

1. **CALL TO ORDER – PLEDGE OF ALLEGIANCE**

2. **PUBLIC COMMENTS ON AGENDA ITEMS**

The San Bernardino Community College Board of Trustees offers an opportunity for the public to address the Board on any agenda item prior to or during the Board's consideration of that item. Matters not appearing on the agenda will be heard after the board has heard all action agenda items. Comments must be limited to five (5) minutes per speaker and twenty (20) minutes per topic if there is more than one speaker. At the conclusion of public comment, the Board may ask staff to review a matter or may ask that a matter be put on a future agenda. As a matter of law, members of the Board may not discuss or take action on matters raised during public comment unless the matters are properly noticed for discussion or action in Open Session.

Anyone who requires a disability-related modification or accommodation in order to participate in the public meeting should contact the Chancellor's Office at (909) 382-4091 as far in advance of the Board meeting as possible.

3. **PRELIMINARY BUDGET PRESENTATION & DISCUSSION**

4. **ACTION AGENDA**

a. **BUSINESS & FISCAL SERVICES**

- i. Consideration of Approval of Revised Prioritized Board Directives for the 2016-17 Budget

5. **ADJOURN** – The next meeting of the Board is on May 12, 2016 at 12pm for Educational & Facilities Master Plan Study Session Part 2. Regular Board Meeting at 4pm.



Fiscal Year 2016-17 Budget Update



Board of Trustees Study Session
April 21, 2016

November - December Activities

- Budget Calendar (November Board Approval)
- Board of Trustees Ad-Hoc Budget Committee (2 Meetings)
 - RAM
 - Fund Balance
 - FY 15-16 Budget Board Directives
 - FY 15-16 District Office Budget
- District Office Budget & Program Review Processes Begin
- District Budget Committee
 - FAQ's & One-Time Expenditures for FY 15-16
- Staffing Plan & District Enrollment Management Committee

District Enrollment Management Committee (DEMC) Membership

District Services	San Bernardino Valley College	Crafton Hills College
Vice Chancellor of Business & Fiscal Services - Jose Torres	SBVC President - Gloria Fisher	CHC President - Cheryl Marshall
Executive Director of Institutional Effectiveness, Research, & Planning - Keith Wurtz	SBVC Vice President of Administrative Services - Scott Stark	CHC Vice President of Administrative Services - Mike Strong
Director, Fiscal Services - Larry Strong	SBVC Vice President of Instruction – Haragewen Kinde	CHC Vice President of Instruction - Bryan Reece
Business Manager - Steve Sutorus	SBVC Vice President of Student Services – Ricky Shabazz	CHC Vice President of Student Services - Rebecca Warren-Marlatt
	SBVC Academic Senate Appointee – Jeremiah Gilbert	CHC Academic Senate Appointee – Denise Allen-Hoyt
	SBVC Classified Senate Appointee - Aaron Beavor	CHC Classified Senate Appointee, - Kathy Wilson
	CTA Appointee - Walt Chatfield	CSEA Appointee - Rosemarie Hansen
	SBVC Dean of Institutional Effectiveness, Research, & Planning - James Smith	CHC Interim Dean of Institutional Effectiveness, Research, & Planning - Giovanni Sosa
	SBVC Director of Marketing & Public Relations - Paul Bratulin	CHC Director, Marketing & Public Relations - Donna Hoffman

January Activities

- Governor Proposed Budget
- Board of Trustees Ad-Hoc Budget Committee (1 Meetings)
 - Industry Comparison of Fund Balance
 - RAM
 - FY 15-16 District Office Budget
 - FY 16-17 Budget Board Directives
- District Office Budget Process Continues
- Forums at Both Colleges
- District Budget Committee
 - ACCJC Recommendation #3

February Activities

- Fiscal Services Updates for FY 2016-17 Governor's Proposed Budget
- FY 15-16 Enrollment Progress
- Budget Board Directives Approved
- District Enrollment Management Committee
 - Recommendation on FY 16-17 Enrollment Goals
- District Budget Committee
 - Enrollment Recommendation Accepted

March Activities

- Board of Trustees Ad-Hoc Budget Committee (2 Meetings)
 - Board of Trustees Budget
 - Faculty Obligation Number
 - Revised Budget Board Directives
- District Enrollment Management Committee
 - Changes to Recommendation on FY 16-17 Enrollment Goals
- District Office Program Review Complete
- District Office Proposed Budget/Assessment

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT
DISTRICT OFFICE EXPENSE BUDGET - UNRESTRICTED GENERAL FUND
COMPARATIVE SUMMARY 2015-16 vs. 2016-17

