



BUDGET STUDY SESSION

STATE CENTER COMMUNITY COLLEGE DISTRICT

Board of Trustees

July 27, 2016

Budget Managers

Qualifications and Experience

Board Policies and Administrative Regulations

- 2012 - Role of the Board
(Powers, Purposes, Duties)
- 2270 - Board Member Authority
- 3250 - Institutional Planning
- 6200 - Budget Preparation
- 6250 - Budget Management



CEO Accreditation Responsibilities

Overview of Budget Preparation

Jan	Gov's Jan Budget & Develop Staffing Costs
Feb	Update on Gov's Jan Budget, Budget Calendar, & Project Estimated Revenues
Mar/Apr	Determine Allocations, Budget Study Session, & Develop Tentative Budget based on Gov's Jan. Budget
May	Gov's May Revise & Notice of Intent to Establish Appropriations Limit
Jun	Adopt Appropriations Limit and Tentative Budget, Update on Gov's May Revise, Legislature Proposes State Budget, & Gov. Adopts State Budget (w/ or w/o changes)
Aug	CCCCO Budget Workshop, Adopted State Budget Update, & Develop Final Budget based on Adopted State Budget
Sep	Public Hearing & Adoption of Final Budget



Factors Impacting Budget

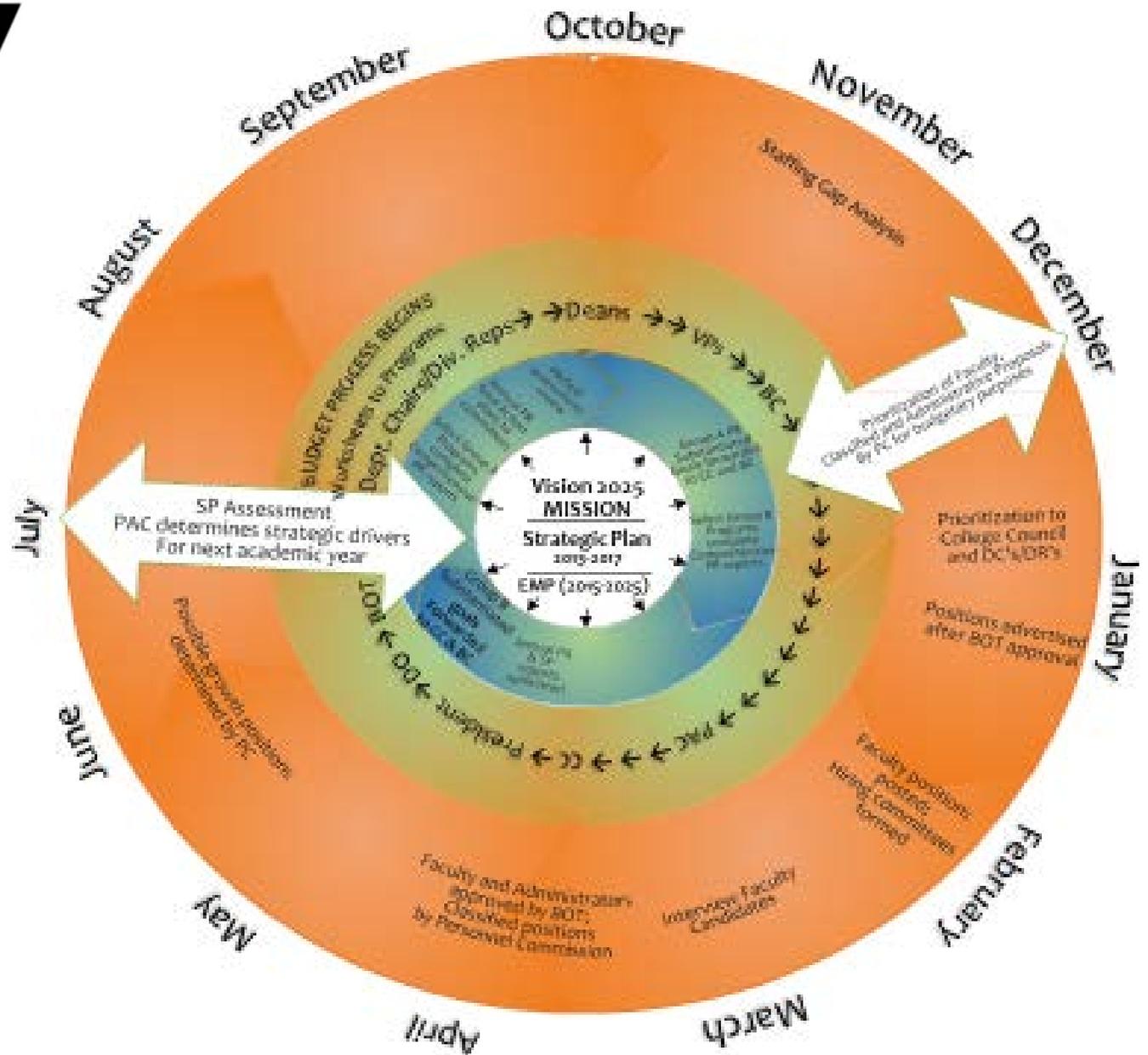
- Appropriations Limit (Gann)
- Capital Projects
- DBRAAC – Resource Allocation Model
- 50% Law
- FON/Growth
- Instructional Equipment
- Long Term Obligations/Commitments (STRS/PERS & OPEB)
- Scheduled Maintenance
- Staffing Needs (Faculty, Staff, Management, Confidential)
- State Bond



