Contra Costa Community College District

Contra Costa College - Diablo Valley College - Los Medanos College - Brentwood Center - San Ramon Campus - Walnut Creek Center

BOARDreport

The Governing Board Believes in Open Lines of Communication with Employees and the Community Contra Costa Community College District

BOARD MEMBERS

Jo Ann Cookman, President (Ward V) • Tomi Van de Brooke, Vice President (Ward II) • Sheila A. Grilli, Secretary (Ward III)

John T. Nejedly (Ward IV) • Dr. Anthony T. Gordon (Ward I) • Ivan Williams, Student Member

The Contra Costa Community College District Governing Board is comprised of five members elected from the individual words. One student trustee, with an advisory vote, is selected on a rotating basis from the colleges. The Governing Board meets monthly. Study sessions and special meetings are scheduled as required. A meeting calendar and minutes are available online at http://www.4cd.net/governing_board/.
To reach the Governing Board, please call (925) 229-1000, ext. 1204.

Governing Board Meeting of April 25, 2007

The Contra Costa Community College District (CCCCD) Governing Board met at the Brentwood Center on April 25, 2007. The regular meeting/study session began with an open session with City of Brentwood officials at 3:30 p.m., a closed session at 4:00 p.m. and open session at 5:00 p.m. Highlights of the meeting follow:

Study Session on 2007-08 District Budget

Interim Vice Chancellor Finance and Administration Doug Roberts summarized the attached report on the 2007-08 District budget.

Sabbatical Leave Applications

The Governing Board approved sabbatical leave applications for 31 faculty members from all three colleges (**Board Report No. 75-E**) and one management leave application (**Board Report No. 75-G**).

Measure A Bond Oversight Committee

The Governing Board approved Andrea Lopez and Colin Nelson to serve on the Measure A 2002/2006 Oversight Committee (**Board Report No. 76-A**). Ms. Lopez and Mr. Nelson, students at Los Medanos College, will share this responsibility.

Report on Grants for 2006-07

Interim Special Assistant to the Chancellor Ted Wieden summarized the attached Districtwide grant report for 2006-07. This report will be given annually.

Upon approval at the next regular meeting, complete Governing Board minutes for this meeting will be posted at: http://www.4cd.net/governing_board/minutes06_07.asp.

THE NEXT REGULAR MEETING OF THE GOVERNING BOARD WILL BE HELD ON MAY 30, 2007, AT 5:30 P.M. AT THE GEORGE R. EDUCATION CENTER, 500 COURT STREET, MARTINEZ, CALIFORNIA

2007-08 Budget Study Session

District Governing Board Meeting

April 25, 2007

Budget Study Session Topics

- Budget Development Time-line
- Key Goals & Strategies 2007-10
- Budget Values & Parameters
- FTES Projections 2006-07, 2007-08
- District Revenues & Expenditure (R&E)
- 2007-08 Anticipated R&E Changes
- 2007-08 Compensation Facts
- Potential Funding Sources

- October
 - ➤ District Education Program Planning Meeting
 - ➤ Box 2A Meeting
 - ➤ Cabinet develops Budget Key Goals & Strategies
 - Goals & Strategies shared with DGC
 - ➤ Budget Calendar developed

- Jan/Feb
 - ➤ Chancellor Cabinet establishes FTES Goals
- March
 - ➤ DGC Budget Workshop
- April
 - ➤ Board conducts 2007-08 Budget Study Session

- May
 - ➤ Chancellor & VC Finance conduct budget forums at all District sites
- June
 - ➤ DGC updated on May Revise changes
 - ➤ Board presented "Tentative Budget" (July 1 Deadline)
- By August 15
 - ➤ Preparation of Proposed (Adopted) Budget

- August 15
 - Newspaper notification of Budget availability
- August 20
 - ➤ Proposed Budget available for public inspection
- August 29
 - ➤ Governing Board holds public hearing, and approves Budget (September 15 deadline)

