provide effective academic support services
  - DO#3 Provide a level of counseling and library services for all District students that is equitable across the sites and instructional delivery modalities

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# Links between Resource Allocations and District Goals and Objectives:

- $25k (10k additional + 15K transferred funds) new budget for Public Information – advertising, printing, and distribution of Governance materials, reports & manuals:
  - Focus Area IV: Efficient and Effective College Practices
  - Goal IVA: Maintain comprehensive, transparent, and accountable college operations at COS
  - DO#7 Systematic District-wide planning and budget development process
- $21.5K (transferred funds) discretionary budget for Office of Research and Institutional Planning
  - Continuous Integrated Planning based upon data analysis
  - Focus Area IV: Efficient and Effective College Practices

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# Links between Resource Allocations and District Goals and Objectives: New classified/management Positions

- DO#1 Provide effective academic support services
- DO#7 Allocate resources based on…a budget development process that links this allocation to *Program Reviews* and Strategic Plan.

| New Positions Added | Unrestricted/Restricted |
|---|---|
| PTA Program Secretary .5 FTE | Unrestricted |
| Admin Technician – Provost | Unrestricted |
| Clerical Assistant - Welcome Center .6 FTE (net zero cost) | Unrestricted |
| EOP&S Director | Unrestricted |
| Grounds Technician .5 FTE | Unrestricted |
| Clerical Assistant (also assist Research) .5 FTE | Unrestricted |
| Clerical Assistant DRC | Restricted/Categorical |
| Senior Secretary Financial Aid .5 FTE | Restricted/Categorical |
| BICS Director | Restricted/Categorical |
| Deputy Sector Navigator | Restricted/Categorical |

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# FISCAL SOLVENCY PROJECTIONS

| Annual Ongoing Increases | 2014-15 GFU | 2015-16 GFU | 2016-17 GFU |
|---|---|---|---|
| Step & Column | Included | $373,681 | $373,681 |
| H&W Benefits | Included | $0 | $0 |
| PERS (11.7%, 12.6%, 15.0%) | Included | $90,000 | $241,000 |
| STRS (8.88%, 10.73%, 12.58%) | Included | $250,000 | $250,000 |
| Utilities 3% Increase | 0 Included | $0 | $50,000 |
| Insurance (WC/P&L) 3% Incr | Included | $30,000 | $30,000 |
| Reduction FTES 9387 to 9200 | N/A | ($332,000) | N/A |
| Tulare Provost | N/A | $120,000 | Included |
| Add FT –Estimated FON (2/yr?) | Included | $200,000 | $200,000 |
| Remove Temporary FT 1 FTEF | N/A | ($95,000) | Included |
| **Total Increased Expenditures** | Included | $636,681 | $1,144,681 |
| | | | |

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## Assumed 0% Access/COLA 15-16 & 16-17

| Fiscal Solvency Projection | 2014-15 GFU | 2015-16 GFU | 2016-17 GFU |
|---|---|---|---|
| State Allocation | $46,624,731 | $46,624,731 | $46,624,731 |
| Federal Revenues | $ 167,000 | $ 167,000 | $ 167,000 |
| Other Income | $ 2,282,212 | $ 2,282,212 | $ 2,282,212 |
| **Total Revenues** | **$49,073,943** | **$49,073,943** | **$49,073,943** |
| Certificated | $21,167,775 | $21,319,382 | $21,683,339 |
| Classified | $ 9,002,208 | $ 9,151,483 | $ 9,300,758 |
| Benefits | $10,833,476 | $11,139,275 | $11,690,728 |
| Materials & Supplies | $ 956,993 | $ 956,993 | $ 956,993 |
| Contracted Services | $ 5,921,127 | $ 5,951,127 | $ 6,031,127 |
| Capital Expenditures | $ 913,909 | $ 913,909 | $ 913,909 |
| Transfer Out/Other Outgo | $ 268,408 | $ 268,408 | $ 268,404 |
| **Total Expenditures** | **$49,063,896** | **$49,700,577** | **$50,845,258** |
| **Surplus/(Deficit)** | **$ 10,047** | **$ (626,634)** | **$(1,771,315)** |

Assumed 2% Access/COLA 15-16 & 16-17

| Fiscal Solvency Projection | 2014-15 GFU | 2015-16 GFU | 2016-17 GFU |
|---|---|---|---|
| State Allocation | $46,624,731 | $47,557,226 | $48,508,371 |
| Federal Revenues | $ 167,000 | $ 167,000 | $ 167,000 |
| Other Income | $ 2,282,212 | $ 2,282,212 | $ 2,282,212 |
| **Total Revenues** | **$49,073,943** | **$50,006,438** | **$50,957,583** |
| Certificated | $21,167,775 | $21,319,382 | $21,683,339 |
| Classified | $ 9,002,208 | $ 9,151,483 | $ 9,300,758 |
| Benefits | $10,833,476 | $11,139,275 | $11,690,728 |
| Materials & Supplies | $ 956,993 | $ 956,993 | $ 956,993 |
| Contracted Services | $ 5,921,127 | $ 5,951,127 | $ 6,031,127 |
| Capital Expenditures | $ 913,909 | $ 913,909 | $ 913,909 |
| Transfer Out/Other Outgo | $ 268,408 | $ 268,408 | $ 268,404 |
| **Total Expenditures** | **$49,063,896** | **$49,700,577** | **$50,845,258** |
| **Surplus/(Deficit)** | **$ 10,047** | **$ 305,861** | **$ 112,325** |

# FTES Update

## Historical Perspective

| Year | Actual FTES | Funded FTES |
|---|---|---|
| 1999-00 | 8,204.79 | 8,204.79 |
| 2000-01 | 8,149.45 | 8,204.79 |
| 2001-02 | 8,419.17 | 8,419.17 |
| 2002-03 | 8,506.82 | 8,506.82 |
| 2003-04 | 8,510.76 | 8,510.76 |
| 2004-05 | 8,620.16 | 8,620.16 |
| 2005-06 | 7,582.27 | 8,620.16 |
| 2006-07 | 8,929.55 | 8,929.55 |
| 2007-08 | 8,209.56 | 8,929.55 |
| 2008-09 | 10,160.04 | 9,042.35 |
| 2009-10 | 10,614.57 | 8,696.69 |
| 2010-11 | 10,561.93 | 8,945.00 |
| 2011-12 | 9,033.30 | 8,261.13 |
| 2012-13 | 8,646.55 | 8,408.26 |
| 2013-14 | 9,478.65 | *8,696.00* |
| 2014-15 Estim | *9,200.00* | *8,995.00* |

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| Major Categorical Program | 2014-15 Revenues | 2013-14 Revenues |
|---|---|---|
| Basic Skills | $134,024 | $134,024 |
| BFAP Financial Aid | $437,509 | $437,509 |
| EOP&S | $818,820 | $859,235 |
| CARE | $121,112 | $127,487 |
| DRC | $848,424 | $847,916 |
| CalWorks | $323,918 | $337,503 |
| Student Success | $1,096,758 | $548,379 |
| Student Equity | $0 | $0 |
| Adjunct Parity | $172,899 | $172,899 |
| TANF | $ 79,756 | $83,956 |
| Scheduled Maintenance | $911,872 | $109,705 |
| Instructional Equipment | $276,873 | $109,713 |
| **Total** | **$5,221,965** | **$3,768,326** |

# Farm Budgets

## Agriculture Technology Unit

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 1,000 |
| 30000 | Benefit Expense | 50 |
| 40000 | Supplies | 2,000 |

## Alfalfa Unit

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 64,000 |
| 88000 | Local Revenue | 100,000 |

## Beef Unit

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 1,000 |

## Crops Unit

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 225,000 |
| 88000 | Local Revenue | 410,000 |

## Dairy Unit

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 14,000 |
| 88000 | Local Revenue | 50,000 |

## Equine Unit

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 11,000 |
| 30000 | Benefit Expense | 350 |
| 40000 | Supplies | 15,500 |
| 50000 | Services & Other Operation Expense | 10,550 |
| | **Total Expense** | **37,400** |
| 88000 | Local Revenue | 17,000 |

## Farm Overhead Unit

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 38,000 |
| 30000 | Benefit Expense | 26,175 |
| 40000 | Supplies | 28,750 |
| 50000 | Services & Other Operation Expense | 79,100 |
| 60000 | Capital Outlay | 9,000 |
| | **Total Expense** | **181,025** |
| 88000 | Local Revenue | 100 |

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# Farm Budgets

| Ornamental Horticulture Unit | | |
|---|---|---|
| 20000 | Classified Salary Expense | 20,000 |
| 30000 | Benefit Expense | 450 |
| 40000 | Supplies | 9,800 |
| 50000 | Services & Other Op Expenses | 1,900 |
| | **Total Expense** | **32,150** |
| 88000 | Local Revenue | 14,000 |

| Residence - Farm | | |
|---|---|---|
| 50000 | Services & Other Op Expenses | 15,000 |
| 88000 | Local Revenue | 31,200 |

| TOTAL FARM UNIT | |
|---|---|
| **Total Expense** | **590,150** |
| **Total Revenue** | **624,300** |

| Sheep Unit | | |
|---|---|---|
| 20000 | Classified Salary Expense | 3,000 |
| 30000 | Benefit Expense | 100 |
| 40000 | Supplies | 2,700 |
| 50000 | Services & Other Op Expenses | 350 |
| | **Total Expense** | **6,150** |
| 88000 | Local Revenue | 1,000 |

| Swine Unit | | |
|---|---|---|
| 20000 | Classified Salary Expense | 1,025 |
| 30000 | Benefit Expense | 50 |
| 40000 | Supplies | 7,150 |
| 50000 | Services & Other Op Expenses | 150 |
| | **Total Expense** | **8,375** |
| 88000 | Local Revenue | **0** |

# Other Funds

| Farm Special Reserve | | |
|---|---|---|
| 88000 | Local Revenue | 10,000 |

| Linwood Reserve | | |
|---|---|---|
| 88000 | Local Revenue | 21,000 |

| Capital Projects | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 1,043,188 |
| 60000 | Capital Outlay | 356,275 |
| | **Total Expense** | **1,399,463** |
| 86000 | State Revenue | 1.165.645 |

| Hispanic Serving Institute Trust | | |
|---|---|---|
| 70000 | Other Outgo | 15,000 |
| 88000 | Local Revenue | **22,000** |

| Banked Leave | | |
|---|---|---|
| 88000 | Local Revenue | 16,000 |

| Hanford General Obligation (GO) Debt Service | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 781,808 |
| 70000 | Other Outgo | 95,192 |
| | **Total Expense** | **877,000** |
| 88000 | Local Revenue | 877,000 |

| Hanford General Oblign. (GO) Debt Service 2nd Issue | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 176,513 |
| 70000 | Other Outgo | 315,000 |
| | **Total Expense** | **491,513** |
| 88000 | Local Revenue | 491,513 |

# Other Funds

### Retiree Health & Welfare

| | | |
|---|---|---|
| 88000 | Local Revenue | 11,000 |

### Visalia General Obligation (GO) Debt Service 2nd Issue

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 232,500 |
| | **Total Expense** | **232,500** |
| 88000 | Local Revenue | 232,500 |

### Visalia General Obligation (GO) Debt Service 3rd Issue

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 206,525 |
| | **Total Expense** | **206,525** |
| 88000 | Local Revenue | 206,525 |

### Hanford General Obligation Bond

| | | |
|---|---|---|
| 40000 | Supplies | 31,727 |
| 50000 | Services & Other Operation Expense | 69,383 |
| 60000 | Capital Outlay | 611,417 |
| | **Total Expense** | **712,527** |

### Visalia General Obligation (GO) Debt Service

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 1,001,788 |
| 70000 | Other Outgo | 316,512 |
| | **Total Expense** | **1,318,300** |
| 88000 | Local Revenue | 1,318,300 |

### Tulare General Obligation (GO) Debt Service 3rd Issue

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 60,797 |
| | **Total Expense** | **60,797** |
| 88000 | Local Revenue | 60,797 |

# Other Funds

| Visalia General Obligation Bond | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 691,414 |
| 60000 | Capital Outlay | 26,107 |
| 70000 | Other Outgo | - |
| | **Total Expense** | **717,521** |

| Tulare General Obligation Bond | | |
|---|---|---|
| 60000 | Capital Outlay | 1,052,265 |
| 70000 | Other Outgo | 1,308,018 |
| | **Total Expense** | **2,360,283** |

| Tulare General Obligation (GO) Debt Service | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 1,025,697 |
| 70000 | Other Outgo | 348,615 |
| | **Total Expense** | **1,374,312** |
| 88000 | Local Revenue | 1,374,312 |

| Tulare General Obligation (GO) Debt Service 2nd Issue | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 178,625 |
| | **Total Expense** | **178,625** |
| 88000 | Local Revenue | 178,625 |

- *Questions or Comments?*

- *For Board Approval*

# College of the Sequoias

2015-16
Final Budget
September 14, 2015

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# Budget Process

1. Tentative Budget is created based on May Revise
2. Approval of Tentative Budget by Board in June authorizes expenditures over summer
4. Summer - Legislature proposes adjustments to state allocations, and Governor negotiates
5. State Budget is adopted by June 15th (legislature); Governor approves by June 30th
6. Staff account for final changes to income & expenditures
7. Final Budget is adopted by Board in September

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# Final Budget - Assumptions:

- 5.72% Access Funding (Growth) $2.4M ***available***
  - Budget **only includes** 140 FTES, or 1.5% growth, due to third session summer 2015 (120 FTES) and small growth (20 FTES) = **appx $650,000**
- 1.02% COLA = $474,000 COS (per-FTES, and base)
- $2.2M increased "base allocation" ongoing, but first/only
- 3.1% H&W cap increase (50% of PPO-4 RX-A increase) for COSTA $76,752, CSEA $71,340, & Mgt/Conf $23,616.

# Final Budget - Assumptions:

- Student Success/SSSP- additional $750K ongoing
- Student Equity/SEP – additional $850K ongoing
- Scheduled Maintenance
  - May Revise = $577K allocation (zero match required)
- Instructional Equipment
  - May Revise = $577K allocation
  - COS budgets $277K per year for annual computer refresh - $150K extra refresh/$150K for other allocations

– Full Time Temp placeholders – 3 FTT filled, 1 open

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# Final Budget - Assumptions:

- Increased STRS by $370K (GF Unrestricted) – employer contribution rate increased from 8.88% (14-15) to 10.73% (15-16)
- Increased PERS by $98K - Employer contribution rate increased from 11.417% (GF budget) to 11.84%
- Now <u>includes</u> $491,169 revenue for increased full-time faculty hiring
  - State is allocating based on FTES. COS will need to use this to hire additional faculty in fall 2016 to meet FON.
- Does *not* include <u>$4.9 million</u> in one-time mandate cost reimbursements – will budget when received in December

# Final Budget - Assumptions:

- CSEA settlement 170.6K for Unrestricted General Fund:
  - One-year-only stipends for 50% medical premium increase
  - One-year-only 6% PERS contribution (50 ee’s only hired after 1/1/13)
  - Small ongoing increase ($6,200) in dental/vision coverage
- Management/Confidential small ongoing increase in dental/vision $2500 GFU
- Switched carriers for P&L insurance, netting the District $160K annually in savings (but not in final budget *yet*!)

# Final Budget –

# Major Changes in Budget Assumptions:

| General Fund Unrestricted | 2015-16 |
|---|---|
| Surplus/(Deficit) Estimated at January Governor's Budget 1.58% COLA | **235,727** |
| Surplus/(Deficit) at District Budget Forums (after COSTA settlement & other small misc.) | (72,273) |
| + $975K Increase in Base Allocation & other small misc. incr | 1,043,923 |
| Surplus/(Deficit) at May Revise and Tentative Budget adoption 1.02% COLA | **$971,650** |
| + $136K addt'l Base Allocation + $491K new FON allocation, - 2 additional FTT positions budgeted - CSEA settlement | $387,222 |
| Surplus/(Deficit) at Final Budget Adoption | **$1,358,872** |

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| Description | 2015-16 GFU | 2015-16 Combined |
| --- | --- | --- |
| State Allocation | $50,187,193 | $50,187,193 |
| Federal Revenues | $ 7,000 | $2,330,906 |
| Other Income | $ 2,367,909 | $12,595,294 |
| **Total Revenues** | **$52,562,102** | **$65,113,393** |
| Certificated | $22,180,384 | $23,606,263 |
| Classified | $ 9,534,973 | $13,177,575 |
| Benefits | $11,751,075 | $13,814,251 |
| Materials & Supplies | $ 957,834 | $ 2,415,137 |
| Contracted Services | $ 5,592,513 | $ 7,127,672 |
| Capital Expenditures | $ 929,964 | $ 2,505,582 |
| Transfer Out/Other Outgo | $ 256,487 | $ 1,108,041 |
| **Total Expenditures** | **$51,203,230** | **$63,754,521** |
| **Surplus/(Deficit)** | **$ 1,358,872** | **$ 1,358,872** |

| Description | 2015-16 | |
|---|---|---|
| Beginning Fund Balance | $7,115,046 | 14.9% (13.1% after designated carryover) |
| Surplus/(Deficit) | $1,358,872 | (*Does **not** include mandate reimb funds*) |
| Ending Fund Balance | $8,473,918 | 16.55% |
| | | |
| 6% Reserve for Economic Uncertainties | $3,072,194 | Board Policy 6% |
| Additional Fund Balance | $5,401,724 | |
| = Projected 6/30/16 Gen Fund Balance | $8,473,918 | Board Priority 10% (~16.5%) |
| | | |
| Note 1: Additional funds expected to fall to fund balance at close of each year | | |
| Note 2: 1 month of GF expenditures | $4,300,000 | 8.4 % |
| state average-CC Fund Balance | $8,700,000 | 17% |

Links between Resource Allocations & District Goals/Objectives:

- 9 FT Faculty, 2 FT Counselors, 1 FT Faculty moved to GF, and 5 FT-Temporary Faculty:
  - Goal 1: Increase Student Enrollment
  - Goal 2: Improve the rate at which students complete degrees
    - DO 2.1 through 2.4: Increase number of students who transfer and earn degrees and certificates, including English, Math, ESL, and Career Tech Ed
  - Goal 3: Strategically tailor and implement programs and student services that match the unique needs of our student population
    - DO 3.1: Reduce achievement gap of disproportionately impacted student groups annually (per SEP)
  - Mission: Help our diverse student population achieve their transfer and/or occupational objectives; Support students' mastery of basic skills, and provide programs and services that foster student success (e.g. new Math, English and Science Faculty)

Links between Resource Allocations & District Goals/Objectives:

- Six new Student Success Coordinators (SEP)
  - Goal 2: Improve the rate at which students complete degrees
    - DO 2.1 through 2.4: Increase number of students who transfer and earn degrees and certificates, including English, Math, ESL, and Career Tech Ed
  - Goal 3: Strategically tailor and implement…student services that meet the needs and demands of students and the workforce
- Ongoing funding for after-hours Library services ($7000)
- Additional funds for Library books and periodicals (restricted lottery - $27,000)
  - Goal 3: Strategically tailor and implement…academic services that meet the needs and demands of students and the workforce

Links between Resource Allocations & District Goals/Objectives:

- Above Base Resource Allocation Funding-Ongoing GF Unrestricted ($100,000):
  - Goal 4: Engage in best practices to sustain effective operational systems for continuous improvement
- Increase summer school budget ($75,500)
- Increase overload budget ($50,000)
- Increase instructional aid budget for large student lecture classes ($6,360)
  - Goal 1: Increase student enrollment
  - Goal 2: improve the rate at which students complete degrees, certificates, and transfer objectives
  - DO 2.1 to 2.3 increase course success and completion

Links between Resource Allocations & District Goals/Objectives:

- Additional restricted funds SSSP $750K and SEP $850K:
  - Goal 3: strategically tailor and implement academic programs and student services that match the unique needs of the student population
    - DO 3.1: Reduce the achievement gap of disproportionately impacted student groups annually, as identified in the student equity plan
- Institute the extended police academy ($125,000)
  - Goal 1: Increase student enrollment relative to population growth and educational and workforce development needs
  - DO 2.4: Increase career technical education course success rates and program completion annually
  - Goal 3: Strategically tailor and implement academic programs that match the unique needs of its student population and the demands of ongoing changes in workforce development

# Links between Resource Allocations and District Goals and Objectives: New classified/management Positions

- Goal 2: Improve the rate at which students complete degrees, certificates, and transfer objectives
- Goal 4: Engage in best practices to sustain effective operational systems

| New Positions Added | Unrestricted/Restricted |
|---|---|
| Tulare Provost | Unrestricted |
| Payroll Specialist .5 FTE | Unrestricted |
| Sr. Programmer Analyst | Unrestricted |
| Athletic Trainer .5 FTE | Unrestricted |
| Grounds Technician .5 FTE | Unrestricted |
| Research Analyst .5 FTE | Unrestricted |
| Clerical Assistant Police Academy .5 FTE | Unrestricted |
| Program Coordinator Police Academy .5 FTE | Unrestricted |
| Writing Center Instructional Assistant .6 FTE | Unrestricted |
| Clerical Assistant .5 FTE AAC | Restricted/Categorical |
| Programmer Analyst SSSP | Restricted/Categorical |

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# Links between Resource Allocations and District Goals and Objectives: New classified/management Positions

- Goal 2: Improve the rate at which students complete degrees, certificates, and transfer objectives
- Goal 4: Engage in best practices to sustain effective operational systems

| New Positions Added | Unrestricted/Restricted |
|---|---|
| Sr. Clerical Assistant SSSP | Restricted/Categorical |
| Writing Center Instructional Assistant ELI .6 FTE | Restricted/Categorical |
| Student Success Coordinators SEP 6 FTE | Restricted/Categorical |
| Research Analyst 1.5 FTE SEP | Restricted/Categorical |
| Senior Lead Coordinator SEP 2 FTE | Restricted/Categorical |
| CTE Grant Manager CTE | Restricted/Categorical |
| Job Developer (2) .5 FTE Workability III | Restricted/Categorical |
| High Tech Manager AAC | Restricted/Categorical |
| Grant Program Specialist C6/CTE .5 FTE | Restricted/Categorical |
| Training Resources Center Specialist | Training Resource Center |
| | |

# FISCAL SOLVENCY PROJECTIONS

| Annual Ongoing Increases | 2016-17 GFU | 2017-18 GFU |
|---|---|---|
| Step & Column | $345,000 | $360,000 |
| H&W Benefits | $0 | $0 |
| PERS (11.847%, 13.047%, 16.6%) | $150,000 | $448,000 |
| STRS (10.73%, 12.58%, 14.43%) | $416,000 | $419,000 |
| Utilities 3% Increase | $50,000 | $50,000 |
| Solar Savings ($119K FY16 + $131K FY17) | ($131,000) | |
| CSEA 1-year stipends eliminated | (164,000) | |
| P&L Insurance change savings | (160,000) | |
| Insurance (WC/P&L) 4% Increase | $40,000 | $40,000 |
| Add FTF –Estimated FON | $400,000 | $200,000 |
| **Total Increased Expenditures** | **$946,000** | **$1,517,000** |
| FTES Growth <1.75% 100 FTES | $ 472,400 | $ 472,400 |
| 1% COLA – State allocation | $ 501,872 | $ 511,615 |

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## Assumed 0% COLA and no growth 16-17 & 17-18

| Fiscal Solvency Projection | 2015-16 GFU | 2016-17 GFU | 2017-18 GFU |
|---|---|---|---|
| State Allocation | $50,187,193 | $50,187,193 | $50,187,193 |
| Federal Revenues | $ 7,000 | $ 7,000 | $ 7,000 |
| Other Income | $ 2,367,909 | $ 2,367,909 | $ 2,367,909 |
| **Total Revenues** | **$52,562,102** | **$52,562,102** | **$52,562,102** |
| Certificated | $22,180,384 | $22,744,486 | $23,117,286 |
| Classified | $ 9,534,973 | $ 9,500,587 | $ 9,637,387 |
| Benefits | $11,751,075 | $12,368,359 | $13,285,759 |
| Materials & Supplies | $ 957,834 | $ 957,834 | $ 957,834 |
| Contracted Services | $ 5,592,513 | $ 5,391,513 | $ 5,481,513 |
| Capital Expenditures | $ 929,964 | $ 929,964 | $ 929,964 |
| Transfer Out/Other Outgo | $ 256,487 | $ 256,487 | $ 256,487 |
| **Total Expenditures** | **$51,203,230** | **$52,149,230** | **$53,666,230** |
| **Surplus/(Deficit)** | **$ 1,358,872** | **$ 412,872** | **$ (1,104,128)** |

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## Assumed 1% COLA and 100 FTES growth 16-17 & 17-18

| Fiscal Solvency Projection | 2015-16 GFU | 2016-17 GFU | 2017-18 GFU |
|---|---|---|---|
| State Allocation | $50,187,193 | $51,161,465 | $52,145,480 |
| Federal Revenues | $ 7,000 | $ 7,000 | $ 7,000 |
| Other Income | $ 2,367,909 | $ 2,367,909 | $ 2,367,909 |
| **Total Revenues** | **$52,562,102** | **$53,536,374** | **$54,520,389** |
| Certificated | $22,180,384 | $22,744,486 | $23,117,286 |
| Classified | $ 9,534,973 | $ 9,500,587 | $ 9,637,387 |
| Benefits | $11,751,075 | $12,368,359 | $13,285,759 |
| Materials & Supplies | $ 957,834 | $ 957,834 | $ 957,834 |
| Contracted Services | $ 5,592,513 | $ 5,391,513 | $ 5,481,513 |
| Capital Expenditures | $ 929,964 | $ 929,964 | $ 929,964 |
| Transfer Out/Other Outgo | $ 256,487 | $ 256,487 | $ 256,487 |
| **Total Expenditures** | **$51,203,230** | **$52,149,230** | **$53,666,230** |
| **Surplus/(Deficit)** | **$ 1,358,872** | **$ 1,387,144** | **$ 854,159** |

# Items to watch for future years:

Note: COS may earn more Access Funding; projecting +180 FTES

- 2016-17:
  - Loss of Prop 30 (EPA) .25% sales tax - 12/31/16 expiration = appx $1.2M to $1.5M for COS annually
  - Increased PERS & STRS costs of $566,000 annually
- 2017-18:
  - Increased PERS & STRS costs of $867,000 annually
- 2018-19:
  - Increased PERS & STRS costs of $625,500 annually
  - Loss of Prop 30 (EPA) increased high-earner income tax 12/31/18 expiration = appx $5M for COS annually

COS will need to set aside ongoing funds to cover PERS/STRS in future years.

# FTES Update Historical Perspective

| Year | Actual FTES | Funded FTES |
|---|---|---|
| 1999-00 | 8,204.79 | 8,204.79 |
| 2000-01 | 8,149.45 | 8,204.79 |
| 2001-02 | 8,419.17 | 8,419.17 |
| 2002-03 | 8,506.82 | 8,506.82 |
| 2003-04 | 8,510.76 | 8,510.76 |
| 2004-05 | 8,620.16 | 8,620.16 |
| 2005-06 | 7,582.27 | 8,620.16 |
| 2006-07 | 8,929.55 | 8,929.55 |
| 2007-08 | 8,209.56 | 8,929.55 |
| 2008-09 | 10,160.04 | 9,042.35 |
| 2009-10 | 10,614.57 | 8,696.69 |
| 2010-11 | 10,561.93 | 8,945.00 |
| 2011-12 | 9,033.30 | 8,261.13 |
| 2012-13 | 8,646.55 | 8,408.26 |
| 2013-14 | 9,448.98 | 8,697.10 |
| 2014-15 | 8,870.40 | 8,870Fdd/8,986cap |
| 2015-16 | *9,010.00?* | *? Funded/9431 cap* |

| Major Categorical Program | 2014-15 Revenues | 2015-16 Revenues |
|---|---|---|
| Basic Skills | $116,692 | $116,692 |
| BFAP Financial Aid | $417,634 | $437,634 |
| EOP&S | $859,235 | $1,165,763 |
| CARE | $127,487 | $213,239 |
| DRC | $1,200,564 | $1,212,810 |
| CalWorks | $362,388 | $366,084 |
| Student Success | $1,262,102 | $2,012,102 |
| Student Equity | $692,650 | $1,542,650 |
| Adjunct Parity | $172,899 | $234,336 |
| TANF | $ 84,311 | $80,095 |
| Scheduled Maintenance | $911,872 | $577,364 |
| Instructional Equipment | $276,873 | $577,364 |
| **Total** | **$6,484,707** | **$8,536,133** |

# Mandate Reimbursement Funds for COS:

- The large “one-time” reimbursement (not the annual block grant) is currently estimated at $4.931M for COS in 2015-16
- The District never budgets mandate reimbursement funds until they are actually received – should be received in December 2015
- Further discussion and research will be presented to the board, including detailed information of possible funding needs.
- When received, options for possible board direction follow. Board direction will be sought in January 2016

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| Description | Reason/Notes |
| --- | --- |
| Transfer $ to Capital Projects Fund for Facility Needs | Bond Funds are completely expended; state scheduled maintenance funds are limited. Emergencies could occur. Cap Projects = 1M bal. |
| Fund OPEB Trust | Increasing our funding lowers our Unfunded Obligation and increases COS' credit rating and fiscal solvency outlook |
| Fund a reserve for increased PERS/STRS costs | Recommended no more than one year, as using 1X $'s for this need builds a fiscal cliff. Possibly fund 17/18 867K |
| Additional Funding for Hanford Quad construction | Available Funds currently $550K for construction. The intended facilities goal may far exceed available funds. |
| Additional Property Purchases in SE quadrant Visalia campus | Board may wish to extend ownership to meet future Visalia campus needs |
| Pool Renovations | Large pool renovations will be needed in the near future to keep the pool in functioning order |

# Farm Budgets

## Agriculture Technology Unit

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 150 |
| 30000 | Benefit Expense | 25 |
| 40000 | Supplies | 2,100 |
| 50000 | Services &Other Op Expenses | 500 |
| | **Total Expense** | **2,775** |
| 88000 | Local Revenue | 0 |
| | Restricted Lottery Supplies Support | 1,000 |

## Alfalfa Unit

| | | |
|---|---|---|
| 40000 | Supplies | 16,000 |
| 50000 | Services & Other Op Expenses | 50,500 |
| | **Total Expense** | **66,500** |
| 88000 | Local Revenue | 27,000 |

## Crops Unit

| | | |
|---|---|---|
| 40000 | Supplies | 17,500 |
| 50000 | Services & Other Op Expenses | 188,300 |
| | **Total Expense** | **205,800** |
| 88000 | Local Revenue | 238,000 |

## Equine Unit

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 12,000 |
| 30000 | Benefit Expense | 350 |
| 40000 | Supplies | 18,750 |
| 50000 | Services & Other Op Expenses | 13,350 |
| | **Total Expense** | **44,450** |
| 88000 | Local Revenue | 14,500 |
| | Restricted Lottery Supplies Support | 15,500 |

## Farm Overhead Unit

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 33,000 |
| 30000 | Benefit Expense | 27,000 |
| 40000 | Supplies | 9,000 |
| 50000 | Services & Other Op Expenses | 91,000 |
| 60000 | Capital Outlay | 4,000 |
| | **Total Expense** | **164,000** |
| 88000 | Local Revenue | 1,000 |
| | Restricted Lottery Supplies Support | 2,250 |

# Farm Budgets

| Beef Unit | | |
|---|---|---|
| 20000 | Classified Salary Expense | 1,500 |
| 30000 | Benefit Expense | 100 |
| 40000 | Supplies | 5,450 |
| 50000 | Services &Other Op Expenses | 600 |
| | **Total Expense** | **7,650** |
| 88000 | Local Revenue | 5,000 |
| | Restricted Lottery Supplies Support | 2,000 |

| Dairy Unit | | |
|---|---|---|
| 50000 | Services & Other Op Expenses | 14,000 |
| 88000 | Local Revenue | 45,000 |

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# Farm Budgets

## Ornamental Horticulture Unit

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 18,000 |
| 30000 | Benefit Expense | 450 |
| 40000 | Supplies | 6,100 |
| 50000 | Services & Other Op Expenses | 975 |
| | **Total Expense** | **25,525** |
| 88000 | Local Revenue | 6,500 |
| | Restricted Lottery Supplies Support | 1,250 |

## Residence - Farm

| | | |
|---|---|---|
| 50000 | Services & Other Op Expenses | 12,000 |
| 88000 | Local Revenue | 28,000 |

## TOTAL FARM UNIT

| | |
|---|---|
| **Total Expense** | **559,825** |
| **Total Revenue** | **372,000** |
| **Total Restricted Lottery Supplies Support** | **27,000** |

## Sheep Unit

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 3,500 |
| 30000 | Benefit Expense | 100 |
| 40000 | Supplies | 3,225 |
| 50000 | Services & Other Op Expenses | 625 |
| | **Total Expense** | **7,450** |
| 88000 | Local Revenue | 3,500 |
| | Restricted Lottery Supplies Support | 1,000 |

## Swine Unit

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 750 |
| 30000 | Benefit Expense | 75 |
| 40000 | Supplies | 8,400 |
| 50000 | Services & Other Op Expenses | 450 |
| | **Total Expense** | **9,675** |
| 88000 | Local Revenue | 3,500 |
| | Restricted Lottery Supplies Support | 4,000 |

# Other Funds

| Farm Special Reserve | | |
|---|---|---|
| 88000 | Local Revenue | 13,400 |

| Linwood Reserve | | |
|---|---|---|
| 88000 | Local Revenue | 15,000 |

| Capital Projects | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 647,200 |
| 60000 | Capital Outlay | 2,663,851 |
| | **Total Expense** | **3,311,051** |
| 86000 | State Revenue | 832,278 |
| 88000 | Local Revenue | 2,177,937 |
| | **Total Revenue** | **2,950,215** |

| Hispanic Serving Institute Trust | | |
|---|---|---|
| 70000 | Other Outgo | 15,000 |
| | **Total Expense** | **15,000** |
| 88000 | Local Revenue | 10,000 |

| Banked Leave | | |
|---|---|---|
| 70000 | Other Outgo | 2,500 |
| 88000 | Local Revenue | 9,500 |

| Hanford General Obligation (GO) Debt Service | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 816,581 |
| 70000 | Other Outgo | 105,419 |
| | **Total Expense** | **922,000** |
| 88000 | Local Revenue | 922,000 |

| Hanford General Oblign. (GO) Debt Service 2nd Issue | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 166,763 |
| 70000 | Other Outgo | 335,000 |
| | **Total Expense** | **501,763** |
| 88000 | Local Revenue | 501,763 |

# Other Funds

## Retiree Health & Welfare

| | | |
|---|---|---|
| 88000 | Local Revenue | 5,000 |

## Visalia General Obligation (GO) Debt Service 2nd Issue

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 232,500 |
| | **Total Expense** | **232,500** |
| 88000 | Local Revenue | 232,500 |

## Visalia General Obligation (GO) Debt Service 3rd Issue

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 206,525 |
| | **Total Expense** | **206,525** |
| 88000 | Local Revenue | 206,525 |

## Hanford General Obligation Bond

| | | |
|---|---|---|
| 40000 | Supplies | 10,000 |
| 50000 | Services & Other Operation Expense | 55,000 |
| 60000 | Capital Outlay | 652,612 |
| | **Total Expense** | **717,612** |

## Visalia General Obligation (GO) Debt Service

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 738,300 |
| 70000 | Other Outgo | 630,000 |
| | **Total Expense** | **1,368,300** |
| 88000 | Local Revenue | 1,368,300 |

## Tulare General Obligation (GO) Debt Service 3rd Issue

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 63,075 |
| | **Total Expense** | **63,075** |
| 88000 | Local Revenue | 63,075 |

# Other Funds

| Visalia General Obligation Bond | | |
|---|---|---|
| 60000 | Capital Outlay | 568,377 |

| Tulare General Obligation (GO) Debt Service | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 764,313 |
| 70000 | Other Outgo | 665,000 |
| | **Total Expense** | **1,429,313** |
| 88000 | Local Revenue | 1,429,313 |

| Tulare General Obligation (GO) Debt Service 2nd Issue | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 178,625 |
| 70000 | Other Outgo | 220,000 |
| | **Total Expense** | **398,625** |
| 88000 | Local Revenue | 398,625 |

| Tulare General Obligation Bond | | |
|---|---|---|
| 70000 | Other Outgo | 2,973,860 |

- *Questions or Comments?*
- *For Board Approval*

COS

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# Final Budget Assumptions

- 2.0% Access Funding (Growth) available for the state
  - With the new growth formula, = 3.2% for COS
  - Budget includes zero FTES growth; any additional growth will be budgeted when realized, later in 2016-17.
- 0% COLA = ***the UnCola***
- Increased Base Funding - $585K Ongoing
  - Intended to help with STRS and PERS Increases & other needs
- Prop 39 (Energy Efficiency) - $350K One-time

*Note: ($1,000,000) placeholder (Prop 30 sales-tax portion expires 12/31/16) - Removed*

# Final Budget Assumptions

- Student Success/SSSP - No increased funding (1:1 Match)
- Student Equity/SEP – No increased funding
- Scheduled Maintenance and Instructional Equipment
  - Scheduled Maintenance 50% = $757K allocation (zero match required)
  - Instructional Equipment 50% = $757K allocation
    - COS budgets $280K per year out of these funds for annual computer refresh
- Strong Workforce Program CTE funding - $200 million statewide
  - Colleges will collaborate with workforce, labor, civic, and other regional partners
  - Allocation formula 60% District/40% Region = $1M to COS (local)