Reedley College Budget Process

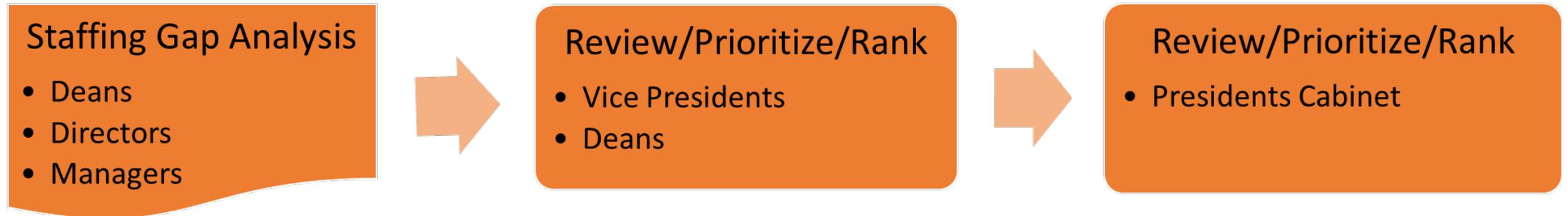


Integrated Planning Cycle

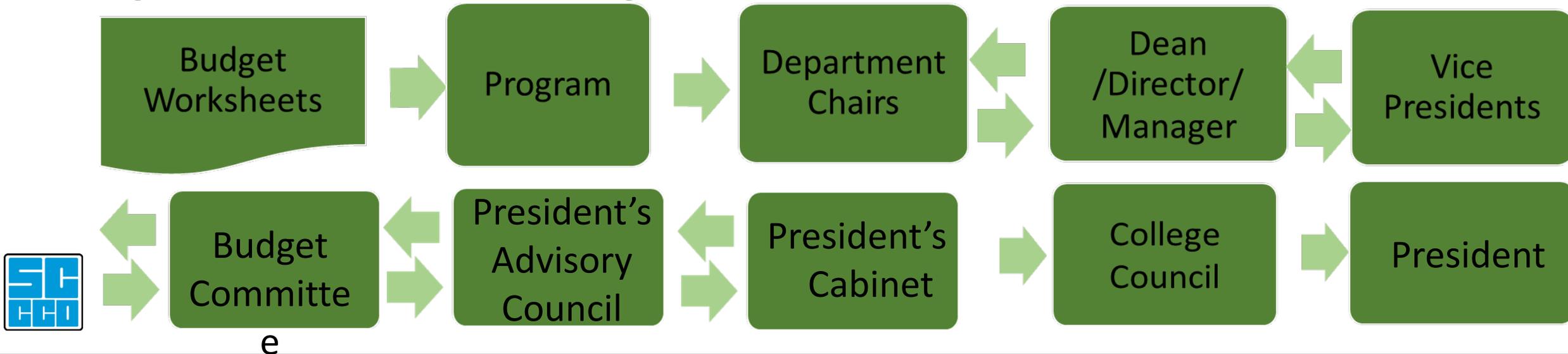


Budget Development Process

Human Resources Staffing Process



Operational/Discretionary Resource Allocation Process



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Budget Guidelines

- Manage resources to fund Strategic Initiatives that directly support student success, program growth, and Vision 2025
- Align with the strategic plan of the college including Vision, Mission and Program Review
- Achieve Strategic Goals - ensuring sufficient resources for student success, expanding services (growth) and institutional support
- Maintain a college reserve of no less than 3%
- Continuous improvement (assessment and evaluation) of process to ensure effectiveness in allocating resources
- Align categorical/restricted programs with Strategic Goals; to the degree possible, use those funds to support on-going College expenditures even if on a one-time basis. Make maximum use of “flexibility with Categorical funds” as allowed



Fresno City College Budget Process



Fresno City College Integrated Planning Process



Revised 12/4/2014



Fresno City College – Action Planning

Planning Year

- May review program Unit Plans, if additional resources are needed an Action Plan/Resource Request is submitted

Prioritization Year

- August Committees review relevant Action Plans.
- October the program areas rank their requests, the area deans rank with the area Vice President
- November all Action Plans are ranked for the institution
- December/January the Budget Advisory and Strategic Planning Council review