- By September 30
 - ➤ District prepares CCFS-311 to transmit Budget to State Chancellor (transmittal has a October 10 deadline)
- October
 - ➤ Adjustments made to FTES Goals (and Budget)

- January
 - ➤ Governing Board presented with final budget modifications & audit adjustments to Fund Balance

Key Goals & Strategies 2007-10

- Budget developed with a multi-year (3-5 year) financial perspective
- Budget coincides with strategic planning cycle
- Budget reflects upon FTES decline since 2002-03 and the corresponding reductions in:
 - a) Employee salaries
 - b) District personnel
 - c) College operating budgets

GOAL #1

 Develop strategies to fill the gap due to FTES losses based on state regulations.

- Explore the establishment of middle college high schools at DVC and LMC
- 2. Ensure systems are in place for appropriate collection of non-credit FTES

GOAL #2

Develop strategies to increase enrollment.

- Conduct a market survey to assess the educational needs of the District's service areas, and reposition the District to meet those needs and improve marketing
- 2. Develop a District Enrollment Marketing Plan to:
 - create incentives to grow or stop the enrollment decline
 - remove barriers to enrollment
 - Create incentives that encourage student retention and persistence
 - Increase International and out-of-state FTES; and
 - Inform the marketing efforts at both the District and colleges

GOAL #3

Improve employee compensation.

Strategies

1. Develop and implement means to increase total compensation of all employees so that the District is in the top 1/3 of the Bay 10 salary schedule

GOAL #4

Enhance college resources.

- 1. Develop and implement means to increase operating budgets
- 2. Maintain the current ratio of full-time to part-time faculty

GOAL #5

Ensure fiscal sustainability.

- 1. Determine the appropriate distribution of resources, to meet District needs, based on FTES or other measurement
- 2. Manage and provide incentives for controlling costs
- 3. Solicit and evaluate employee ideas on how to control costs and implement viable ideas where possible
- 4. Develop a consensus on the definition of "productivity" for all employee groups
- 5. Continue to differentiate between ongoing and one-time expenses

GOAL #6

Revise the budget development process.

- 1. Ensure transparency in the budget development process
- 2. Develop Key Goals and Strategies for Budget Development to coincide with District strategic planning
- 3. Develop budget allocation models that give the colleges autonomy in determining management and classified staffing levels
- 4. Change college allocation model to coincide with state distributions
- 5. Revise the C-hourly allocation to increase funding (if appropriate)
- 6. Continue transparency in District financial reports

GOAL #7

 Develop a plan to meet the District's obligations for the funding retiree health benefits under GASB 45.

- 1. Borrow FTES in 2005/06 (from 2006/07) and put these funds toward the District's unfunded retiree, health-benefit liability
- 2. Monitor and report on the District's ongoing progress toward funding the retiree health benefits, and (should it become necessary) suggest changes to the District's ongoing contribution

GOAL #8

Develop new sources of income for the District.

- 1. Increase grant revenue through district wide collaborative efforts
- 2. Review facilities rental schedule
- 3. Increase number of International Education students
- 4. Review student fees
- 5. Provide incentives for new academic and vocational programs that are in keeping with our mission and meet service area needs
- 6. Increase the number of full-fee courses offered (contract education)
- 7. Identify auxiliary enterprises that support our mission and would generate additional revenue above cost

Budget Values & Parameters

Values

 The foundation of the budget development process is a belief in the <u>basic shared values</u> of:

Honesty, Integrity, Transparency, and an overall sense of Collegiality

- Fiscal prudence will be exercised in the development of the budget
- These values will be upheld by ensuring:
 - Discussions and actions are student-centered
 - District's financial condition will be honestly communicated to all
 - Decisions on financial matters are data-driven
 - District budget practices are comparable with similar institutions
 - Items included in the budget will be based on need

Budget Values & Parameters

<u>Parameters</u>

To the extent possible, the budget will:

- Allow sufficient resources to meet diverse student needs
- Be developed based on achievable FTES goals
- Maintain a minimum 5% emergency reserve
- Provide sufficient staffing to fulfill our mission
- Provide for contractual obligations and fixed costs
- Cover costs of retiree health benefits & increase reserve
- Include funding for District wide projects

Budget Values & Parameters

<u>Parameters</u>

To the extent possible, the budget will:

- Adhere to formulae stipulated in Business Procedures
- Budget college carry-overs as one-time expenditures
- Maintain & improve college appearance (provide required matching funds)
- Have compensation be at the top third of Bay 10 (if affordable)
- Reflect improvement in productivity at all levels
- Be developed within a multi-year plan

District 2007-08 FTES Projections

- The starting point for building the District's budget is the College FTES Goals.
- The State uses total FTES in the SB 361 Funding Model to determine the District's revenue.
- The District uses FTES to determine College funding for part-time faculty and operations (materials, equipment, etc.).

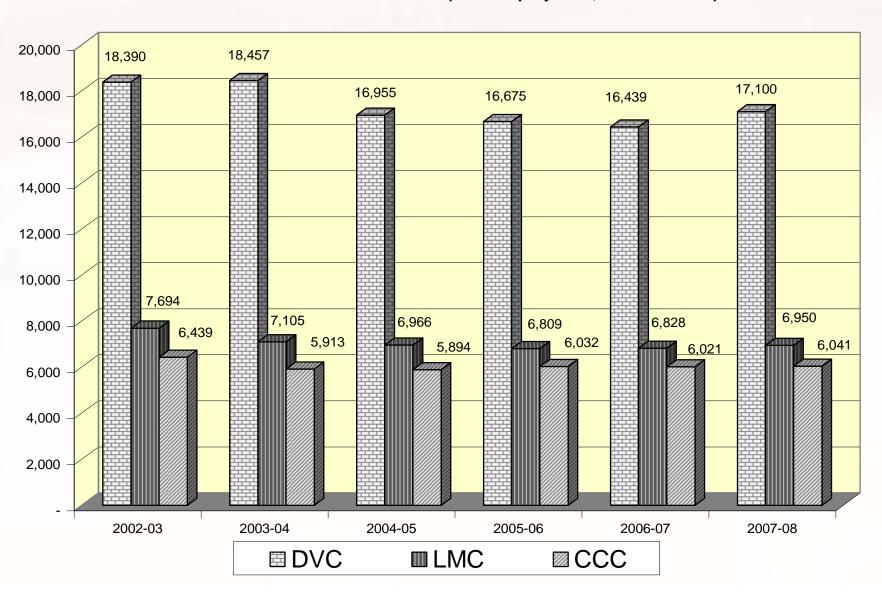
District 2006-07 FTES Projections

	2006-07 Projected	2007-08 FTES	
	FTES	Goals	Increase
CCC	6,021	6,041	0.3%
DVC	16,439	17,100	4.0%
LMC	6,828	6,950	1.8%
Total *	29,288	30,091	2.7%

^{* (}with 1,400 FTES coming from non-resident students)

District 2007-08 FTES Projections

District Trend of Earned FTES (2006-07 projected, 2007-08 Goals)



Projection of District Resources

 District Resources are simply the total of the current-year's beginning fund balance plus the current-year's revenues.

District Beginning Current-Year

Resources = Fund Balance + Revenues

• The District's "Resources" are used to afford the District's total "Uses" ... which include the District's expenditures and the fund balance/reserve.