# Tentative Budget - Assumptions

- 2016-17 STRS additional cost $416K (already budgeted in 15-16)
  - Employer contribution rate increased from 10.73% to 12.58% (16-17)
- 2016-17 PERS additional cost $255K (already budgeted in 15-16)
  - Employer contribution rate increased from 11.84% to 13.89% (16-17)
- Budget Placeholder for 2017-18 Increased STRS/PERS - $620K
- Zero H&W cap increase
  - New provider (SISC) = appx 8% reduction from current cost
    - Most savings will be realized by employees rather than District
- Mandated Cost one-time funding - $865K *NOT added to budget yet*
  - Will present ideas and request input during the fall for specific budget approval by the board
  - Will be budgeted when actually received

# PERS and STRS Increases

| Fiscal Year | Total Est. Salaries | STRS Emplr % Rate | STRS increased Cost | PERS Emplr % Rate | PERS increased cost | Total increased cost |
|---|---|---|---|---|---|---|
| 2016-17 | 37,535,106 | 12.58 | 416,078 | 13.89 | 254,864 | 670,942 |
| 2017-18 | 37,810,232 | 14.43 | 418,801 | 15.49 | 201,843 | 620,643 |
| 2018-19 | 38,085,358 | 16.28 | 421,524 | 17.09 | 203,890 | 625,413 |
| 2019-20 | 38,360,484 | 18.13 | 424,247 | 18.59 | 193,065 | 617,312 |
| 2020-21 | 38,635,610 | 19.10 | 223,870 | 19.79 | 155,988 | 379,858 |
| | | | 1,904,520 | | 1,009,650 | 2,914,170 |

# General Fund – Unrestricted & Total

| Description (Final Budget) | 2016-17 GFU | 2016-17 Combined |
|---|---|---|
| State Allocation | $52,938,913 | $52,938,913 |
| | | |
| Other Income | $ 2,656,318 | $17,671,249 |
| **Total Revenues** | **$55,595,231** | **$70,610,162** |
| Certificated | $23,667,551 | $25,503,309 |
| Classified | $10,400,449 | $15,004,062 |
| Benefits | $12,763,581 | $15,435,266 |
| Materials & Supplies | $ 953,884 | $ 1,985,576 |
| Contracted Services | $ 5,693,672 | $ 7,959,044 |
| Capital Expenditures | $ 1,037,264 | $ 2,548,682 |
| Transfer Out/Other Outgo | $ 440,994 | $ 1,536,387 |
| **Total Expenditures** | **$54,957,395** | **$69,972,326** |
| **Surplus/(Deficit)** | **$ 637,836** | **$ 637,836** |

# General Fund – Total (Combined) Fund Balance

| Description - | 2016-17 | |
|---|---|---|
| Beginning Fund Balance | $12,279,261 | |
| Surplus/(Deficit) | $ 637,836 | (Does not include mandate reimb funds) |
| Ending Fund Balance Projected 6/30/17 | $12,917,097 | Board Priority 15% (~22%) |
| | | |

# Links between Resource Allocations & District Goals/Objectives

12 FT Faculty, 5 FT Counselors (categorical), 1 FT Faculty (Curriculum Coordinator), 1 FT-Temporary Librarian and 2 FT (non-tenure track) CCPT Faculty:

Goal 1: Increase Student Enrollment

Goal 2: Improve the rate at which students complete degrees

- DO 2.1 through 2.4: Increase number of students who transfer and earn degrees and certificates, including English, Math, ESL, and Career Tech Ed

Goal 3: Strategically tailor and implement programs and student services that match the unique needs of our student population

- DO 3.1: Reduce achievement gap of disproportionately impacted student groups annually (per SEP)

Mission: Help our diverse student population achieve their transfer and/or occupational objectives; Support students' mastery of basic skills, and provide programs and services that foster student success (e.g. new Math and Science Faculty)

# Links between Resource Allocations & District Goals/Objectives

Four new .5 FTE Academic Lab Assistants (1 CTE, 2 Science, and 1 I.A. Equipment)

Goal 2: Improve the rate at which students complete degrees

- DO 2.1 through 2.4: Increase number of students who transfer and earn degrees and certificates, including English, Math, ESL, and Career Tech Ed

Goal 3: Strategically tailor and implement…academic programs that meet the needs and demands of students and the workforce

One new microcomputer specialist

Goal 4: COS staff will engage in best practices to sustain effective operational systems…for continuous improvement

- Objective 4.2: Improve the efficiency, effectiveness and communication of…technological resources

One new .5 FTE Copy/Mail staff

Goal 4: COS staff will engage in best practices to sustain effective operational systems…for continuous improvement

- Objective 4.2: Improve the efficiency, effectiveness and communication of…technological resources

# Links between Resource Allocations & District Goals/Objectives

## One new Custodial Supervisor

Goal 4: COS staff will engage in best practices to sustain effective operational systems…for continuous improvement

- Objective 4.2: Improve the efficiency, effectiveness and communication of…technological resources

## One new .5 FTE custodian

Goal 4: COS staff will engage in best practices to sustain effective operational systems…for continuous improvement

- Objective 4.2: Improve the efficiency, effectiveness and communication of…technological resources

## Above Base Resource Allocation Funding-Ongoing GF Unrestricted ($150,000 total – an increase of $50,000):

Goal 4: Engage in best practices to sustain effective operational systems for continuous improvement

## Courseleaf Annual Contract ($28,650)

Goal 2: improve the rate at which students complete degrees, certificates, and transfer objectives

- DO 2.1 to 2.3 increase course success and completion

## Links between Resource Allocations & District Goals/Objectives

# Increase summer school budget ($92,500)

Goal 1: Increase student enrollment

Goal 2: improve the rate at which students complete degrees, certificates, and transfer objectives

- DO 2.1 to 2.3 increase course success and completion

# Increase Library LRC hours to 6 PM ($9,800)

Goal 3: Strategically tailor and implement academic programs that match the unique needs of the student population

- DO 3.1 Reduce the achievement gap of disproportionately impacted student groups annually

# Increased funds for law school bar initiative (annual program costs, tutoring/activities, student travel and conferences) ($10,250)

Goal 2: improve the rate at which students complete degrees, certificates, and transfer objectives

- DO 2.1 to 2.3 increase course success and completion

# Athletics Conference Expansion/related Travel Costs ($5,000)

Goal 3: Strategically tailor and implement academic programs that match the unique needs of the student population

# Links between Resource Allocations & District Goals/Objectives

Human Resources increased advertising, fingerprint, TB testing, and ergonomics budgets ($27,650)

Goal 4: Engage in best practices to sustain effective operational systems

- DO 4.2: Improve efficiency, effectiveness and communication of human resources

Fiscal Services loan principal costs and audit fees ($5,540)

Goal 4: Engage in best practices to sustain effective operational systems

- DO 4.2: Improve efficiency, effectiveness and communication of financial resources

Facilities – increased grounds & custodial supplies, increased chartered transportation budgets ($12,000)

Goal 4: Engage in best practices to sustain effective operational systems

- DO 4.2: Improve efficiency, effectiveness and communication of physical resources

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# Links between Resource Allocations and District Goals and Objectives: New classified/management Positions

- Goal 2: Improve the rate at which students complete degrees, certificates, and transfer objectives
- Goal 4: Engage in best practices to sustain effective operational systems

| New Positions Added | Unrestricted/Restricted |
|---|---|
| CTE Lab Assistant/Technician .5 FTE | Unrestricted |
| Equipment Assistant Intermural Athletics .5 FTE | Unrestricted |
| Science Lab Technicians for Hanford & Tulare .5 FTE (two) | Unrestricted |
| Microcomputer Specialist 1 FTE | Unrestricted |
| Copy & Mail Specialist .5 FTE | Unrestricted |
| Custodial Supervisor 1 FTE (Eliminate Custodial Lead) | Unrestricted |
| Custodian .5 FTE | Unrestricted |

# FISCAL SOLVENCY PROJECTIONS

| Annual Ongoing Increases | 2017-18 GFU | 2018-19 GFU |
|---|---|---|
| Step & Column | $443,000 | $450,000 |
| H&W Benefits (for 17-18, Distr pay ½ of 5%) | $165,315 | $0 |
| PERS (13.89% to 15.49% to 17.09%) – but budget one year in advance | $203,890 | $193,000 |
| STRS (12.58% to 14.43% to 16.28%) – but budget one year in advance | $421,523 | $424,200 |
| Utilities 3% Increase | $50,000 | $50,000 |
| Insurance (WC/P&L) 5% Increase | $50,000 | $50,000 |
| Add FT –Estimated FON (4 new/2 retirees) | $158,436 | $158,500 |
| **Total Increased Expenditures** | **$1,492,164** | **$1,325,700** |
| 1.5% COLA 17-18, 2% COLA 18-19, Zero Growth | $ 795,882 | $ 1,078,696 |
| **Total Increased Revenues** | **$ 795,882** | **$ 1,078,696** |

# Assumed COLA: 1.5% 17-18, 2% 18-19; zero growth

| Fiscal Solvency Projection | 2016-17 GFU | 2017-18 GFU | 2018-19 GFU |
|---|---|---|---|
| State Allocation | $52,938,913 | $53,734,795 | $54,813,491 |
| | | | |
| Other Income | $ 2,656,318 | $ 2,656,318 | $ 2,656,318 |
| **Total Revenues** | **$55,595,231** | **$56,391,113** | **$57,469,809** |
| Certificated | $23,667,551 | $24,038,627 | $24,413,127 |
| Classified | $10,400,449 | $ 10,568,789 | $ 10,739,789 |
| Benefits | $12,763,581 | $13,616,329 | $14,296,529 |
| Materials & Supplies | $ 953,884 | $ 953,884 | $ 953,884 |
| Contracted Services | $ 5,693,672 | $ 5,793,672 | $ 5,893,672 |
| Capital Expenditures | $ 1,037,264 | $ 1,037,264 | $ 1,037,264 |
| Transfer Out/Other Outgo | $ 440,994 | $ 440,994 | $ 440,994 |
| **Total Expenditures** | **$54,957,395** | **$56,449,559** | **$57,775,259** |
| **Surplus/(Deficit)** | **$ 637,836** | **$ (58,446)** | **$ (305,450)** |

# FTES Update Historical Perspective

| Year | Actual FTES | Funded FTES |
|---|---|---|
| 1999-00 | 8,204.79 | 8,204.79 |
| 2000-01 | 8,149.45 | 8,204.79 |
| 2001-02 | 8,419.17 | 8,419.17 |
| 2002-03 | 8,506.82 | 8,506.82 |
| 2003-04 | 8,510.76 | 8,510.76 |
| 2004-05 | 8,620.16 | 8,620.16 |
| 2005-06 | 7,582.27 | 8,620.16 |
| 2006-07 | 8,929.55 | 8,929.55 |
| 2007-08 | 8,209.56 | 8,929.55 |
| 2008-09 | 10,160.04 | 9,042.35 |
| 2009-10 | 10,614.57 | 8,696.69 |
| 2010-11 | 10,561.93 | 8,945.00 |
| 2011-12 | 9,033.30 | 8,261.13 |
| 2012-13 | 8,646.55 | 8,466.31 |
| 2013-14 | 9,448.98 | 8,713.55 |
| 2014-15 | 8,868.90 | 8,868.90 |
| 2015-16 | 9,429.00 | *9,399.66?* |
| 2016-17 | *9,400.00?* | *up to 9,733.57?* |

# Categorical/Restricted Programs

| Major Categorical Program | 2015-16 Revenues | 2016-17 Revenues |
|---|---|---|
| Basic Skills | $122,455 | $113,610 |
| Basic Skills Transformation | $0 | $503,030 |
| BFAP Financial Aid | $461,205 | $420,702 |
| EOP&S | $1,165,763 | $1,165,763 |
| CARE | $213,239 | $213,239 |
| DRC /AAC | $1,225,829 | $1,210,979 |
| CalWorks | $376,927 | $367,049 |
| Student Success | $2,400,000 | $2,400,000 |
| Student Equity | $1,492,952 | $1,385,652 |
| Adjunct Parity | $234,336 | $234,336 |
| Strong Workforce | $ 0 | $999,157 |
| Scheduled Maintenance | $577,364 | $757,154 |
| Instructional Equipment | $577,364 | $757,154 |
| **Total** | **$8,847,434** | **$10,527,825** |

# Farm Budgets: Agriculture Instruction Funds

## Agriculture Instruction Overhead

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 33,000 |
| 30000 | Benefit Expense | 27,000 |
| 40000 | Supplies | 4,000 |
| 50000 | Services &Other Op Expenses | 20,000 |
| 60000 | Capital Outlay | 2,000 |
| | **Total Expense** | **86,000** |
| 88000 | Local Revenue | 1,000 |
| | Restricted Lottery Supplies Support | 2,250 |

## Agriculture Technology Unit

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 150 |
| 30000 | Benefit Expense | 25 |
| 40000 | Supplies | 2,100 |
| 50000 | Services & Other Op Expenses | 500 |
| | **Total Expense** | **2,775** |
| 88000 | Local Revenue | 0 |
| | Restricted Lottery Supplies Support | 1,000 |

## Beef Unit

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 1,500 |
| 30000 | Benefit Expense | 100 |
| 40000 | Supplies | 5,450 |
| 50000 | Services & Other Op Expenses | 600 |
| | **Total Expense** | **7,650** |
| 88000 | Local Revenue | 5,000 |
| | Restricted Lottery Supplies Support | 4,000 |

## Equine Unit

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 12,000 |
| 30000 | Benefit Expense | 350 |
| 40000 | Supplies | 18,750 |
| 50000 | Services & Other Op Expenses | 13,350 |
| | **Total Expense** | **44,450** |
| 88000 | Local Revenue | 14,500 |
| | Restricted Lottery Supplies Support | 15,500 |

## Sheep Unit

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 3,500 |
| 30000 | Benefit Expense | 100 |
| 40000 | Supplies | 3,225 |
| 50000 | Services & Other Operation Expenses | 625 |
| | **Total Expense** | **7,450** |
| 88000 | Local Revenue | 3,500 |
| | Restricted Lottery Supplies Support | 4,000 |

# Farm Budgets: Agriculture Instruction Funds (con't)

| Swine Unit | | |
|---|---|---|
| 20000 | Classified Salary Expense | 750 |
| 30000 | Benefit Expense | 75 |
| 40000 | Supplies | 8,400 |
| 50000 | Services & Other Operation Expenses | 450 |
| | **Total Expense** | **9,675** |
| 88000 | Local Revenue | 3,500 |
| | Restricted Lottery Supplies Support | 5,000 |

| Ornamental Horticulture Unit | | |
|---|---|---|
| 20000 | Classified Salary Expense | 18,000 |
| 30000 | Benefit Expense | 450 |
| 40000 | Supplies | 6,100 |
| 50000 | Services & Other Operation Expenses | 975 |
| | **Total Expense** | **25,525** |
| 88000 | Local Revenue | 6,500 |
| | Restricted Lottery Supplies Support | 1,250 |

| Total Agriculture Instruction Funds | |
|---|---|
| **Total Expense** | **183,525** |
| **Total Revenue** | **34,000** |
| **Restricted Lottery Supplies Support** | **33,000** |

# Farm Budgets: Farm Funds

## Alfalfa Unit

| | | |
|---|---|---|
| 40000 | Supplies | 10,000 |
| 50000 | Services & Other Operation Expenses | 40,000 |
| | **Total Expense** | **50,000** |
| 88000 | Local Revenue | 27,000 |

## Farm Overhead Unit

| | | |
|---|---|---|
| 40000 | Supplies | 5,000 |
| 50000 | Services & Other Operation Expense | 69,000 |
| 60000 | Capital Outlay | 4,000 |
| | **Total Expense** | **78,000** |
| 88000 | Local Revenue | 0 |

## Crops Unit

| | | |
|---|---|---|
| 40000 | Supplies | 17,500 |
| 50000 | Services & Other Operation Expenses | 130,000 |
| | **Total Expense** | **147,500** |
| 88000 | Local Revenue | 238,000 |

## Residence-Farm

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 12,000 |
| 88000 | Local Revenue | 28,000 |

## Dairy Unit

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 14,000 |
| 88000 | Local Revenue | 45,000 |

## Total Farm Funds

| | |
|---|---|
| **Total Expense** | **301,500** |
| **Total Revenue** | **338,000** |

## Almonds Unit

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 240,142 |
| 60000 | Capital Outlay | 364,000 |
| | **Total Expense** | **604,142** |

## Almonds Operation Loan

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 248,850 |

# Other Funds

| Farm Special Reserve | | |
|---|---|---|
| 88000 | Local Revenue | 13,400 |

| Linwood Reserve | | |
|---|---|---|
| 88000 | Local Revenue | 15,000 |

| Capital Projects | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 827,155 |
| 60000 | Capital Outlay | 2,458,684 |
| | **Total Expense** | **3,285,839** |
| 86000 | State Revenue | 1,100,729 |

| Hispanic Serving Institute Trust | | |
|---|---|---|
| 70000 | Other Outgo | 12,168 |
| 88000 | Local Revenue | 10,000 |

| Banked Leave | | |
|---|---|---|
| 70000 | Other Outgo | 2,500 |
| 88000 | Local Revenue | 9,500 |

| Hanford General Obligation (GO) Debt Service | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 854,193 |
| 70000 | Other Outgo | 112,807 |
| | **Total Expense** | **967,000** |
| 88000 | Local Revenue | 967,000 |

| Hanford General Oblign. (GO) Debt Service 2nd Issue | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 155,525 |
| 70000 | Other Outgo | 355,000 |
| | **Total Expense** | **510,525** |
| 88000 | Local Revenue | 510,525 |

# Other Funds

## Retiree Health & Welfare

| | | |
|---|---|---|
| 88000 | Local Revenue | 5,000 |

## Visalia General Obligation (GO) Debt Service 2nd Issue

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 232,500 |
| | **Total Expense** | **232,500** |
| 88000 | Local Revenue | 232,500 |

## Visalia General Obligation (GO) Debt Service 3rd Issue

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 206,525 |
| | **Total Expense** | **206,525** |
| 88000 | Local Revenue | 206,525 |

## Hanford General Obligation Bond

| | | |
|---|---|---|
| 60000 | Capital Outlay | 691,896 |

## Visalia General Obligation (GO) Debt Service

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 738,300 |
| 70000 | Other Outgo | 685,000 |
| | **Total Expense** | **1,423,300** |
| 88000 | Local Revenue | 1,423,300 |

## Tulare General Obligation (GO) Debt Service 3rd Issue

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 63,075 |
| | **Total Expense** | **63,075** |
| 88000 | Local Revenue | 63,075 |

# Other Funds

| Tulare General Obligation (GO) Debt Service | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 764,313 |
| 70000 | Other Outgo | 725,000 |
| | **Total Expense** | **1,489,313** |
| 88000 | Local Revenue | 1,489,313 |

| Tulare General Obligation (GO) Debt Service 2nd Issue | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 178,625 |
| 70000 | Other Outgo | 230,000 |
| | **Total Expense** | **408,625** |
| 88000 | Local Revenue | 408,625 |

*Questions or Comments?*

*For Board Approval*

COS

COLLEGE OF THE SEQUOIAS

VISALIA HANFORD TULARE

# College of the Sequoias

## 2017-18

Final Budget

September 11, 2017

# Final Budget

## California Budget for CC's 2017-18; Items of Note:

- 1.56% COLA = approximately $900,000 for COS ongoing
- 1.0% Growth/Access funds (1.71% for COS) = budget assumption is zero growth
  - *Could be $830K if COS reports growth of appx 166 (1.71%)*
- Base increase to cover rising employer pension costs and other rising costs such as utilities and insurance = $1,558,598 in final budget (ongoing)
  - Note: For Final Budget, COS has budgeted ***all*** of these additional funds toward PERS/STRS costs two years in advance: 2018/19 costs of $793K, AND 2019-20 costs of $821K.

# Final Budget

- Plant Maintenance & Instructional Support *one-time* =$655.6K
  - This allows a budget of $328K each for scheduled maintenance and instructional equipment (computer refresh, etc.)
- Prop 39 Energy Efficiency *one-time* = $332,350 for COS
- Only 15 more Prop 51 bond facility projects were approved; COS Basic Skills Building was not one of them.
  - COS should receive funds for Basic Skills Building in 2017-18 or 2018-19
    - With the other 14 remaining Community College funded projects
    - Primary move to Tulare Downtown Annex building for CTE from Buckeye building is planned for fall 2018

# Final Budget

- PERS/STRS increased costs:
  - 2017-18 increased costs of $633K were budgeted last year
  - 2018-19 increased costs of $793K are budgeted 1 year in advance and are included final budget for 2017-18
  - Since the state gave COS $1.56M to primarily cover PERS/STRS increased costs, 2019-20 increased costs of $821K are budgeted 2 years in advance and are included in final budget for 2017-18
- Student Success and Support (SSSP) and Student Equity (SEP) are budgeted equal to prior year funding
- Strong Workforce (SWP) 2016-17 regional (appx $500K) and local (appx $1M) will primarily be carried forward into 2017-18. The 2017-18 allocation is similar: $500K regional, $1.05M local.
- $150M for one-time Guided Pathways grants – not budgeted
  - to support development of an integrated approach to student success through a Guided Pathways framework – appx $1.25M for COS over five years – admin and faculty are researching

# PERS & STRS Increased Employer Costs

COLLEGE OF THE SEQUOIAS

| Fiscal Year | New total salaries | STRS creditable earnings | STRS Employer % Rate | STRS increase | STRS increased cost | STRS Accumulated increased cost from FY15 | PERS creditable earnings | PERS Employer Rate | PERS increase | PERS increased cost | PERS Accumulated increased cost from FY15 | Total Annual Increase |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2014/2015 | 34,450,471 | 19,166,938 | 8.88 | 0.0063 | **120,752** | 120,752 | 11,288,373 | 0.11771 | 0.00329 | **37,139** | 37,139 | 157,890 |
| 2015/2016 | 37,263,295 | 20,513,374 | 10.73 | 0.0185 | **379,497** | 500,249 | 12,061,443 | 0.11850 | 0.00079 | **9,529** | 46,667 | 389,026 |
| 2016/2017 | 41,960,918 | 22,755,902 | 12.58 | 0.0185 | **420,984** | 921,233 | 14,150,730 | 0.13888 | 0.02038 | **288,392** | 335,059 | 709,376 |
| 2017/2018 | 41,992,399 | 22,755,902 | 14.43 | 0.0185 | **420,984** | 1,342,217 | 14,150,730 | 0.15531 | 0.01643 | **232,497** | 567,556 | 653,481 |
| 2018/2019 | 42,391,653 | 22,967,507 | 16.28 | 0.0185 | **424,899** | 1,767,116 | 14,338,380 | 0.18100 | 0.02569 | **368,353** | 935,909 | 793,252 |
| 2019/2020 | 42,790,907 | 23,179,111 | 18.13 | 0.0185 | **428,814** | 2,195,930 | 14,526,029 | 0.20800 | 0.02700 | **392,203** | 1,328,111 | 821,016 |
| 2020/2021 | 43,190,161 | 23,390,716 | 19.10 | 0.0097 | **226,890** | 2,422,820 | 14,713,679 | 0.23800 | 0.03000 | **441,410** | 1,769,522 | 668,300 |
| 2021/2022 | 43,589,415 | 23,602,320 | 19.10 | 0 | 0 | 2,422,820 | 14,901,328 | 0.25200 | 0.01400 | **208,619** | 1,978,140 | 208,619 |
| 2022/2023 | 43,988,669 | 23,813,925 | 19.10 | 0 | 0 | 2,422,820 | 15,088,977 | 0.26100 | 0.00900 | **135,801** | 2,113,941 | 135,801 |
| 2023/2024 | 44,387,923 | 24,025,530 | 19.10 | 0 | 0 | 2,422,820 | 15,276,627 | 0.26800 | 0.00700 | **106,936** | 2,220,878 | 106,936 |
| 2024/2025 | 44,787,177 | 24,237,134 | 19.10 | 0 | 0 | 2,422,820 | 15,464,276 | 0.27300 | 0.00500 | **77,321** | 2,298,199 | 77,321 |
| | | | | | | | | | | | | **4,721,019** |

# Enrollment Management - FTES

## 2017-18 FTES Projection for Final Budget (ZERO growth):

| 2017-18 FTES Estim for Budget | Actual Hours of Attendance | Weekly Attendance Method | Indep Weekly Attdc Meth | Daily Attendance Method | Indep Daily Attdc Method | Total |
|---|---|---|---|---|---|---|
| Summer 2016 | 46 | | | 111 | 29 | 186 |
| Fall 2016 | 471 | 3,844 | 271 | 69 | 86 | 4,741 |
| Spring 2017 | *453* | 3,398 | 285 | 92 | 91 | 4,319 |
| Summer 2017 | *22* | | | *334* | *98* | *454* |
| TOTAL | | | | | | *9,700* |
| *"Pushed" from 2nd session summer 2017 into 2017-18* | | | | | | *88* |
| BUDGETED | | | | | | *9,788* |

# Enrollment Management - FTES

2017-18 FTES projection (*IF we grow by 1.75% in spring and summer 2018!*):

| 2017-18 FTES projections | Actual Hours of Attendance | Weekly Attendance Method | Indep Weekly Attdc Meth | Daily Attendance Method | Indep Daily Attdc Method | Total |
|---|---|---|---|---|---|---|
| Summer 2017 | | | | 117 | 36 | 153 |
| Fall 2016 | *480* | 3,831 | 345 | 92 | 114 | 4,862 |
| Spring 2017 | *402* | *3464* | *285* | *95* | *93* | *4,339* |
| Summer 2017 | *22* | | | *350* | *102* | *504* |
| TOTAL | | | | | | *9,858* |
| *"Pushed" from 2nd session summer 2017 into 2017-18* | | | | | | *88* |
| TOTAL | | | | | | *9,946* |

COLLEGE OF THE SEQUOIAS

# FTES Update Historical Perspective

| Year | Actual FTES | Funded FTES |
|---|---|---|
| 2000-01 | 8,149.45 | 8,204.79 |
| 2001-02 | 8,419.17 | 8,419.17 |
| 2002-03 | 8,506.82 | 8,506.82 |
| 2003-04 | 8,510.76 | 8,510.76 |
| 2004-05 | 8,620.16 | 8,620.16 |
| 2005-06 | 7,582.27 | 8,620.16 |
| 2006-07 | 8,929.55 | 8,929.55 |
| 2007-08 | 8,209.56 | 8,929.55 |
| 2008-09 | 10,160.04 | 9,042.35 |
| 2009-10 | 10,614.57 | 8,696.69 |
| 2010-11 | 10,561.93 | 8,945.00 |
| 2011-12 | 9,033.30 | 8,261.13 |
| 2012-13 | 8,646.55 | 8,466.31 |
| 2013-14 | 9,448.98 | 8,713.55 |
| 2014-15 | 8,868.90 | 8,868.90 |
| 2015-16 | 9,430.28 | 9430.28 |
| 2016-17 | 9,700.00 (+88) | *up to 9,740* |
| 2017-18 | ***9,788 (?)*** | *up to appx 9,866* |

# Fiscal Solvency Projections

## Step and Column Costs

*(Cost of 1% = information only; not in budget projections)*

| Description | COSTA | CSEA | COSAFA | Mgt/Conf | Total |
|---|---|---|---|---|---|
| Cost – Step and Column (Unrestricted) | 211,700 | 205,200 | 0 | 80,700 | 497,600 |
| Cost of 1% (Unrestricted Only) | 187,200 | 87,000 | 44,200 | 58,200 | 376,600 |
| Cost of 1% (Combined Unrestr. & Restr.) | 208,200 | 127,000 | 47,000 | 73,400 | 455,600 |

# Fiscal Solvency Projections

2018-19

- Assume 0% growth for 18-19
- Assume no base increase
- Assume 1% COLA = $569,000 ongoing

  = <u>$574K new revenues 18-19</u>

2019-20

- Assume 0% growth for 19-20
- Assume 1% COLA for 19-20 = $575,000 ongoing

  = <u>$580K new revenues for 19-20</u>

# Projected Budget - Fiscal Solvency Plan *Unrestricted Only*

1% COLA and 0 Growth estimated for 18-19

1% COLA and 0 Growth estimated for 19-20

| Description | 2017-18 | 2018-19 | 2019-20 |
|---|---|---|---|
| State Allocation | 57,244,798 | 57,819,000 | 58,399,000 |
| Local and Federal Funds | 2,860,407 | 2,860,000 | 2,860,000 |
| Total Revenue | 60,105,205 | 60,679,000 | 61,259,000 |
| Expenditures (GF 1000 to 7000) | 58,166,124 | 58,166,000 | 59,762,300 |
| Step/Column | | 498,000 | 498,000 |
| Utilities/insurance/other | | 100,000 | 100,000 |
| Savings from GFU retirees (est 4 each year) | | (520,000)? | (520,000)? |
| Cost of New FON (est 8 each year) | | 850,000? | 850,000? |
| Cost of PERS/STRS 2020/21 *Bdgt 2 yrs in advance* | | 668,300 | |
| Cost of PERS/STRS 2021/22 *Bdgt 2 yrs in advance* | | | 208,600 |
| Total Expenditures | 58,166,124 | 59,762,300 | 60,898,900 |
| Structural Surplus/(Deficit) projected | 1,939,081 | 916,700 | 360,100 |

## New: 15 Full Time Faculty, 2 Full Time Counselors (categorical), 1 Library Faculty:

Goal 1: Increase Student Enrollment

Goal 2: Improve the rate at which students complete degrees

- DO 2.1 through 2.4: Increase number of students who transfer and earn degrees and certificates, including English (3 FTF), Career Tech Ed (3 FTF), Child Dev (2 FTF), Library Faculty, etc.

Goal 3: Strategically tailor and implement programs and student services that match the unique needs of our student population

- DO 3.1: Reduce achievement gap of disproportionately impacted student groups annually (per SEP)

Mission: Help our diverse student population achieve their transfer and/or occupational objectives; Support students' mastery of basic skills, and provide programs and services that foster student success (e.g. new faculty and counselors)

# Links between Resource Allocations & District Goals/Objectives

## One new Dual Enrollment Director

Goal 1: Increase student enrollment

Goal 2: Improve the rate at which students complete degrees, certificates, and transfer objectives

- DO 2.1 to 2.3 increase course success and completion

Goal 3: Strategically tailor and implement academic programs that meet the needs and demands of students and the workforce

- DO 3.1 Reduce the achievement gap of disproportionately impacted student groups annually

## One new Associate Dean/Director of Allied Health

Goal 2: Improve the rate at which students complete degrees, certificates and transfer objectives

- DO 2.1 through 2.4: Increase number of students who transfer and earn degrees and certificates, including English, Math, ESL, and Career Tech Ed

Goal 3: Strategically tailor and implement academic programs and student services that meet the needs and demands of students and the workforce

- DO 3.1 Reduce the achievement gap of disproportionately impacted student groups annually

# Links between Resource Allocations & District Goals/Objectives

## New part-time ESL Instructional Specialist -Hanford & Tulare

Goal 2: Improve the rate at which students complete…certificates and transfer objectives

- DO 2.1 through 2.4: Increase number of students who transfer and earn degrees and certificates, including English, Math, and ESL

Goal 3: Strategically tailor and implement academic programs and student services that match the unique needs of the student population

## One new Maintenance Mechanic

Goal 4: COS staff will engage in best practices to sustain effective operational systems…for continuous improvement

- DO 4.2: Improve the efficiency, effectiveness and communication of…physical resources

## One new .5 FTE District Safety Specialist

Goal 4: COS staff will engage in best practices to sustain effective operational systems…for continuous improvement

- DO 4.2: Improve the efficiency, effectiveness and communication of…physical resources

## Increase Library Technician position range

Goal 3: Strategically tailor and implement academic programs that match the unique needs of the student population

- DO 3.1 Reduce the achievement gap of disproportionately impacted student groups annually

## Increase Hub Clerical Staff position to 1.0 FTE

Goal 2: Improve the rate at which students complete degrees, certificates, and transfers

- DO 2.1 – 2.3 Increase number of students who earn degrees, certificates, or are transfer-prepared annually, and increase course completion rates

Goal 3: Strategically tailor and implement…student services that match the unique needs of the student population

## Increase LRC funds for textbooks lent from library ($8,000)

Goal 2: Improve the rate at which students complete degrees, certificates, and transfers

- DO 2.1 – 2.3 Increase number of students who earn degrees, certificates, or are transfer-prepared annually, and increase course completion rates

Goal 3: Strategically tailor and implement student services that match the unique needs of the student population

- DO 3.1 Reduce the achievement gap of disproportionately impacted student groups annually

Increase Learning Resource Center funds for summer adjunct hourly librarian work ($5,800) and for summer school help desk staff and tutorial staff ($5,000)

See Goals and Objectives below

Allocate funding for Learning Resource Center online tutoring through Net Tutor ($8,000)

Goal 2: Improve the rate at which students complete degrees, certificates, and transfers

- DO 2.1 – 2.2 Increase number of students who earn degrees, certificates, or are transfer-prepared annually.
- DO 2.3 Increase course success and completion rates in pre-transfer English, Math, and ESL annually

Goal 3: Strategically tailor and implement  academic and student services that match the unique needs of the student population

- DO 3.1 Reduce the achievement gap of disproportionately impacted student groups annually

## Links between Resource Allocations & District Goals/Objectives

Increase Police Department funds for key replacements and alarm monitoring/maintenance ($6,192)

Goal 4: Engage in best practices to sustain effective operational systems

- DO 4.2: Improve efficiency, effectiveness and communication of physical resources

Increase funds for Police staff paid out of unrestricted General Fund, rather than increasing parking fees (helps cover full staff, and past years' salary and benefits increases) ($32,000)

Goal 4: Engage in best practices to sustain effective operational systems

- DO 4.2: Improve efficiency, effectiveness of…resources

Increase funds for Facilities Dept – annual hazardous waste disposal needs, artificial turf sanitization, lab fume hood inspections, and bleacher inspections ($23,500)

Goal 4: Engage in best practices to sustain effective operational systems

- DO 4.2: Improve efficiency, effectiveness and communication of physical resources

Increase funds for Human Resources – interpreting services and Police Officer background checks ($5,600)

Goal 4: Engage in best practices to sustain effective operational systems

- DO 4.2: Improve efficiency, effectiveness and communication of human resources

Increase funds for Human Resources – Online Applications Software ($10,000)

Goal 4: Engage in best practices to sustain effective operational systems

- DO 4.2: Improve efficiency, effectiveness and communication of human resources

Increase funds for Athletics Department – officials fees – cost increase ($4,000)

Goal 3: Strategically tailor and implement academic programs that match the unique needs of the student population

## Increase funds for Physical Therapy Assistant Program – CAPTE required accreditation fees, and annual clinical instructor required training ($2,000)

Goal 3: Strategically tailor and implement academic programs that match the unique needs of the student population and demands of ongoing changes in workforce development.