Implementation Year

Fund as many Action Plans as possible from available resources in priority order



Regular Budget Cycle

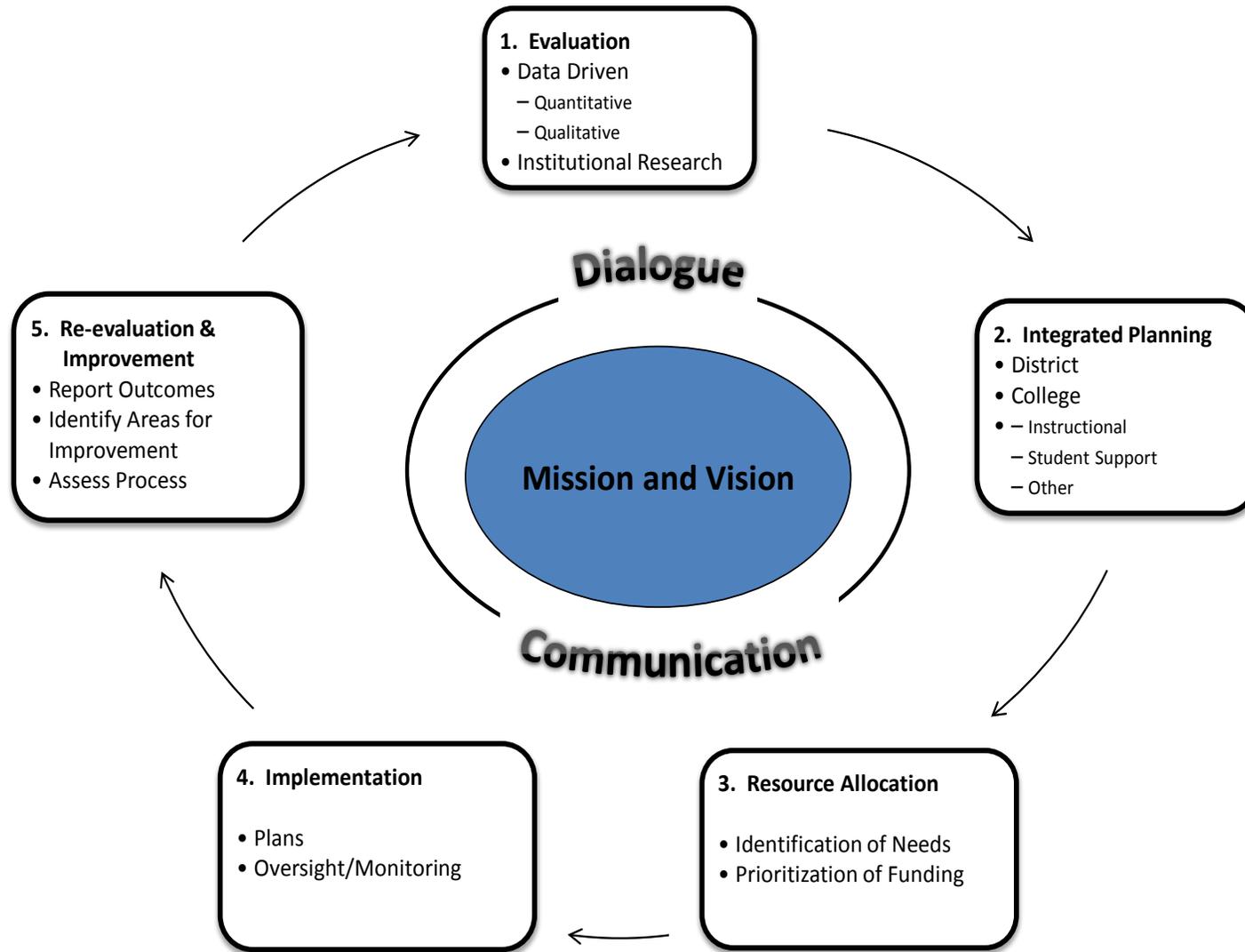
- Ensure Payroll has been covered.
 - Send out to area managers twice to ensure no positions are missing
- Send the Operating, Supply, and Equipment (OSE) for review
 - Only small required increases are allowed
 - Equipment maintenance agreement increases, Accreditation fees, etc.
 - Managers put in a justification and dollar amount
- Any additional funding is dedicated to funding Action Plans



Clovis Community College Budget Process



Continuous Improvement – Collaborative Decision Making Process



Budget Development Calendar for Fiscal Year 2016-2017

On or Before

Due Date

Responsibility

Action Needed

10/09/15

Requestor of Funding

Complete Action Plan and submit to Vice President of Administrative Services - Sorts and Distributes to Deans and Department Chairs

10/23/15

Department Chairs and Deans

Review of Action Plans for completeness and clarification of requests

11/05/15

Campus President's Cabinet

Campus President's Cabinet reviews Action Plans for identification of all sources of funding pending CCC approval of Action Plan request

11/06/15

College Council

First review of Action Plan requests and related discussion

12/04/15

College Council

Final review and recommendation for funding of Action Plan requests to Campus President's Cabinet



Regular Budget Cycle

- Ensure Payroll has been covered
- Budget Operating Costs
- Budget Supplies & Materials
- Any additional funding is dedicated to Funding Action Plans



QUESTIONS