Components of District Revenue

•	Total	\$147,105,682	100.0%
•	Local Revenues	3,597,822	1.8%
•	Other State Revenues	2,275,385	1.6%
•	Lottery *	3,291,619	2.2%
•	Non-Resident & Foreign Fees	5,978,821	4.1%
•	Apportionment Revenue *	\$131,962,035	89.7%

^{*} Revenue directly tied to reported FTES

Apportionment Funding

•SB 361 Base Funding Model

Basic Allocation

Multi College District: College FTES ≥ 20,000	\$4,000,000
Multi College District: College FTES ≥ 10,000	\$3,500,000
Multi College District: College FTES ≤ 10,000	\$3,000,000
CPEC Approved Center (San Ramon)	\$1,000,000

Instruction

Noncredit Career Development / 0 Instructional Dollars per FTES		\$ 3,092
Noncredit Instructional Dollars per	FTES	\$ 2,626
Credit Instruction Dollars per FTES	}	\$ 4,367

State Apportionment

The total apportionment to be received in any one year is calculated as follows:

Base Apportionment

- + COLA
- + Growth
- Decline
- + Stability Funding (offsets the decline)
- Deficit Funding
- = Total Apportionment

Projected Apportionment 2007-08

Base Apportionment

\$131,962,035

+ COLA 4.04%

5,331,266 *

+ FTES Growth 2.7%

0 *

- Decline

0

+ Stability Funding

0

- Deficit Funding (0.5%) -

686,467 *

= Total Apportionment

\$136,606,834

Potential New Money =

\$ 4,644,799

Projection of District's "Use" of Resources

- From the total resources available, the District makes budgetary allocations to fund the following:
- 1. Fund Balance / Reserve (11.0% of expenditures, 5.0% = minimum)
- 2. Full-time Employee Salaries & Benefits
- 3. Retiree Health Benefits
- 4. Part-time Faculty Salaries & Benefits
- 5. Operational Expenses
 - (includes expenditures for: supplies, equipment, contracted services, leases, insurance, utilities, classified & student hourly staff, etc.)
- If total District resources do not cover total uses, then expenditure-cuts are required.

CHANGES TO REVENUES AND EXPENSES

2007-08 Anticipated Changes to Revenues & Expenditures (from 2006-07)

 Currently, the anticipated increases to revenue are:

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- Apportionment: COLA 4.04% $ 5,360,500
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Apportionment: FTES Growth 2.7% \$ 0 *

Apportionment: Deficit Factor (0.5%) - \$ 686,467

Nonresident Tuition\$ 500,000

Interest revenue \$ 400,000

^{*} Note: For 2007-08, the District will not book growth revenue, or the associated expenditure-increases, until the growth is confirmed by the Fall 2007 Census figures.

2007-08 Anticipated Changes to Revenues & Expenditures (from 2006-07)

Currently, the anticipated increases to expenditures are:

 Step, Class & Longevity Increases 	\$	900,265
- 1 Counselor & ½ Recruiter for Int'l Ed.	\$	105,000
 Emergency preparedness Officer 	\$	75,000
 Net 0% increase in Utility Costs 	\$	0
 15% increase in Health Benefit Costs 	\$ 2	2,397,008

• Currently, the anticipated decreases to expenditures are:

 Reduction of D.O. & College Budgets 	\$ 1,000,000
 Net Reduction SRVC / Brentwood Lease 	s \$ 200.000

2007-08 Compensation Facts

 Under the current contract, and, given the projected increases in health benefits, <u>total compensation</u> for the District's employee groups will increase* by:

- Faculty	1.89%
-Local One	2.17%
Unrepresented	1.58%

•	* Increase Components:	<u>Salary</u>	Benefits	<u>Total</u>
	Faculty	0.00%	1.89%	1.89%
	 Local One 	0.00%	2.17%	2.17%
	Unrepresented	0.00%	1.58%	1.58%

The cost associated with of a 1% change in salary by employee group is:

<u>Faculty</u>	Local One	<u>Unrepresented</u>	<u>Total</u>
\$651,839	\$239,768	\$137,079	\$1,028,686

2007-08 Potential Funding Sources

Final COLA

 In two of the last three years, there has been increase in "COLA" between the Governor's "January Budget" and the "Final Budget"

Year	January	Final
2004-05	2.41%	2.41%
2005-06	3.93%	4.23%
2006-07	5.18%	5.92%
2007-08	4.04%	?