- DO 3.2 Increase training for academic services faculty to respond to the unique needs of our student population

Goal 4: Faculty will engage in staff development to sustain effective operational systems…and continuous improvement

## Allocate funds for new CTE instructional building – Tulare Downtown Annex – utility and wireless costs ($20,000)

Goal 4: Engage in best practices to sustain effective operational systems

- DO 4.2: Improve efficiency, effectiveness and communication of physical resources

## Increase funds for Facilities/Safety Council to annually address facility safety needs ($5,000)

Goal 4: Engage in best practices to sustain effective operational systems

- DO 4.2: Improve efficiency, effectiveness and communication of physical resources

# Categorical/Restricted Programs

| Major Categorical Program | 2016-17 Revenues | 2017-18 Revenues |
|---|---|---|
| Basic Skills | $149,735 | $122,455 |
| BFAP Financial Aid | $430,702 | $450,520 |
| EOP&S | $1,251,350 | $1,270,871 |
| CARE | $226,442 | $229,974 |
| DRC /AAC | $1,161,972 | $1,167,721 |
| CalWorks | $529,322 | $502,856 |
| Student Success | $3,281,374 | $2,953,236 |
| Student Equity | $1,455,356 | $1,455,356 |
| Adjunct Parity | $244,447 | $250,516 |
| Basic Skills Transformation | $503,030 | $514,037 |
| Scheduled Maintenance | $757,155 | $327,807 |
| Instructional Equipment | $757,154 | $327,806 |
| **Total** | **$10,748,039** | **$9,573,155** |

# Farm Budgets: Agriculture Instruction Funds

## Agriculture Instruction Overhead

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 33,000 |
| 30000 | Benefit Expense | 27,000 |
| 40000 | Supplies | 4,000 |
| 50000 | Services &Other Op Expenses | 20,000 |
| 60000 | Capital Outlay | 2,000 |
| | **Total Expense** | **86,000** |
| 88000 | Local Revenue | 1,000 |
| | Restricted Lottery Supplies Support | 2,250 |

## Agriculture Technology Unit

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 150 |
| 30000 | Benefit Expense | 25 |
| 40000 | Supplies | 2,100 |
| 50000 | Services & Other Op Expenses | 500 |
| | **Total Expense** | **2,775** |
| 88000 | Local Revenue | 0 |
| | Restricted Lottery Supplies Support | 1,000 |

## Beef Unit

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 1,500 |
| 30000 | Benefit Expense | 100 |
| 40000 | Supplies | 5,450 |
| 50000 | Services & Other Op Expenses | 600 |
| | **Total Expense** | **7,650** |
| 88000 | Local Revenue | 5,000 |
| | Restricted Lottery Supplies Support | 4,000 |

## Equine Unit

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 12,000 |
| 30000 | Benefit Expense | 350 |
| 40000 | Supplies | 18,750 |
| 50000 | Services & Other Op Expenses | 13,350 |
| | **Total Expense** | **44,450** |
| 88000 | Local Revenue | 14,500 |
| | Restricted Lottery Supplies Support | 15,500 |

## Sheep Unit

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 3,500 |
| 30000 | Benefit Expense | 100 |
| 40000 | Supplies | 3,225 |
| 50000 | Services & Other Operation Expenses | 625 |
| | **Total Expense** | **7,450** |
| 88000 | Local Revenue | 3,500 |
| | Restricted Lottery Supplies Support | 4,000 |

# Farm Budgets: Agriculture Instruction Funds (con't)

| Swine Unit | | |
|---|---|---|
| 20000 | Classified Salary Expense | 750 |
| 30000 | Benefit Expense | 75 |
| 40000 | Supplies | 8,400 |
| 50000 | Services & Other Operation Expenses | 450 |
| | **Total Expense** | **9,675** |
| 88000 | Local Revenue | 3,500 |
| | Restricted Lottery Supplies Support | 5,000 |

| Ornamental Horticulture Unit | | |
|---|---|---|
| 20000 | Classified Salary Expense | 18,000 |
| 30000 | Benefit Expense | 450 |
| 40000 | Supplies | 6,100 |
| 50000 | Services & Other Operation Expenses | 975 |
| | **Total Expense** | **25,525** |
| 88000 | Local Revenue | 6,500 |
| | Restricted Lottery Supplies Support | 1,250 |

| Total Agriculture Instruction Funds | |
|---|---|
| **Total Expense** | **183,525** |
| **Total Revenue** | **34,000** |
| **Restricted Lottery Supplies Support** | **33,000** |

# Farm Budgets: Farm Funds

## Alfalfa Unit

| | | |
|---|---|---|
| 40000 | Supplies | 10,000 |
| 50000 | Services & Other Operation Expenses | 40,000 |
| | **Total Expense** | **50,000** |
| 88000 | Local Revenue | 27,000 |

## Crops Unit

| | | |
|---|---|---|
| 40000 | Supplies | 17,500 |
| 50000 | Services & Other Operation Expenses | 130,000 |
| | **Total Expense** | **147,500** |
| 88000 | Local Revenue | 238,000 |

## Dairy Unit

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 14,000 |
| 88000 | Local Revenue | 45,000 |

## Almonds Unit

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 120,000 |
| | **Total Expense** | **120,000** |

## Farm Overhead Unit

| | | |
|---|---|---|
| 40000 | Supplies | 5,000 |
| 50000 | Services & Other Operation Expense | 69,000 |
| 60000 | Capital Outlay | 4,000 |
| | **Total Expense** | **78,000** |
| 88000 | Local Revenue | 0 |

## Residence-Farm

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 12,000 |
| 88000 | Local Revenue | 28,000 |

## Total Farm Funds

| | |
|---|---|
| **Total Expense** | **421,500** |
| **Total Revenue** | **338,000** |

# Other Funds

| Farm Special Reserve | | |
|---|---|---|
| 88000 | Local Revenue | 5,000 |

| Linwood Reserve | | |
|---|---|---|
| 88000 | Local Revenue | 27,000 |

| Capital Projects | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 572,870 |
| 60000 | Capital Outlay | 3,930,441 |
| | **Total Expense** | **4,503,311** |
| 86000 | State & Local Revenue | 1,177,618 |

| Hispanic Serving Institute Trust | | |
|---|---|---|
| 88000 | Local Revenue | 10,000 |

| Banked Leave | | |
|---|---|---|
| 70000 | Other Outgo | 2,500 |
| 88000 | Local Revenue | 10,000 |

| Hanford General Obligation (GO) Debt Service | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 894,194 |
| 70000 | Other Outgo | 117,806 |
| | **Total Expense** | **1,012,000** |
| 88000 | Local Revenue | 1,012,000 |

| Hanford General Oblign. (GO) Debt Service 2nd Issue | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 142,575 |
| 70000 | Other Outgo | 385,000 |
| | **Total Expense** | **527,575** |
| 88000 | Local Revenue | 527,575 |

# Other Funds

## Retiree Health & Welfare

| | | |
|---|---|---|
| 88000 | Local Revenue | 5,000 |

## Visalia General Obligation (GO) Debt Service 2nd Issue

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 232,500 |
| | **Total Expense** | **232,500** |
| 88000 | Local Revenue | 232,500 |

## Visalia General Obligation (GO) Debt Service 3rd Issue

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 206,525 |
| 70000 | Other Outgo | 20,000 |
| | **Total Expense** | **226,525** |
| 88000 | Local Revenue | 226,525 |

## Hanford General Obligation Bond

| | | |
|---|---|---|
| 60000 | Capital Outlay | 500 |
| 88000 | Local Revenue | 500 |

## Visalia General Obligation (GO) Debt Service

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 738,300 |
| 70000 | Other Outgo | 745,000 |
| | **Total Expense** | **1,483,300** |
| 88000 | Local Revenue | 1,483,300 |

## Tulare General Obligation (GO) Debt Service 3rd Issue

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 63,075 |
| | **Total Expense** | **63,075** |
| 88000 | Local Revenue | 63,075 |

# Other Funds

## Tulare General Obligation (GO) Debt Service

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 764,313 |
| 70000 | Other Outgo | 785,000 |
| | **Total Expense** | **1,549,313** |
| 88000 | Local Revenue | 1,549,313 |

## Tulare General Obligation (GO) Debt Service 2nd Issue

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 178,625 |
| 70000 | Other Outgo | 250,000 |
| | **Total Expense** | **428,625** |
| 88000 | Local Revenue | 428,625 |

## Tulare General Obligation (GO) Debt Service 4th Issue

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 131,775 |
| 70000 | Other Outgo | 105,000 |
| | **Total Expense** | **236,775** |
| 88000 | Local Revenue | 236,775 |

# Other Funds

| Hanford (GO) Debt Service Refunding Series C | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 331,418 |
| 70000 | Other Outgo | 265,000 |
| | **Total Expense** | **596,418** |
| 88000 | Local Revenue | 596,418 |

| Visalia (GO) Debt Service Refunding Series D | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 477,140 |
| 70000 | Other Outgo | 365,000 |
| | **Total Expense** | **842,140** |
| 88000 | Local Revenue | 842,140 |

| Tulare (GO) Debt Service Refunding Series E | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 363,835 |
| 70000 | Other Outgo | 305,000 |
| | **Total Expense** | **668,835** |
| 88000 | Local Revenue | 668,835 |

# Notes: Closing books 2016-17

Additional funds have added to General Fund Reserve (fund balance) at close of 2016-17

- Actual FTES over budgeted  brought additional revenue
  - 9700 final – 9400 adopted = 300 FTES = $1.5M additional revenue
- Portions of General Fund Unrestricted District budgets go unspent each year (comprised of over 1,000 account lines)
  - Totaled 1.1M at close; $560K is approved carryover
- Unspent Non-Instructional Equipment One-time funding projects – carried over $138,407
- Total of $3,363,601 fell to fund balance at close ($465k is designated for use in FY17/18)

# Final Adopted Budget

***QUESTIONS?***

***COMMENTS?***

***FINAL BUDGET PRESENTED FOR BOARD APPROVAL***

Budget Committee Meeting Minutes
January 22, 2015
3:00-5:00
Sequoia 18

**Members Present**

| | |
|---|---|
| Administration: | Christine Statton - Co-Chair, David Loverin |
| Faculty: | Marla Prochnow, Mike Skaff, Linda Yamakawa |
| Adjunct Faculty | |
| Classified: | Stephen Meier, Amelia Sweeney |
| Confidential: | Mary Schaefer – Co-Chair |
| Students: | |
| Non-Voting Member: | Leangela Miller-Hernandez |

**Members Absent**

| | |
|---|---|
| Administration: | Tim Hollabaugh, Kristin Robinson |
| Faculty: | Matt Bourez |
| Adjunct Faculty: | Anne Leonard |
| Classified: | |
| Confidential: | |
| Student: | Josh Avila |
| Non-Voting Member: | |

Guests:

1. **Call to Order**
Christine Statton called the meeting to order at 3:05.

2. **Approval of the December 4, 2014 Budget Committee Minutes**
Marla Prochnow moved to approve the minutes of 12/4/14 and Mike Skaff seconded the motion. No further discussion. Motion passed unanimously.

3. **Report to Committee**
**District Governance Senate Actions –** Christine Statton reported that DGS gave final approval of the Master Plan and it will go to the Board for approval in February.
**Board of Trustees Actions and Items –** Christine Statton discussed the $3 million dollar solar project that will go to the Board for final approval at the January 23rd Board Retreat/Planning Session. The project will cover two rows, not complete rows, of parking spaces in the northeast corner of parking lot 7 (30% of project) and install a solar field on the Tulare campus (70% of project). The District has a 0% interest loan from the California Energy Commission with the payback of $150,000 per year for 20 years. Over 25 years there should be discounted savings of $4.5 million. She also briefly discussed the (OPEB - Other Post Employee Benefits) Actuarial Study that looks at how the District is going to fund the liability for retiree health benefits.

4. **Above-Base Resource Requests**
Christine Statton explained the ranking sheet and reviewed each request listed. She encouraged members to go to the actual Program Review as they are ranking the requests. She informed the committee that John Bratsch requested to pull the On-line Job Application request and pointed out that reference line 12 should be Bleacher Shades and reference line 13 should be Seatrain-Ag Tech Equipment. There was discussion about 75AC ($76,750) for desks and chairs in Kaweah 204A. Additional information is needed for this request (installation costs) and will be forwarded to the committee. There was discussion about the cameras and the barcode system, seatrains and Tuff Sheds. There is $482,000 of requests, but only $200,000 for funding. Committee members are not to include the On-line Application or Bleacher Shades in their ranking. All ranking results are due to Christine Statton by February 10th (do not sort rankings).

5. **Mid-Year Report**
Christine Statton reviewed each Initiative in the mid-year report. It was recommended that the second sentence of Initiative #3 be amended to read “The Committee monitored and assessed the alignment of prior year above-base funded requests through analyzing the Resources Allocation Assessment Memos collected this fall 2014 from each recipient, and *reviewed alignment* with District Objectives”.
Marla Prochnow moved to approve the report, as amended, and Mike Skaff seconded the motion. No further discussion. Motion passed unanimously.

6. **Governor's January State Budget Proposal**
Christine Statton reviewed a handout of the proposed budget that the committee needs to analyze to make recommendations on budget assumptions. She pointed out that this is the most generous proposal presented in many years, but also noted that the majority of funds are one-time funds. She discussed the change in the way Access (growth) is funded and that how much we actually grow that will determine the funding we receive. Our FTES and enrollment is declining slightly and the District is doing everything it can to increase them, but there is concern about budgeting any growth money. It's hard to reasonably build a budget for next year on growth that we don't know will come in. She talked about proposing some late start classes and reworking summer to see what can be added. There was additional discussion about enrollment being down and Marla Prochnow suggested the District start planning early to get summer school information out to students sooner and giving assessment tests to high school students early to determine if they have to take the English 251 prerequisite. She also recommended advertising summer school to parents of students attending university. These students come home for the summer and take classes at community colleges.

7. **P1 Apportionment Attendance Report (CCFS 320)**
Christine Statton briefly reviewed this report with the above handout and pointed out the total FTES of 8,986, which is down from projected.

8. **Budget and Fiscal Items on Board Agenda**
These items were not reviewed.

9. **Items for Next Agenda**
Nothing was requested for the next meeting.

10. **Date of Next Meeting**
February 12, 2015

11. **Adjourn**
The meeting was adjourned at 4:30.

Budget Committee Meeting Minutes
January 23, 2014
3:00-5:00
PCR

**Members Present**

| | |
|---|---|
| Administration: | Christine Statton, Co-Chair, Dianna Fauvor, Kristin Hollabaugh, Tim Hollabaugh, |
| Faculty: | Matt Bourez, Marla Prochnow, Mike Skaff, Linda Yamakawa |
| Adjunct Faculty | |
| Classified: | Stephen Meier, Amelia Sweeney |
| Confidential: | Omar Gutierrez, Co-Chair |
| Students: | Alex Bony, Michelle Rivera |
| Non-Voting Member: | Leangela Miller-Hernandez, Designee |

**Members Absent**

| | |
|---|---|
| Administration: | |
| Faculty: | |
| Adjunct Faculty: | Anne Leonard |
| Classified: | |
| Student: | |

**Guests**

1. **Call to Order**
   Christine Statton called the meeting to order at 3:04
2. **Approval of the December 5, 2013 Budget Committee Minutes**
   Tim Hollabaugh moved to approve the minutes of 12/5/13 and Amelia Sweeney seconded the motion. Motion passed unanimously.
3. **Report to Committee**
   **District Governance Senate Actions –** Christine Statton briefly reviewed the standing report that will be presented at DGS next Tuesday. There was nothing to report back from DGS as they have not met since the committee's December meeting.
   **Board of Trustees Actions and Items-**Christine Statton spoke about the presentation she gave regarding the Look Back Period that must be established for the Affordable Care Act. The Look Back Period will be used to determine if someone is working 30 hours per week and how long they have to be covered.
4. **Above-Base Requests**
   Christine Statton used the summary handout to go over each above-base request. She pointed that things are listed in priority order from the departments.
   There was a lengthy discussion about requests submitted that were not listed or were not specifically stated in Program Review. Matt Bourez informed the committee that being tied to a District Objective is the second route into the Resource Allocation Model (it does not have to be in Program Review). It was determined that if a request was sent to the committee it needed to be ranked.
   Tim Hollabaugh talked about the request for 30 Adobe Licenses. The quote received was for individual licenses, but that's not what we use in a lab environment and Adobe doesn't sell groups licenses any more. We can purchase a subscription for $200 per seat per year ($6,000 annually) or enter into a campus agreement like we have with Microsoft. A campus agreement with Adobe will cost approximately $28,710 annually. Tim explained that the District currently has 33 concurrent licenses for the business department and as long as only 33 people are using the software, at one time, this can be covered with what we have for $0 cost. It was determined that we will use the 33 licenses COS already has with a $0 cost.
   The committee voted to remove the one-time counselor training from the above-base requests as it does not fit into any of the categories. Dianna Fauvor abstained from voting.
   Trench thru roadway-drainage was not forwarded to the committee and was added to the list in error. It will be removed.
   There was a lot of discussion about asking questions and gathering additional information for the requests. Christine Statton asked that any questions be sent to her and Omar Gutierrez and they will forward them to the appropriate person.
   Rankings and recommendations need to be finished by the February 13th meeting. Committee members will rank each request individually, using the rubric, and send their scoring results to Christine Statton and Omar Gutierrez.

The results will be compiled and brought to the February 13th meeting. A column will be added to the summary page for scoring each request, and will be resent to the committee. The updated spreadsheet will drop off the requests not being considered. Christine Statton asked that committee members bring their rationale to the February 13th meeting for discussion. She told committee members to feel free to review Program Reviews. There is a summary table in the last section of a Program Review that tells where you will find the information from the request.

5. **Mid-Year Report**

Omar Gutierrez reviewed the Mid-Year Report. The report is to update DGS on what the committee is doing to accomplish the initiatives created at the beginning of the year. The report will be given to DGS at their January 28th meeting. The information in the report was collected at the informal meeting held on January 9, 2014 and was to be completed by the co-chairs. Christine Statton explained the *Carried Forward* results listed for a few of the initiatives. It differs from satisfactory in that we haven't accomplished that much yet. We are still working on this task. She asked if everyone felt comfortable with the *Needs Improvement* result on the last initiative. There were no comments from the committee. There was a brief discussion about adding the actual task date to the report and not have just the date the information was entered.

6. **Governor's January Budget Proposal**

Christine Statton reviewed the highlights of the Governor's January Budget Proposal handout along with the cursory assumptions. Some assumptions cannot be changed but with others there might be a little room for change. She pointed out that the Resource Allocation Manual has reviewing and revising budget assumptions as a Budget Committee task.

Matt Bourez asked if the payment of deferrals is going to help cut down on loans for cash flow. Christine Statton said with this proposal the District may be able to lower or eliminate one of the sources used for cash flow.

7. **Full-Time Faculty Obligation Number (FON)**

Christine Statton informed the committee that the FON has been unfrozen. COS will have to hire 9 employees to reach its required FON for 2014-15.

8. **Budget and Fiscal Items on Board Agenda**

Leangela Miller-Hernandez reviewed the Working Budget that was approved by the Board at the January 13th meeting. There were not questions from the committee.

9**.** **COS Foundation Project Funding Opportunity**

Christine Statton talked about the project funding through the COS Foundation. She is going to recommend that the request for drainage, the counselor training and possibly the hydration station be submitted to the foundation for funding consideration. They have to apply directly to the Foundation and the application deadline is January 31, 2014.

10. **Date of Next Meeting**

February 13, 2014 is the next scheduled meeting.

11. **Items for the Next Agenda**

Barnes & Noble will be giving a brief presentation at the next meeting and Christine Statton encouraged committee members to ask questions.

12**.** **Adjourn**

The meeting was adjourned at 4:49 p.m.

Budget Committee Meeting Minutes
February 9, 2017
3:05-5:00
Sequoia 18

### Members Present

| | |
|---|---|
| Administration: | Christine Statton - Co-Chair, |
| Faculty: | James McDonnell, John Sorber, Mike Skaff–Co-Chair, Linda Yamakawa |
| Adjunct Faculty | TBD |
| Classified: | Ryan White |
| Confidential: | Mary Schaefer |
| Students: | Cheyne Strawn |
| Non-Voting Member: | Linda McCauley |

### Members Absent

| | |
|---|---|
| Administration: | David Loverin, Tim Hollabaugh, Dorianna Mendietta |
| Faculty: | Marla Prochnow |
| Adjunct Faculty: | |
| Classified: | Ahsen Baig |
| Confidential: | |
| Student: | |
| Non-Voting Member: | |
| Guest: | |

1. **Call to Order –** Christine Statton called the meeting to order at 3:06. She introduced new member John Sorber and shared that Marla Prochnow will be leaving the committee. The committee still needs an adjunct member.
2. **Approval of the January 19, 2017 Budget Committee Minutes –** Mike Skaff moved to approve the minutes of 1/19/17 and Linda Yamakawa seconded the motion. No further discussion. Motion carried.
3. **Report to Committee**
   a) **District Governance Senate Actions –** BP/AP's reviewed.
   b) **Board of Trustees Actions and Items –** Next board meeting is February 13th. There was discussion about when sabbaticals would be addressed and how they would be budgeted. In the past, sabbaticals were not budgeted and fund balance was used to fund them as they were approved. If the District budgets for a set number of sabbaticals would they have to approve that many each year? The Board Retreat was held January 26th & 27th in Tulare. The budget presentation was shared, budget enrollment planning, FON, and options for funding the Other Post-Employment Benefits (OPEB) liability (remaining liability is $2.7m). If funds fall unspent a transfer could be made, up to $550,000 each year, to pay down the OPEB liability. Bond Refinancing (refunding) was also reviewed, but the District has to have a BP for Debt Management in place and that process takes 2-3 months. The Hanford one-time funds, modular purchase, and quad/pavilion bid will be presented at the February meeting for approval.
4. **Above-Base Resource Requests – Finalize Ranking** - Christine Statton reviewed the ranking sheet. There's $250,000 available for above-base funding and the top ranked requests total $254,377. Discussion followed about some items ranking low and why they did (not well written, not well supported, doesn't tie to District Objectives or outcomes, etc.). If something is truly a safety issue it will get funded and doesn't need to go through above-base. There was discussion about revising the form the committee developed for funding outside of program review (blue line on Integrated Planning Model). Christine Statton pointed out that the requests are scored using the rubric and unless there is a true error the rankings cannot be changed. She also reminded the committee of the additional $867,000 of one-time Instructional Equipment funds. Some of the unfunded items have a very good chance of being funded through Instructional Equipment. The committee was okay with going over the $4,377 to fund the top rankings. Mike Skaff made a motion to approve the list and submit it to DGS. Cheyne Strawn seconded the motion. No further discussion. Motion carried. Note: On the ranking spreadsheet for next year add a column for the department requesting the above-base funds.
5. **Governor's January Budget Proposal and Budget Assumptions -** Christine Statton shared that there have been a few changes to the budget assumptions. The changes will be incorporated into the presentation for the budget forums. The Joint Powers Assoc. (JPA) that covers our workers' comp and property/liability insurance informed Christine, for the past few years, they've made an error in calculating the District's premium. The District will pay an estimated $260k more per year. PERS increased costs went up by $30k (budgeted original estimate in advance). The Prop 51 monies (Basic Skills building) may be funded in 2018-19.
6. **2015-16 Annual Financial Audit–** Christine Statton briefly reviewed the audit report, pointing out that there were no findings. The District is on year five (5) of no findings.

7. **Budget and Fiscal Items on Board Agenda** – Christine Statton briefly reviewed the report showing on-going and one-time expenditures. The Board will see a surplus of $208k, but because most of the expenditures are one-time we actually have a surplus of $785k. Most of the on-going increases/decreases were salary adjustments.
   Linda McCauley reviewed the financial reports that will be presented at the February 13th board meeting. She pointed out that the auditors recommended the District start booking the liability for banked leave instead of keeping it in fund balance (from one account to another).
8. **Spring Budget Forums** – Christine Statton shared the budget forum dates.
   - Visalia – March 29, 2017
   - Tulare – March 30, 2017
   - Hanford – April 3, 2017
9. **Other Business** – None
10. **Items for the Next Agenda –** None
11. **Date of Next Meeting –** February 23, 2017
12. **Adjourn –** Adjourned at 4:20 pm.

Budget Committee Meeting Minutes
February 11, 2016
3:00-5:00
Sequoia 18

**Members Present**

| | |
|---|---|
| Administration: | Christine Statton - Co-Chair, Tim Hollabaugh, David Loverin, Dorianna Mendietta |
| Faculty: | Marla Prochnow, Mike Skaff, Linda Yamakawa |
| Adjunct Faculty | |
| Classified: | Ryan White |
| Confidential: | Mary Schaefer – Co-Chair |
| Students: | Pablo Villagrana |
| Non-Voting Member: | Linda McCauley |

**Members Absent**

Administration:
Faculty:
Adjunct Faculty:
Classified:
Confidential:
Student:
Non-Voting Member:

Guests:

1. **Call to Order**
   Christine Statton called the meeting to order at 3:03.
2. **Approval of the January 21, 2016 Budget Committee Minutes**
   Tim Hollabaugh moved to approve the minutes of 1/21/16 and Mike Skaff seconded the motion. No further discussion. Motion carried.
3. **Report to Committee**
   **District Governance Senate Actions –** AP/BP's, the Strategic Plan time line was reviewed (2015-18 Strategic Plan was passed around), and academic calendars for 17/18 & 18/19 were presented for discussion.
   **Board of Trustees Actions and Items –** Highlights of the Governor's January budget proposal, one-time mandated cost reimbursement proposal, quarterly reports, and the 2014-15 annual audit was presented at the February 8th meeting.
4. **Above-Base Resource Requests - Finalize Rankings**
   Christine Statton reviewed the rankings. There is $300,000 available and funding all the requests with a ranking of 12.0 or higher will cost $337,282. She informed the committee that before the meeting the $10,000 request (PO1) for the job application software has been pulled and the revised amount to fund will be $327,282. She will work with fiscal staff to determine if we can use restricted lottery carryover funds to fund the remaining $27,282. The requests that are not awarded above-base funds will go to the COS Foundation for possible funding.
   There was discussion regarding specific resource requests and the resulting rankings and the overall ranking process. There was discussion about revising criteria one (1) on the rubric and about holding annual training on the above-base resource request process. Should training be held in the spring or in early August? No decision was made. There was also a brief discussion about all members reviewing each request next year.
   Tim Hollabaugh moved to approve the list of recommendation and Mike Skaff seconded the motion. No further discussion. Motion carried. The list of recommendations (excluding PO1) will be presented to DGS at their next meeting.
5. **Governor's January Budget Proposal – Budget Assumptions**
   Christine Statton reviewed a PowerPoint presentation of the Governor's January budget proposal and reminded the committee that these budgets can change a lot by May revise and by the time the final budget is voted on in June.
   She pointed out that the District has 380-390 more students than was actually budged for resulting in additional funding for 2015-16 and projected for 2016-17. The District may receive $2.28 million for scheduled maintenance and instructional equipment and in the past that amount has been split 50/50. She reviewed the proposed budget for 2016-17 and pointed out that the District will be hiring 18 new faculty members (13 unrestricted funding & 5 restricted funding) for next year.

6. **2014-15 Annual Financial Audit**
   Christine Statton briefly reviewed the annual audit. She pointed out that page 12 of the audit shows the District's actual share of the STRS/PERS net pension liability at $35.6 million. This is a new financial reporting requirement under GASB 68. According to our auditor the debt should not affect any bond ratings.
7. **Budget and Fiscal Items on the Board Agenda**
   Linda McCauley reviewed the financial reports that were presented at the February 8, 2016 board meeting.
8. **Spring Budget Forums**
   Budget forums will be presented at each campus during the week of March 28 - April 1, 2016.
9. **Items for Next Agenda**
   Mandated cost reimbursement proposal
10. **Date of Next Meeting**
    February 25, 2016
11. **Adjourn**
    The meeting was adjourned at 4:00

Budget Committee Meeting Minutes
August 25, 2016
3:00-5:00
Sequoia 18

**Members Present**

| | |
|---|---|
| Administration: | Christine Statton - Co-Chair, Tim Hollabaugh, Dorianna Mendietta |
| Faculty: | Marla Prochnow, Mike Skaff |
| Adjunct Faculty | TBD |
| Classified: | Ahsen Baig, Ryan White |
| Confidential: | |
| Students: | TBD |
| Non-Voting Member: | Linda McCauley |

**Members Absent**

| | |
|---|---|
| Administration: | David Loverin |
| Faculty: | Linda Yamakawa |
| Adjunct Faculty: | |
| Classified: | |
| Confidential: | Mary Schaefer – Co-Chair |
| Student: | |
| Non-Voting Member: | |

1. **Call to Order -** Christine Statton called the meeting to order at 3:08
2. **Approval of the May 12, 2016 Budget Committee Minutes -** Tim Hollabaugh moved to approve the minutes of 5/12/16 and Ahsen Baig seconded the motion. No further discussion. Motion carried.
3. **Report to Committee**
   a) **District Governance Senate Actions –** Meeting on Tuesday was their organizational meeting. COS 2.0 manuals were reviewed (with revisions) and will be voted on at the next meeting. Several AP's & BP's were also reviewed.
   b) **Board of Trustees Actions and Items –** August 8th meeting the annual staffing report and the new partnership with Fresno State was presented. FSU have moved to the Live Oak building and will be setting up a program for 4 year degrees at their Visalia campus. FSU donated the portables that they owned, on the Visalia campus, back to the District. On September 12th the final budget and 4th quarter financial reports will be presented.
4. **Review/Establish Committee Initiatives for 2016-17 -** Christine Statton reviewed each initiative. Changes were suggested to initiatives 3 and 6 and will be reviewed at the next meeting.
5. **Organizational Meeting Agenda Guide –**
   a) Election of Officers – Elect at the next meeting
   b) Monthly Meeting Schedule – Reviewed and changed April 27th meeting to April 20th
   c) Review Governance and Decision Making Manual and Resource Allocation Manual
      i. Timelines and Processes – Christine Statton reviewed handouts of the timeline and resource allocation process from the Resource Allocation Manual and the Governance and Decision Making Manual.
   d) Review District Objectives – Christine Statton reviewed a handout of the District Objects. DO 1.1 is to increase enrollment and there was discussion about past increased enrollment and the District not getting paid for those increases.
6. **Above-Base – Training Session Sept. 8 –** Room 1 at 3:15. The committee gave input and suggestions for items to cover in the training session.
7. **Instructional Support and Equipment Funding** – Christine Statton reviewed a handout for Instructional Equipment for 2016-17. She discussed using Restricted Lottery funds (each items under $1K) or using carryover to increase Instructional Equipment funds to $1M. The committee recommends the fund be increased to $800K utilizing restricted lottery-instructional equipment carryover, and to let them know that more is available as needs arise. Christine Statton will take the recommendation to Senior Management and let them come up with another proposal.
8. **Tentative Adopted & Final Proposed Budgets – Budget Assumptions –** Christine Statton reviewed a handout of the final budget for 2016-17. She pointed out that the District received an additional $585 in ongoing funding and the $1M reduction placeholder for Prop 30 was removed (based on information from Governor's Budget conference). The District will be receiving $1M for Strong Workforce (very similar to work done for Adult Ed). We are still budgeting, one year in advance, for PERS & STRS. Hanford reached 1,000 FTES and for 2016-17 the District will receive $1.2M. Nothing is currently planned for those one-time funds. Next year the funds will replace the $1.2M lost for not reaching 10,000 FTES

(mid-size college). Currently our unrestricted general fund is showing a surplus of $637K. If COSAFA settles the funding will come from the surplus. Our general fund balance is up to $12.9M (about 22%).

9. **Date of Next Meeting –** September 8, 2016
10. **Adjourn –** Adjourned at 4.08 pm.

Budget Committee Meeting Minutes
September 11, 2014
3:00-5:00
Sequoia 18

### Members Present

| | |
|---|---|
| Administration: | Christine Statton, Co-Chair, Tim Hollabaugh |
| Faculty: | Matt Bourez, Marla Prochnow, Mike Skaff, Linda Yamakawa |
| Adjunct Faculty | |
| Classified: | |
| Confidential: | Vacant |
| Students: | Josh Avila |
| Non-Voting Member: | Linda McCauley |

### Members Absent

| | |
|---|---|
| Administration: | David Loverin, Kristin Robinson |
| Faculty: | |
| Adjunct Faculty: | Anne Leonard |
| Classified: | Stephen Meier, Amelia Sweeney |
| Confidential: | |
| Student: | |
| Non-Voting Member: | |

Guests:

1. **Call to Order**
Christine Statton called the meeting to order at 3:06
2. **Approval of the May 8, 2014 Budget Committee Minutes**
Mike Skaff moved to approve the minutes of 8/21/14 and Matt Bourez seconded the motion. No further discussion. Motion passed unanimously.
3. **Report to Committee**
**District Governance Senate Actions –** Christine Statton reported that there have not been any significant actions. DGS is primarily reviewing the Ten Year Master Plan and the Follow-Up Warning Report.
**Board of Trustees Actions and Items –** Christine Statton reported that the Board of Trustees adopted the Final Budget for 2014-15. They also approved the architect agreement for the Live Oak renovation. The cost to remediate the mold will be $1.2-$1.3 million. The District will use interest from the Measure I Bond and Scheduled Maintenance funds for the project.
4. **Process to Assess Effective Use of Above-Base Funds**
Christine Statton reviewed the assessment memo, prepared last year. She proposed sending the memo out to recipients mid-October and requesting a response by October 31st. After some discussion, Christine Statton proposed presenting the memo to DGS to see if want to move forward with it this fall. Matt Bourez asked about keeping IPEC in the loop, since they write the year-end report and this would have to be included in the report. Marla Prochnow moved to approve the memo and taking it to DGS and IPEC, as it stands. Tim Hollabaugh seconded the motion. There was no further discussion. Motion passed unanimously.
5. **Initiatives**
Christine Statton reviewed the initiatives and pointed out they are basically the same as the ones agreed to at the 8/21/14 meeting. She mentioned that above-base verbiage was inserted into initiative 4 to tie the rubric to where the committee looks at above-base. She also pointed out that the last initiative was initiative 3 on the list approved at the 8/21/14 meeting. To remove 2013 from initiative 3 the title had to be changed, creating a new initiative and giving it a start date of 9/1/2014. The rest of the initiatives have a start date of 2013 with the results being carried forward. There was a lot of discussion about the wording in initiative #5. The committee agreed to change the wording to *The Budget Committee will develop and maintain a process to ensure that resource allocations are linked to District planning.* Marla Prochnow made a motion to change the wording of initiative #5 and bring it back to the next meeting. Mike Skaff seconded the motion. No further discussion. Motion passed unanimously.
6. **AP3261**
Christine Statton reviewed AP 3261 (Processes for Resource Allocations). She explained that she was tasked with aligning the AP with the new governance structures and Resource Allocation Manual. She pointed out that the biggest change was that on-going base budget augmentations are no longer requested in program review. She

skimmed the faculty and staffing requests (A-faculty AP3262, B-counseling AP3263), and discussed C-new classified positions. The committee agreed to change the following: 1: *New classified positions are developed in Program Review annually*; 2: remove *Annually*; **6: add *exceptions to the above process may be made for legal compliance or emergencies. Will be funded for one year until it becomes part of the base budget* (this recommendation was made after the committee voted on the revisions)**. She briefly reviewed D-Ongoing Base Budget Augmentations and the new Augmentation Request Form (exhibit 1).

Matt Bourez pointed out that management and confidential positions are not included in the AP. Christine Statton will take the recommendation of adding the management and confidential positions to AAP3261 to Senior Management. Tim Hollabaugh made a motion to make the revision to AP3261 and take it to DGS. Mike Skaff seconded the motion. No further discussion. Motion passed unanimously.

7. **By-Laws-Information Only**
Christine Statton pointed out that a membership term is for two years, but a member can serve more than one term.

8. **Show Cause Report – Action Plans**
Christine Statton reviewed Action Plans 5, 6, and 13, which are the ones the Budget Committee are responsible for.

9. **Final Adopted Budget**
Christine Statton reviewed a PowerPoint presentation highlighting the Final Adopted Budget for 2014-15. She pointed out that the final budget was adopted by the Board at the September 8th meeting.
There was lengthy discussion about the plans for the Live Oak building after its renovation. Christine Statton explained there are no specific plans, but the hope it for it to be usable. She stated that during the design process, the District may learn they can afford to restructure the curved walls and children's bathroom into offices, but that will not be known that until design specs are estimated and bids are received. She explained that the Board is looking at possibly leasing it out as a child care center or utilizing it as offices. Christine Statton will report back to DGS, on an information basis for discussion, this constituency group would like to know the plans for the Live Oak building. Matt Bourez believes knowing the plan would eliminate any illusions about who's getting it.

10. **Budget and Fiscal Items on Board Agenda**
Christine Statton reviewed the 4th Quarter 311Q (financial report). There were no comments from the committee.

11. **Items for the Next Agenda**
There were no items requested.

12. **Date of Next Meeting**
September 25, 2014.

13. **Adjourn**
The meeting was adjourned at 4:35 p.m.

Budget Committee Meeting Minutes
September 24, 2015
3:00-5:00
Sequoia 1

**Members Present**

| | |
|---|---|
| Administration: | Christine Statton - Co-Chair, Tim Hollabaugh, David Loverin |
| Faculty: | Marla Prochnow, Linda Yamakawa |
| Adjunct Faculty | |
| Classified: | Stephen Meier, Ryan White |
| Confidential: | Mary Schaefer – Co-Chair |
| Students: | Pablo Villagrana |
| Non-Voting Member: | Linda McCauley |

**Members Absent**

| | |
|---|---|
| Administration: | |
| Faculty: | Carol Enns, Mike Skaff, |
| Adjunct Faculty: | Anne Leonard |
| Classified: | |
| Confidential: | |
| Student: | Daniel Beauchamp |
| Non-Voting Member: | |

Guests:

1. **Call to Order**
Christine Statton called the meeting to order at 3:08.
2. **Approval of the September 24, 2015 Budget Committee Minutes**
Tim Hollabaugh moved to approve the minutes of 9/10/15 and Linda Yamakawa seconded the motion. No further discussion. Motion carried.
3. **Report to Committee**
**District Governance Senate Actions –** The final budget was presented. A report from a statewide task force, studying the effectiveness of the ACCJC, was reviewed. The report is suggesting California move away from the ACCJCA (Accrediting Commissions of Community and Junior Colleges) and move to Higher WASC (Western Association of Schools and Colleges). Their accreditation standards are very similar to ACCJC. The Chancellor's Office leans that way too, but the change has not been approved. AP's/BP's were reviewed, an update on what we are doing to work towards our next accreditation report, the accreditation mid-term report was shared, DGS approved the Student Success and Services Program plan (SSSP), and approved adoption of campus software (Canvas) that will replace Blackboard. The change would be effective next fall.
**Board of Trustees Actions and Items –** The low enrolled class report, an update on the Training Resource Center (previously BICS - they are deficit spending as they are spending down fund balance right now) and quarterly financials were reviewed. The final budget was also presented
4. **Above Base Resource Requests – Training for COS Staff**
Christine Statton and Tim Hollabaugh conducted training on the above-base resource request portion of the program review. There were handout of the scoring rubric and each criteria of the rubric was reviewed, along with the TracDat field where the information associated with the criteria should be placed.
The committee reconvened after the training session. Christine Statton talked about possibly having teams review the request because there is $300,000 to be allocated this year and she is anticipating the committee will receive a lot of requests. There was discussion about *all* requests coming to the committee. Christine Statton explained that the Dean, Division Chair, VP or Provost is supposed to review the requests to determine if they can be funded by another funding source. All unfunded requests are supposed to be forwarded to the committee for ranking. There was discussion about some requests actually being large projects or repairs and if an above-base request is the right place to request those things. There may be a need for an additional base budget augmentation for facilities to meet annual needs. Base budget augmentation requests related to academics go to Instructional Council and anything student services related goes through Student Services Council. Senior Management then reviews the ranking by those councils before recommending budget augmentations to the President.