Program	(A)	(B)		(C)	(C)-(B)	(C)-(A)
	Original 2016 Budget	As of 4/4/16		Tentative 2017 Budget	2017 Budget vs.	
		Revised 2016 Budget	YTD Actuals w/encumb		Revised 2016 Budget	Original 2016 Budget
Expenditures						
Fund 01 - General Fund - Unrestricted						
01-00-03 - District Office						
8Th Street Building	0	0	0	0		
Accounting	1,668,602	1,625,819	1,056,255	1,738,059	112,239	69,457
Board Of Trustees	290,287	280,933	176,740	307,282	26,348	16,995
Budget	0	0	0	0	0	0
Budget Savings	0	0	0	0	0	0
Collective Brgrn/Dist Assembly	347,570	347,478	236,355	364,041	16,563	16,471
Controller	622,970	603,753	277,456	615,502	11,749	(7,468)
Custodial	210,214	207,214	129,805	223,357	16,144	13,144
Data Processing	3,374,190	3,374,190	2,319,945	3,438,960	64,770	64,770
Distance Education	600,583	589,933	482,994	631,521	41,588	30,938
District Chancellor	681,016	1,093,808	1,033,402	576,873	(516,935)	(104,143) *
District Health & Safety	391,401	386,401	169,664	376,277	(10,124)	(15,124)
Employee Benefits - SUI/Excess ST	55,000	55,000	24,959	41,000	(14,000)	(14,000)
Employee Benefits - Tuition Reimb	91,000	91,000	74,627	118,000	27,000	27,000
Facilities Planning/Adm.Svcs.	70,784	70,784	59,592	70,904	120	120
General Program	0	0	0	0	0	0
General Supplies & Services	41,541	39,541	26,248	41,571	2,030	30
Human Resources	2,160,379	2,468,980	1,650,168	2,399,271	(69,709)	238,892 *
Inactive Programs	0	10,048	216,519	0	(10,048)	0
Institutional Effectiveness	0	67,930	0	201,310	133,379	201,310
Insurance	613,000	613,000	612,331	620,000	7,000	7,000
Internal Audit	289,738	289,738	271,054	321,134	31,395	31,396
Maintenance	237,870	240,870	216,555	95,144	(145,726)	(142,726)
Marketing & Public Affairs	397,536	388,886	323,528	356,975	(31,911)	(40,561)
Outreach And Recruitment	109,750	109,750	28,314	88,350	(21,400)	(21,400)
Payroll	0	0	0	0	0	0
Police	1,212,386	1,207,198	778,616	1,232,583	25,385	20,197
Printing	792,040	792,040	576,067	808,985	16,945	16,945
PDC - Academic Admin	68,426	68,426	47,137	0	(68,426)	(68,426)
PDC - Contract	164,118	164,118	111,918	77,407	(86,711)	(86,711)
Purchasing And Warehousing	536,804	504,964	331,777	545,611	40,647	8,807
Security	711,741	707,296	374,671	726,042	18,747	14,301
Utilities-Central Services	283,843	283,843	326,202	463,093	179,250	179,250
Total	16,022,789	16,682,942	11,932,899	16,479,251	(203,691)	456,462
	Original 2016 Budget	16,022,790				
	Budget Adjustments/Increases	660,152 *				
	Revised 2016 Budget	16,682,942				

Notes:
The Budget Adjustments/Increases are related to the KVCR FCC Incentive Auction, additional personnel related cases & additional funding for presidential searches. These budget adjustments will not be charged to the colleges as assessments.

April Activities

- District Budget Committee
 - Changes to Recommendation on FY 16-17 Enrollment Goals
 - Review of District Office Budget/Assessment
 - District Program Review Presentation
- District Enrollment Management Committee
 - Draft Plan is Distributed District-Wide
 - Presentations to Academic Senates
- Colleges Submit Proposed Budget
- Early Retirement Program Implementation

May-June Activities

- May State Budget Revision
- ACBO Workshop
- Finalize Tentative Budget
- Board of Trustees Presentation
- Staffing Plan
- Enrollment Management Plan

July-September Activities

- Final State Budget
- Final Budget Preparation
- Board of Trustees Presentation
- Final Budget Approval

SAN BERNARDINO COMMUNITY COLLEGE DISTRICT

TO: Board of Trustees
FROM: Bruce Baron, Chancellor
REVIEWED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
PREPARED BY: Jose F. Torres, Vice Chancellor, Business & Fiscal Services
DATE: April 21, 2016
SUBJECT: Consideration of Approval of Revised Prioritized Board Directives for the 2016-17 Budget

RECOMMENDATION

It is recommended that the Board of Trustees approve the revised Board Directives for the 2016-17 budget, as attached.

OVERVIEW

District Administrative Procedure 6200, Budget Preparation, calls for the Board of Trustees to give initial direction concerning the distribution of resources for the 2016-17 budget by February 2016. This includes setting the level of contingencies and other reserves, making any changes in the district mission, and determining the amount of resources available for allocation to the colleges.

Initial directives were developed and reviewed by the Board of Trustees through its Ad Hoc Budget Committee and studied as an information item at the December 10, 2015 and January 21, 2016 business meetings. They were approved on February 25, 2016.

ANALYSIS

The Board of Trustees Ad Hoc Budget Committee has continued to review the initial directives and report to the Board of Trustees. The revisions being submitted at today's meeting are in response to several emerging issues facing SBCCD, including increased costs associated with health benefits, STRS and PERS requirements, employment negotiations, and the need to maintain quality service for our students.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

This board item has no financial implications.



Revised

Prioritized Board Directives for the 2016-17 Budget

(Submitted for approval *April 21, 2016*)

- 1) Balance the 2016-17 budget without the use of Fund Balance with the exception of ~~one-time~~ expenses related to the 2016-17 Early Retirement Incentive Plan and bargaining agreements.
- 2) As adopted in the District Strategic Plan, allocate funding through the resource allocation model to pursue improvement in student success by continuing funding for student success programs at both colleges.
- 3) As adopted in the District Strategic Plan, allocate funding through the resource allocation model to pursue improvement in student access. This includes growth at SBVC to maintain at least 10,500 FTES and continuing growth at CHC to reach 5,000 FTES.
- 4) Maintain a minimum Fund Balance level of 15% (state minimum is 5%), unless Fund Balance is utilized for specially identified "one-time" needs as authorized by the Board of Trustees. (*"One-time" is defined as an expenditure that has no ongoing commitment. While "one-time" needs may be repeated in future years, the nature of the expenditure must conform to the definition.*)
- 5) Replenish the Fund Balance level to 15% within the next three years from one-time state funding, or 1% every year as funding is available.
- 6) Continue toward the sustainability of KVCR.
- 7) Any new positions must be approved through the process of program review or any other prioritization process as established at the colleges and district offices.
- 8) Replace all faculty retirements.
- 9) Honor collective bargaining agreements.