2007-08 Potential Funding Sources

Funded FTES Growth

- What will be the District's reported/funded FTES for 2007-08?
- If growth occurs, what will be the "net revenues" of that growth?

Additional Reductions to Current Expenditures

– If such cuts can be made, what are they?

Use of Fund Balance

– Are there circumstances where the District would want to use some of its Fund Balance to augment 2007-08 available resources?

QUESTIONS

Contra Costa Community College District Report on Grants for 2006-2007

CONTRA COSTA COLLEGE

Title	Date Awarded	Amount	Duration	Description
Associate Degree Nursing Enrollment Growth	6/1/04	\$11,000 Carryover	9/30/06	Completion of grant that funded Nurse Mentor project for better retention of students
Biotech Center	6/1/06	\$4,765	1 year	Used to support the Biotech program; payment for guest instructors, purchase of reagents.
California High School Exit Examination Preparation (CAHSEE)	1/10/07	\$256,880	1 year	Specialized classes to assist West Contra Costa Unified School District (WCCUSD) students, who did not pass the exit exam by June 2006, to obtain their high school diplomas.
Capacity Building for Nursing Program Expansion	4/1/06	\$401,487	8/31/08	For expansion of skills lab to handled increased number of enrollees and purchase of instructional equipment and supplies.
Career Exploration Grant (Helms Middle School)	9/1/06	\$150,000	2 years	Provide career exploration activities to all 600 of their 7 th and 8 th graders that includes helping students to identify their talents, etc. through classes, career counseling, job shadowing and mentoring with business and industry, and then helping students set goals and an educational plan necessary to accomplish their dreams.
Child Care Access Means Parents in School (CCAMPUS)	9/16/06	\$92,880	3 years	Provides student assistant teachers for Montessori Early Learning Child Care Program.
Child Development Training Consortium (CDTC)	7/1/07	\$17,800	Ongoing yearly renewal	Provides financial resources to assist students in meeting the educational requirements for the Child Development Permit.

Title	Date Awarded	Amount	Duration	Description
Center for Science Excellence (CSE) and Beyond Scholars	7//01/03	\$400,000	4 years	Provides Center for Science Excellence programming and financial support for computer science, engineering and math students.
Early Learning Demonstration Project (ELDP)	10/30/06	\$25,000	1 year	Provides support to the Early Learning Center (ELC) in promoting the highest standards of quality care. In doing so, they assist in helping our program achieve the state and national program quality standards through National Association for the Education of Young Children (NAEYC) accreditation.
Temporary Assistance for Needy Families - Early Childhood Education (TANF-ECE)	6/1/06	\$78,100	2 years/ anticipate renewal	This project is an integrated training program of classes and work experience that prepares TANF–ECE students to receive financial and educational support to meet their goal to complete work towards levels on the Permit matrix.
First 5	7/1/05	\$199,333	3 years	Provides academic advising, cohort classes, workshops, tutoring, book-loans, and scholarship opportunities to Early Childhood Education Professionals fulfilling their college course requirements leading to an AS Degree in Early Childhood Development (ECHD), transfer units to a 4 Year University or a Child Development Teaching Credential.
Foster Pride	7/1/06	\$64,000	Ongoing yearly renewal	Provides training for foster and prospective adoptive parents who expect to have lifespan care for the children in their custody.
Foster/Kinship Care Education	7/1/06	\$141,218	Ongoing yearly renewal	Provides training to foster parents of children placed in agencies, group homes, foster homes and kinship care.
Heritage Project	7/1/06	\$30,000	Ongoing yearly renewal	Provides specialized training for foster and kinship parents and agencies caring for drug-exposed infants and toddlers.
Independent Living	7/1/06	\$10,000	Ongoing yearly renewal	Provides training for 16-21-year-old foster children to prepare them for aging out of the foster care system by teaching them such life skills as money management, job search, college attendance, etc.