5. **Final Adopted Budget 2015-16**

Christine Statton reviewed the surplus ($1,358,872) at the final budget adoption and the ending fund balance of $8,473,918. She explained that the ending fund balance does not include the $5 million in one-time funding COS is receiving from the state. Administration has given the board some ideas for spending the one-time funds (OPEB liability, facility need), but it's ultimately up to the board to determine how the funds are spent. Christine Statton reviewed the assumption for 2016-17 and 2017-18 pointing out that the PERS increase for 2017-18 will be $448,000 not the $190,000 originally reported (based on a table received from the state in July 2015). She pointed out that the PERS increases in 2016-17 and 2017-18 total approximately $1.3 million, which is roughly the amount of surplus the District has this year. She said at some point she may ask the committee if they recommend that the surplus be placed in an account to pay those increased PERS costs. She explained the unfunded OPEB (Other Post-Employment Benefits) liability of $6.3 million (health benefits for retirees). She asked the committee if they would like to make a recommendation to put the surplus into an account to pay the increased PERS costs. It was determined that it would probably be easier to convince the Board to save for one year rather than two, since the surplus will be lower do to planned deficit spending of carryover. The Bond Anticipation Note (BAN) was reviewed again. Christine Statton reviewed how the District is going to pay back the $5 million BAN. There is $2.9 million in the Tulare bond fund, $281,000 from capital projects fund, and the District is hoping to be able to issue an additional $2 million in bonds. If the District is not able to issue the additional bonds then they will be looking for another funding source. She is currently working with a financial advisor to determine if the additional bonds can be issued.

6. **FTES Update**

Christine Statton reviewed a revised FTES report. She pointed out that we are projecting 9,160 students, which is 150 over what was budgeted (9,010). This could bring in an additional $700,000, but we won't know until spring. The FTES growth really plays into our FON calculation.

7. **Items for the Next Agenda**

Review a completed 2015-16 above-base request.

8. **Date of Next Meeting**

October 8, 2015

9. **Adjourn**

The meeting was adjourned at 4:45

Budget Committee Meeting Minutes
September 28, 2017
3:05-5:00
Sequoia 18

**Members Present**

| | |
|---|---|
| Administration: | Christine Statton - Co-Chair, David Loverin, Glen Profeta |
| Faculty: | Mike Skaff–Co-Chair, Linda Yamakawa |
| Adjunct Faculty | TBD |
| Classified: | Ahsen Baig, Ryan White |
| Confidential: | Mary Schaefer |
| Students: | Jasmine Pacheco |
| Non-Voting Member: | |

**Members Absent**

| | |
|---|---|
| Administration: | Dorianna Mendietta |
| Faculty: | James McDonnell, John Sorber |
| Adjunct Faculty: | |
| Classified: | |
| Confidential: | |
| Student: | Cheyne Strawn |
| Non-Voting Member: | Linda McCauley |
| Guest: | |

1. **Call to Order –** Christine Statton called the meeting to order at 3:10.
2. **Approval of the September 14, 2017 Budget Committee Minutes –**Mike Skaff moved to approve the minutes of 9/14/17 and Linda Yamakawa seconded the motion. No further discussion. Motion carried.
3. **Report to Committee**
   a) **District Governance Senate Actions –** Final budget presentation, Mother Lode, and GQ summary presentations were given.
   Christine Statton discussed AP 6300 (Fiscal Management), which she reviewed with Academic Senate. The District is changing the AP to be what the Community College League of California (CCLC) suggests. Basically, all of the topics covered in the AP are covered in the RAM or other Administrative Procedures. A paragraph will be added to the AP and will list where these items can be found.
   b) **Board of Trustees Actions and Items –** Annual Report on the Master Plan and CCSF quarterly report were presented. The purchase of property on Mooney (incudes empty lot, Sequoia Bookstore, Curry Copy & liquor store) for $1.9m were approved. The property is being purchased with funds from the Linwood Farm Reserve. The master agreements for CSEA and COSTA and the proposal for management/confidential employees were all approved by the Board.
   Christine Statton provided an update on the timeline for the President search. Applications will now be accepted until the end of December. The Board is still hoping to have interviews in January and appoint in February/March. The new President will start as soon as they are able as we are hoping for some overlap.
4. **2017-18 Final Budget –** Christine Statton presented the 2017-18 Final Budget. She pointed out that the1.56% COLA ($900,000) the committee saw in May did not change. The District did shift growth of 88 from second session summer school 2017, adding $445,000 of revenue. The base increase to cover rising costs such as PERS/STRS was increased and the District used those funds to budget the costs two years in advance. The Plant Maintenance and Instructional Support funds were reduced, after the state budget was adopted, and the funds are being directed toward emergency student financial aid. David Loverin shared that the District has currently received approximately 450 Dream Act applications for financial aid. The Basic Skills building is still not funded. Hoping for funding in 2018-19 and for construction to possibly commence in 2019-20. Administration and faculty are researching if the District will participate in the new Guided Pathways grants. The cost of the 4% salary increase (5% for COSTA due to recalculation of pay for summer school) was approximately $1.5m. Christine Statton pointed out the $1.9m surplus and reminded the committee it will be used to pay for the salary increases, and the surplus will bounce around. She also talked about carryover and how it is part of what reduces the surplus. The District is in a good place as we've had four or five years of increased revenue.
   There was discussion about tracking part-time students and how FTES are calculated for them.
5. **FTES Projections –** Christine Statton reviewed two handouts showing FTES projections for the 2017-18 year and the possibility of reaching 10,000 this academic year. The committee discussed the additional revenue that FTES level would bring.

6. **Budget and Fiscal Items on Board Agenda. –** Christine Statton reviewed the working budget items that will be presented at the October 9th board meeting. She explained that the Linwood Farm Reserve fund was created by the sale of the COS Linwood farm in Visalia. She also talked about the summer school saving for faculty and explained that there would not be a full year of savings for 2017-18 because the third session of summer school had already been paid out of the 2017-18 budget.
7. **Other Business** – None
8. **Date of Next Meeting** – October 12, 2017
9. **Adjourn –** 3:59 pm

# Budget Forum
## 2014-15 Budget Development and Assumptions

March 2014

# State Budget Proposal Highlights – Used for Assumptions

- Access (prior "Growth") $155.2 million to fund a 3% restoration of access. (appx $1,200,000 for COS)
  - Will primarily fund increase in FON
  - The budget will give priority to districts "identified as having the greatest unmet need in adequately serving their community's higher educational needs." Interpretation unknown at this time.
- COLA - $48.5 million to fund a statutory COLA of 0.86% (appx $370,000 for COS)
- Student Success (prior "Matriculation" - Restricted) $100 million to support student success programs, and $100 million to strengthen support for underrepresented students; i.e. Student Equity Plans (appx $240K for SS and unknown for SEP)

# State Budget Proposal Highlights – Used for Assumptions

- Scheduled Maintenance and Instructional Equipment - $175 million to be evenly split (appx $650k for each at COS)
- Deferrals - $235.6 million in budget year funding + $356.8 million proposed in one-time funds for this purpose, would completely eliminate the system's inter-year deferrals.
  - COS estimated FY13/14 deferrals = $4.7 million. This will help with cash flow only, no new revenue nor one-time funds.
- Proposition 39 - $39 million in funds to address energy efficiency projects and workforce development (appx $300K/year for COS)

# Projected Budget – Effect on Fiscal Solvency Plan with proposed .86% COLA & 3% Access 2014-15 (estimated only for 15-16) **Unrestricted Only**

| Description | 2013-14 | 2014-15 | 2015-16 |
|---|---|---|---|
| State Allocation | 43,375,007 | 45,160,943 | 46,730,943 |
| Additional Funds/State Alloc (-100K deficit for 13-14) | 1,685,936 | 1,570,000 | 1,400,000 |
| Misc. Rev & Mandate Reimbursement | 2,977,200 | 2,732,200 | 2,732,200 |
| Total Revenue | **48,038,143** | **49,463,143** | **50,863,143** |
| Expenditures (GF 1000 to 7000) | 47,975,773 | 48,110,273 | 49,534,416 |
| Step/Column/Utilities/Insurance/Other | included | 684,700 | 540,200 |
| COP paid off January 2014 | Included (151K decr) | (94,157) | |
| No TRAN/lower Muni; interest savings | | (100,000) | |
| Funds to reach 9387 FTES (bump back) | 134,500 | 33,600 | (354,400) |
| Cost of 8 FTF for FON (1 categorical 13-14) | | 750,000 | *200,000* |
| Tulare Provost incr/EOPS & other | | 150,000 | |
| Total Expenditures | **48,110,273** | **49,534,416** | **49,920,216** |
| Structural Surplus/(Deficit) | (72,130) | (71,273) | 942,927 |

# Assumptions:
## Step and Column Costs, Cost of 1%, and H&W Increases

| Description | COSTA | CSEA | COSAFA | Mgt/Conf | Total |
|---|---|---|---|---|---|
| Cost of 1% (Unrestricted Only) | 143,610 | 66,188 | 30,137 | 49,884 | 289,891 |
| Cost of 1% (Combined) | 150,758 | 87,091 | 32,867 | 59,282 | 329,998 |
| Cost – Step and Column | 160,153 | 95,636 | 0 | 144,433 | 400,222 |
| 50% Incr GFU–H&W(5.66% est ?) | ? | 77,500 | 0 | 33,000 | 110,500 |

# Assumptions 2014-15 Budget
# External or Contracted Cost Increases

| Annual On-Going Increases to Budget: | | 2014-15 | 2015-16 |
|---|---|---|---|
| Step/Col @ $400,222 | | 400,200 | 400,200 |
| H&W (assume 4 yr avg increase which = 5.66%; pay 50%) | ? | 110,500 | ? |
| PERS/STRS (PERS incr rate 1.2% 16-17, STRS still unknown) | | 0 | 0 |
| Utilities 4% (generally/fortunately we are still under bdgt) | | 0 | 0 |
| Insurance – WC (618K/yr cost – est 10% incr; 5% = 3 yr avg) | | 60,000 | 30,000 |
| Insurance – P&L (553K/yr cost – est 15% incr) but may be OK | | 20,000 | 20,000 |
| Water increase – Hanford only (other sites=wells) | ? | 5,000 | ? |
| Escalators for Technology Agreements 4% | | 19,000 | 20,000 |
| Elections Costs (140K every other year – not budgeted) | | 70,000 | 70,000 |
| **Total Annual On-Going Increases to Budget** | | **684,700** | **540,200** |

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# Other possible assumptions?

<u>Included in 14-15 projections:</u>

- Election costs $140K every other year - budget 70K each year
- Non-resident tuition coming in 100K under budget (note: lowered misc rev by 100K in 14-15 & 15-16)

<u>Not Included in 14-15 projections:</u>

- Scheduled maintenance match
  - Last 6 years: 08-09 & 13-14 funded out of bond (funds are now gone), 4 years eliminated by state, prior was out of General Fund
  - Only 1M available in Capital Facilities Fund for all future facilities needs
  - 650K SM grant for 14-15 – will gather up any facility funds or 1X $'s available
  - Historically +/-200K match – will project out of GF for 15-16 and beyond

# Other possible assumptions?

<u>Not included in 14-15 projections, cont'd:</u>

Misc. other:

- audit fee $4,250 increase
- Student transit fee $14,000 annually from General Fund

- Ongoing discretionary base budget augmentations – to be approved in spring
  - From Program Review or to meet District Objectives - E.g.:
    - PTA Program
    - Office of Research and Institutional Planning
    - Marketing/Advertising Costs
    - Writing Center/Tutorial Center/Math Lab
- Ongoing new staffing (classified/management) to be approved in spring
- Building a deficit into the funding (-100K for 13-14 is built in, but none for 14-15 or 15-16; usually 0% to 2.25%?)

# FTES Update – Current Count
## (Enrollment Management Team Monitors)

| FTES 2013-14 (as of 3/14/14) | | | | | | |
|---|---|---|---|---|---|---|
| | Actual Hours of Attendance | Weekly Attendance Method | Independent Weekly Attendance Method | Daily Attendance Method | Independent Daily Attendance Method | Total |
| Summer 2013 | 39 | | | 229 | | 268 |
| Fall 2013 | 468 | 3550 | 223 | 124 | 109 | 4474 |
| Spring 2014 | 350 | 3399 | 245 | 127 | 134 | 4141 |
| Summer 2014 | | | | 600 | | 600 |
| Total | | | | | | 9483 |
| Goal | (P1 state # = 9236 w/1.5% incr = 9375) | | | | | 9400 |
| Difference | | | | | | 83 |
| Note 1: Summer 2013 Actual Hours of Attendance represents the Police Academy that ended after July 1, 2013 | | | | | | |
| Note 2: Fall FTES = Actual reported P1; Spring FTES = Estimate based on current enrollment (census = Feb 3) | | | | | | |

# Budget Forum
## Budget Development and Assumptions

College of the Sequoias

March 2015

# Budget Proposal Highlights

- COLA - $92.4 million to fund a statutory COLA of 1.58%
  - Estimated $750,000 for COS
- Increase to Base Allocation Funding - $125 million
  - Estimated $975,000 for COS
  - Primarily intended to cover PERS and STRS employer cost increases
    - STRS from 8.88% to 10.73% in 15-16, COS cost = $350,000
    - PERS from 9% to 11% in 15-16, COS cost = $100,000
  - Will also cover the cost of FON (seven new FTF + one categorical = $800,000) if sufficient Access/Growth funding is not received
- Access (prior "Growth") $106.9 million to fund various %'s of increased access.
  - Could be zero for COS if we have no enrollment growth
  - New growth formula is law, but will be changed prior to adoption in June 2015.
  - COS can assume 2% to 5% growth funding ($800K to $2M), but will *only receive it if we grow*.
  - COS is struggling to grow in current environment

# Budget Proposal Highlights

- Student Success (prior "Matriculation" - Restricted) - $100 million
  - Estimated $750,000 for COS (match requirement 1.5:1)
  - Ongoing augmentation on top of prior SSSP ongoing funds
- Student Equity (SEP) - $100 million
  - Estimated $750,000 for COS (no match requirement)
  - Ongoing augmentation to strengthen support for underrepresented students
- Scheduled Maintenance and Instructional Equipment – Zero budgeted
- Proposition 39 - $39.6 million in funds to address energy efficiency projects and workforce development
  - Estimated at $250,000 for COS

# Budget Proposal Highlights

- Career Technical Education - $48 million
  - Estimated $300,000 for COS categorical funds
- Mandate Claims - $353 million one-time
  - **Estimated $2.8 million one-time funds for COS – maybe?**
    - Board priority is for this to increase General Fund – Fund Balance
  - COS has over $4 million in outstanding mandate claims at the state
- Adult Education (AB 86) - $500 million Block Grant to Consortia
  - Estimated $1.25 million new funding *to our region*
  - Fund courses in elementary and secondary basic skills, citizenship, ESL, adults with disabilities, and short-term CTE
  - Offerings must be linked to regional economic need and in-demand jobs

# Projected Budget - Fiscal Solvency Plan with NO FTES Growth

## Unrestricted Only (1.58% COLA 15-16, 2% COLA 16-17)

| Description | 2014-15 | 2015-16 | 2016-17 |
|---|---|---|---|
| State Allocation | 46,624,731 | 48,710,269 | 49,684,474 |
| Federal and Local Funds | 2,136,250 | 2,136,250 | 2,136,250 |
| Block Grant Mandate Reimbursement | 641,106 | 240,000 | 240,000 |
| Total Revenue | 49,402,087 | 51,086,519 | 52,060,724 |
| Expenditures (GF 1000 to 7000)Ongoing only | 49,372,792 | 49,358,292 | 51,158,792 |
| Step/Column | | 340,000 | 345,000 |
| Utilities(50K), Hlth Ins(191K), WC/P&L(40K) | | 281,500 | 280,000 |
| COSTA Settlement & move to current CAP | 235,500 | 115,000 | |
| Solar Savings | | (119,000) | (243,000) |
| Cost of PERS & STRS Increases | | 450,000 | 628,000 |
| Cost-new FTEF FON (7+1) – retirements (3) | | 500,000 | *100,000?* |
| Cost categorical positions back to GFU | | 113,000 | |
| Tulare Provost | | 120,000 | |
| Total Expenditures | 49,608,292 | 51,158,792 | 52,268,792 |
| Structural Surplus/(Deficit) | (206,205) | (72,273) | (208,068) |

# Assumptions:
## Step and Column Costs and H&W Increases
## (Cost of 1% = information only; not in budget projections)

| Description | COSTA | CSEA | COSAFA | Mgt/Conf | Total |
|---|---|---|---|---|---|
| Cost of 1% (Unrestricted Only) | 172,871 | 71,173 | 35,187 | 50,500 | 329,731 |
| Cost of 1% (Combined) | 180,217 | 92,853 | 37,118 | 61,148 | 371,336 |
| Cost – Step and Column (Unrestr) | 128,216 | 155,554 | 18,626 | 37,828 | 340,224 |
| 50% Increase–H&W? (estimate 7.0% incr: PPO-4, RX-A) | 91,500 | 75,000 | 0 | 25,000 | 191,500 |
| | | | | | |

# FTES Update

## Historical Perspective

| Year | Actual FTES | Funded FTES |
|---|---|---|
| 2000-01 | 8,149.45 | 8,204.79 |
| 2001-02 | 8,419.17 | 8,419.17 |
| 2002-03 | 8,506.82 | 8,506.82 |
| 2003-04 | 8,510.76 | 8,510.76 |
| 2004-05 | 8,620.16 | 8,620.16 |
| 2005-06 | 7,582.27 | 8,620.16 |
| 2006-07 | 8,929.55 | 8,929.55 |
| 2007-08 | 8,209.56 | 8,929.55 |
| 2008-09 | 10,160.04 | 9,042.35 |
| 2009-10 | 10,614.57 | 8,696.69 |
| 2010-11 | 10,561.93 | 8,945.00 |
| 2011-12 | 9,033.30 | 8,261.13 |
| 2012-13 | 8,646.55 | 8,408.26 |
| 2013-14 | 9,448.98 | 8,697.10 |
| 2014-15 | *8,948.00?* | 8,986.21 |
| 2015-16 | *8,986.00?* | *unknown* |

# FTES 2014-15 Projection
## (Enrollment Management Team Monitors)

| FTES 2014-15 *Projected based on Actuals to Date* | | | | | | |
|---|---|---|---|---|---|---|
| | Actual Hours of Attendance | Weekly Attendance Method | Independent Weekly Attendance Method | Daily Attendance Method | Independent Daily Attendance Method | Total |
| Summer 2014 | 43 | | | | | 43 |
| Fall 2014 | 363 | 3548 | 218 | 112 | 94 | 4335 |
| Spring 2015 | 343 | 3284 | 245 | 134 | 97 | 4103 |
| Summer 2015 | | | | 475 | | 475 |
| Total | | | | | | 8956 |
| Goal | *Budgeted* State Funding Cap is 8995 for 2014-15<br>(Mid-size college threshold is 9660 for 2014-15, and estimated at 9900 for 2015-16) | | | | | 8995 |
| Difference | (Could = $180,000 reduction to General Fund Revenues?) | | | | | 39 |

# Changes to the Resource Allocation Process based upon Process Assessment

- In Summer 2014, the Rubric used in the Above Base Resource allocations was revised to more closely align with the Resource Allocation Manual and with the Integrated Planning Manual.
- Also in summer 2014, additional revisions were made to the Resource Allocation Manual to further clarify the Above Base Resource Allocation process, and especially to provide clear definitions of the four Above Base categories of funding.
- In spring of 2014, administrative procedure 3261 was revised to more clearly define the process for base budget augmentation requests, and align such requests to our integrated planning processes.
- In this last year, the Program Review process in TracDat has continued to be refined, especially the process for requesting resources for additional faculty.

# District Budget Forums – Budget Development and Assumptions

*College of the Sequoias*

*2016-17 Projections*

*Spring 2016*

# Budget Proposal Highlights

- COLA - 0.47%  estimated $230,000 for COS
- Access (prior "Growth") $114.7M (2%) statewide
  - May be up to 5% for COS based on growth formula (approximately $2 million)
  - Could be zero for COS if we have no enrollment growth – COS budgets conservatively
  - The funding gives priority to districts "identified as having the greatest unmet need in adequately serving their community's higher educational needs."

# Budget Proposal Highlights

- Student Success (prior "Matriculation" - Restricted)
  - No additional ongoing funding
  - Match requirement 1:1
- Student Equity (SEP)
  - No additional ongoing funding
  - No match requirement
  - Ongoing augmentation to strengthen support for underrepresented students
- Scheduled Maintenance and Instructional Equipment
  - $289 million statewide (but will most likely be reduced)
  - $2.28 million or less preliminary estimate for COS; one-time funding
  - Split between Scheduled Maintenance and Instructional Equipment to be determined.
- Proposition 39
  - $45.2 million statewide to address energy efficiency projects
  - Estimated at $300,000 for COS

# Budget Proposal Highlights

Other Programs/Funding proposed by the Governor:

- Strong Workforce Program - $200 million statewide
  - Estimated $1.5 million for COS "Region"
  - Colleges will be expected to collaborate with workforce, labor, civic, and other regional partners
  - Allocation formula not known yet
- Career Technical Education Pathways Program - $48 million statewide
  - Estimated $350,000 for COS categorical funds
  - To be aligned with Strong Workforce Program
- Basic Skills Program - $30 million statewide
  - Estimated at $235,000 for COS
  - Includes collaboration with K-12, CSU, and UC to prepare students for college level math and English.
  - Will be based upon a performance aspect; however, no allocation formula yet
- Mandate Claims - $76 million statewide one-time
  - Estimated $600,000 **one-time** funds for COS in 2016-17

# May Revise to come

- The number one priority for the Chancellor's office is for more discretionary money for the districts
  - Chancellor's office was SHOCKED that the legislature did not put more base or discretionary money in the budget
- Categorical dollars were 6% to 7% of total budgets in the last few years and are now 16% to 17% of the total budget. Most of the new funding has come in the form of restricted dollars.
- There will be a $9 billion facilities bond on November 16 ballot supported by CASH, also referred to as the "developers bond". The governor does not plan to support this.
- Based on recent stock losses and the resulting loss to state income, May revision may be down rather than up. Two-thirds of the general fund for California is from income taxes. Half of that amount is from the top 1% income earners.

# Projected Budget - Fiscal Solvency Plan with NO FTES Growth

COLLEGE OF THE SEQUOIAS

## Unrestricted Only (.47% COLA, 380 Growth 16-17 already earned)
## (1% COLA and 0 Growth estimated for 17-18)

| Description | 2015-16 | 2016-17 | 2017-18 |
|---|---|---|---|
| State Allocation | 50,187,193 | 52,040,384 | 52,562,788 |
| Federal and Local Funds | 2,218,145 | 2,218,145 | 2,218,145 |
| Mandated Cost Block Grant | 235,984 | 263,200 | 263,200 |
| Total Revenue | 52,641,322 | 54,521,729 | 55,044,133 |
| Expenditures (GF 1000 to 7000) | 52,360,332 | 52,360,332 | 52,935,425 |
| Step/Column | | 439,889 | 443,000 |
| Utilities/WC/P&L (no utils in 16-17~solar) | | 50,000 | 100,000 |
| Savings from GFU retirees | | (500,000) | (200,000)? |
| Cost of PERS/STRS Incr (16-17 already bdgtd) | | 0 | 867,000 |
| Cost of 12* FTEF for FON (GFU + 2 FTT bdgts) | *includes +one FTT library | 1,200,000 | 400,000? |
| Savings-ongoing-STRS Retrmt Incentv, others | | (210,000) | |
| Savings-FY16 One-time bdgts/CSEA stipends | | (404,796) | |
| Total Expenditures | 52,360,332 | 52,935,425 | 54,545,425 |
| Structural Surplus/(Deficit) (less MAA bdgt) | 280,990 | 1,586,304 | 498,708 |

# Assumptions

Step and Column Costs

*(Cost of 1% = information only; not in budget projections)*

| Description | COSTA | CSEA | COSAFA | Mgt/Conf | Total |
|---|---|---|---|---|---|
| Cost of 1% (Unrestricted Only) | 185,933 | 74,530 | 36,254 | 50,942 | 347,659 |
| Cost of 1% (Combined) | 197,797 | 104,385 | 36,270 | 64,534 | 402,986 |
| Cost – Step and Column (Unrestr) | 238,408 | 113,652 | 0 | 87,829 | 439,889 |

# FTES Update *Historical Perspective*

| Year | Actual FTES | Funded FTES |
|---|---|---|
| 2000-01 | 8,149.45 | 8,204.79 |
| 2001-02 | 8,419.17 | 8,419.17 |
| 2002-03 | 8,506.82 | 8,506.82 |
| 2003-04 | 8,510.76 | 8,510.76 |
| 2004-05 | 8,620.16 | 8,620.16 |
| 2005-06 | 7,582.27 | 8,620.16 |
| 2006-07 | 8,929.55 | 8,929.55 |
| 2007-08 | 8,209.56 | 8,929.55 |
| 2008-09 | 10,160.04 | 9,042.35 |
| 2009-10 | 10,614.57 | 8,696.69 |
| 2010-11 | 10,561.93 | 8,945.00 |
| 2011-12 | 9,033.30 | 8,261.13 |
| 2012-13 | 8,646.55 | 8,466.31 |
| 2013-14 | 9,448.98 | 8,713.55 |
| 2014-15 | 8,868.90 | 8,995.36* |
| 2015-16 | *9,400.00?* | *9,400.00??* |

*State cap was 8,995.36 for COS in 14-15; COS was only paid for 8,868.90 FTES earned

# FTES 2014-15 Projection

## (Enrollment Management Team Monitors)

## FTES 2015-16 *Projected based on Actuals to Date*

| | Actual Hours of Attendance | Weekly Attendance Method | Independent Weekly Attendance Method | Daily Attendance Method | Independent Daily Attendance Method | Total |
|---|---|---|---|---|---|---|
| Summer 2015 | 49 | | | 104 | 19 | 172 |
| Fall 2015 | 454 | 3674 | 266 | 99 | 96 | 4589 |
| Spring 2016 | 443 | 3335 | 255 | 107 | 98 | 4239 |
| Summer 2016 | 22 | | | 310 | 88 | 420 |
| Total | | | | | | 9420 |
| Goal | Budgeted State Funding Cap is approximately 9400 for 2015-16 (Mid-size college threshold is 10,000 for 2015-16 and thereafter) | | | | | 9400 |

COS will not make mid-size college threshold in 2015-16 or 2016-17, and will lose the $1.1M base funding associated with that starting in 2016-17. COS Hanford center will reach 1,000 FTES either in 2015-16 or 2016-17, which will bring $1.1M base funding to the District ongoing.

# Changes to the Resource Allocation Process based upon Process Assessment

- In Summer 2015, the Rubric used in the Above Base Resource allocations was revised to more closely align with the Resource Allocation Manual and with the Integrated Planning Manual.
- Also in summer 2015, additional revisions were made to the Resource Allocation Manual to further clarify the Above Base Resource Allocation process.
- In spring of 2014, administrative procedure 3261 was revised to more clearly define the process for base budget augmentation requests, and align such requests to our integrated planning processes.
- In this last year, the Program Review process in TracDat has continued to be refined, especially the process for requesting resources for faculty and staff.

- *Governor's May Revise will alter projections*
- *State will adopt a 2016-17 budget in June 2016*

Questions?

Comments?

COS

COLLEGE OF THE SEQUOIAS

VISALIA HANFORD TULARE

# Budget Development and Assumptions for 2017-18

District Budget Forums

March 30 – April 3, 2017

# Governor's January Budget

California Budget Proposal for 2017-18 - Items of Note:

- 1.48% COLA = approximately $700,000 for COS ongoing
- 1.34% Growth/Access funds = *appx $640,000* for COS ongoing
- $23.6M base increase to cover rising employer pension costs = approximately $190,000 for COS ongoing
- $150M *one-time* for Guided Pathways
  - COS has not applied to be part of this program yet
  - Trailer bill now available, requires extensive implementation of new guided pathways model; administration still reviewing
  - State is still developing guidelines and allocation formulas

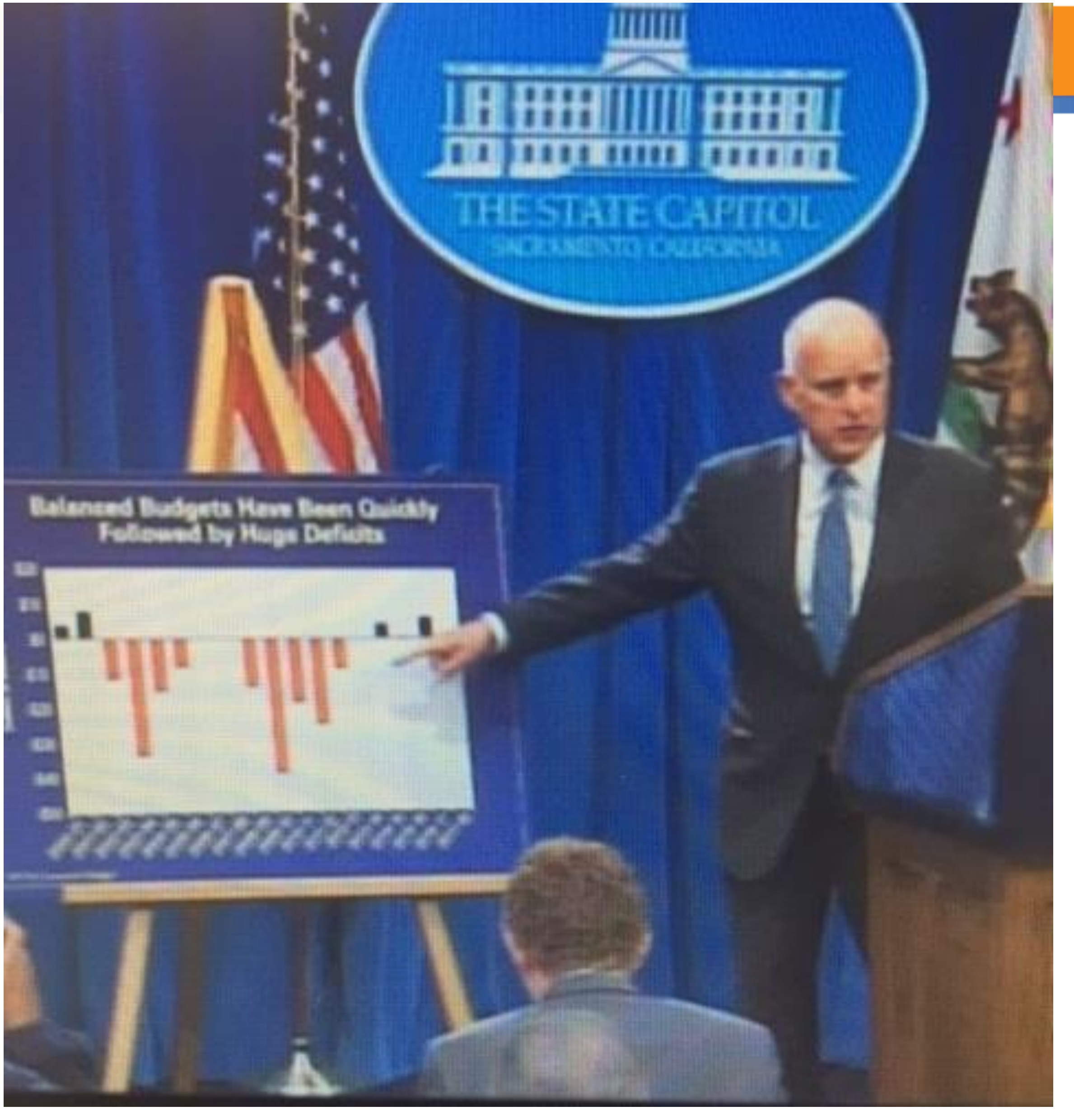
# Governor's January Budget

- $43.7M Plant & Instructional Equip *one-time* = appx $350,000
  - $175K each for deferred maintenance and instructional equipment/computer refresh
- Energy Efficiency *one-time* = appx $400,000 for COS
- The Governor proposes only funding the critical health and safety needs from Prop 51 state facility bonds at this time
  - He is seeking tighter bond audit legislation before issuing the remaining bonds
  - COS might most likely will receive funds for Basic Skills Building in 2018-19, instead of 2017

# Governor's January Budget

- PERS/STRS increased costs for 2017-18 = $660,000 ($620,000 already budgeted in advance!)
  - If the District chooses to fund 2018-19 increased costs in advance, would = *$661,000*
- The District will need 16 new faculty/counselors to meet the projected FON for fall 2017
  - Recent decision made to hire 17 new faculty/counselors due to additional June 2017 retirements
- To quote: "The years of seeing significant increases in Prop 98 are likely behind us." State is starting to prepare for "when the next recession occurs".

COS
COLLEGE OF THE SEQUOIAS



# Enrollment Management - FTES

COLLEGE OF THE SEQUOIAS

## 2016-17 FTES as of March 3, 2017:

| 2016-17 FTES | Actual Hours of Attendance | Weekly Attendance Method | Indep Weekly Attdc Meth | Daily Attendance Method | Indep Daily Attdc Method | Total |
|---|---|---|---|---|---|---|
| Summer 2016 | 46 | | | 111 | 29 | 186 |
| Fall 2016 | 459 | 3,840 | 271 | 68 | 86 | 4,723 |
| Spring 2017 | *452* | 3,392 | 259 | 90 | 95 | 4,288 |
| Summer 2017 | *22* | | | *335* | *96* | *453* |
| TOTAL | | | | | | *9,650* |

# FTES Update Historical Perspective

| Year | Actual FTES | Funded FTES |
|---|---|---|
| 2000-01 | 8,149.45 | 8,204.79 |
| 2001-02 | 8,419.17 | 8,419.17 |
| 2002-03 | 8,506.82 | 8,506.82 |
| 2003-04 | 8,510.76 | 8,510.76 |
| 2004-05 | 8,620.16 | 8,620.16 |
| 2005-06 | 7,582.27 | 8,620.16 |
| 2006-07 | 8,929.55 | 8,929.55 |
| 2007-08 | 8,209.56 | 8,929.55 |
| 2008-09 | 10,160.04 | 9,042.35 |
| 2009-10 | 10,614.57 | 8,696.69 |
| 2010-11 | 10,561.93 | 8,945.00 |
| 2011-12 | 9,033.30 | 8,261.13 |
| 2012-13 | 8,646.55 | 8,466.31 |
| 2013-14 | 9,448.98 | 8,713.55 |
| 2014-15 | 8,868.90 | 8,868.90 |
| 2015-16 | 9,430.00 | *9400.00* |
| 2016-17 | ***9,650.00****?* | *up to 9,740* |
| 2017-18 | *9,820.00* | *appx 9,840* |

# Fiscal Solvency Projections

## Step and Column Costs

*(Cost of 1% = information only; not in budget projections)*

| Description | COSTA | CSEA | COSAFA | Mgt/Conf | Total |
|---|---|---|---|---|---|
| Cost – Step and Column (Unrestricted) | 211,700 | 205,200 | 0 | 80,700 | 497,600 |
| Cost of 1% (Unrestricted Only) | 190,400 | 85,500 | 41,800 | 56,850 | 374,550 |
| Cost of 1% (Combined Unrestr. & Restricted) | 208,200 | 124,700 | 44,300 | 71,700 | 448,900 |

# Fiscal Solvency Projections

2017-18

- Assume 250 growth in 16-17 (9,650-9,400) = 1.25M new revenues in 17-18 ($5,000 per FTES)
- Assume 0% growth for 17-18
- Assume base increase of $190,000
- Assume 1.48% COLA = $705,000 for 17-18

= <u>2.15M new revenues 17-18</u>

2018-19

- Assume 0% growth for 18-19
- Assume 1% COLA for 18-19 = $475,000 ongoing
- *May need to move REALM & SWP salaries into GFU 300K?*

= <u>$475k new revenues for 18-19</u>

# Projected Budget - Fiscal Solvency Plan *Unrestricted Only*

1.48% COLA, 0 Growth, 190K base increase 17-18;

1% COLA and 0 Growth estimated for 18-19

| Description | 2016-17 | 2017-18 | 2018-19 |
|---|---|---|---|
| State Allocation | 52,938,913 | 55,083,913 | 55,558,913 |
| Federal and Local Funds; less 16-17 Mnd Cost | 2,808,525 | 2,808,525 | 2,808,500 |
| Total Revenue | 55,747,438 | 57,892,438 | 58,367,413 |
| Expenditures (GF 1000 to 7000) less 16-17 Mandated Costs | 55,559,636 | 55,559,636 | 56,850,636 |
| Step/Column | | 497,600 | 498,000 |
| Utilities/WC 260K + 50% HB cap-COSTA 73K | | 333,000 | 100,000 |
| Savings from GFU retirees (8 in17-18, then 3) | | (880,000) | (390,000)? |
| Cost of PERS/STRS Incr (*budget 1 yr advance*) | | 660,000 | 661,000 |
| Cost of 14 FTEF for FON (GFU + 3 FTT); 3 Catg | | 1,566,000 | 636,000? |
| +FY17 1X budgets, - FY18 base bdgt augmnts | | (885,600) | 0 |
| Total Expenditures | 55,559,636 | 56,850,636 | 58,355,636 |
| Structural Surplus/(Deficit) at 3/13/17 | 187,802 | 1,041,802 | 11,777 |

# Notes: Closing books 2016-17

Administration anticipates additional funds to add to General Fund Reserve (fund balance) at close of 2016-17

- Actual FTES over budgeted  will bring additional revenue
- Portions of General Fund Unrestricted District budgets go unspent each year (comprised of over 1,000 account lines)
- Estimated at 1.5M unspent (one-time $’s) for both

# “May Revise” Budget to come

- All of these assumptions and projections can change when the Governor issues the “May Revise” projected budget
  - Will be issued approximately May 15 2017
  - Fiscal will then revise assumptions and budget development, before rolling the budget
  - Tentative Budget will be submitted for Board Approval in June
  - State legislation will approve final state Budget in late June
  - Final COS Budget will be submitted for Board Approval in September

COLLEGE OF THE SEQUOIAS

# QUESTIONS?

# COMMENTS?

College of the Sequoias
District Governance Senate Minutes
***January 28, 2014***
3:10 – 5:00 p.m.
Tulare College Center, B223

**Members Present**

| | | |
|---|---|---|
| Administration: | Brent Calvin (co-chair), Jonna Schengel | |
| Classified: | Joanne Barkhurst, Shelli Giles, Donna Robinson, Steve LaMar | |
| Faculty: | Stephen Tootle, Lisa Greer, Meng Vang | |
| Adjunct Faculty: | Don Nikkel, Pat Twiford | |
| District Governance Senate Co-Chair Representatives: | Christine Statton | Budget |
| | Tim Hollabaugh | Technology |
| | Jennifer Vega La Serna | Institutional Planning and Effectiveness |
| | Cindy DeLain | Institutional Program Review |
| Students: | Diana Garcia | |
| Superintendent/President Ex Officio: | Stan Carrizosa | |
| **Guests:** | Greg Turner | |
| **Members Absent:** | Eric Mittlestead, John Bratsch, David Hurst, Danielle Rivera | |

I. **Call to Order:** Calvin called the meeting to order at 3:12 p.m.

II. **Public Comment:**

1. **Items not on the agenda:** Calvin requested to have all mid-year reports turned in to Meghan Tierce by January 31, 2014
2. **Items on the agenda:** none

III. **Approval of Minutes:** Hollabaugh moved to approve the minutes from 12/10/13; Robinson seconded and LaMar abstained. Motion carried.

