

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: January 21, 2016
SUBJECT: Board Directives for 2016-17 Budget

RECOMMENDATION

This is an information item and no action is necessary.

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's mission, and determining the amount of resources available in the District for allocation to the colleges.

ANALYSIS

Attached is a draft of the Board Directives for the 2016-17 Budget. At its January 5, 2016 meeting, the Board of Trustees Ad Hoc Budget Committee requested that the Trustees discuss these directives and decide if they are acceptable and/or need to be prioritized. The feedback from the Trustees is to be returned to Vice Chancellor Jose Torres by January 28 for compilation and review at the Board of Trustee study session on February 4. A final draft will then be submitted for approval at the Board's February 25, 2016 business meeting.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

This board item has no financial implications.

Board Directives for the 2016-17 Budget

*To be reviewed and revised/prioritized, if necessary, by each trustee.
Input to be provided to Vice Chancellor Jose Torres by January 28 for
compilation and further review at the February 4 BOT study session.
Final draft will be submitted at the February 25 business meeting.*

- _____ 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.
- _____ 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.*)
- _____ 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.
- _____ 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.
- _____ Honor collective bargaining agreements.
- _____ Continue toward the sustainability of KVCR.
- _____ Replace all faculty retirements.
- _____ 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.



Board Directives for the ~~2015-16~~2016-17 Budget

Approval at the November 13, 2014 Board of Trustees Meeting

February 25, 2016

1. Balance the ~~2015-16~~2016-17 budget without the use of Fund Balance ~~(Reserve)~~with the exception of one-time expenses related to the 2016-17 Early Retirement Incentive Plan.
2. ~~Maintain~~ a minimum Fund Balance level of 15% (state minimum is 5%), unless fund.
3. ~~Fund~~ balance ~~may is be~~ utilized for specially identified "one-time" needs as authorized by the Board of Trustees. as long as the 15% balance can be maintained. ("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.)
4. ~~As adopted in the District Strategic Plan, allocate funding through the resource allocation model to pursue improvement in student success and access. This includes growth at SBVC to maintain at least 10,000 FTES and continuing growth at CHC to reach 5,000 FTES. Continue by continuing funding for student success programs at both colleges. Allocate funding through the district resource allocation model to support SBVC and CHC as comprehensive community colleges through transfer education, career/technical education, and basic skills education.~~
4. 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.
5. ~~Increase student success and access.~~
6. ~~Identify new or reallocated funds for strategic initiatives.~~
7. ~~Maintain "selective hiring freeze" to provide strategic funding of priority needs.~~
8. ~~Reorganize and reallocate resources where possible to increase efficiency and improve services.~~
9. ~~Reduce expenditures that are not mission critical.~~
10. ~~Invest in projects that enhance the efficiency of district and college operations.~~

~~11. Continue the Measure M bond program based on facilities master plans.~~

~~12. Continue to develop external funding streams including grants, scholarships, and fundraising.~~

~~13. Maintain full funding for step and column increases.~~

~~14. Maintain 50% law ratios in staffing plans.~~

~~15.5.~~ Honor collective bargaining agreements.

6. Continue toward the sustainability of KVCR.

7. Replace all faculty retirements.

16.8. 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.

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Board Directives for the ~~2015-16~~2016-17 Budget

Approval at the November 13, 2014 Board of Trustees Meeting

December 10, 2015

1. Balance the ~~2015-16~~2016-17 budget without the use of Fund Balance (Reserve).
2. Maintain a minimum Fund Balance level of 15% (state minimum is 5%).
3. Fund Balance may be utilized for specially identified "one-time" needs as long as the 15% balance can be maintained. "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.
4. Allocate funding through the district resource allocation model to support SBVC and CHC as comprehensive community colleges through transfer education, career/technical education, and basic skills education.
5. Increase student success and access.
6. Identify new or reallocated funds for strategic initiatives.
7. Maintain "selective hiring freeze" to provide strategic funding of priority needs.
8. Reorganize and reallocate resources where possible to increase efficiency and improve services.
9. Reduce expenditures that are not mission-critical.
10. Invest in projects that enhance the efficiency of district and college operations.
11. Continue the Measure M bond program based on facilities master plans.
12. Continue to develop external funding streams including grants, scholarships, and fundraising.
13. Maintain full funding for step and column increases.
14. Maintain 50% law ratios in staffing plans.
15. Honor collective bargaining agreements.
16. Continue toward the sustainability of KVCR.