Title	Date Awarded	Amount	Duration	Description
Mentor Project	7/1/07	\$7,486	Ongoing yearly renewal	The Mentor program selects experienced Early Learning teachers to mentor student teachers. Mentors are paid stipends to use their classrooms as high-quality training environments.
N'Step/Rubicon Grant	1/1/06	\$47,000	2 Years	Develop biotech training for Rubicon clients in Richmond in partnership with SF Works N'Step model. In a "bridge to college" format, (includes, Math, English and 2 Biotech courses), after 1 semester of training and receiving a certificate of completion, Rubicon clients will be able to gain entry level employment with a local Biotech firm.
Quick Start Grant- (Automotive) Multi- College/Multi-Regional Occupation Program (ROP) (sub-grant)	6/1/06	\$16,000	2 Years	This multi-college/multi-ROP partnership grant in the area of Transportation (Automotive Technology) has as its primary goal to have an impact on the quality of employees in Region 3 & 4, produce more highly trained Automotive Technicians that are certified. This will be done by facilitating certification of all Automotive Technology programs in all high schools, ROP's and community colleges in this section of Northern California. Articulation agreement development between all parties is also an important goal of the grant.
Scholarship for Excellence in Science, Mathematics, Engineering and Technology	10/1/06	\$500,000	5 years	Provides National Science Foundation (NSF) scholarships through the Center for Science Excellence for both transfer and vocational students in science, technology, engineering, and mathematics.
Tech Prep Demo Grant- Middle College High School	8/1/06	\$800,000	5 years	Create and implement 2 (transferable) career/technical tracks for the Middle College High School, maintaining the same high standards already set and working with business and industry to develop internships. Upon graduation from the program and high school, students must be able to be employed in the field and transfer (if they choose) and the school enrollment must increase by 75 students by the end of the grant.

Title	Date Awarded	Amount	Duration	Description
Teen Challenge Grant (Community Challenge Collaborative Grant)	7/1/06	\$5,000	1 Year	Develop a "Live Telecast" for teenage young people on an important topic to them, which will go out over cable TV, the internet and broadcast to many local high schools. The purpose of this "participatory" program is to help solve some of the pressing issues that trouble this age group.
Title III Supports for Student Success	8/1/02	\$1.7 million requested	5 years	Provides Supplemental Instruction and Automated Communication for Educational Success (ACES) for Academic Skills students and research to ascertain the most effective referral interventions for same.
Total CCC Grants		\$4,638,342		

DIABLO VALLEY COLLEGE

Title	Date Awarded	Amount	Duration	Description
American Foster Youth	8/1/06	\$61,526	6/30/07	Provides foster youth: support, counseling, friendship, reinforcement, constructive examples, life skills development, emancipation preparation, career exploration, job search, etc.
Child Development Training	8/1/06	\$7,800	7/31/07	Provides education stipends and other supports for students employed in licensed child development programs.
Career Technical Equipment Fund (CTE)	7/1/06	\$554,233	6/30/07	One time grant for equipment.
Contra Costa Multimedia Expansion	9/1/06	\$171,747	6/30/07	This project brings together DVC with industry partners to leverage a variety of resources to meet the needs of Contra Costa County Businesses and industry in digital media.
EdFund	7/1/06	\$40,000	6/30/07	Provides funding for an educational borrower lecture series covering default prevention and debt management programs.