IV. **Standing Reports:**

a. **Budget Committee:** Statton presented items as listed in the Standing Reports. The committee will finalize above-base budget requests at their February 13th meeting.
b. **Technology Committee:** Hollabaugh presented items as listed in the Standing Reports.
c. **Institutional Planning and Effectiveness Committee:** La Serna presented items as listed in the Standing Reports. The committee will complete their mid-year report at their February 30th meeting.
d. **Institutional Program Review Committee:** DeLain presented items as listed in the Standing Reports.
e. **Academic Senate:** Turner presented items as listed in the Standing Reports.
f. **Student Senate:** Garcia reported two new members for the Student Senate Executive Board. Student Senate recently hosted “Meet and Greet” on the Visalia campus. Student Senate is currently planning for Club Rush and Club Social, and Lobby Day in Sacramento.
g. **Implementation Task Force:** No report. Next meeting is January 29.

V. **Information Items:**

1. **Accreditation Update** – La Serna talked about the recent presentation to the ACCJC. The commission recognized our hard work over the last several months. They also commended COS for their COS 2.0 branding. A District-wide forum is scheduled for February 10 in Ponderosa to announce the results of our action letter. La Serna presented a brief PowerPoint accreditation update. She reported that the Academic Senate is planning a summit for outcomes and assessments, and the Accreditation Team (formerly the writing team) has begun preparations for the next report. La Serna will be attending an Accreditation Institute next week.
2. **Faculty Position Replacement – Physical Therapy Assistant (PTA)** – Carrizosa reported that the freeze on the Faculty Obligation Number (FON) has been lifted which will require the District to hire nine (9) new faculty. The District will hire according to the faculty rankings that took place last semester. The PTA position is a replacement position required by the PTA accrediting body and not

part of the nine new faculty to be hired. The Instructional Council approved to support the recruitment of the PTA position replacement. Classified staffing will be reviewed by Senior Management and decisions will not be made until after the Governor's May revise of the budget.

3. **Governor's Proposed Budget** – Statton presented a PowerPoint on the Governor's proposed budget which detailed the highlights of the proposal and its direct effect on COS' fiscal solvency plan. Discussion followed.
4. **1st Read: AP 1200 – Mission** – Calvin reviewed the changes made to AP 1200. Additional wording changes were made.
5. **1st Read**: **BP/AP 2510 – Participation in Local Decision-Making** – Carrizosa presented a request from Academic Senate President Dr. Trimble to hold this round of BPs/APs for three readings (or one additional reading) as the Academic Senate has not had sufficient time to review. District Governance Senate will accommodate the request and tabled the readings of BP/AP 2510, BP/AP 3250, and BP 3260.
6. **1st Read**: **BP/AP 3250 – Institutional Planning** – tabled.
7. **1st Read**: **BP 3260 – Program Review** – tabled.

**VI. <u>Action Items:</u>**

8. **2nd Read: AP 6250 – Budget Management** – Statton reviewed changes made to the AP. Additional changes from among the District Governance Senate were made. La Serna moved to approve AP 6250 with amendments; Schengel seconded. Motion carried by unanimous vote.
9. **Institution-set Standards** – La Serna presented the final recommendations for COS' institution-set standards. The standards will go into our annual report this year to the ACCJC. La Serna reminded the Senate that the standard is a baseline or minimum standard, not a benchmark. Discussion followed concerning the public's view and understanding of these standards, and the need to use more common and simplified language. The standards/data are only reported to the ACCJC. Tootle moved to approve the Institution-set Standards; Hollabaugh seconded. Motion carried by unanimous vote.
10. **Master Plan 2015-2025: Proposal from the Institutional Planning and Effectiveness Committee** – Calvin asked for a motion to charge the Institutional Planning and Effectiveness Committee (IPEC) to develop the COS Master Plan 2015-2025, referring to the timeline in the COS Integrated Planning Manual. Hollabaugh motioned to direct the IPEC to develop the COS Master Plan 2015-2025; Statton seconded. Motion carried by unanimous vote.

    La Serna announced Greg Turner as the new vice president for the Academic Senate and co-chair of the IPEC. The committee met with Dr. Conrad last week to develop a master plan proposal and table of contents. La Serna and Turner reviewed the proposal which included the purposes of the Master Plan, a table of contents, a timeline and process, a summary of development for chapters 1-4, and strategies for District-wide participation. La Serna also reported the establishment of a Master Plan Task Force which will work under the IPEC. The task force will not be a decision-making body. The task force will make recommendations to IPEC, which will then make recommendations to the District Governance Senate for approval. The Technology Plan will be a three-year plan that will be included in the Strategic Plan, not the 10-year Master Plan. Tootle moved to approve the Master Plan 2015-2025 proposal from the IPEC; DeLain seconded. Motion carried by unanimous vote.

**<u>Adjourned</u>:** 4:35 p.m.

District Governance Senate Minutes
***February 23, 2016***
3:10 – 5:00 p.m.
Hanford Center, E63

**Members Present**

| | |
|---|---|
| **Administration:** | Brent Calvin, John Bratsch, Brent Davis, vacant |
| **Classified:** | Donna Robinson, Steve LaMar |
| **Faculty:** | |
| **Adjunct Faculty:** | |
| **District Governance Senate Co-Chair Representatives**: | Christine Statton, Jonna Schengel, Jennifer Vega La Serna |
| **Student Senate:** | Andres Flores, Jacob Fernandez |
| **Superintendent/President Ex-officio:** | Stan Carrizosa |
| **Members Absent:** | David Robinson, Don Nikkel, Ed Sense, Juan Arzola, Lisa Greer, Shelli Giles, Stephen Meier, Tim Hollabaugh |

I. **Call to Order:** Calvin called the meeting to order at 3:17 p.m.

II. **Public Comment:**
1. **Items not on the agenda:** None.
2. **Items on the agenda:** None.

III. **Approval of Minutes:** Statton moved to approve the minutes from 2/9/16; Bratsch seconded. Motion carried.

IV. **Standing Reports:**
a. **Budget Committee:** See attached report.
b. **Technology Committee:** No report.
c. **Institutional Planning and Effectiveness Committee:** See attached report.
d. **Institutional Program Review Committee:** See attached report. Schengel handed out the new Program Review units for approval. Statton moved to approve; Bratsch seconded. After discussion to hold this item until the March 8th meeting, Statton rescinded her motion.
e. **Academic Senate:** No report.
f. **Student Senate:** Fernandez announced the grand re-opening of the Student Center on February 24 and talked about the successful Club Rush event on February 11. Fernandez and Flores commented that the universal log-in conversion seemed to be going smoothly for most students; no major complaints from students.

V. **Information Items:**
1. **Accreditation Update** – La Serna reported that all Accreditation Work Group subgroups are now meeting and moving forward with the timeline to complete the next ACCJC Self-Study report. She also talked about President Carrizosa's COS eNEWS (dated 2/23/16) which summarized the State Accreditation Task Force recommendations on the course of action for the future of accreditation. The recommendations will be presented to the Board of Governors at their March meeting.
2. **Training and Workshop Evaluation Form** – La Serna presented the new Training and Workshop Evaluation form which was developed by the Office of Research, Planning and Institutional Effectiveness and IPEC. The form is intended to be used for all trainings and workshops as a way of evaluating effectiveness. A COS eNEWS will be sent out soon to explain the new form.
3. **Mandated Cost Reimbursement Funds – Proposed Expenditure Plan** – Carrizosa referred to the Integrated Planning Model to show how allocations are built in to the planning process. He also stated that this proposed expenditure plan was presented to the Board at their January annual retreat and at their February regular meeting. The Board will take action on the proposed expenditure plan at the March regular meeting. Statton reviewed the list which was revised after

receiving feedback from the Budget Committee and Senior Management. Discussion followed regarding saving and budgeting funds for long-term technology needs (e.g. firewall, core switch).

4. **Governor's January State Budget Proposal** – Statton presented a PowerPoint highlighting the Governor's budget proposal.
5. **BP/AP 30 Day Review** – **2nd Read** – Calvin and Statton reviewed their respective APs which had minor changes from Academic Senate.
    a. AP 5150 – EOPS (non 10+1)
    b. AP 7400 – Travel (non 10+1)
6. **BP/AP 30 Day Review – 1st Read** – Calvin reviewed the following Student Services board policies and administrative procedures for a first read.
    a. BP 5500 – Standards of Conduct (non 10+1)
    b. AP 5501 – Student Athlete Code of Conduct (non 10+1)
    c. AP 5502 – Student Discipline Procedures (non 10+1)
    d. AP 5503 – Student Rights and Grievances (non 10+1)
    e. BP 5510 – Student Use of Electronic Devices (non 10+1)
    f. AP 5510 – Student Use of Electronic Devices (non 10+1)
    g. BP 5515 – Off-Campus Student Organizations (non 10+1)
    h. AP 5515 – Off-Campus Student Organizations (non 10+1)

**VI.** **<u>Action Items:</u>**

7. **Proposed Timeline and Flow Chart for Developing the Strategic Plan (2nd Read)** – La Serna presented the timeline and flow chart for a second read.
   Robinson moved to approve; Davis seconded. Motion carried.
8. **2015-2016 Above Base Resource Requests** – Statton presented the ranked Above Base Resource Requests for 2015-16. She explained how the requests were vetted and ranked by the Budget Committee. She further explained that those requests not approved for Above Base funding will be forwarded to the Foundation for consideration of possible grant funding. La Mar questioned the ranking for items #12 (Wenger Signature Risers for Theater - approved) and #18 (Wenger Corp new acoustical shell in theater le Replacement – not approved). Schengel questioned the cost for item #6 (Refresh 30 iPads; replace 5 iPads for PTA). La Serna expressed that the Above Base Resource Requests should be brought to District Governance Senate for a first and second read, and is not comfortable voting on this item without a second read. She requested that District Governance Senate be given until the next meeting to review the Above Base Resource Requests before taking a vote. Statton explained that according to the Resource Allocation Manual that Above Base Resource Requests go to the District Governance Senate for a one-time read and approval. She also explained that the Budget Committee completed their ranking and vetting process in accordance with the Resource Allocation Manual. Discussion on this matter followed.
   Statton moved to approve the 2015-2016 Above Base Resource Requests with the exception of items 6, 12, and 18 to be approved after clarification at the next meeting; Bratsch seconded. Motion carried with one "nay" vote – La Serna.
9. **Board Policies** – Calvin reviewed the following board policies which require approval by the District Governance Senate. Schengel moved to approve the board policies as presented; Davis seconded
    b. BP 5031 – Student Transportation Fee (non 10+1)
    c. BP 5130 – Financial Aid Services (non 10+1)
    d. BP 5150 – EOPS (non 10+1)
    e. BP 5400 – Student Senate (non 10+1)

**VII.** **<u>New Business:</u>** None.

**VIII.** **<u>Adjourned</u>:** 4:31 p.m.

College of the Sequoias
District Governance Senate Minutes
***February 24, 2015***
3:10 – 5:00 p.m.
Hanford Center, E63

| | |
|---|---|
| **Members Present** | |
| **Administration:** | Brent Calvin *(co-chair),* John Bratsch, Jonna Schengel |
| **Classified:** | Donna Robinson, Joanne Barkhurst, Shelli Giles, Steve LaMar *(co-chair)* |
| **Faculty:** | David Hurst, Lisa Greer |
| **Adjunct Faculty:** | Susie Aceron |
| **District Governance Senate Co-Chair Representatives**: | Christine Statton *(Budget)*, Cindy DeLain *(Institutional Program Review),* Tim Hollabaugh *(Technology),* Jennifer La Serna *(Institutional Planning and Effectiveness)* |
| **Student Senate:** | |
| **Superintendent/President Ex-officio:** | Stan Carrizosa |
| **Guests:** | Kristin Robinson |
| **Members Absent:** | Ed Sense, Don Nikkel, Stephen Tootle, Abigail Gutierrez, Daniel Villafana |

I. **Call to Order:** Calvin called the meeting to order at 3:10 p.m.

II. **Public Comment:**
1. **Items not on the agenda:** None.
2. **Items on the agenda:** None.

III. **Approval of Minutes:** Robinson moved to approve the minutes from 2/10/15; Aceron seconded. Motion carried by unanimous vote.

IV. **Standing Reports:**
a. **Budget Committee:** Statton presented a memo assessing the 2013-14 above base budget allocations.
b. **Technology Committee:** No report.
c. **Institutional Planning and Effectiveness Committee:** La Serna reported that the mid-year report is complete in TracDat. The 2015-25 Master Plan is complete and approved by the Board of Trustees. A Strategic Plan workshop was held in lieu of the last IPEC meeting to review draft objectives. A Strategic Plan Summit is scheduled for March 14. IPEC will begin work on the Annual Report on the Strategic Plan.
d. **Institutional Program Review Committee:** No report.
e. **Academic Senate:** See attached report.
f. **Student Senate:** No report.

V. **Information Items:**
1. **Accreditation Update** – La Serna reported that the Annual Report to the ACCJC is due March 31, 2015. Several COS representatives attended a statewide Academic Senate Institute February 20-21. La Serna will attend an ACCJC workshop in April.
2. **Governor's January Budget Proposal** – Statton presented a PowerPoint detailing the Governor's budget proposal.
3. **AP/BP 30 Day Review**
**2nd Read:**
a. AP 4100 – Graduation Requirements for Degrees and Certificates (10+1)
b. BP 4100 – Graduation Requirements for Degrees and Certificates (10+1)
c. AP 4101 – Independent Study (10+1)
d. AP 4110 – Honorary Degrees (10+1)
e. BP 4110 – Honorary Degrees (10+1)
f. AP 4255 – Disqualification, Dismissal, and Readmission (non 10+1)

**1st Read:**

g. AP 4020 – Program Curriculum and Course Development (10+1)
h. BP 4020 – Program Curriculum and Course Development (10+1)
i. AP 4021 – Program Discontinuance (10+1)
j. AP 4022 – Course Approval (10+1)
k. AP 4103 – Work Experience (non 10+1)
l. AP 4105 – Distance Education and Student Authentication Process (10+1)

La Serna reviewed the APs/BPs listed. Some revisions/clarifications were made to AP 4100, BP 4020 and AP 4105.

**VI. Action Items**

**4. 2014-2015 Above Base Resource Requests**

Statton presented the 14-15 above base requests rankings as prepared by the Budget Committee. She explained the complex ranking process between the Budget Committee, Instructional Council and Senior Management. She also talked about the ranking rubrics which must be followed. Final decisions are made by the Superintendent/President. Carrizosa recommended that District Governance Senate propose to Instructional Council a more objective ranking process. Statton explained that the last two requests that were ranked within the allocated funding had tying scores which created an overage. She asked District Governance Senate if they would like to approve all 17 requests at a total of $213,701 or only 16 and stay under the funded amount.
La Serna moved to approve 16 requests and not go over the funded amount; DeLain seconded. Motion carried with one “no” vote.

**VII. New business:**

Carrizosa provided an update regarding center status for the Hanford Educational Center. The Hanford Needs Assessment will go to the Board of Governors on March 16 as an action item. Administration is cautiously optimistic that the item will be approved.

**Adjourned:** 4:29 p.m.

District Governance Senate Minutes
***March 14, 2017***
3:10 – 5:00 p.m.
Sequoia 1

**Members Present**

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|---|---|
| **Administration:** | Brent Calvin, Juan Vazquez, Brent Davis, John Bratsch |
| **Classified:** | Donna Robinson, Stephen Meier, Shelli Giles, Steve LaMar |
| **Faculty:** | Juan Arzola, Emily Briones |
| **Adjunct Faculty:** | Don Nikkel |
| **District Governance Senate Co-Chair Representatives:** | Jonna Schengel, Christine Statton, Jennifer La Serna |
| **Student Senate:** | Andres Flores, Jacob Fernandez (proxy for Cheyne Strawn) |
| **Superintendent/President Ex-officio:** | Stan Carrizosa |
| **Members Absent:** | Tim Hollabaugh |

I. **Call to Order:** Calvin called the meeting to order at 3:10 p.m.

II. **Public Comment:**
1. **Items not on the agenda:** None.
2. **Items on the agenda:** None.

III. **Approval of Minutes:** Arzola moved to approve the minutes from 2/28/17; Vazquez seconded. Motion carried.

IV. **Standing Reports:**

a. **Budget Committee:** Statton reported that the committee revised the Above Base Resource Request rankings after the CAA grant and Strong Workforce funds were applied. They began the process for changes to the Resource Allocation Manual; reviewed AP/BP 6110 – Debt Issuance and Management; and approved the Hanford One-Time Funds expenditure list. Statton explained that $1.2 M was received for the 1000 FTES achieved one year earlier (2016-17) than expected. In 2017-18 the District will lose the $1.2M for midsize college but gain the $1.2M for 1000 FTES at Hanford keeping the District even. For 2016-17 the $1.2M funds will be treated as additional funding and will be treated as one-time funds.

b. **Technology Committee:** No report.

c. **Institutional Planning and Effectiveness Committee:** Dr. La Serna reported that task forces are being established for the Strategic Plan and the Annual Report. IPEC reviewed the recommendation to revise the Integrated Planning Manual on this agenda for action.

d. **Institutional Program Review Committee:** Schengel reported that IPRC considered three requests for Program review. IPRC is preparing for the next IPRC/IPEC joint meeting in May and offering trainings in April and May. Schengel shared that she and Dr. Trimble reported the Program Review audit and survey findings to the Board of Trustees on March 13.

e. **Academic Senate**: Arzola reported that Academic Senate reviewed ILO assessment and approved the Distance Education Plan.

f. **Student Senate:** Fernandez announced that a competition day will be held in April. Flores announced Preview Day for 5th graders on March 17 and Tech EXPO on March 24. Calvin asked to be placed on the Student Senate agenda to address the increase of the representation of clubs and student activities on the Hanford campus to be similar to the strong representation on the Tulare campus.

V. **Information Items:**
1. **Accreditation Update** – Dr. La Serna reported that Dr. Deborah Nolan is the new faculty co-chair for the Accreditation Work Group. Several COS representatives have participated in accreditation site visits and will meet soon to share their experiences.
2. **Governor's 2017-18 January State Budget Proposal** – Statton presented a PowerPoint presentation outlining the 2017-18 state budget proposal.

3. **AP/BP 30 Day Review (2nd Read)** – The following BP/APs were reviewed for a second read under the 30-day review process.
    a. AP 5012 – International Students (non 10+1) – no changes.
    b. AP 5013 – Students in the Military (non 10+1) – no changes.
    c. BP/AP 5050 – Student Success and Support Program (non 10+1) – On AP: Take out negative language from the sentence about assessment instrument and move it to the "assessment" paragraph. Add "must" back to the sentence "new students must complete a student educational plan…"
    d. BP/AP 5110 – Counseling (non 10+1)
    e. AP 5220 – (NEW) Shower Facilities Use for Homeless Students (non 10+1)
    f. BP/AP 6110 – (NEW) Debt Issuance and Management (non 10+1) – …may impact (take out "on")

VI. <u>**Action Items:**</u>

4. **Proposed Revision COS 2.0 Integrated Planning Manual** – Carrizosa explained that Deans Council has been identifying systems issues and found that there is confusion with terminology in the Integrated Planning Manual. Currently, the manual uses the term "planned actions" when referring to unit-level outcomes and assessments and when referring to the assessment of Strategic Plan's district objectives. The proposal is to change the term "planned action" to "planned strategy" when referring to district objectives in the Integrated Planning Manual. Changing the terms will also allow for a simple query in TracDat so that all unit-level actions can be grouped together and added as an appendix to the Annual Report.

    Arzola moved to approve the revision to the COS 2.0 Integrated Planning Manual as presented; Schengel seconded. Motion carried.

5. **Hanford One-Time Funds – Proposed Expenditure Plan** – Statton reported that the Board directed the District to spend the $1.2M, as noted under the Budget Standing Report, on Hanford center. Statton reviewed each proposed expenditure on the list:
    a. Quad/Pavilion Needs
    b. Move Hanford Hub to Vocational Education Building
    c. Additional funding needed for new Education Building
    d. Renovate prior Hub into adjunct offices/spaces
    e. Campus-wide facility and equipment needs
    f. food services for Hanford campus
    g. Additional campus facility needs

    Nikkel moved to approve the Hanford One-Time Funds – Proposed Expenditure Plan as presented; Davis seconded. Motion carried.

6. **Board Policies**
    a. BP 5055 – Enrollment Priorities
    b. BP 5070 – Attendance Accounting
    c. BP 5073 – Mandatory First Day Attendance

    Arzola moved to approve Board Policies 5055, 5070, 5073 as presented; La Serna seconded. Motion carried.

VII. <u>**New Business:**</u>

VIII. <u>**Adjourned**</u>**:** 4:16 p.m.

College of the Sequoias
District Governance Senate Minutes
***September 22, 2015***
3:10 – 5:00 p.m.
Hospital Rock 133

| | |
|---|---|
| **Members Present** | |
| **Administration:** | Brent Calvin, Brent Davis, John Bratsch, Jonna Schengel |
| **Classified:** | Donna Robinson, Joanne Barkhurst, Shelli Giles, Steve LaMar |
| **Faculty:** | Juan Arzola |
| **Adjunct Faculty:** | Don Nikkel |
| **District Governance Senate Co-Chair Representatives:** | Christine Statton, Cindy DeLain, Tim Hollabaugh, Jennifer La Serna |
| **Student Senate:** | Jennifer Cho |
| **Superintendent/President Ex-officio:** | Stan Carrizosa |
| **Members Absent:** | Lisa Greer, Paul Tidwell, David Robinson, Bridget Carreon |
| **Guests:** | Deborah Nolan, Mary-Catherine Oxford, Jessica Figallo |

I. **Call to Order:** Calvin called the meeting to order at 3:11 p.m.

II. **Public Comment:**
1. **Items not on the agenda:** None.
2. **Items on the agenda:** None.

III. **Approval of Minutes:** Arzola moved to approve the minutes from 9/8/15; Hollabaugh seconded. Motion carried.

IV. **Standing Reports:**
a. **Budget Committee:** See attached report.
b. **Technology Committee:** See attached report.
c. **Institutional Planning and Effectiveness Committee:** See attached report.
d. **Institutional Program Review Committee:** See attached report.
e. **Academic Senate:** Arzola reported that Academic Senate voted to adopt the new Canvas software and discussed faculty sabbaticals.
f. **Student Senate:** Cho announced that the following Student Senate activities: Club Rush, Club Social, Multi-cultural Fair, and Homecoming Week activities and tailgate party.

V. **Information Items:**
1. **Accreditation Update** – La Serna talked about the Chancellor's Office Accreditation Task Force findings and that Chancellor Harris has agreed with the findings. She clarified that COS will continue to meet the standards established by the ACCJC. If the Chancellor's Office moves the California Community Colleges system to a new accrediting body we will most likely be held to the same, or very similar, standards. Discussion followed.
2. **COS Accreditation Work Group** – Carrizosa explained the formation of the COS Accreditation Work Group which will assume the responsibilities of the IPEC and Editing Team in regards to accreditation. The work group will be comprised of four subcommittees, each assigned to one of the four standards. The work group and the four subcommittees will meet monthly. Academic Senate will need to approve the formation of the Accreditation Work Group as a 10+1 item.
3. **2015-16 Final Budget** – Statton reviewed a PowerPoint detailing the District's final budget. Discussion followed regarding enrollment strategies and increasing the Faculty Obligation Number (FON).
4. **AP/BP 30 Day Review (1st Read)** – La Serna, Bratsch, Carrizosa reviewed the following APs/BPs, respectively:
   a. BP 4225 – Course Repetition (non 10+1)
   b. AP 4225 – Course Repetition (non 10+1)

c. BP 4240 – Academic Renewal (10+1)
d. AP 4240 – Academic Renewal (10+1)
e. BP 4300 – Field Trips and Excursions (10+1)
f. AP 4300 – Field Trips and Excursions (10+1)
g. AP 4301 – Student Club Travel or Conference Attendance (10+1)
h. BP 6620 – Naming of District Buildings, Facilities, or Grounds (non 10+1)
i. AP 6620 – Naming of District Buildings, Facilities, or Grounds (non 10+1)
j. BP 7211 – Equivalency (10+1)
k. AP 7211 – Equivalency (10+1)

**VI. <u>Action Items:</u>**

5. **Accreditation Midterm Report Draft (2nd Read)** – La Serna presented the report for a second read. Hollabaugh moved to approve the Accreditation Midterm Report as presented; Davis seconded. Motion carried.
6. **Student Success and Support Program (SSSP) Plan (1st Read)** – Figallo presented the report which is due October 30. She highlighted the major sections of the report. Figallo explained that the budget template is not complete and will be included with the second read at the next meeting. She noted that the SSSP plan outlines how core services (assessment/orientation/counseling) are delivered to our students. Only about 1% of COS students are exempt from the SSSP because they are enrolled in less than 6 units with no goal indicated, or already hold a degree.
   La Serna moved to approve the first read of the Student Success and Support Program Plan as presented; Arzola seconded. Motion carried.
7. **Adoption of Canvas** – *(item #7 was moved under Standing Reports)* Nolan and Oxford, representing the Distance Education Committee (DECOS), presented the committee's proposal to move from Blackboard to the Canvas Learning Management System software which is currently offered by the Chancellor's Office at no charge to the District for the first four years. The adoption of Canvas was passed by the Academic Senate and the Technology Committee.
   La Serna moved to approve the adoption of Canvas and join the October 2015 cohort for implementation; DeLain seconded.
   Discussion followed regarding the implementation process. Nolan explained that support and training will be offered to faculty and staff. The implementation process will be completed in phases over an 18 month period.
   Motion carried.

**VII. <u>New Business:</u>** None.

**VIII. <u>Adjourned</u>:** 4:51 p.m.

College of the Sequoias
District Governance Senate Minutes
***September 23, 2014***
3:10 – 5:00 p.m.
Sequoia Room 1

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|---|---|
| **Members Present** | |
| **Administration:** | John Bratsch, Jonna Schengel, Brent Calvin *(co-chair)* |
| **Classified:** | Donna Robinson, Shelli Giles, Steve LaMar *(co-chair)* |
| **Faculty:** | Stephen Tootle, Ed Sense, David Hurst, Lisa Greer |
| **Adjunct Faculty:** | Don Nikkel, Susie Aceron |
| **District Governance Senate Co-Chair Representatives**: | Christine Statton *(Budget)*, Tim Hollabaugh *(Technology)*, Jennifer La Serna *(Institutional Planning and Effectiveness)*, Thea Trimble – proxy for Cindy DeLain *(Institutional Program Review)* |
| **Students Senate:** | Susan Singkeovilay |
| **Superintendent/President Ex-officio:** | Stan Carrizosa |
| **Members Absent:** | Eric Mittlestead, Joanne Barkhurst, Maria Garcia |

I. **Call to Order:** Calvin called the meeting to order at 3:12 p.m.

II. **Public Comment:**
   1. **Items not on the agenda:** None
   2. **Items on the agenda:** None

III. **Approval of Minutes:** Robinson moved to approve the minutes from 9/9/14; Hollabaugh seconded. Motion carried by unanimous vote.

IV. **Standing Reports:** See attached Standing Reports.
   a. **Budget Committee:**
   b. **Technology Committee:**
   c. **Institutional Planning and Effectiveness Committee:**
   d. **Institutional Program Review Committee:**
   e. **Academic Senate:** There was discussion on changes to AP 5300 – Student Equity. Calvin reported that he met with the Student Equity Committee and reviewed the changes made to the AP. There was also discussion about legal changes that had to be made to AP 2712 – Conflict of Interest Code in order for the District to be legally compliant. Carrizosa explained that the District would continue to be out of compliance if the legal changes were not made immediately, thus the AP did not go through the normal 30 day review process.
   f. **Student Senate:** Singkeovilay reported that Trustee Ward 1 candidates, Trustee Greg Sherman and Laurel Barton, presented to the Student Senate on 9/23/14.
   g. **Implementation Task Force:** No report; did not meet.
   h. **Mission Statement Task Force:** LaMar presented survey questions provided by Dr. Ozturk to be distributed district-wide. There was discussion about the purpose of the survey and what the task force should do with the information. The survey will be released soon, and the task force will share the feedback from the survey with District Governance Senate.

V. **Information Items:**
   1. **Accreditation Update** – La Serna reported that final edits are being made to the Follow-up Report for final print on 9/29. The ACCJC Visiting Team will be on campus for a one day visit on 10/27/14 with three members from the prior visiting team.
   2. **Safety Report –** Chief Bob Masterson presented a PowerPoint covering the staffing, schedules, costs of the District Police Department and a comparison with State Center Community College District. There was discussion regarding the high turnover of police officers, backup/coverage for officers on sick leave or vacation, the need for reserve officers, the new parking permits and meters, and safety checks on campus. Masterson stated that the District Police Department is currently well-staffed.

3. **Final District Budget 2014-15** – Statton presented a PowerPoint detailing the final 2014-15 District budget.
4. **Technology Plan 2014-2017 – Draft** – Hollabaugh presented a draft of the Technology Plan. He reviewed the layout and asked members for feedback. A number of suggestions/corrections were made and Hollabaugh will bring back a revised version for another read.

**VI. Action Items**

5. **Budget Committee Resource Allocation Assessment Memo** – Statton presented the Resource Allocation Assessment Memo which addresses Show Cause Action Item #13. Those that receive funding will fill out the form annually. Trimble reported that these responses will eventually be captured in the program review updates, but this is a good form to use in the transition. Some grammatical edits were made.
   Hurst moved to approve the Resource Allocation Assessment Memo with new language; Tootle seconded. Motion carried unanimously.

**VII. New business:**

None.

**Adjourned:** 4:51 p.m.

District Governance Senate Minutes
***September 26, 2017***
3:10 – 5:00 p.m.
Sequoia 1

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|---|---|
| **Members Present** | |
| **Administration:** | Brent Davis, Juan Vazquez, John Bratsch |
| **Classified:** | Carolyn Franco, Mayra Diaz, Steve LaMar |
| **Faculty:** | David Hurst, Greg Turner, Juan Arzola |
| **Adjunct Faculty:** | Don Nikkel, Charles Slaght |
| **District Governance Senate Co-Chair Representatives**: | Jennifer La Serna, Glen Profeta, Christine Statton, Jonna Schengel |
| **Student Senate:** | Cheyne Strawn |
| **Superintendent/President Ex-officio:** | |
| **Members Absent:** | Brent Calvin, Stephen Meier, Tracy Redden, Stan Carrizosa, Isabella O'Keeffe |
| **Guests:** | Mehmet Öztürk |

I. **Call to Order:** Calvin called the meeting to order at 3:10 p.m.

II. **Public Comment:**
   1. **Items not on the agenda:** Turner asked that DGS and its subcommittees' end-of-year reports be updated on the DGS website homepage.
   2. **Items on the agenda:** None.

III. **Approval of Minutes:** Hurst moved to approve the minutes from 9/12/17; Strawn seconded. Motion carried.

IV. **Standing Reports:**
   a. **Budget Committee:** Statton reported that Juan Vazquez presented information on the Student Success Program and disproportionately impacted groups (DIGs) to the Budget Committee. The committee reviewed the above-base rubric. Statton shared the District's long-term goal to purchase property on the Mooney Blvd. /Shady quadrant on the southeast corner of the Visalia campus; however, no specific plans have been made for the property yet.
   b. **Technology Committee:** Profeta provided an update on Office 365 which is planned for implementation by the first of the year; however, all computers need to be updated to Microsoft Office 2016 first. The Technology Committee is looking at video conferencing capabilities and costs for District meeting rooms. The new help desk rolled out last week.
   c. **Institutional Planning and Effectiveness Committee:** La Serna reported that IPRC met with representatives from each task force for the Strategic Plan, and working with the Strategic Plan Summit Task Force to provide additional support. The Strategic Plan Summit is on Friday, September 29, and all are encouraged to attend.
   d. **Institutional Program Review Committee:** Standing report attached.
   a. **Academic Senate**: Turner reported that all AP/BPs were approved (except AP 6300) by Academic Senate. Statton will explain in more detail about the changes to AP 6300 at the next AS meeting.
   b. **Student Senate:** Strawn reported that Statton will present the final budget at Student Senate. The hydration stations project is ongoing, and looking to install more cell phone charging stations on campus. Strawn reported that the Pride Club addressed the Student Senate during public comment regarding a petition to rename the free speech area on the Visalia campus in honor of A.R. Rhodes. Strawn reported that DACA students are calling for a DREAM Resource Center on the Visalia campus. Upcoming Events:
      - Multi-cultural Fair, September 28, Visalia quad
      - Veterans Appreciation Event, November 9, Visalia quad

V. **Information Items:**
   1. **Accreditation Update** – La Serna reminded members that if they have feedback for the first draft of Standard I: Mission, Academic Quality and Institutional Effectiveness, and Integrity to please respond to the survey by Friday, September 29.

2. **GQ Survey Results** – Öztürk presented a PowerPoint highlighting the purpose and results of the Giant Questionnaire sent to COS faculty and staff, and the Mother Lode survey sent to all COS students.

3. **2017-2018 Final Budget** – Statton presented a PowerPoint detailing the 2017-2018 final District budget.

4. **BP/AP 30 Day Review (2nd read) –** LaMar asked for feedback on the listed BP/APs.
   a. BP/AP 6100 – Delegation of Authority (non 10+1)
   b. BP/AP 6150 – Designation of Authorized Signatures (non 10+1)
   c. BP/AP 6200 – Budget Preparation (non 10+1)
   d. BP/AP 6250 – Budget Management (non 10+1)
   e. BP/AP 6300 – Fiscal Management (non 10+1) – AP 6300 – Statton explained that the original AP was intended to provide a "how and why we do it" and is not necessary in the AP. The new version aligns more closely with CCLC and the procedures are housed in other District documents. Statton will ensure that all procedures are codified in other District documents before striking them from the AP.

VI. **Action Items:**

VII. **New Business:** Schengel announced that the Mission Statement survey has been sent out via COS eNEWS and 70-80 responses have been received thus far. The task force will have a recommendation to share with DGS at the next meeting.

VIII. **Adjourned:** 4:35 p.m.

District Governance Senate Minutes
***September 27, 2016***
3:10 – 5:00 p.m.
Sequoia, Room 1

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|---|---|
| **Members Present** | |
| **Administration:** | Brent Calvin, John Bratsch |
| **Classified:** | Donna Robinson, Stephen Meier, Steve LaMar, Shelli Giles |
| **Faculty:** | Juan Arzola |
| **Adjunct Faculty:** | Don Nikkel, Charles Slaght |
| **District Governance Senate Co-Chair Representatives**: | Christine Statton, Jennifer Vega La Serna, Tim Hollabaugh, Jonna Schengel |
| **Student Senate:** | Andres Flores |
| **Superintendent/President Ex-officio:** | |
| **Members Absent:** | Brent Davis, Juan Vazquez, Emily Briones, Bruce Lovejoy, Stan Carrizosa |

I. **Call to Order:** Calvin called the meeting to order at 3:10 p.m.

II. **Public Comment:**
1. **Items not on the agenda:** None.
2. **Items on the agenda:** None.

III. **Approval of Minutes:** Robinson moved to approve the minutes from 9/13/16; Schengel seconded. Motion carried.

IV. **Standing Reports:** See attached reports.
a. **Budget Committee:**
b. **Technology Committee:** Hollabaugh provided a list and timeline for all major information systems projects Technology is currently working on, as well as the other departments that are involved in each project. Projects include: Degree Works, Canvas Learning Management, Courseleaf Catalog Management, Banner XE, SharePoint 2016, Clockworks, TracDat, ARGOS Reporting System, and Student Lab Collection. LaMar asked Hollabaugh if there was enough staff to complete all of the projects. Nikkel noted that COSAFA's contract states that members are responsible to enter SLO/SAO data into the TracDat system in order to make the results available to appropriate constituencies; however, not all COSAFA members have access to TracDat.
c. **Institutional Planning and Effectiveness Committee:**
d. **Institutional Program Review Committee:**
e. **Academic Senate:** Arzola reported that Academic Senate reviewed all three manuals and made a few edits.
f. **Student Senate:** Flores reported:
   a. Preparing for homecoming.
   b. Student survey for new food options, and following procedures for bringing a new vendor to campus. Calvin pointed out that collective bargaining units on campus do affect the food vendor process on campus and Student Senate should be prepared for that. Statton shared plans for the coffee court.

V. **Information Items:**
1. **Accreditation Update** –
   a. **Gap Analysis** – La Serna reported that work continues with gap analysis.
2. **Social Media Bulletins** – Kristen Foster presented two new management bulletins: District Social Media Account Creation and District Social Media Use. The District is trying to gather all COS social media accounts, which is currently around 100 accounts, and ensure that each account follows the District's social media policies.
   Highlights include:
   a. Does not apply to personal social media accounts
   b. does not apply to classroom use of social media

c. Creation of new accounts require consultation with Marketing & PIO
d. Staff/Faculty representative, PIO, and Webmaster will have administrative access to all accounts
e. All accounts expected to follow social media best practices
f. Follow existing policies governing student and employee behavior
g. Questionable content will be removed

3. **2016-17 Final Budget** – Statton presented a PowerPoint highlighting the final 2016-17 budget. Statton reviewed the unrestricted and categorical budgets, PERS and STRS increases, fiscal solvency projections, FTES, and farm budgets.
4. **AP/BP 30 Day Review (1st Read)** – Calvin reviewed the new set of BPs/APs up for revision. A few edits were proposed.
   a. BP 5030 – Fees (non 10+1)
   b. AP 5030 – Fees (non 10+1)
   c. BP 5140 – Access and Ability Center (non 10+1)
   d. AP 5140 – Access and Ability Center (non 10+1)
   e. BP 5300 – Student Equity (non 10+1)
   f. AP 5300 – Student Equity (non 10+1)
   g. BP 5700 – Intercollegiate Athletics (non 10+1)
   h. AP 5700 – Intercollegiate Athletics (non 10+1)

**VI. <u>Action Items:</u>**

5. **2016-17 Proposed Mandated Cost Reimbursement Funds Expenditures** – Item was tabled. Members will take the information back to their constituents for feedback. The item will come back for action at the next DGS meeting.

**X. <u>New Business:</u>** None.

**XI. <u>Adjourned</u>:** 4:56 p.m.

COLLEGE OF THE SEQUOIAS

# Instructional Council

Jennifer Vega La Serna, Ph.D., Chair

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Un-Approved Meeting Summary – Thursday, March 2, 2017
Room 1
2:10 – 4:00 pm

**Members Present:** Michele Brock , Jared Burch, Alicia Crumpler, Brent Davis, Cindy DeLain, Fernando Fernandez, Marshall Fulbright, Rick Haskill, David Hurst, Jennifer La Serna, Jessica Morrison, Tracy Myers, Milli Owens, Mary-Catherine Oxford, Julie Rodriguez, Jonna Schengel, Janell Spencer, Frank Tebeau, Robert Urtecho, Meng Vang, Louann Waldner, Tom Weise
**Members Absent:** Brent Davis, Marshall Fulbright, Belen Kersten, Terri Paden, Kristin Robinson, Thad Russell
**Advisory Members:** Deborah Nolan
Sarah Harris
**Academic Senate Representative:** Greg Turner

1. **Call to Order**

   The meeting, held via CCCConfer for members from Tulare and Hanford, was called to order at 2:10pm by Jennifer La Serna.

2. **Review of February 16, 2016 Meeting Summary**

   Tom Weise moved to approve the meeting summary from February 16, 2016; Milli Owens seconded. Motion was passed by unanimous vote.

3. **Standing Reports**

   None

4. **New Business**

   a. <u>Faculty Conference Payment –Media Convention</u>

   Presenting COSTA in mitigating a dispute between faculty and administration, David Hurst explained an incident that occurred with faculty travel conference. A faculty member’s travel expense was prepaid on a Cal-card. He presented a case for this expense to be covered by the faculty travel conference budget. The faculty should not have to pay this back to the District. AP 7400 was revised last year and the faculty was not aware of the changes made to the policy.

   Representing Administration, Christine Statton explained that COSTA made a proposal to have Instructional council take a vote on this issue. She presented a case for the faculty member to pay back the District now and wait along with all other faculty for reimbursement at the end of the semester for expenses. The faculty member has attended numerous conferences. The process for reimbursement has not changed since AP 7400 was revised. Jennifer related that there were numerous meetings with the faculty and dean prior to presenting this to IC.

   Milli Owens made a motion to move the item to action; Tom Weise seconded. A discussion followed.

A ballot was distributed. Results as follow:

- 6 voted yes to have the faculty travel conference budget cover the cost
- 11 voted no to have the faculty pay the District back now

b. Budget Update

Christine Statton presented a PowerPoint with updates on the governor's January budget.

c. IC Midterm Report

This item was moved to the next meeting.

d. FERPA

Michele Brock presented a PowerPoint on FERPA and records retention. The following tops were covered:

- What is FERPA?
- Students' rights to his/her FERPA protected records
- Federal, State and Accreditor requirements
- Requirements in college environment

A discussion followed.

**5. Old Business**

a. Instructional Equipment Funding Update

Jennifer shared the Instructional Equipment funding allocation for above base requests. For requests approved through above base, Christine Statton's office will email with budget details for purchasing. For Instructional Equipment, Khantee will email with budget details. For Strong Workforce, Thad Russell's office will notify division chairs with budget details. Funding allocations are being finalized and the final spreadsheet will be emailed to council members.

**6. Information Items/Announcements**

Jennifer announced the following new positions:

- Director, Dual Enrollment Programs
- Associate Dean/Director, Allied Health Programs
- Dean, Business, Social Science, and CFS

Jennifer also stated that faculty positions will be on the next meeting agenda for discussion and action.

**7. Faculty Chair Share**

Council members worked in groups for faculty chair share discussion. Recommended topics for discussion in IC:

- Dual enrollment
- Division chair handbook

Jennifer reminded council members to start inviting the new division chairs. There will also be a new division chair training in May.

The meeting was adjourned at 3:58 pm.
Summary submitted by Khantee See.

COLLEGE OF THE SEQUOIAS

# Instructional Council

Jennifer Vega La Serna, Ph.D., Chair

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Un-Approved Meeting Summary – Thursday, March 3, 2016
Room 1
2:10 – 4:00 pm

**Members Present:** Jared Burch, Stephanie Collier, Alicia Crumpler, Brent Davis, Cindy DeLain, Fernando Fernandez, David Hurst, Jennifer La Serna, Kevin Mizner, Jessica Morrison, Tracy Myers, Milli Owens, Kristin Robinson, Julie Rodriguez, Thad Russell, Jonna Schengel, Janell Spencer, Robert Urtecho, Frank Tebeau, Meng Vang, Louann Waldner, Tom Weise
**Members Absent:** Belen Kersten, Mary-Catherine Oxford, Terri Paden
**Advisory Members:** Deborah Nolan – present
Joni Jordan – present
**Academic Senate Representative:** Greg Turner – present

**1. Call to Order**

The meeting, held via CCCConfer for members from Tulare and Hanford, was called to order at 2:12 pm by Jennifer La Serna.

**2. Workshop**

Council members worked in small groups to review the 2016-17 catalog; specifically looking at course numbers and making sure that program outcomes match TracDat. Jennifer explained that the footnotes for the degrees will be included in the final version. The 2016-17 catalog will be live on April 6. If the program outcomes are incorrect, make note to use program outcomes from TracDat. The TracDat Workgroup will also pull a TracDat report that lists all the program outcomes for Linda Jones. Jennifer reminded members to send all changes to Linda Jones by Monday, March 7.

Answering a question, Jennifer asked members to email the helpdesk for anything that did not transfer or carry over from CurricUNet in Tracdat 5.

**3. Review of February 4, 2016 Meeting Summary**

This item will be reviewed at the next meeting.

**4. Standing Reports**

a. <u>Scheduling – Spring 2017</u>

Jordan Lamb distributed the spring 2017 schedule building packet. The packet included scheduling building timeline, spring 2016 section seating report, academic calendars, and spring 2017 schedule building template. Jordan explained that I&T department had issues with CRN when rolling over from spring 2016 to spring 2017.

Jennifer related that schedule templates should not have names. Jordan will remove the names and email a new template.
Answering a question, Jennifer stated that the Ponderosa spring 2017 schedule will be developed and shared at the next meeting.

Jennifer reviewed step 2 on the spring 2017 schedule building timeline. She reminded division chairs to double check room assignment and submit to Jordan Lamb by April 22.

b. Outcomes/Assessment – Joni Jordan
This item was not discussed.

**5. New Business**

a. Budget Update
Christine Statton presented information on the governor's budget update and mandated cost reimbursement one-time state fund priorities.

Jennifer reviewed the above-based rankings from the Budget Committee. District Governance Senate will review and approve the rankings at the March 8 meeting. The Superintendent/President will also review the rankings and recommend to the Board of Trustees at the March 14 meeting for approval. Approval notifications will be sent out at the end of March and funds must be spent by June 30.

The music department will request to switch #12 (choir risers) for #18 (acoustics shell) at the March 8 District Governance Senate meeting.

b. ACCJC Annual Report
Jennifer explained that the ACCJC Annual Report is completed every year to report on student learning outcomes, student enrollment, and student success rates. Joni Jordan, Cindy DeLain, Jonna Schengel, Thad Russell, Dali Ozturk, Ryan Barry-Souza, Leangela Miller-Hernandez, and Christine Statton are working on the report. Jennifer explained that Instructional Council has provided some dialogue responses for the report in the past. She asked members to review questions #23, #35-39 and email ideas on Institutional Learning Outcomes to Joni Jordan.

c. Faculty Positions
Jennifer provided an update on faculty positions and the process on requesting temporary full-time faculty. The process is to send a request via email to the Vice President of Academic Service with an explanation. Senior Management will review and approve the request. Jennifer related that Senior Management has approved a full-time temporary faculty for Library for next year. Senior Management has also approved 2 non-tenured track faculty for the accelerated high school for machining and electrician training courses.

Answering a question, Jennifer explained that these two positions are COS instructors and will be COSTA members. However, the positions will be paid from the Tulare Joint Union High School District Career Pathway Grant.

**6. Old Business**

a. Division Chair Handbook Workgroup
Tracy Myers asked members to look for old division chair handbooks. This will be helpful in developing the new handbook.

b. Final Exam Schedule Workgroup
Jennifer shared the updated spring 2016 final exam schedule. Updates included examples for evening classes and instructions for online class final exams. There will be a workshop to review and discuss other recommendations for the development of future final exam schedules at the next meeting.

c. Program Review Units Update
Jonna provided an update on program review units.

7. **Items not on the Agenda**

8. **Information Items/Announcements**
   a. Ponderosa Update

   Jennifer provided an update on the ponderosa white boards. This will be installed during speak break.

The meeting was adjourned at 4:01 pm.
Summary submitted by Khantee See.

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# Executive Board Meeting Agenda

**Tuesday, February 7, 2017 11:10 am – 12:00 pm Board Room – Sequoia Building**

**Meetings will be live streamed for the Hanford and Tulare campuses if requested**

I. CALL MEETING TO ORDER - PLEDGE OF ALLEGIANCE

II. ROLL CALL

III. APPROVAL OF THE AGENDA

IV. APPROVAL OF THE MINUTES

V. PUBLIC COMMENTS:
**This is the time set aside for the Board to receive public comments on issues which are not included on the agenda *(limit 3 minutes per person)*.**

VI. SENIOR MANAGEMENT INFORMATION UPDATE
**Christine Statton – Budget Information**

VII. ACCREDITATION / MASTER PLAN STUDENT REPORT

VIII. ADVISORS REPORT
- a. Focus Group
- b.

IX. EXECUTIVE BOARD REPORTS [ORAL AND WRITTEN]
**(First Reports Due – February 14th )**

X. SENATOR REPORTS
**Daisy B. Cheyne S.**

XI. STANDING COMMITTEE REPORTS

XII. OLD BUSINESS
- a. Club Social - Thurs, Feb 9th 12 pm - 1 pm Student Services Patio — Andrew
- b. Club Rush - Thurs, Feb 16th 10 am – 1 pm Quad — Andrew

XIII. NEW BUSINESS
- a. Tech Expo - (Need Volunteers, club food booth – Friday, March 24th) — Debbie, Jacob
- b. Meet & Greet — Debbie
- c. CTE - Fri, May 5th — Debbie

*** Please note if unable to complete the business of the agenda during the Tuesday class meeting, the agenda may be carried over to the Thursday class meeting.**

XIV. ANNOUNCEMENTS

XV. ADJOURNMENT

**STUDENT ACTIVITIES & AFFAIRS / STUDENT SENATE**
**915 S. Mooney Blvd., Visalia CA 93277 - Giant Forest Building Room 123**
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# Executive Board Meeting Agenda

**Tuesday, February 23, 2016 11:10 am – 12:00 pm Board Room – Sequoia Building**
**Meetings will be live streamed for the Hanford and Tulare campuses if requested**

**I. CALL MEETING TO ORDER - PLEDGE OF ALLEGIANCE**

**II. ROLL CALL**

**III. APPROVAL OF THE AGENDA**

**IV. APPROVAL OF THE MINUTES**

**V. PUBLIC COMMENTS:**
**This is the time set aside for the Board to receive public comments on issues which are not included on the agenda (limit 3 minutes per person).**

**VI. SENIOR MANAGEMENT INFORMATION UPDATE**

- **a. Christine Statton, VP — District Budget**

**VII. ACCREDITATION / MASTER PLAN STUDENT REPORT**

**VIII. ADVISORS REPORT**

- **a. AP/BP Critique Assignment — Due Mar 3rd**
- **b. Binder Check — Feb 23rd**

**IX. EXECUTIVE BOARD REPORTS [ORAL AND WRITTEN]**
**Andres F. Brissa F.**

**X. SENATOR REPORTS**
**Jomar A. Jovita A. Edgar G. Brissa F.**

**XI. STANDING COMMITTEE REPORTS**

**XII. OLD BUSINESS**

- **a. Advocacy Committee — Pablo, Brissa**
- **b. Student Center Reopening — Wed, Feb 24th 9 am – 12 pm — Debbie**
- **c. Career Expo — Fri, Apr 8th — Debbie**

**XIII. NEW BUSINESS**

- **a. New Club Charter - The Society of Future Leaders [info item] — Debbie**
- **b. April Poetry Month — Pablo**
  - *** Please note if unable to complete the business of the agenda during the Tuesday class meeting, the agenda may be carried over to the Thursday class meeting.**

**XIV. ANNOUNCEMENTS**

**XV. ADJOURNMENT**

**STUDENT ACTIVITIES & AFFAIRS / STUDENT SENATE**
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# Executive Board Meeting Agenda

**Tuesday, February 24, 2015 11:10 am - 12:00 pm Board Room - Sequoia Building**
**Meetings will be live streamed for the Hanford and Tulare campuses**

I. **CALL MEETING TO ORDER - PLEDGE OF ALLEGIANCE**

II. **ROLL CALL**

III. **APPROVAL OF THE AGENDA**

IV. **APPROVAL OF THE MINUTES**

V. **PUBLIC COMMENTS:**
**This is the time set aside for the Board to receive public comments on issues which are not included on the agenda (limit 3 minutes per person).**

VI. **ACCREDITATION / MASTER PLAN REPORT**
**SUPERINTENDENT PRESIDENT OR VICE PRESIDENT**
**COS 2.0 MANUALS – REVIEW / REVISIONS**

VII. **ACCREDITATION / MASTER PLAN STUDENT REPORT**

VIII. **ADVISORS REPORT**
- a. **Guest - Don Nikkel**
- b. **Peer Mentoring Log Hours - first five hours due March 10th**
- c. **Notebook Check - Tues, Feb 24th**
- d. **Final Drop Date - Fri, Mar 20th**
- e. **Diversity Written/Oral Presentation - Due Thur, Mar 5th - 70 points**
- f. **COS Summit - Sat, Mar 14th - Extra Credit 20 points**
- g. **Student Senate Class - Mar 12th , 17th, 19th**

IX. **EXECUTIVE BOARD REPORTS**
**Abbi G. and Danielle R.**

X. **SENATOR REPORTS**
**Maria G., Harpreet K., Elisandro S., Celene L., Chris W.**

XI. **STANDING COMMITTEE REPORTS**

XII. **OLD BUSINESS**

| | | | |
|---|---|---|---|
| a. | **March in March** | - **Monday, March 2nd** | **Debbie, Carlos C.** |
| b. | **Toy Drive** | - **March 2nd - 26th** | **Daniel B, Abigail G.** |
| c. | **Anime Club** | - **Charter Request (action item)** | **Debbie** |
| d. | **Student Empowerment Club** | - **Charter Request (action item)** | **Debbie** |
| e. | **Student Survey** | - **Feb 25th Mar 18th (set table w/laptops 3/12)** | **Debbie** |
| f. | **Student Senate Bylaws** | - **Revisions** | **Debbie** |
| g. | **Heart Program** | - **Campus Tour Wed., Apr 15th 3-4:30 pm** | **Debbie** |
| h. | **FYE Fashion Show** | - **Wednesday, March 18th** | **David R., Anthony Z.** |
| i. | **STEPS** | - **Apr 16th & 18th** | **Debbie** |

XIII. **NEW BUSINESS**

| | | | |
|---|---|---|---|
| a. | **Talent Showcase** | - **Apr 23rd** | **Daniel B.** |

* **Please note if unable to complete the business of the agenda during the Tuesday class meeting, the agenda will be carried over to the Thursday class meeting.**

XIV. **ANNOUNCEMENTS**

XV. **ADJOURNMENT**

STUDENT ACTIVITIES & AFFAIRS / STUDENT SENATE
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# Executive Board Meeting Agenda

**Tuesday, September 27, 2016 11:10 am – 12:00 pm Board Room – Sequoia Building**

**Meetings will be live streamed for the Hanford and Tulare campuses if requested**

I. CALL MEETING TO ORDER - PLEDGE OF ALLEGIANCE

II. ROLL CALL

III. APPROVAL OF THE AGENDA

IV. APPROVAL OF THE MINUTES

V. PUBLIC COMMENTS:
**This is the time set aside for the Board to receive public comments on issues which are not included on the agenda *(limit 3 minutes per person).***

VI. SENIOR MANAGEMENT INFORMATION UPDATE

VII. ACCREDITATION / MASTER PLAN STUDENT REPORT

VIII. ADVISORS REPORT
- a. CCCSAA Conference Packets
- b. Binder Check due October 4th
- c. Meet & Greet Review

IX. EXECUTIVE BOARD REPORTS [ORAL AND WRITTEN]
Brissa F. Cheyne S.

X. SENATOR REPORTS
Maria G. Andrew S. Catalina O. Shantel M. Steve L.

XI. STANDING COMMITTEE REPORTS

XII. OLD BUSINESS

| | | |
|---|---|---|
| a. Constitution Day | Review | Jacob |
| b. Club Social | Review | Christine |
| c. Club Rush | Review | Jacob & Christine |
| d. Homecoming Week | Sept. 26th – Oct. 1st [Pep Rally 9/29 10-1] | Jacob |
| e. Competition Day | Nov. 3 10 am – 1 pm | Andres, Jacob |

XIII. NEW BUSINESS

| | | |
|---|---|---|
| a. Outside Food Vendors | | Debbie, Andres |
| b. Multicultural Fair | Oct. 13th [$1,000 – info item] | Debbie |

*** Please note if unable to complete the business of the agenda during the Tuesday class meeting, the agenda may be carried over to the Thursday class meeting.**

XIV. ANNOUNCEMENTS

XV. ADJOURNMENT

STUDENT ACTIVITIES & AFFAIRS / STUDENT SENATE
915 S. Mooney Blvd., Visalia CA 93277
Giant Forest Building Room 123 (559) 730-3736
http://www.cos.edu/StudentServices/StudentActivitiesAffairs

# Executive Board Meeting Agenda

**Tuesday, September 30, 2014 11:10 am - 12:00 pm Board Room - Sequoia Building**
**Meetings will be live streamed for the Hanford and Tulare campuses**

I. CALL MEETING TO ORDER - PLEDGE OF ALLEGIANCE

II. ROLL CALL

III. APPROVAL OF THE AGENDA

IV. APPROVAL OF THE MINUTES

V. PUBLIC COMMENTS:

This is the time set aside for the Board to receive public comments on issues which are not included on the agenda (limit 3 minutes per person).

VI. ACCREDITATION / MASTER PLAN REPORT
SUPERINTENDENT PRESIDENT OR VICE PRESIDENT

a. COS 2.0 MANUALS – REVIEW / REVISIONS

VII. ACCREDITATION / MASTER PLAN STUDENT REPORT

VIII. ADVISORS REPORT

a. T-Shirts
b.

IX. EXECUTIVE BOARD REPORTS

Susan and André

X. SENATOR REPORTS

Tony A., Abigail G., David R., Daniel B.

XI. STANDING COMMITTEE REPORTS

XII. OLD BUSINESS

| | | | |
|---|---|---|---|
| a. Club Social | - | review | André |
| b. Constitution Day | - | review | Susan |
| c. Relay for Life | - | review | Michelle, Danielle, Chris, Tony |
| d. Club Rush/Multi-Cultural Fair | - | review | André, Susan |
| e. Homecoming | - | Oct. 13-16 | Susan |

XIII. NEW BUSINESS

a. Society of Legal Studies Club - (information item - club charter) Debbie
b. Haunted House - Student Center proposal - Chris W.
c. Halloween Carnival/Costume Contest - October 30th 10am - 1pm Quad Susan
d. PACE Chili Cook-Off - Oct. 22 Debbie

* Please note if unable to complete the business of the agenda during the Tuesday class meeting, the agenda will be carried over to the Thursday class meeting.

XIV. ANNOUNCEMENTS

XV. ADJOURNMENT

**STUDENT ACTIVITIES & AFFAIRS / STUDENT SENATE**
**915 S. Mooney Blvd., Visalia CA 93277 - Giant Forest Building Room 123**
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# Executive Board Meeting Agenda

**Tuesday, October 6, 2015 11:10 am - 12:00 pm Board Room - Sequoia Building**
**Meetings will be live streamed for the Hanford and Tulare campuses**

**I.** CALL MEETING TO ORDER - PLEDGE OF ALLEGIANCE

**II.** ROLL CALL

**III.** APPROVAL OF THE AGENDA

**IV.** APPROVAL OF THE MINUTES

**V.** PUBLIC COMMENTS:
**This is the time set aside for the Board to receive public comments on issues which are not included on the agenda (limit 3 minutes per person).**

**VI.** SENIOR MANAGEMENT INFORMATION UPDATE
**District Budget Report – Christine Statton, VP Finance**

**VII.** ACCREDITATION / MASTER PLAN STUDENT REPORT

**VIII.** ADVISORS REPORT

| | | |
|---|---|---|
| a. | Student Senate Constitution Assignment | due today |
| b. | Binder Check | Oct 13th |
| c. | Community Service Hours (first five hours) | due Oct 13th |

**IX.** EXECUTIVE BOARD REPORTS [ORAL AND WRITTEN]
**Jennifer Cho and Daniel Villafana**

**X.** SENATOR REPORTS
**Jose Z. Jacob P. Gabby P. Vincent L. Maggie Z.**

**XI.** STANDING COMMITTEE REPORTS

**XII.** OLD BUSINESS

| | | | |
|---|---|---|---|
| a. | The Fourth Branch Club - Charter Request | (action item) | Debbie, Christine |
| b. | Health Fair | Oct 14th | Chris |
| c. | Halloween Carnival/Costume Contest | (action item) | Chris, Christine, Sabrina |

**XIII.** NEW BUSINESS

*** Please note if unable to complete the business of the agenda during the Tuesday class meeting, the agenda will be carried over to the Thursday class meeting.**

**XIV.** ANNOUNCEMENTS

**XV.** ADJOURNMENT

STUDENT ACTIVITIES & AFFAIRS / STUDENT SENATE
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# Executive Board Meeting Agenda

**Tuesday, October 10th, 2017 11:10 am – 12:00 pm Board Room – Sequoia Building**

**Meetings will be live streamed for the Hanford and Tulare campuses if requested**

1. **CALL MEETING TO ORDER - PLEDGE OF ALLEGIANCE**
2. **ROLL CALL**
3. **APPROVAL OF THE AGENDA**
4. **APPROVAL OF THE MINUTES**
5. **PUBLIC COMMENTS:**
   **This is the time set aside for the Board to receive public comments on issues which are not included on the agenda *(limit 3 minutes per person).***
6. **SENIOR MANAGEMENT INFORMATION UPDATE – CHRISTINE – BUDGET REPORT**
7. **ACCREDITATION / MASTER PLAN STUDENT REPORT**
8. **ADVISORS REPORT**
   a. **Notebook Check- Oct. 17**
   b. **Community Service Hours- Oct. 10**
   c. **Committee Reps Need To Get Their Own Alternates**
9. **EXECUTIVE BOARD REPORTS [ORAL AND WRITTEN]**
10. **SENATOR REPORTS**
11. **STANDING COMMITTEE REPORTS**
12. **OLD BUSINESS**
    a. **Homecoming Week - October 9th-14th – Ginger**
    b. **Request to Charter Club - [African – American Male Educational Network Development (A²MEND)] – (Action Item) - Arely**
    c. **Request to Charter Club – [Walking by Faith] - (Action Item) – Arely**
    d. **Halloween Carnival –Oct. 31st – 11-1pm – Ginger**
    e. **Can food drive – Ginger**
    f. **Request to Charter Club – [Giant Book Club] – (Action Item) - Arely**
13. **NEW BUSINESS**
14. **ANNOUNCEMENTS**
15. **ADJOURNMENT**

*** Please note if unable to complete the business of the agenda during the Tuesday class meeting, the agenda may be carried over to the Thursday class meeting.**

# College of the Sequoias

2014-15
Tentative Budget
June 9, 2014

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*the first step to success*

# Budget Process

1. Tentative Budget is created based on May Revise
2. Approval of Tentative Budget by Board in June authorizes expenditures over summer
4. Summer - Legislature proposes adjustments to state allocations, and Governor negotiates
5. State Budget is adopted by June 15th (legislature); Governor approves by June 30th
6. Staff account for final changes to income & expenditures
7. Final Budget is adopted by Board in September

# Tentative Budget - Assumptions:

- 2.75% Access Funding (Growth) = $1.1M
  - Primarily covers 11 new FTES (10 in GFU)
- .85% COLA = $400,000 COS
  - Covers Step/Column costs $373K
- 2.83% H&W cap increase (50%) for Management & CSEA $84,000
  - COSTA still awaiting PERB resolution
  - Actual increase received Friday May 23rd – 7% (50% = 3.5% increase = $100,000)

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# Tentative Budget - Assumptions:

- Student Success/Student Equity budgeted same as prior year Matriculation ($548K)
  - Final budget could be much higher!
- Scheduled Maintenance
  - May Revise = $148M allocation; $1.15M for COS (zero match required) Tentative budget = $0
- Instructional Equipment
  - May Revise = 0! ($650K originally proposed)
  - COS budgeted one-time $200K to cover instructional equip/above base resource allocations

# Tentative Budget - Assumptions:

- No TRAN for 2014-15 = $100K savings
- Lowered non-resident tuition - budgeted revenue by $100K (due to historical $'s)
- Lowered budgeted lottery revenue by $200K (lower base FTES, + historical $'s)
- Increased STRS by $257.5K ($238K GF Unrestricted) – employer contribution rate increased from 8.25% to 9.5% (proposed)

| Description (Adopted Budget) | 2014-15 GFU | 2014-15 Combined |
|---|---|---|
| State Allocation | $46,662,158 | $46,662,158 |
| Federal Revenues | $ 167,000 | $3,601,251 |
| Other Income | $ 2,454,962 | $7,678,603 |
| **Total Revenues** | **$49,284,120** | **$57,942,012** |
| Certificated | $21,125,266 | $22,660,462 |
| Classified | $ 8,784,225 | $11,747,611 |
| Benefits | $10,884,048 | $12,426,706 |
| Materials & Supplies | $ 965,473 | $ 1,601,967 |
| Contracted Services | $ 5,877,850 | $ 6,889,458 |
| Capital Expenditures | $ 1,295,782 | $ 1,694,810 |
| Transfer Out/Other Outgo | $ 306,944 | $ 876,466 |
| **Total Expenditures** | **$49,239,588** | **$57,897,480** |
| **Surplus/(Deficit)** | **$ 44,532** | **$ 44,532** |

| Description | 2014-15 | |
|---|---|---|
| Beginning Fund Balance | $3,938,468 | (includes $996k 1X indirect reserve) |
| Surplus/(Deficit) | $ 44,532 | |
| Ending Fund Balance | $3,983,000 | * |
| | | |
| 6% Reserve for Economic Uncertainties | $2,954,375 | Board Policy 6% |
| Additional Fund Balance | $1,028,625 | |
| = Total General Fund – Fund Balance | $3,983,000 | Board Priority 8% |
| | | |
| Note 1*: Additional funds expected to fall to fund balance at close of each year | | |
| Note 2: 2 weeks of GF expenditures | $2,050,000 | 4.1% |
| 3 weeks of GF expenditures | $3,075,000 | 6.2% |
| 1 month of GF expenditures | $4,100,000 | 8.3% |
| state average-CC Fund Balance | $7,900,000 | 16% |

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# Links between Resource Allocations & District Goals and Objectives:

- Eleven new Full Time Faculty Hired (incl 1 counselor):
  - Focus Area II: Students' Success in Completing their Education
  - Goal IIA: Create a culture of Achievement
  - DO#1: Provide effective academic support services
  - DO#6: Accelerate the schedule for offering the basic skills sequence in English or Mathematics
  - Mission: Help our diverse student population achieve their transfer and/or occupational objectives
  - Mission: Supporting students' mastery of basic skills, and provide programs and services that foster student success (e.g. new Math, English and Science Faculty)

# Links between Resource Allocations and District Goals and Objectives:

- One additional Full Time Counselor (Vets Counselor), and ongoing funding for additional Librarian services
  - Focus Area II: Students' Success in Completing their Education
  - DO#3: Provide a level of counseling and library services for all District students that is equitable across the sites and instructional delivery modalities.
  - DO#4: Pilot a program of deliberate counseling – basic skills and degree/certificate/transfer planning
- New Student Success/Student Equity Funding – Possible Degree Tracking systems upgrade
  - DO#4: Pilot a program of deliberate counseling – basic skills and degree/certificate/transfer planning

## Links between Resource Allocations and District Goals and Objectives:

- $200K Above Base Resource Allocation Funding:
  - Focus Area II: Students' Success in Completing their Education
  - DO#1: Provide effective academic support services
  - DO#7 Allocate resources based on an accountable & systematic District-wide planning and budget development process
- $21.3K increase Writing Center budget/procedures to allocate lab/tutorial budgets to all three sites:
  - Focus Area II: Students' Success in Completing their Education
  - DO#1: Provide effective academic support services
  - DO#3 Provide a level of counseling and library services for all District students that is equitable across the sites and instructional delivery modalities

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# Links between Resource Allocations and District Goals and Objectives:

- $25k (10k additional + 15K transferred funds) new budget for Public Information – advertising, printing, and distribution of Governance materials, reports & manuals:
  - Focus Area IV: Efficient and Effective College Practices
  - Goal IVA: Maintain comprehensive, transparent, and accountable college operations at COS
  - DO#7 Systematic District-wide planning and budget development process
- $21.5K (transferred funds) discretionary budget for Office of Research and Institutional Planning
  - Continuous Integrated Planning based upon data analysis
  - Focus Area IV: Efficient and Effective College Practices

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# Links between Resource Allocations and District Goals and Objectives: New classified/management Positions

- DO#1 Provide effective academic support services
- DO#7 Allocate resources based on…a budget development process that links this allocation to *Program Reviews* and Strategic Plan.

| New Positions Added | Unrestricted/Restricted |
|---|---|
| PTA Program Secretary .5 FTE | Unrestricted |
| Admin Technician – Provost | Unrestricted |
| Clerical Assistant - Welcome Center .6 FTE (net zero cost) | Unrestricted |
| EOP&S Director | Unrestricted |
| Grounds Technician .5 FTE | Unrestricted |
| Clerical Assistant (also assist Research) .5 FTE | Unrestricted |
| Clerical Assistant DRC | Restricted/Categorical |
| Senior Secretary Financial Aid .5 FTE | Restricted/Categorical |
| BICS Director | Restricted/Categorical |
| C-6 Grant Manager | Restricted/Categorical |
| Deputy Sector Navigator | Restricted/Categorical |

## FISCAL SOLVENCY PROJECTIONS

| Annual Ongoing Increases | 2014-15 GFU | 2015-16 GFU | 2016-17 GFU |
|---|---|---|---|
| Step & Column | Included | $373,681 | $373,681 |
| H&W Benefits | Included | $0 | $0 |
| PERS (11.7%, 12.6%, 15.0%) | Included | $90,000 | $241,000 |
| STRS (9.5%, 11.1%, 12.7%) | Included | $275,200 | $275,200 |
| Utilities 3% Increase | 0 Included | $50,000 | $50,000 |
| Insurance (WC/P&L) 5% Incr | Included | $30,000 | $30,000 |
| Reduction FTES 9387 to 9100 | N/A | ($354,000) | N/A |
| Tulare Provost | N/A | $120,000 | Included |
| Add FT –Estimated FON (2/yr?) | Included | $200,000 | $200,000 |
| Remove 1/X $200K above base | N/A | ($200,000) | Included |
| **Total Increased Expenditures** | Included | $584,881 | $1,169,881 |
| | | | |

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**Assumed 0% COLA 15-16 & 16-17**

| Fiscal Solvency Projection | 2014-15 GFU | 2015-16 GFU | 2016-17 GFU |
|---|---|---|---|
| State Allocation | $46,662,158 | $46,662,158 | $46,662,158 |
| Federal Revenues | $ 167,000 | $ 167,000 | $ 167,000 |
| Other Income | $ 2,454,962 | $ 2,454,962 | $ 2,454,962 |
| **Total Revenues** | **$49,284,120** | **$49,284,120** | **$49,284,120** |
| Certificated | $21,125,266 | $21,283,447 | $21,675,628 |
| Classified | $ 8,784,225 | $ 8,965,725 | $ 9,147,225 |
| Benefits | $10,884,048 | $11,249,248 | $11,765,448 |
| Materials & Supplies | $ 965,473 | $ 965,473 | $ 965,473 |
| Contracted Services | $ 5,877,850 | $ 5,957,850 | $ 6,037,850 |
| Capital Expenditures | $ 1,295,782 | $ 1,095,782 | $ 1,095,782 |
| Transfer Out/Other Outgo | $ 306,944 | $ 306,944 | $ 306,944 |
| **Total Expenditures** | **$49,239,588** | **$49,824,469** | **$50,994,350** |
| **Surplus/(Deficit)** | **$ 44,532** | **$ (540,349)** | **$ (1,710,230)** |

**Assumed 2% COLA 15-16 & 16-17**

| Fiscal Solvency Projection | 2014-15 GFU | 2015-16 GFU | 2016-17 GFU |
|---|---|---|---|
| State Allocation | $46,662,158 | $47,595,401 | $48,547,309 |
| Federal Revenues | $ 167,000 | $ 167,000 | $ 167,000 |
| Other Income | $ 2,454,962 | $ 2,454,962 | $ 2,454,962 |
| **Total Revenues** | **$49,284,120** | **$50,217,363** | **$51,169,271** |
| Certificated | $21,125,266 | $21,283,447 | $21,675,628 |
| Classified | $ 8,784,225 | $ 8,965,725 | $ 9,147,225 |
| Benefits | $10,884,048 | $11,249,248 | $11,765,448 |
| Materials & Supplies | $ 965,473 | $ 965,473 | $ 965,473 |
| Contracted Services | $ 5,877,850 | $ 5,957,850 | $ 6,037,850 |
| Capital Expenditures | $ 1,295,782 | $ 1,095,782 | $ 1,095,782 |
| Transfer Out/Other Outgo | $ 306,944 | $ 306,944 | $ 306,944 |
| **Total Expenditures** | **$49,239,588** | **$49,824,469** | **$50,994,350** |
| **Surplus/(Deficit)** | **$ 44,532** | **$ 392,894** | **$ 174,921** |