Title	Date Awarded	Amount	Duration	Description
Environmental Leadership (05-06)	7/1/06	\$152,500	6/30/07	Provides the Economic and Workforce Development (EWD) Program with Leadership, Coordination and Technical Assistance.
First 5 Contra Costa	7/1/06	\$199,333	6/30/07	This grant funds academic and student support services for the Early Childhood Education Professional Development Program.
Foster Care	7/1/06	\$220,000	6/30/07	Provides pre-service and in-service training for foster, kids and adoptive parents.
Independent Living	7/1/07	\$11,500	6/30/07	This grant provides pre-service and in-service training for foster, kids and adoptive parents.
John Muir/Mt. Diablo Health Sys.	7/1/06	\$20,000	12/31/06	This grant between John Muir Hospital and DVC is a partnership to fund high-impacted, expensive science lab classes.
Quick Start	7/1/06	\$11,135	6/30/07	This project brings together five community colleges along with ROP and high Schools to increase opportunity for Multimedia students.
Talent Search	9/5/06	\$292,840	8/31/07	This project, funded by U.S. Department of Education, encourages qualified youth, enrolled in target schools, to complete secondary school & postsecondary education.
Tech Prep	7/1/06	\$67,148	6/30/07	This project funds high school articulation and career pathway efforts.
Tech Prep Collaboration	7/1/06	\$112,500	6/30/07	This project funds a statewide demonstration project in high school collaboration focused on Building Trades, Construction and Engineering career pathways.
Technical Support	7/1/06	\$400,000	6/30/07	Provides the EWD Program with Data Collection Support Services.
Vocational Technical Education Act (VTEA 1C)	7/1/06	\$290,203	6/30/07	This project funds program improvement for Career Technical Programs.

Title	Date Awarded	Amount	Duration	Description
Web-Based Data Collection	7/1/06	\$100,000	6/30/07	Provides the EWD Program with Logistical Coordination and Technical Support Services.
Workability III	7/1/06	\$77,431	6/30/07	This cooperative program with the Department of Rehabilitation, provides employment services and placement to students with disabilities.
Total DVC Grants		\$2,789,896		

LOS MEDANOS COLLEGE

Title	Date Awarded	Amount	Duration	Description
CCAMPIS	9/25/06	\$23,579 Per year	10/1/06-9/30/10	Early Childhood Education/infant care interns and student subsidies to increase qualified ECE providers.
CAPACITY, NURSING	5/26/06	\$179,280 \$61,105 <u>\$61,105</u> \$301,490	4/1/06-12/31/06 7/1/06-6/30/07 7/1/07-6/30/08	Increase enrollment to Registered nursing program/staff development/ equipment.
CAREER PATHWAYS	4/15/05	\$120,000	5/3/05-1/31/07	Preparation for disenfranchised foster care youth to enter workforce/higher education.
CARNEGIE	2/8/05	\$100,000	1/1/05-12/31/07	Professional development/teaching communities.
CONSORTIUM	9/20/06	\$17,900	8/1/06-6/30/07	Tuition, textbook, instruction for child development majors.
DOL-ADV MANUFACTURING	12/11/06	\$1,484,918	1/1/07-12/31/09	Increase capacity of PTEC (Process Technician) program/attract local high school students to program.
FIRST 5	6/21/06	\$199,333	7/1/06-6/30/07	Early Childhood Education/Specialized tutoring and academic support to increase student success.
HERITAGE PROJECT	7/1/06	\$37,400	7/1/06-6/30/07	Foster caregivers training.

Title	Date Awarded	Amount	Duration	Description
HSI-(TITLE V)	10/1/05	\$2,749,996	10/1/05-9/30/10	Increase student success with strengthened ESL program/Learning Communities/Learning-Leadership Center.
INDEPENDENT LIVING	7/1/06	\$21,200	7/1/06-6/30/07	Life Skills & college/career preparation.
KELLER CANYON MITIGATION	8/29/06	\$10,000	8/26/06-6/30/07	Provides funds for equipment for biological science department
MENTORSHIP	9/1/06	\$11,102	9/1/06-6/30/07	Child Care Mentor Teachers.
WIA-PROCESS TECHNOLOGY	11/20/06	\$366,680	4/1/06-3/31/08	Retraining of dislocated workers to provide workforce to local industry.
Total LMC GRANTS		\$5,514,335		
GRAND TOTAL CCCCD GRANTS		\$12,942,573		

Grants/2006-07/CCCCD 2006-2007 Grants Board Report.doc