# FTES Update

## Historical Perspective

| Year | Actual FTES | Funded FTES |
|---|---|---|
| 1999-00 | 8,204.79 | 8,204.79 |
| 2000-01 | 8,149.45 | 8,204.79 |
| 2001-02 | 8,419.17 | 8,419.17 |
| 2002-03 | 8,506.82 | 8,506.82 |
| 2003-04 | 8,510.76 | 8,510.76 |
| 2004-05 | 8,620.16 | 8,620.16 |
| 2005-06 | 7,582.27 | 8,620.16 |
| 2006-07 | 8,929.55 | 8,929.55 |
| 2007-08 | 8,209.56 | 8,929.55 |
| 2008-09 | 10,160.04 | 9,042.35 |
| 2009-10 | 10,614.57 | 8,696.69 |
| 2010-11 | 10,561.93 | 8,945.00 |
| 2011-12 | 9,033.30 | 8,261.13 |
| 2012-13 | 8,646.55 | 8,408.26 |
| 2013-14 Estim | *9,493.00* | *8,781.00* |
| 2014-15 Estim | *9,100.00* | *9,023.00* |

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| Major Categorical Program | 2014-15 Revenues | 2013-14 Revenues |
|---|---|---|
| Basic Skills | $134,024 | $134,024 |
| BFAP Financial Aid | $437,509 | $437,509 |
| EOP&S | $818,820 | $859,235 |
| CARE | $121,112 | $127,487 |
| DRC | $847,916 | $847,916 |
| CalWorks | $323,918 | $337,503 |
| Student Success | $548,379 | $548,379 |
| Student Equity | $0 | $0 |
| Adjunct Parity | $172,899 | $172,899 |
| TANF | $ 79,756 | $83,956 |
| Scheduled Maintenance | $0 | $109,705 |
| Instructional Equipment | $0 | $109,713 |
| **Total** | **$3,484,333** | **$3,768,326** |

# Legislature's Budget Proposals – may indicate slight increases in June Budget:

- $2.5B Additional state revenue = $246M allocation to Community Colleges
- Most additional funding to categoricals
  - DSPS, EOPS, Instructional Equip, Part-time Faculty Office Hours, Student Success, etc.)
- Possible unrestricted funding increase:
  - increase COLA (to 1.7%) – estimate +$400K?
  - and/or "convert part time faculty to full time"

# Farm Budgets

**Beef Unit**

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 1,000 |
| 30000 | Benefit Expense | 100 |
| 40000 | Supplies | 1,250 |
| 50000 | Services & Other Op Expenses | 650 |
| | **Total Expense** | **3,000** |
| 88000 | Local Revenue | 1,000 |

**Crops Unit**

| | | |
|---|---|---|
| 50000 | Services & Other Op Expenses | 115,000 |
| 88000 | Local Revenue | 410,000 |

**Dairy Unit**

| | | |
|---|---|---|
| 50000 | Services & Other Op Expenses | 14,000 |
| 88000 | Local Revenue | 50,000 |

**Equine Unit**

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 11,000 |
| 30000 | Benefit Expense | 350 |
| 40000 | Supplies | 15,500 |
| 50000 | Services & Other Op Expenses | 10,550 |
| | **Total Expense** | **37,400** |
| 88000 | Local Revenue | 17,000 |

**Farm Overhead Unit**

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 38,000 |
| 30000 | Benefit Expense | 26,175 |
| 40000 | Supplies | 28,750 |
| 50000 | Services & Other Op Expenses | 79,100 |
| 60000 | Capital Outlay | 9,000 |
| | **Total Expense** | **181,025** |
| 88000 | Local Revenue | 100 |

# Farm Budgets

| Ornamental Horticulture Unit | | |
|---|---|---|
| 20000 | Classified Salary Expense | 20,000 |
| 30000 | Benefit Expense | 450 |
| 40000 | Supplies | 9,800 |
| 50000 | Services & Other Op Expenses | 1,900 |
| | **Total Expense** | **32,150** |
| 88000 | Local Revenue | 14,000 |

| Residence - Farm | | |
|---|---|---|
| 50000 | Services & Other Op Expenses | 10,000 |
| 88000 | Local Revenue | 31,200 |

| TOTAL FARM UNIT | |
|---|---|
| **Total Expense** | **407,100** |
| **Total Revenue** | **524,300** |

| Sheep Unit | | |
|---|---|---|
| 20000 | Classified Salary Expense | 3,000 |
| 30000 | Benefit Expense | 100 |
| 40000 | Supplies | 2,700 |
| 50000 | Services & Other Op Expenses | 350 |
| | **Total Expense** | **6,150** |
| 88000 | Local Revenue | 1,000 |

| Swine Unit | | |
|---|---|---|
| 20000 | Classified Salary Expense | 3,000 |
| 30000 | Benefit Expense | 100 |
| 40000 | Supplies | 2,700 |
| 50000 | Services & Other Op Expenses | 350 |
| | **Total Expense** | **8,375** |
| 88000 | Local Revenue | **0** |

# Other Funds

| Farm Special Reserve | | |
|---|---|---|
| 88000 | Local Revenue | 10,000 |

| Linwood Reserve | | |
|---|---|---|
| 88000 | Local Revenue | 21,000 |

| Capital Projects | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 131,316 |
| 60000 | Capital Outlay | 31,940 |
| | **Total Expense** | **163,256** |

| Hispanic Serving Institute Trust | | |
|---|---|---|
| 70000 | Other Outgo | 15,000 |
| | **Total Expense** | **15,000** |
| 88000 | Local Revenue | **22,000** |

| Banked Leave | | |
|---|---|---|
| 88000 | Local Revenue | 16,000 |

| Hanford General Obligation (GO) Debt Service | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 781,808 |
| 70000 | Other Outgo | 95,192 |
| | **Total Expense** | **877,000** |
| 88000 | Local Revenue | 877,000 |

| Hanford General Oblign. (GO) Debt Service 2nd Issue | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 176,513 |
| 70000 | Other Outgo | 315,000 |
| | **Total Expense** | **491,513** |
| 88000 | Local Revenue | 491,513 |

# Other Funds

| Retiree Health & Welfare | | |
|---|---|---|
| 88000 | Local Revenue | 11,000 |

| Visalia General Obligation (GO) Debt Service 2nd Issue | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 232,500 |
| | **Total Expense** | **232,500** |
| 88000 | Local Revenue | 232,500 |

| Visalia General Obligation (GO) Debt Service 3rd Issue | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 206,525 |
| | **Total Expense** | **206,525** |
| 88000 | Local Revenue | 206,525 |

| Hanford General Obligation Bond | | |
|---|---|---|
| 40000 | Supplies | 31,727 |
| 50000 | Services & Other Operation Expense | 64,032 |
| 60000 | Capital Outlay | 613,151 |
| | **Total Expense** | **708,910** |

| Visalia General Obligation (GO) Debt Service | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 1,001,788 |
| 70000 | Other Outgo | 316,512 |
| | **Total Expense** | **1,318,300** |
| 88000 | Local Revenue | 1,318,300 |

| Tulare General Obligation (GO) Debt Service 3rd Issue | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 60,797 |
| | **Total Expense** | **60,797** |
| 88000 | Local Revenue | 60,797 |

# Other Funds

| Visalia General Obligation Bond | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 56,414 |
| 60000 | Capital Outlay | 26,107 |
| 70000 | Other Outgo | - |
| | **Total Expense** | **82,521** |

| Tulare General Obligation Bond | | |
|---|---|---|
| 60000 | Capital Outlay | 1,052,265 |
| 70000 | Other Outgo | 1,308,018 |
| | **Total Expense** | **2,360,283** |

| Tulare General Obligation (GO) Debt Service | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 1,025,697 |
| 70000 | Other Outgo | 348,615 |
| | **Total Expense** | **1,374,312** |
| 88000 | Local Revenue | 1,374,312 |

| Tulare General Obligation (GO) Debt Service 2nd Issue | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 178,625 |
| | **Total Expense** | **178,625** |
| 88000 | Local Revenue | 178,625 |

- *Questions or Comments?*
- *For Board Approval*

# College of the Sequoias

2015-16
Tentative Budget
June 8, 2015

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# Budget Process

1. Tentative Budget is created based on May Revise
2. Approval of Tentative Budget by Board in June authorizes expenditures over summer
4. Summer - Legislature proposes adjustments to state allocations, and Governor negotiates
5. State Budget is adopted by June 15th (legislature); Governor approves by June 30th
6. Staff account for final changes to income & expenditures
7. Final Budget is adopted by Board in September

# Tentative Budget - Assumptions:

- 3.0% Access Funding (Growth) available
  - Budget includes 100 FTES, or 1.1% growth, due to third session summer 2015 appx $400,000
- 1.02% COLA = $474,000 COS (per-FTES, and base)
- 3.1% H&W cap increase (50%) for COSTA $76,752
  - Also includes 3.1% H&W cap increase (50%) for Management ($23,616) and CSEA ($71,340) as a placeholder. CSEA to be negotiated.
  - Actual increase received May 20th – 6.2% for PPO-4 RX-A

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# Tentative Budget - Assumptions:

- Student Success/SSSP- additional $750K ongoing (+ additional 165K in 14-15 beyond adopted budget)
- Student Equity/SEP – additional $850K ongoing
- Scheduled Maintenance
  - May Revise = $577K allocation (zero match required)
- Instructional Equipment
  - May Revise = $577K allocation
  - COS budgets $276K per year out of these funds for annual computer refresh

# Tentative Budget - Assumptions:

- Increased STRS by $370K (GF Unrestricted) – employer contribution rate increased from 8.88% (14-15) to 10.73% (15-16)
- Increased PERS by $98K - Employer contribution rate increased from 11.417% (GF budget) to 11.84%
- Does not include possible $585,000 revenue for increased full-time faculty hiring
  - state has not determined methodology for allocation. COS has a higher full time/part time ratio, which may affect COS's funding
- Does not include appx *$4 million+* in one-time mandate cost reimbursements – will budget when received

| Description (Tentative Budget) | 2015-16 GFU | 2015-16 Combined |
|---|---|---|
| State Allocation | $49,559,186 | $49,559,186 |
| Federal Revenues | $ 7,000 | $2,176,375 |
| Other Income | $ 2,296,713 | $12,202,789 |
| **Total Revenues** | **$51,862,899** | **$63,938,350** |
| Certificated | $22,144,649 | $23,593,159 |
| Classified | $ 9,341,784 | $12,899,867 |
| Benefits | $11,674,421 | $13,637,973 |
| Materials & Supplies | $ 956,394 | $ 2,394,033 |
| Contracted Services | $ 5,567,073 | $ 6,848,156 |
| Capital Expenditures | $ 929,964 | $ 2,771,919 |
| Transfer Out/Other Outgo | $ 276,964 | $ 821,593 |
| **Total Expenditures** | **$50,891,249** | **$62,966,700** |
| **Surplus/(Deficit)** | **$ 971,650** | **$ 971,650** |

| Description | 2015-16 | |
|---|---|---|
| Beginning Fund Balance | $5,342,573 | |
| Surplus/(Deficit) | $ 971,650 | (Does not include mandate reimb funds) |
| Ending Fund Balance | $6,314,223 | * |
| | | |
| 6% Reserve for Economic Uncertainties | $3,053,475 | Board Policy 6% |
| Additional Fund Balance | $3,260,748 | |
| = Projected 6/30/16 Gen Fund Balance | $6,314,223 | Board Priority 10% (~12.4%) |
| | | |
| Note 1*: Additional funds expected to fall to fund balance at close of each year | | |
| Note 2: 2 weeks of GF expenditures | $2,050,000 | 4.0% |
| 3 weeks of GF expenditures | $3,055,000 | 6.0% |
| 1 month of GF expenditures | $4,240,000 | 8.3% |
| state average-CC Fund Balance | $8,650,000 | 17% |

Links between Resource Allocations & District Goals/Objectives:

- Nine (7+2) FT Faculty, 2 FT Counselors, 1 FT Faculty moved to GF, and 4 FT-Temporary Faculty:
  - Goal 1: Increase Student Enrollment
  - Goal 2: Improve the rate at which students complete degrees
    - DO 2.1 through 2.4: Increase number of students who transfer and earn degrees and certificates, including English, Math, ESL, and Career Tech Ed
  - Goal 3: Strategically tailor and implement programs and student services that match the unique needs of our student population
    - DO 3.1: Reduce achievement gap of disproportionately impacted student groups annually (per SEP)
  - Mission: Help our diverse student population achieve their transfer and/or occupational objectives; Support students' mastery of basic skills, and provide programs and services that foster student success (e.g. new Math, English and Science Faculty)

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## Links between Resource Allocations & District Goals/Objectives:

- Six new Student Success Coordinators (SEP)
  - Goal 2: Improve the rate at which students complete degrees
    - DO 2.1 through 2.4: Increase number of students who transfer and earn degrees and certificates, including English, Math, ESL, and Career Tech Ed
  - Goal 3: Strategically tailor and implement…student services that meet the needs and demands of students and the workforce
- Ongoing funding for after-hours Library services ($7000)
- Additional funds for Library books and periodicals (restricted lottery - $27,000)
  - Goal 3: Strategically tailor and implement…academic services that meet the needs and demands of students and the workforce

Links between Resource Allocations & District Goals/Objectives:

- Above Base Resource Allocation Funding-Ongoing GF Unrestricted ($100,000):
  - Goal 4: Engage in best practices to sustain effective operational systems for continuous improvement
- Increase summer school budget ($75,500)
- Increase overload budget ($50,000)
- Increase instructional aid budget for large student lecture classes ($6,360)
  - Goal 1: Increase student enrollment
  - Goal 2: improve the rate at which students complete degrees, certificates, and transfer objectives
  - DO 2.1 to 2.3 increase course success and completion

Links between Resource Allocations & District Goals/Objectives:

- Additional restricted funds SSSP $750K and SEP $850K:
  - Goal 3: strategically tailor and implement academic programs and student services that match the unique needs of the student population
    - DO 3.1: Reduce the achievement gap of disproportionately impacted student groups annually, as identified in the student equity plan
- Institute the extended police academy ($125,000)
  - Goal 1: Increase student enrollment relative to population growth and educational and workforce development needs
  - DO 2.4: Increase career technical education course success rates and program completion annually
  - Goal 3: Strategically tailor and implement academic programs that match the unique needs of its student population and the demands of ongoing changes in workforce development

## Links between Resource Allocations and District Goals and Objectives: New classified/management Positions

- Goal 2: Improve the rate at which students complete degrees, certificates, and transfer objectives
- Goal 4: Engage in best practices to sustain effective operational systems

| New Positions Added | Unrestricted/Restricted |
|---|---|
| Tulare Provost | Unrestricted |
| Payroll Specialist .5 FTE | Unrestricted |
| Sr. Programmer Analyst | Unrestricted |
| Athletic Trainer .5 FTE | Unrestricted |
| Grounds Technician .5 FTE | Unrestricted |
| Research Analyst .5 FTE | Unrestricted |
| Clerical Assistant Police Academy .5 FTE | Unrestricted |
| Program Coordinator Police Academy .5 FTE | Unrestricted |
| Writing Center Instructional Assistant .6 FTE | Unrestricted |
| Clerical Assistant .5 FTE AAC | Restricted/Categorical |
| Programmer Analyst SSSP | Restricted/Categorical |

# Links between Resource Allocations and District Goals and Objectives: New classified/management Positions

- Goal 2: Improve the rate at which students complete degrees, certificates, and transfer objectives
- Goal 4: Engage in best practices to sustain effective operational systems

| New Positions Added | Unrestricted/Restricted |
|---|---|
| Sr. Clerical Assistant SSSP | Restricted/Categorical |
| Writing Center Instructional Assistant ELI .6 FTE | Restricted/Categorical |
| Student Success Coordinators SEP 6 FTE | Restricted/Categorical |
| Research Analyst SEP | Restricted/Categorical |
| Senior Lead Coordinator SEP 2 FTE | Restricted/Categorical |
| CTE Grant Manager CTE | Restricted/Categorical |
| Job Developer (2) .5 FTE Workability III | Restricted/Categorical |
| High Tech Manager AAC | Restricted/Categorical |
| Grant Program Specialist C6/CTE .5 FTE | Restricted/Categorical |
| Training Resources Center Specialist | Training Resource Center |
| | |

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# FISCAL SOLVENCY PROJECTIONS

| Annual Ongoing Increases | 2015-16 GFU | 2016-17 GFU | 2017-18 GFU |
|---|---|---|---|
| Step & Column | Included | $345,000 | $360,000 |
| H&W Benefits | Included | $0 | $0 |
| PERS (11.847%, 13.047%, 14.547%) | Included | $148,000 | $185,000 |
| STRS (10.73%, 12.58%, 14.43%) | Included | $413,000 | $413,000 |
| Utilities 3% Increase | Included | $50,000 | $50,000 |
| Insurance (WC/P&L) 5% Incr | WC Included | $30,000 | $30,000 |
| Add FT –Estimated FON (2/yr?) | Included | $200,000 | $200,000 |
| **Total Increased Expenditures** | | **$1,186,000** | **$1,238,000** |
| FTES Growth <1.75% 100 FTES | Included | $ 472,400 | $ 472,400 |
| **Total Increased Revenues** | | **$ 472,400** | **$ 472,400** |

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Assumed 0% COLA and no growth 16-17 & 17-18

| Fiscal Solvency Projection | 2015-16 GFU | 2016-17 GFU | 2017-18 GFU |
|---|---|---|---|
| State Allocation | $49,559,186 | $49,559,186 | $49,559,186 |
| Federal Revenues | $ 7,000 | $ 7,000 | $ 7,000 |
| Other Income | $ 2,296,713 | $ 2,296,713 | $ 2,296,713 |
| **Total Revenues** | **$51,862,899** | **$51,862,899** | **$51,862,899** |
| Certificated | $22,144,649 | $22,498,649 | $22,860,149 |
| Classified | $ 9,341,784 | $ 9,477,784 | $ 9,619,784 |
| Benefits | $11,674,421 | $12,290,421 | $12,944,921 |
| Materials & Supplies | $ 956,394 | $ 956,394 | $ 956,394 |
| Contracted Services | $ 5,567,073 | $ 5,647,073 | $ 5,727,073 |
| Capital Expenditures | $ 929,964 | $ 929,964 | $ 929,964 |
| Transfer Out/Other Outgo | $ 276,964 | $ 276,964 | $ 276,964 |
| **Total Expenditures** | **$50,891,249** | **$52,077,249** | **$53,315,249** |
| **Surplus/(Deficit)** | **$ 971,650** | **$ (214,350)** | **$ (1,452,350)** |

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## Assumed 1% COLA and 100 FTES growth 16-17 & 17-18

| Fiscal Solvency Projection | 2015-16 GFU | 2016-17 GFU | 2017-18 GFU |
|---|---|---|---|
| State Allocation | $49,559,186 | $50,533,861 | $51,523,053 |
| Federal Revenues | $ 7,000 | $ 7,000 | $ 7,000 |
| Other Income | $ 2,296,713 | $ 2,296,713 | $ 2,296,713 |
| **Total Revenues** | **$51,862,899** | **$52,837,574** | **$53,826,766** |
| Certificated | $22,144,649 | $22,498,649 | $22,860,149 |
| Classified | $ 9,341,784 | $ 9,477,784 | $ 9,619,784 |
| Benefits | $11,674,421 | $12,290,421 | $12,944,921 |
| Materials & Supplies | $ 956,394 | $ 956,394 | $ 956,394 |
| Contracted Services | $ 5,567,073 | $ 5,647,073 | $ 5,727,073 |
| Capital Expenditures | $ 929,964 | $ 929,964 | $ 929,964 |
| Transfer Out/Other Outgo | $ 276,964 | $ 276,964 | $ 276,964 |
| **Total Expenditures** | **$50,891,249** | **$52,077,249** | **$53,315,249** |
| **Surplus/(Deficit)** | **$ 971,650** | **$ 760,325** | **$ 511,517** |

# Items to watch for future years:

- 2016-17:
  - Loss of Prop 30 (EPA) .25% sales tax - 12/31/16 expiration = appx $1.2M to $1.5M for COS annually
  - Increased PERS & STRS costs of $566,000 annually
- 2017-18:
  - Increased PERS & STRS costs of $608,000 annually
- 2018-19:
  - Increased PERS & STRS costs of $625,500 annually
  - Loss of Prop 30 (EPA) increased high-earner income tax 12/31/18 expiration = appx $5M for COS annually

COS may wish to set aside ongoing funds to cover PERS/STRS in future years.

# FTES Update Historical Perspective

| Year | Actual FTES | Funded FTES |
|---|---|---|
| 1999-00 | 8,204.79 | 8,204.79 |
| 2000-01 | 8,149.45 | 8,204.79 |
| 2001-02 | 8,419.17 | 8,419.17 |
| 2002-03 | 8,506.82 | 8,506.82 |
| 2003-04 | 8,510.76 | 8,510.76 |
| 2004-05 | 8,620.16 | 8,620.16 |
| 2005-06 | 7,582.27 | 8,620.16 |
| 2006-07 | 8,929.55 | 8,929.55 |
| 2007-08 | 8,209.56 | 8,929.55 |
| 2008-09 | 10,160.04 | 9,042.35 |
| 2009-10 | 10,614.57 | 8,696.69 |
| 2010-11 | 10,561.93 | 8,945.00 |
| 2011-12 | 9,033.30 | 8,261.13 |
| 2012-13 | 8,646.55 | 8,408.26 |
| 2013-14 | 9,448.98 | 8,697.10 |
| 2014-15 | *8,919.00* | *8,986.00* |
| 2015-16 | *9,019.00?* | *9,010.00* |

COLLEGE *of the* SEQUOIAS
*the first step to success*

| Major Categorical Program | 2014-15 Revenues | 2015-16 Revenues |
|---|---|---|
| Basic Skills | $147,144 | $147,144 |
| BFAP Financial Aid | $437,634 | $437,634 |
| EOP&S | $859,235 | $867,999 |
| CARE | $127,487 | $128,787 |
| DRC | $1,200,564 | $1,212,810 |
| CalWorks | $362,388 | $366,084 |
| Student Success | $1,262,102 | $2,012,102 |
| Student Equity | $692,650 | $1,542,650 |
| Adjunct Parity | $172,899 | $172,899 |
| TANF | $ 84,311 | $80,095 |
| Scheduled Maintenance | $911,872 | $577,200 |
| Instructional Equipment | $276,873 | $577,200 |
| **Total** | **$6,535,159** | **$8,122,604** |

# Mandate Reimbursement Funds for COS:

- Currently Estimated at $4.8M for COS in 2015-16
- The District never budgets mandate reimbursement funds until they are actually received
- When/if received, options for possible board direction:
  - Transfer $ to Capital Projects for Facility needs (Bond funds are completely expended)
  - Fund OPEB (Other Post Employment Benefits) Trust
  - Hold a Reserve for PERS & STRS increased costs
  - Pay toward General Fund 2004 COP $3M balance (student center trust, health center, and District)
  - Additional funding available for Hanford Quad?

COLLEGE of the SEQUOIAS

*the first step to success*

# Legislature's Budget Proposals – may indicate slight increases in June Budget:

- $3B additional state revenue = $80M allocation to Community Colleges
- Funding for Growth to stay at 3% (= 5.72% COS?)
- Clarification and allocation of $75 million state funding for increased full-time faculty hiring
- Adult Education remains the most contentious policy area yet to be settled

# Farm Budgets

## Agriculture Technology Unit

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 150 |
| 30000 | Benefit Expense | 25 |
| 40000 | Supplies | 1,850 |
| 50000 | Services &Other Op Expenses | 1,000 |
| | **Total Expense** | **3,025** |
| 88000 | Local Revenue | 0 |
| | Restricted Lottery Supplies Support | 1,000 |

## Alfalfa Unit

| | | |
|---|---|---|
| 40000 | Supplies | 16,000 |
| 50000 | Services & Other Op Expenses | 50,500 |
| | **Total Expense** | **66,500** |
| 88000 | Local Revenue | 27,000 |

## Crops Unit

| | | |
|---|---|---|
| 40000 | Supplies | 17,500 |
| 50000 | Services & Other Op Expenses | 188,300 |
| | **Total Expense** | **205,800** |
| 88000 | Local Revenue | 238,000 |

## Equine Unit

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 11,000 |
| 30000 | Benefit Expense | 350 |
| 40000 | Supplies | 20,500 |
| 50000 | Services & Other Op Expenses | 12,750 |
| | **Total Expense** | **44,600** |
| 88000 | Local Revenue | 12,000 |
| | Restricted Lottery Supplies Support | 15,500 |

## Farm Overhead Unit

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 33,000 |
| 30000 | Benefit Expense | 27,000 |
| 40000 | Supplies | 9,000 |
| 50000 | Services & Other Op Expenses | 91,000 |
| 60000 | Capital Outlay | 4,000 |
| | **Total Expense** | **164,000** |
| 88000 | Local Revenue | 1,000 |
| | Restricted Lottery Supplies Support | 2,250 |

the first step to success

# Farm Budgets

| Beef Unit | | | Dairy Unit | | |
|---|---|---|---|---|---|
| 50000 | Services &Other Op Expenses | 600 | 50000 | Services & Other Op Expenses | 14,000 |
| | **Total Expense** | **6,450** | | | |
| 88000 | Local Revenue | 5,000 | 88000 | Local Revenue | 45,000 |
| | Restricted Lottery Supplies Support | 2,000 | | | |

# Farm Budgets

## Ornamental Horticulture Unit

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 18,000 |
| 30000 | Benefit Expense | 450 |
| 40000 | Supplies | 6,100 |
| 50000 | Services & Other Op Expenses | 700 |
| | **Total Expense** | **25,250** |
| 88000 | Local Revenue | 8,000 |
| | Restricted Lottery Supplies Support | 1,250 |

## Residence - Farm

| | | |
|---|---|---|
| 50000 | Services & Other Op Expenses | 12,000 |
| 88000 | Local Revenue | 28,000 |

## TOTAL FARM UNIT

| | |
|---|---|
| **Total Expense** | **557,050** |
| **Total Revenue** | **369,500** |
| **Total Restricted Lottery Supplies Support** | **27,000** |

## Sheep Unit

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 3,500 |
| 30000 | Benefit Expense | 100 |
| 40000 | Supplies | 1,900 |
| 50000 | Services & Other Op Expenses | 625 |
| | **Total Expense** | **6,125** |
| 88000 | Local Revenue | 2,500 |
| | Restricted Lottery Supplies Support | 1,000 |

## Swine Unit

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 500 |
| 30000 | Benefit Expense | 50 |
| 40000 | Supplies | 8,400 |
| 50000 | Services & Other Op Expenses | 350 |
| | **Total Expense** | **9,300** |
| 88000 | Local Revenue | 3,000 |
| | Restricted Lottery Supplies Support | 4,000 |

# Other Funds

| Farm Special Reserve | | |
|---|---|---|
| 88000 | Local Revenue | 13,400 |

| Linwood Reserve | | |
|---|---|---|
| 88000 | Local Revenue | 15,000 |

| Capital Projects | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 647,200 |
| 60000 | Capital Outlay | 30,000 |
| | **Total Expense** | **677,200** |
| 86000 | State Revenue | 577,200 |

| Hispanic Serving Institute Trust | | |
|---|---|---|
| 70000 | Other Outgo | 15,000 |
| | **Total Expense** | **15,000** |
| 88000 | Local Revenue | 10,000 |

| Banked Leave | | |
|---|---|---|
| 88000 | Local Revenue | 9,500 |

| Hanford General Obligation (GO) Debt Service | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 816,581 |
| 70000 | Other Outgo | 105,419 |
| | **Total Expense** | **922,000** |
| 88000 | Local Revenue | 922,000 |

| Hanford General Oblign. (GO) Debt Service 2nd Issue | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 166,763 |
| 70000 | Other Outgo | 335,000 |
| | **Total Expense** | **501,763** |
| 88000 | Local Revenue | 501,763 |

# Other Funds

| Retiree Health & Welfare | | |
|---|---|---|
| 88000 | Local Revenue | 5,000 |

| Visalia General Obligation (GO) Debt Service 2nd Issue | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 232,500 |
| | **Total Expense** | **232,500** |
| 88000 | Local Revenue | 232,500 |

| Visalia General Obligation (GO) Debt Service 3rd Issue | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 206,525 |
| | **Total Expense** | **206,525** |
| 88000 | Local Revenue | 206,525 |

| Hanford General Obligation Bond | | |
|---|---|---|
| 40000 | Supplies | 10,000 |
| 50000 | Services & Other Operation Expense | 55,000 |
| 60000 | Capital Outlay | 653,264 |
| | **Total Expense** | **718,264** |

| Visalia General Obligation (GO) Debt Service | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 738,300 |
| 70000 | Other Outgo | 630,000 |
| | **Total Expense** | **1,368,300** |
| 88000 | Local Revenue | 1,368,300 |

| Tulare General Obligation (GO) Debt Service 3rd Issue | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 63,075 |
| | **Total Expense** | **63,075** |
| 88000 | Local Revenue | 63,075 |

# Other Funds

| Visalia General Obligation Bond | | |
|---|---|---|
| 60000 | Capital Outlay | 568,377 |

| Tulare General Obligation (GO) Debt Service | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 764,313 |
| 70000 | Other Outgo | 665,000 |
| | **Total Expense** | **1,429,313** |
| 88000 | Local Revenue | 1,429,313 |

| Tulare General Obligation (GO) Debt Service 2nd Issue | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 178,625 |
| 70000 | Other Outgo | 220,000 |
| | **Total Expense** | **398,625** |
| 88000 | Local Revenue | 398,625 |

| Tulare General Obligation Bond | | |
|---|---|---|
| 70000 | Other Outgo | 2,973,860 |

- *Questions or Comments?*
- *For Board Approval*

# College of the Sequoias

2016-17

Tentative Budget

June 13, 2016

# Budget Process

1. Tentative Budget is created based on May Revise
2. *Approval of Tentative Budget by Board in June authorizes expenditures over summer*
3. Summer - Legislature proposes adjustments to state allocations, and Governor negotiates
4. State Budget is adopted by June 15th (legislature); Governor approves by June 30th
5. Staff account for final changes to income & expenditures
6. Final Budget is adopted by Board in September

# Tentative Budget - Assumptions

- 2.0% Access Funding (Growth) available for the state
  - With the new growth formula, = 3.2% for COS
  - Budget includes only 10 FTES growth for increased cosmetology program; any additional growth will be budgeted when realized, later in 2016-17.
- 0% COLA = ***the UnCola***
- Increased Base Funding - $585K Ongoing
  - Intended to help with STRS and PERS Increases & other needs
- ($1,000,000) placeholder (Prop 30 sales-tax portion expires 12/31/16)
- Prop 39 (Energy Efficiency) - $350K One-time

# Tentative Budget - Assumptions

- Student Success/SSSP - No increased funding (1:1 Match)
- Student Equity/SEP – No increased funding
- Scheduled Maintenance and Instructional Equipment
  - Scheduled Maintenance 50% = $856K allocation (zero match required)
  - Instructional Equipment 50% = $856K allocation
    - COS budgets $276K per year out of these funds for annual computer refresh
- Strong Workforce Program CTE funding - $200 million statewide
  - Estimated $1.6 million for COS “Region”
  - Colleges will collaborate with workforce, labor, civic, and other regional partners
  - Allocation formula 60% District/40% Region (but may be 70%/30% by final June budget)

# Tentative Budget - Assumptions

- 2016-17 STRS additional cost $416K  (already budgeted in 15-16)
  - Employer contribution rate increased from 10.73% to 12.58% (16-17)
- 2016-17 PERS additional cost $255K  (already budgeted in 15-16)
  - Employer contribution rate increased from 11.84% to 13.89% (16-17)
- Budget Placeholder for 2017-18 Increased STRS/PERS - $620K
- Zero H&W cap increase
  - Possible new provider (SISC) = appx 8% reduction from current cost
    - Most savings would be realized by employees rather than District
  - CVT = average 4.6% increased cost as of October 1, 2016
- Mandated Cost one-time funding - $600K to $840K *NOT added to budget yet*
  - Will present ideas and request input during the fall for specific budget approval by the board
  - Will be budgeted when actually received

# PERS and STRS Increases

| Fiscal Year | Total Est. Salaries | STRS Emplr % Rate | STRS increased Cost | PERS Emplr % Rate | PERS increased cost | Total increased cost |
|---|---|---|---|---|---|---|
| 2016-17 | 37,535,106 | 12.58 | 416,078 | 13.89 | 254,864 | 670,942 |
| 2017-18 | 37,810,232 | 14.43 | 418,801 | 15.49 | 201,843 | 620,643 |
| 2018-19 | 38,085,358 | 16.28 | 421,524 | 17.09 | 203,890 | 625,413 |
| 2019-20 | 38,360,484 | 18.13 | 424,247 | 18.59 | 193,065 | 617,312 |
| 2020-21 | 38,635,610 | 19.10 | 223,870 | 19.79 | 155,988 | 379,858 |
| | | | 1,904,520 | | 1,009,650 | 2,914,170 |

# General Fund – Unrestricted & Total

| Description (Tentative Budget) | 2016-17 GFU | 2016-17 Combined |
|---|---|---|
| State Allocation | $52,777,558 | $52,777,558 |
| $1,000,000 placeholder (Prop 30 expr) | ($ 1,000,000) | ($ 1,000,000) |
| Other Income | $ 2,524,259 | $15,944,981 |
| **Total Revenues** | **$54,301,817** | **$67,722,539** |
| Certificated | $22,514,660 | $24,175,023 |
| Classified | $ 9,477,810 | $13,580,766 |
| Benefits | $12,724,441 | $15,270,811 |
| Materials & Supplies | $ 953,884 | $ 1,993,080 |
| Contracted Services | $ 5,471,472 | $ 6,729,397 |
| Capital Expenditures | $ 1,037,264 | $ 2,755,884 |
| Transfer Out/Other Outgo | $ 440,994 | $ 1,536,286 |
| **Total Expenditures** | **$52,620,525** | **$66,041,247** |
| **Surplus/(Deficit)** | **$ 1,681,292** | **$ 1,681,292** |

# General Fund – Total (Combined) Fund Balance

| Description - | 2016-17 | |
|---|---|---|
| Beginning Fund Balance | $ 8,846,960 | |
| Surplus/(Deficit) | $ 1,681,292 | (Does not include mandate reimb funds) |
| Ending Fund Balance | $10,528,252 | * |
| | | |
| 6% Reserve for Economic Uncertainties | $ 3,200,000 | Board Policy 6% |
| Additional Fund Balance | $ 7,328,252 | |
| = Projected 6/30/17 Gen Fund Balance | $10,528,252 | Board Priority 15% (~20%) |
| | | |
| Note 1*: Additional funds expected to fall to fund balance at close of each year | | |

# Links between Resource Allocations & District Goals/Objectives

12 FT Faculty, 5 FT Counselors (categorical), 1 FT Faculty (Curriculum Coordinator), 1 FT-Temporary Librarian and 2 FT (non-tenure track) CCPT Faculty:

Goal 1: Increase Student Enrollment

Goal 2: Improve the rate at which students complete degrees

- DO 2.1 through 2.4: Increase number of students who transfer and earn degrees and certificates, including English, Math, ESL, and Career Tech Ed

Goal 3: Strategically tailor and implement programs and student services that match the unique needs of our student population

- DO 3.1: Reduce achievement gap of disproportionately impacted student groups annually (per SEP)

Mission: Help our diverse student population achieve their transfer and/or occupational objectives; Support students' mastery of basic skills, and provide programs and services that foster student success (e.g. new Math and Science Faculty)

## Links between Resource Allocations & District Goals/Objectives

Four new .5 FTE Academic Lab Assistants (1 CTE, 2 Science, and 1 I.A. Equipment)

Goal 2: Improve the rate at which students complete degrees

- DO 2.1 through 2.4: Increase number of students who transfer and earn degrees and certificates, including English, Math, ESL, and Career Tech Ed

Goal 3: Strategically tailor and implement…academic programs that meet the needs and demands of students and the workforce

One new microcomputer specialist

Goal 4: COS staff will engage in best practices to sustain effective operational systems…for continuous improvement

- Objective 4.2: Improve the efficiency, effectiveness and communication of…technological resources

One new .5 FTE Copy/Mail staff

Goal 4: COS staff will engage in best practices to sustain effective operational systems…for continuous improvement

- Objective 4.2: Improve the efficiency, effectiveness and communication of…technological resources

# Links between Resource Allocations & District Goals/Objectives

## One new Custodial Supervisor

Goal 4: COS staff will engage in best practices to sustain effective operational systems…for continuous improvement

- Objective 4.2: Improve the efficiency, effectiveness and communication of…technological resources

## One new .5 FTE custodian

Goal 4: COS staff will engage in best practices to sustain effective operational systems…for continuous improvement

- Objective 4.2: Improve the efficiency, effectiveness and communication of…technological resources

## Above Base Resource Allocation Funding-Ongoing GF Unrestricted ($150,000 total – an increase of $50,000):

Goal 4: Engage in best practices to sustain effective operational systems for continuous improvement

## Courseleaf Annual Contract ($28,650)

Goal 2: improve the rate at which students complete degrees, certificates, and transfer objectives

- DO 2.1 to 2.3 increase course success and completion

# Links between Resource Allocations & District Goals/Objectives

## Increase summer school budget ($92,500)

Goal 1: Increase student enrollment

Goal 2: improve the rate at which students complete degrees, certificates, and transfer objectives

- DO 2.1 to 2.3 increase course success and completion

## Increase Library LRC hours to 6 PM ($9,800)

Goal 3: Strategically tailor and implement academic programs that match the unique needs of the student population

- DO 3.1 Reduce the achievement gap of disproportionately impacted student groups annually

## Increased funds for law school bar initiative (annual program costs, tutoring/activities, student travel and conferences) ($10,250)

Goal 2: improve the rate at which students complete degrees, certificates, and transfer objectives

- DO 2.1 to 2.3 increase course success and completion

## Athletics Conference Expansion/related Travel Costs ($5,000)

Goal 3: Strategically tailor and implement academic programs that match the unique needs of the student population

# Links between Resource Allocations & District Goals/Objectives

Human Resources increased advertising, fingerprint, TB testing, and ergonomics budgets ($27,650)

Goal 4: Engage in best practices to sustain effective operational systems

- DO 4.2: Improve efficiency, effectiveness and communication of human resources

Fiscal Services loan principal costs and audit fees ($5,540)

Goal 4: Engage in best practices to sustain effective operational systems

- DO 4.2: Improve efficiency, effectiveness and communication of financial resources

Facilities – increased grounds & custodial supplies, increased chartered transportation budgets ($12,000)

Goal 4: Engage in best practices to sustain effective operational systems

- DO 4.2: Improve efficiency, effectiveness and communication of physical resources

# Links between Resource Allocations and District Goals and Objectives: New classified/management Positions

- Goal 2: Improve the rate at which students complete degrees, certificates, and transfer objectives
- Goal 4: Engage in best practices to sustain effective operational systems

| New Positions Added | Unrestricted/Restricted |
|---|---|
| CTE Lab Assistant/Technician .5 FTE | Unrestricted |
| Equipment Assistant Intermural Athletics .5 FTE | Unrestricted |
| Science Lab Technicians for Hanford & Tulare .5 FTE (two) | Unrestricted |
| Microcomputer Specialist 1 FTE | Unrestricted |
| Copy & Mail Specialist .5 FTE | Unrestricted |
| Custodial Supervisor 1 FTE (Eliminate Custodial Lead) | Unrestricted |
| Custodian .5 FTE | Unrestricted |

# FISCAL SOLVENCY PROJECTIONS

| Annual Ongoing Increases | 2017-18 GFU | 2018-19 GFU |
|---|---|---|
| Step & Column | $443,000 | $450,000 |
| H&W Benefits | $0 | $0 |
| PERS (13.89% to 15.49% to 17.09%) – but budget one year in advance | $203,890 | $193,000 |
| STRS (12.58% to 14.43% to 16.28%) – but budget one year in advance | $421,523 | $424,200 |
| Utilities 3% Increase | $50,000 | $50,000 |
| Insurance (WC/P&L) 5% Increase | $50,000 | $50,000 |
| Add FT –Estimated FON (4 new/2 retirees) | $158,436 | $158,500 |
| **Total Increased Expenditures** | **$1,326,849** | **$1,325,700** |
| 1.0% COLA, Zero Growth | $ 529,776 | $ 535,073 |
| **Total Increased Revenues** | **$ 529,776** | **$ 535,073** |

# Assumed 1% COLA and no growth 17-18 & 18-19

| Fiscal Solvency Projection | 2016-17 GFU | 2017-18 GFU | 2018-19 GFU |
|---|---|---|---|
| State Allocation | $52,777,558 | $53,307,334 | $53,842,407 |
| $1,000,000 placeholder (Prop 30 expr) | ($ 1,000,000) | ($ 1,000,000) | ($ 1,000,000) |
| Other Income | $ 2,524,259 | $ 2,524,259 | $ 2,524,259 |
| **Total Revenues** | **$54,301,817** | **$54,831,593** | **$55,366,666** |
| Certificated | $22,514,660 | $22,885,736 | $23,260,236 |
| Classified | $ 9,477,810 | $ 9,646,150 | $ 9,817,150 |
| Benefits | $12,724,441 | $13,411,874 | $14,092,074 |
| Materials & Supplies | $ 953,884 | $ 953,884 | $ 953,884 |
| Contracted Services | $ 5,471,472 | $ 5,571,472 | $ 5,671,472 |
| Capital Expenditures | $ 1,037,264 | $ 1,037,264 | $ 1,037,264 |
| Transfer Out/Other Outgo | $ 440,994 | $ 440,994 | $ 440,994 |
| **Total Expenditures** | **$52,620,525** | **$53,947,374** | **$55,273,074** |
| **Surplus/(Deficit)** | **$ 1,681,292** | **$ 884,219** | **$ 93,592** |

# FTES Update Historical Perspective

| Year | Actual FTES | Funded FTES |
|---|---|---|
| 1999-00 | 8,204.79 | 8,204.79 |
| 2000-01 | 8,149.45 | 8,204.79 |
| 2001-02 | 8,419.17 | 8,419.17 |
| 2002-03 | 8,506.82 | 8,506.82 |
| 2003-04 | 8,510.76 | 8,510.76 |
| 2004-05 | 8,620.16 | 8,620.16 |
| 2005-06 | 7,582.27 | 8,620.16 |
| 2006-07 | 8,929.55 | 8,929.55 |
| 2007-08 | 8,209.56 | 8,929.55 |
| 2008-09 | 10,160.04 | 9,042.35 |
| 2009-10 | 10,614.57 | 8,696.69 |
| 2010-11 | 10,561.93 | 8,945.00 |
| 2011-12 | 9,033.30 | 8,261.13 |
| 2012-13 | 8,646.55 | 8,466.31 |
| 2013-14 | 9,448.98 | 8,713.55 |
| 2014-15 | 8,868.90 | 8,868.90 |
| 2015-16 | *9,385.00?* | *9,390.00?* |
| 2016-17 | *9,400.00?* | *up to 9,680.00* |

# Categorical/Restricted Programs

| Major Categorical Program | 2015-16 Revenues | 2016-17 Revenues |
|---|---|---|
| Basic Skills | $113,610 | $113,610 |
| BFAP Financial Aid | $461,205 | $491,205 |
| EOP&S | $1,165,763 | $1,165,763 |
| CARE | $213,239 | $213,239 |
| DRC /AAC | $1,199,046 | $1,210,979 |
| CalWorks | $376,927 | $367,049 |
| Student Success | $2,400,000 | $2,400,000 |
| Student Equity | $1,385,652 | $1,385,652 |
| Adjunct Parity | $234,336 | $234,336 |
| Temporary Assistance Needy Families | $ 86,867 | $80,231 |
| Scheduled Maintenance | $577,364 | $855,660 |
| Instructional Equipment | $577,364 | $855,660 |
| **Total** | **$8,791,373** | **$9,373,384** |

# Farm Budgets: Agriculture Instruction Funds

## Agriculture Instruction Overhead

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 33,000 |
| 30000 | Benefit Expense | 27,000 |
| 40000 | Supplies | 4,000 |
| 50000 | Services &Other Op Expenses | 20,000 |
| 60000 | Capital Outlay | 2,000 |
| | **Total Expense** | **86,000** |
| 88000 | Local Revenue | 1,000 |
| | Restricted Lottery Supplies Support | 2,250 |

## Agriculture Technology Unit

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 150 |
| 30000 | Benefit Expense | 25 |
| 40000 | Supplies | 2,100 |
| 50000 | Services & Other Op Expenses | 500 |
| | **Total Expense** | **2,775** |
| 88000 | Local Revenue | 0 |
| | Restricted Lottery Supplies Support | 1,000 |

## Beef Unit

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 1,500 |
| 30000 | Benefit Expense | 100 |
| 40000 | Supplies | 5,450 |
| 50000 | Services & Other Op Expenses | 600 |
| | **Total Expense** | **7,650** |
| 88000 | Local Revenue | 5,000 |
| | Restricted Lottery Supplies Support | 4,000 |

## Equine Unit

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 12,000 |
| 30000 | Benefit Expense | 350 |
| 40000 | Supplies | 18,750 |
| 50000 | Services & Other Op Expenses | 13,350 |
| | **Total Expense** | **44,450** |
| 88000 | Local Revenue | 12,000 |
| | Restricted Lottery Supplies Support | 15,500 |

## Sheep Unit

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 3,500 |
| 30000 | Benefit Expense | 100 |
| 40000 | Supplies | 3,225 |
| 50000 | Services & Other Operation Expenses | 625 |
| | **Total Expense** | **7,450** |
| 88000 | Local Revenue | 3,500 |
| | Restricted Lottery Supplies Support | 4,000 |

# Farm Budgets: Agriculture Instruction Funds (con't)

| Swine Unit | | |
|---|---|---|
| 20000 | Classified Salary Expense | 750 |
| 30000 | Benefit Expense | 75 |
| 40000 | Supplies | 8,400 |
| 50000 | Services & Other Operation Expenses | 450 |
| | **Total Expense** | **9,675** |
| 88000 | Local Revenue | 3,500 |
| | Restricted Lottery Supplies Support | 5,000 |

| Ornamental Horticulture Unit | | |
|---|---|---|
| 20000 | Classified Salary Expense | 18,000 |
| 30000 | Benefit Expense | 450 |
| 40000 | Supplies | 6,100 |
| 50000 | Services & Other Operation Expenses | 975 |
| | **Total Expense** | **25,525** |
| 88000 | Local Revenue | 6,500 |
| | Restricted Lottery Supplies Support | 1,250 |

| Total Agriculture Instruction Funds | |
|---|---|
| **Total Expense** | **183,525** |
| **Total Revenue** | **31,500** |
| **Restricted Lottery Supplies Support** | **33,000** |

# Farm Budgets: Farm Funds

| Alfalfa Unit | | |
|---|---|---|
| 40000 | Supplies | 10,000 |
| 50000 | Services & Other Operation Expenses | 40,000 |
| | **Total Expense** | **50,000** |
| 88000 | Local Revenue | 27,000 |

| Farm Overhead Unit | | |
|---|---|---|
| 40000 | Supplies | 5,000 |
| 50000 | Services & Other Operation Expense | 69,000 |
| 60000 | Capital Outlay | 4,000 |
| | **Total Expense** | **78,000** |
| 88000 | Local Revenue | 0 |

| Crops Unit | | |
|---|---|---|
| 40000 | Supplies | 17,500 |
| 50000 | Services & Other Operation Expenses | 130,000 |
| | **Total Expense** | **147,500** |
| 88000 | Local Revenue | 238,000 |

| Residence-Farm | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 12,000 |
| 88000 | Local Revenue | 28,000 |

| Dairy Unit | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 14,000 |
| 88000 | Local Revenue | 45,000 |

| Total Farm Funds | |
|---|---|
| **Total Expense** | **301,500** |
| **Total Revenue** | **338,000** |

| Almonds Unit | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 240,142 |
| 60000 | Capital Outlay | 364,000 |
| | **Total Expense** | **604,142** |

| Almonds Operation Loan | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 248,850 |

# Other Funds

COLLEGE OF THE SEQUOIAS

| Farm Special Reserve | | |
|---|---|---|
| 88000 | Local Revenue | 13,400 |

| Linwood Reserve | | |
|---|---|---|
| 88000 | Local Revenue | 15,000 |

| Capital Projects | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 925,660 |
| 60000 | Capital Outlay | 2,495,110 |
| | **Total Expense** | **3,420,770** |
| 86000 | State Revenue | 1,205,660 |

| Hispanic Serving Institute Trust | | |
|---|---|---|
| 70000 | Other Outgo | 12,168 |
| 88000 | Local Revenue | 10,000 |

| Banked Leave | | |
|---|---|---|
| 70000 | Other Outgo | 2,500 |
| 88000 | Local Revenue | 9,500 |

| Hanford General Obligation (GO) Debt Service | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 854,193 |
| 70000 | Other Outgo | 112,807 |
| | **Total Expense** | **967,000** |
| 88000 | Local Revenue | 967,000 |

| Hanford General Oblign. (GO) Debt Service 2nd Issue | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 155,525 |
| 70000 | Other Outgo | 355,000 |
| | **Total Expense** | **510,525** |
| 88000 | Local Revenue | 510,525 |

# Other Funds

## Retiree Health & Welfare

| | | |
|---|---|---|
| 88000 | Local Revenue | 5,000 |

## Visalia General Obligation (GO) Debt Service 2nd Issue

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 232,500 |
| | **Total Expense** | **232,500** |
| 88000 | Local Revenue | 232,500 |

## Visalia General Obligation (GO) Debt Service 3rd Issue

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 206,525 |
| | **Total Expense** | **206,525** |
| 88000 | Local Revenue | 206,525 |

## Hanford General Obligation Bond

| | | |
|---|---|---|
| 60000 | Capital Outlay | 702,311 |

## Visalia General Obligation (GO) Debt Service

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 738,300 |
| 70000 | Other Outgo | 685,000 |
| | **Total Expense** | **1,423,300** |
| 88000 | Local Revenue | 1,423,300 |

## Tulare General Obligation (GO) Debt Service 3rd Issue

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 63,075 |
| | **Total Expense** | **63,075** |
| 88000 | Local Revenue | 63,075 |

# Other Funds

| Tulare General Obligation (GO) Debt Service | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 764,313 |
| 70000 | Other Outgo | 725,000 |
| | **Total Expense** | **1,489,313** |
| 88000 | Local Revenue | 1,489,313 |

| Tulare General Obligation (GO) Debt Service 2nd Issue | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 178,625 |
| 70000 | Other Outgo | 230,000 |
| | **Total Expense** | **408,625** |
| 88000 | Local Revenue | 408,625 |

*Questions or Comments?*

*For Board Approval*

COS

COLLEGE OF THE SEQUOIAS

VISALIA HANFORD TULARE

# College of the Sequoias

## 2017-18

Tentative Budget

June 12, 2017

# Tentative Budget - Assumptions

California Budget Proposal for 2017-18 -Items of Note:

- 1.56% COLA = approximately $900,000 for COS ongoing
- 1.0% Growth/Access funds (1.64% for COS) = budget assumption is <u>zero</u> growth
  - *Could be $800K if COS reports growth of appx 160 (1.64%)*
- Base increase <u>to cover rising employer pension costs</u> and other rising costs such as utilities and insurance = $1,468,800 budgeted in tentative budget (ongoing)
  - Note: For Tentative Budget, COS has budgeted $1.2M of these additional funds toward PERS/STRS costs: one year in advance 2018/19 costs of $696K, AND 2/3 of 2019-20 costs ($723K total) $500K in advance.

# Tentative Budget - Assumptions

- Plant Maintenance & Instructional Support *one-time* =$1.086M, *BUT,* will not receive funds until Feb 2019!
  - Administration chose to budget 50% of this allocation, or $543K
  - This allows a budget of $272K each for deferred maintenance and instructional equipment (computer refresh)
- Energy Efficiency *one-time* = appx $354,000 for COS
- The Assembly and Senate propose funding all 29 construction projects from Prop 51 state facility bonds
  - The governor stated he is seeking tighter bond audit legislation before issuing the remaining bonds
  - COS could receive funds for Basic Skills Building in 2017-18 or 2018-19
    - No budget established yet
    - Primary move to Tulare Downtown Annex building for CTE from Buckeye building is planned for fall 2018

# Tentative Budget - Assumptions

- PERS/STRS increased costs:
  - 2017-18 increased costs of $633K were budgeted 1 year in advance
  - 2018-19 increased costs of $696,000 are budgeted 1 year in advance and are included tentative budget for 2017-18
  - Since the state gave us over $1.4M to primarily cover PERS/STRS increased costs, 2/3 of 2019-20 increased costs ($500K of $723K cost) are budgeted 2 years in advance and are included in tentative budget for 2017-18
- Student Success and Support (SSSP) and Student Equity (SEP) are budgeted equal to prior year funding
- Strong Workforce (SWP) 2016-17 regional (appx 500K) and local (appx $1M) will primarily be carried forward into 2017-18. The 2017-18 actual allocation “to come”; will be in final budget.
- An increase for the Full-time Student Success Grant that provides grants to CalGrant B and C students taking 12 or more units per term (amount still to be determined)

# PERS & STRS Increased Employer Costs

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| Fiscal Year | New total salaries | STRS creditable earnings | STRS Employer % Rate | STRS increase | STRS increased cost | STRS Accumulated increased cost from FY15 | PERS creditable earnings | PERS Employer Rate | PERS increase | PERS increased cost | PERS Accumulated increased cost from FY15 | Total Annual Increase |
|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 2014/2015 | 34,450,471 | 19,166,938 | 8.88 | 0.0063 | **120,752** | 120,752 | 11,288,373 | 0.11771 | 0.00329 | **37,139** | 37,139 | 87,890 |
| 2015/2016 | 37,263,295 | 20,513,374 | 10.73 | 0.0185 | **379,497** | 500,249 | 12,061,443 | 0.11850 | 0.00079 | **9,529** | 46,667 | 389,026 |
| 2016/2017 | 41,021,771 | 21,996,494 | 12.58 | 0.0185 | **406,935** | 907,184 | 13,136,820 | 0.13888 | 0.02038 | **267,728** | 314,396 | 674,664 |
| 2017/2018 | 41,614,542 | 22,310,663 | 14.43 | 0.0185 | **412,747** | 1,319,932 | 13,415,422 | 0.15531 | 0.01643 | **220,415** | 534,811 | 633,163 |
| 2018/2019 | 42,013,796 | 22,522,267 | 16.28 | 0.0185 | **416,662** | 1,736,593 | 13,603,072 | 0.18100 | 0.02569 | **349,463** | 884,274 | 696,125 |
| 2019/2020 | 42,413,050 | 22,733,872 | 18.13 | 0.0185 | **420,577** | 2,157,170 | 13,790,721 | 0.20800 | 0.02700 | **372,349** | 1,256,623 | 722,926 |
| 2020/2021 | 42,812,304 | 22,945,477 | 19.10 | 0.0097 | **222,571** | 2,379,741 | 13,978,371 | 0.23800 | 0.03000 | **419,351** | 1,675,975 | 581,922 |
| 2021/2022 | 43,211,558 | 23,157,081 | 19.10 | 0 | 0 | 2,379,741 | 14,166,020 | 0.25200 | 0.01400 | **198,324** | 1,874,299 | 198,324 |
| 2022/2023 | 43,610,812 | 23,368,686 | 19.10 | 0 | 0 | 2,379,741 | 14,353,669 | 0.26100 | 0.00900 | **129,183** | 2,003,482 | 129,183 |
| 2023/2024 | 44,010,066 | 23,580,291 | 19.10 | 0 | 0 | 2,379,741 | 14,541,319 | 0.26800 | 0.00700 | **101,789** | 2,105,271 | 101,789 |
| 2024/2025 | 44,409,320 | 23,791,895 | 19.10 | 0 | 0 | 2,379,741 | 14,728,968 | 0.27300 | 0.00500 | **73,645** | 2,178,916 | 73,645 |
| | | | | | | | | | | | | 4,288,657 |

# Enrollment Management - FTES

2016-17 FTES as of June 1, 2017:

| 2016-17 FTES | Actual Hours of Attendance | Weekly Attendance Method | Indep Weekly Attdc Meth | Daily Attendance Method | Indep Daily Attdc Method | Total |
|---|---|---|---|---|---|---|
| Summer 2016 | 46 | | | 111 | 29 | 186 |
| Fall 2016 | 471 | 3,844 | 271 | 69 | 86 | 4,741 |
| Spring 2017 | *453* | 3,398 | 285 | 92 | 91 | 4,319 |
| Summer 2017 | *22* | | | *335* | *99* | *456* |
| TOTAL | | | | | | *9,702* |

# FTES Update Historical Perspective

| Year | Actual FTES | Funded FTES |
|---|---|---|
| 2000-01 | 8,149.45 | 8,204.79 |
| 2001-02 | 8,419.17 | 8,419.17 |
| 2002-03 | 8,506.82 | 8,506.82 |
| 2003-04 | 8,510.76 | 8,510.76 |
| 2004-05 | 8,620.16 | 8,620.16 |
| 2005-06 | 7,582.27 | 8,620.16 |
| 2006-07 | 8,929.55 | 8,929.55 |
| 2007-08 | 8,209.56 | 8,929.55 |
| 2008-09 | 10,160.04 | 9,042.35 |
| 2009-10 | 10,614.57 | 8,696.69 |
| 2010-11 | 10,561.93 | 8,945.00 |
| 2011-12 | 9,033.30 | 8,261.13 |
| 2012-13 | 8,646.55 | 8,466.31 |
| 2013-14 | 9,448.98 | 8,713.55 |
| 2014-15 | 8,868.90 | 8,868.90 |
| 2015-16 | 9,430.28 | 9430.28 |
| 2016-17 | ***9,702.00****?* | *up to 9,740* |
| 2017-18 | *?* | *appx 9,861* |

# Fiscal Solvency Projections

## Step and Column Costs

*(Cost of 1% = information only; not in budget projections)*

| Description | COSTA | CSEA | COSAFA | Mgt/Conf | Total |
|---|---|---|---|---|---|
| Cost – Step and Column (Unrestricted) | 211,700 | 205,200 | 0 | 80,700 | 497,600 |
| Cost of 1% (Unrestricted Only) | 185,000 | 85,200 | 41,600 | 57,700 | 369,500 |
| Cost of 1% (Combined Unrestr. & Restr.) | 203,200 | 124,500 | 44,300 | 72,600 | 444,600 |

# Fiscal Solvency Projections

2018-19

- Assume 0% growth for 18-19
- Assume no base increase
- Assume 1% COLA = $569,000 for 18-19

= <u>$569K new revenues 18-19</u>

2019-20

- Assume 0% growth for 19-20
- Assume 1% COLA for 19-20 = $575,000 ongoing

= <u>$575K new revenues for 19-20</u>

COLLEGE OF THE SEQUOIAS

# Projected Budget - Fiscal Solvency Plan *Unrestricted Only*

1% COLA and 0 Growth estimated for 18-19

1% COLA and 0 Growth estimated for 19-20

| Description | 2017-18 | 2018-19 | 2019-20 |
|---|---|---|---|
| State Allocation | 56,721,929 | 57,291,000 | 57,886,000 |
| Local and Federal Funds | 2,732,169 | 2,750,000 | 2,750,000 |
| Total Revenue | 59,454,098 | 60,041,000 | 60,636,000 |
| Expenditures (GF 1000 to 7000) | 57,489,153 | 57,489,000 | 59,222,000 |
| Step/Column | | 498,000 | 498,000 |
| Utilities/insurance/other | | 100,000 | 100,000 |
| Savings from GFU retirees (est 4 each year) | | (520,000)? | (520,000)? |
| Cost of New FON (est 8 each year) | | 850,000? | 850,000? |
| Cost of PERS/STRS 2019/20 -*Budget other 1/3 in 18/19* and 2020/21 – *full cost bdgt 2 yrs in advance* | | 223,000<br>582,000 | |
| Cost of PERS/STRS 2021/22 *Bdgt 2 yrs in advance* | | | 198,000 |
| Total Expenditures | 57,489,153 | 59,222,000 | 60,348,000 |
| Structural Surplus/(Deficit) projected | 1,964,945 | 819,000 | 288,000 |

# New: 14 Full Time Faculty, 2 Full Time Counselors (categorical), 1 Library Faculty:

Goal 1: Increase Student Enrollment

Goal 2: Improve the rate at which students complete degrees

- DO 2.1 through 2.4: Increase number of students who transfer and earn degrees and certificates, including English (3 FTF), Career Tech Ed (3 FTF), Child Dev (2 FTF), Library Faculty, etc.

Goal 3: Strategically tailor and implement programs and student services that match the unique needs of our student population

- DO 3.1: Reduce achievement gap of disproportionately impacted student groups annually (per SEP)

Mission: Help our diverse student population achieve their transfer and/or occupational objectives; Support students' mastery of basic skills, and provide programs and services that foster student success (e.g. new faculty and counselors)

# Links between Resource Allocations & District Goals/Objectives

## One new Dual Enrollment Director

Goal 1: Increase student enrollment

Goal 2: Improve the rate at which students complete degrees, certificates, and transfer objectives

- DO 2.1 to 2.3 increase course success and completion

Goal 3: Strategically tailor and implement academic programs that meet the needs and demands of students and the workforce

- DO 3.1 Reduce the achievement gap of disproportionately impacted student groups annually

## One new Associate Dean/Director of Allied Health

Goal 2: Improve the rate at which students complete degrees, certificates and transfer objectives

- DO 2.1 through 2.4: Increase number of students who transfer and earn degrees and certificates, including English, Math, ESL, and Career Tech Ed

Goal 3: Strategically tailor and implement academic programs and student services that meet the needs and demands of students and the workforce

- DO 3.1 Reduce the achievement gap of disproportionately impacted student groups annually

# Links between Resource Allocations & District Goals/Objectives

## New part-time ESL Instructional Specialist -Hanford & Tulare

Goal 2: Improve the rate at which students complete…certificates and transfer objectives

- DO 2.1 through 2.4: Increase number of students who transfer and earn degrees and certificates, including English, Math, and ESL

Goal 3: Strategically tailor and implement academic programs and student services that match the unique needs of the student population

## One new Maintenance Mechanic

Goal 4: COS staff will engage in best practices to sustain effective operational systems…for continuous improvement

- DO 4.2: Improve the efficiency, effectiveness and communication of…physical resources

## One new .5 FTE District Safety Specialist

Goal 4: COS staff will engage in best practices to sustain effective operational systems…for continuous improvement

- DO 4.2: Improve the efficiency, effectiveness and communication of…physical resources

# Increase Library Technician position range

Goal 3: Strategically tailor and implement academic programs that match the unique needs of the student population

- DO 3.1 Reduce the achievement gap of disproportionately impacted student groups annually

# Increase Hub Clerical Staff position to 1.0 FTE

Goal 2: Improve the rate at which students complete degrees, certificates, and transfers

- DO 2.1 – 2.3 Increase number of students who earn degrees, certificates, or are transfer-prepared annually, and increase course completion rates

Goal 3: Strategically tailor and implement…student services that match the unique needs of the student population

# Increase LRC funds for textbooks lent from library ($8,000)

Goal 2: Improve the rate at which students complete degrees, certificates, and transfers

- DO 2.1 – 2.3 Increase number of students who earn degrees, certificates, or are transfer-prepared annually, and increase course completion rates

Goal 3: Strategically tailor and implement student services that match the unique needs of the student population

- DO 3.1 Reduce the achievement gap of disproportionately impacted student groups annually

## Links between Resource Allocations & District Goals/Objectives

Increase Learning Resource Center funds for summer adjunct hourly librarian work ($5,800) and for summer school help desk staff and tutorial staff ($5,000)

See Goals and Objectives below

Allocate funding for Learning Resource Center online tutoring through Net Tutor ($8,000)

Goal 2: Improve the rate at which students complete degrees, certificates, and transfers

- DO 2.1 – 2.2 Increase number of students who earn degrees, certificates, or are transfer-prepared annually.
- DO 2.3 Increase course success and completion rates in pre-transfer English, Math, and ESL annually

Goal 3: Strategically tailor and implement academic and student services that match the unique needs of the student population

- DO 3.1 Reduce the achievement gap of disproportionately impacted student groups annually

Increase Police Department funds for key replacements and alarm monitoring/maintenance ($6,192)

Goal 4: Engage in best practices to sustain effective operational systems

- DO 4.2: Improve efficiency, effectiveness and communication of physical resources

Increase funds for Police staff paid out of unrestricted General Fund, rather than increasing parking fees (helps cover full staff, and past years' salary and benefits increases) ($32,000)

Goal 4: Engage in best practices to sustain effective operational systems

- DO 4.2: Improve efficiency, effectiveness of…resources

Increase funds for Facilities Dept – annual hazardous waste disposal needs, artificial turf sanitization, lab fume hood inspections, and bleacher inspections ($23,500)

Goal 4: Engage in best practices to sustain effective operational systems

- DO 4.2: Improve efficiency, effectiveness and communication of physical resources

## Links between Resource Allocations & District Goals/Objectives

Increase funds for Human Resources – interpreting services and Police Officer background checks ($5,600)

Goal 4: Engage in best practices to sustain effective operational systems

- DO 4.2: Improve efficiency, effectiveness and communication of human resources

Increase funds for Human Resources – Online Applications Software ($10,000)

Goal 4: Engage in best practices to sustain effective operational systems

- DO 4.2: Improve efficiency, effectiveness and communication of human resources

Increase funds for Athletics Department – officials fees – cost increase ($4,000)

Goal 3: Strategically tailor and implement academic programs that match the unique needs of the student population

## Links between Resource Allocations & District Goals/Objectives

Increase funds for Physical Therapy Assistant Program – CAPTE required accreditation fees, and annual clinical instructor required training ($2,000)

Goal 3: Strategically tailor and implement academic programs that match the unique needs of the student population and demands of ongoing changes in workforce development.

- DO 3.2 Increase training for academic services faculty to respond to the unique needs of our student population

Goal 4:Faculty will engage in staff development to sustain effective operational systems…and continuous improvement

Allocate funds for new CTE instructional building – Tulare Downtown Annex – utility and wireless costs ($20,000)

Goal 4: Engage in best practices to sustain effective operational systems

- DO 4.2: Improve efficiency, effectiveness and communication of physical resources

Increase funds for Facilities/Safety Council to annually address facility safety needs ($5,000)

Goal 4: Engage in best practices to sustain effective operational systems

- DO 4.2: Improve efficiency, effectiveness and communication of physical resources

# Categorical/Restricted Programs

| Major Categorical Program | 2016-17 Revenues | 2017-18 Revenues |
|---|---|---|
| Basic Skills | $122,455 | $122,455 |
| BFAP Financial Aid | $430,702 | $420,702 |
| EOP&S | $1,251,350 | $1,270,871 |
| CARE | $226,442 | $229,974 |
| DRC /AAC | $1,149,785 | $1,167,721 |
| CalWorks | $529,322 | $408,334 |
| Student Success | $2,400,000 | $2,400,000 |
| Student Equity | $1,455,356 | $1,455,356 |
| Adjunct Parity | $244,447 | $234,336 |
| Basic Skills Transformation | $503,030 | $514,037 |
| Scheduled Maintenance | $757,155 | $272,000 |
| Instructional Equipment | $757,154 | $272,000 |
| **Total** | **$9,827,198** | **$8,757,786** |

# Farm Budgets: Agriculture Instruction Funds

## Agriculture Instruction Overhead

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 33,000 |
| 30000 | Benefit Expense | 27,000 |
| 40000 | Supplies | 4,000 |
| 50000 | Services &Other Op Expenses | 20,000 |
| 60000 | Capital Outlay | 2,000 |
| | **Total Expense** | **86,000** |
| 88000 | Local Revenue | 1,000 |
| | Restricted Lottery Supplies Support | 2,250 |

## Agriculture Technology Unit

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 150 |
| 30000 | Benefit Expense | 25 |
| 40000 | Supplies | 2,100 |
| 50000 | Services & Other Op Expenses | 500 |
| | **Total Expense** | **2,775** |
| 88000 | Local Revenue | 0 |
| | Restricted Lottery Supplies Support | 1,000 |

## Beef Unit

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 1,500 |
| 30000 | Benefit Expense | 100 |
| 40000 | Supplies | 5,450 |
| 50000 | Services & Other Op Expenses | 600 |
| | **Total Expense** | **7,650** |
| 88000 | Local Revenue | 5,000 |
| | Restricted Lottery Supplies Support | 4,000 |

## Equine Unit

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 12,000 |
| 30000 | Benefit Expense | 350 |
| 40000 | Supplies | 18,750 |
| 50000 | Services & Other Op Expenses | 13,350 |
| | **Total Expense** | **44,450** |
| 88000 | Local Revenue | 14,500 |
| | Restricted Lottery Supplies Support | 15,500 |

## Sheep Unit

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 3,500 |
| 30000 | Benefit Expense | 100 |
| 40000 | Supplies | 3,225 |
| 50000 | Services & Other Operation Expenses | 625 |
| | **Total Expense** | **7,450** |
| 88000 | Local Revenue | 3,500 |
| | Restricted Lottery Supplies Support | 4,000 |

# Farm Budgets: Agriculture Instruction Funds (con't)

## Swine Unit

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 750 |
| 30000 | Benefit Expense | 75 |
| 40000 | Supplies | 8,400 |
| 50000 | Services & Other Operation Expenses | 450 |
| | **Total Expense** | **9,675** |
| 88000 | Local Revenue | 3,500 |
| | Restricted Lottery Supplies Support | 5,000 |

## Ornamental Horticulture Unit

| | | |
|---|---|---|
| 20000 | Classified Salary Expense | 18,000 |
| 30000 | Benefit Expense | 450 |
| 40000 | Supplies | 6,100 |
| 50000 | Services & Other Operation Expenses | 975 |
| | **Total Expense** | **25,525** |
| 88000 | Local Revenue | 6,500 |
| | Restricted Lottery Supplies Support | 1,250 |

## Total Agriculture Instruction Funds

| | |
|---|---|
| **Total Expense** | **183,525** |
| **Total Revenue** | **34,000** |
| **Restricted Lottery Supplies Support** | **33,000** |

# Farm Budgets: Farm Funds

## Alfalfa Unit

| | | |
|---|---|---|
| 40000 | Supplies | 10,000 |
| 50000 | Services & Other Operation Expenses | 40,000 |
| | **Total Expense** | **50,000** |
| 88000 | Local Revenue | 27,000 |

## Crops Unit

| | | |
|---|---|---|
| 40000 | Supplies | 17,500 |
| 50000 | Services & Other Operation Expenses | 130,000 |
| | **Total Expense** | **147,500** |
| 88000 | Local Revenue | 238,000 |

## Dairy Unit

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 14,000 |
| 88000 | Local Revenue | 45,000 |

## Almonds Unit

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 120,000 |
| | **Total Expense** | **120,000** |

## Farm Overhead Unit

| | | |
|---|---|---|
| 40000 | Supplies | 5,000 |
| 50000 | Services & Other Operation Expense | 69,000 |
| 60000 | Capital Outlay | 4,000 |
| | **Total Expense** | **78,000** |
| 88000 | Local Revenue | 0 |

## Residence-Farm

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 12,000 |
| 88000 | Local Revenue | 28,000 |

## Total Farm Funds

| | |
|---|---|
| **Total Expense** | **421,500** |
| **Total Revenue** | **338,000** |

# Other Funds

## Farm Special Reserve

| | | |
|---|---|---|
| 88000 | Local Revenue | 5,000 |

## Linwood Reserve

| | | |
|---|---|---|
| 88000 | Local Revenue | 27,000 |

## Capital Projects

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 356,264 |
| 60000 | Capital Outlay | 4,126,200 |
| | **Total Expense** | **4,482,464** |
| 86000 | State Revenue | 982,663 |

## Hispanic Serving Institute Trust

| | | |
|---|---|---|
| 88000 | Local Revenue | 10,000 |

## Banked Leave

| | | |
|---|---|---|
| 70000 | Other Outgo | 2,500 |
| 88000 | Local Revenue | 10,000 |

## Hanford General Obligation (GO) Debt Service

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 894,194 |
| 70000 | Other Outgo | 117,806 |
| | **Total Expense** | **1,012,000** |
| 88000 | Local Revenue | 1,012,000 |

## Hanford General Oblign. (GO) Debt Service 2nd Issue

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 142,575 |
| 70000 | Other Outgo | 385,000 |
| | **Total Expense** | **527,575** |
| 88000 | Local Revenue | 527,575 |

# Other Funds

## Retiree Health & Welfare

| | | |
|---|---|---|
| 88000 | Local Revenue | 5,000 |

## Visalia General Obligation (GO) Debt Service 2nd Issue

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 232,500 |
| | **Total Expense** | **232,500** |
| 88000 | Local Revenue | 232,500 |

## Visalia General Obligation (GO) Debt Service 3rd Issue

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 206,525 |
| 70000 | Other Outgo | 20,000 |
| | **Total Expense** | **226,525** |
| 88000 | Local Revenue | 226,525 |

## Hanford General Obligation Bond

| | | |
|---|---|---|
| 60000 | Capital Outlay | 646,435 |

## Visalia General Obligation (GO) Debt Service

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 738,300 |
| 70000 | Other Outgo | 745,000 |
| | **Total Expense** | **1,483,300** |
| 88000 | Local Revenue | 1,483,300 |

## Tulare General Obligation (GO) Debt Service 3rd Issue

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 63,075 |
| | **Total Expense** | **63,075** |
| 88000 | Local Revenue | 63,075 |

# Other Funds

## Tulare General Obligation (GO) Debt Service

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 764,313 |
| 70000 | Other Outgo | 785,000 |
| | **Total Expense** | **1,549,313** |
| 88000 | Local Revenue | 1,549,313 |

## Tulare General Obligation (GO) Debt Service 2nd Issue

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 178,625 |
| 70000 | Other Outgo | 250,000 |
| | **Total Expense** | **428,625** |
| 88000 | Local Revenue | 428,625 |

## Tulare General Obligation (GO) Debt Service 4th Issue

| | | |
|---|---|---|
| 50000 | Services & Other Operation Expense | 131,775 |
| 70000 | Other Outgo | 105,000 |
| | **Total Expense** | **236,775** |
| 88000 | Local Revenue | 236,775 |

# Notes: Closing books 2016-17

Administration anticipates additional funds to add to General Fund Reserve (fund balance) at close of 2016-17

- Actual FTES over budgeted  will bring additional revenue
- Portions of General Fund Unrestricted District budgets go unspent each year (comprised of over 1,000 account lines)
- Estimated at 2.5M unspent (one-time $’s) for both

# Final Adopted Budget to come

Final District Budget may change when California State Budget is adopted in late June

Final District Budget will be submitted for Board Approval in September

***QUESTIONS?***

***COMMENTS?***

***TENTATIVE BUDGET PRESENTED FOR BOARD APPROVAL***