

# Chancellor's CABINET HIGHLIGHTS



This is a monthly publication of the Contra Costa Community College District Chancellor's Office to Employees of the District.

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## Mission

The mission of the Chancellor's Cabinet is to serve as the leadership team insuring the capacity of our District to effectively educate students and meet the needs of our communities in partnership with classified staff, faculty, and other managers.

## Task Force Established to Review District Budget Practices

A task force has been established to review and recommend changes (if necessary) to the allocation formula, including productivity standards; economy of scale used for operational funding; and the c-hourly allocation. In addition, the committee is to develop an FTES projection model. Committee members will include the District chief financial officer (Roberts), college business officers (Magalong, Cutler, Leivas), a college research representative (Clow), an IT data expert (Eusebio). Faculty, classified, and student leadership will select representatives from their respective groups for participation. It is hoped that their work will be completed for use in developing the 2006-07 budget.

## Study of Student Accounts Receivables Initiated

In order to better understand our experience with collecting enrollment fees and the impact it has on our financial condition, the Cabinet agreed to initiate a study of students' accounts receivable balances for the Fall 2002 through Summer 2005 period. This study will analyze the results of our collection efforts for this three-year period and our annual rate of uncollected enrollment fees as a percent of total enrollment revenues. We anticipate that the results of this study will guide us to a general policy for the District in pursuing collections from our students and, at the same time, maximize our enrollments for FTES earning potential.

Students' enrollment fee accounts receivable balances (the enrollment fees that students still owe the District for classes in which they have enrolled) are a concern to the District for two reasons. First, as a public agency general business practice, we should hold all students accountable for their debts to the District. Second, in the state calculation, all enrollment fees recorded are assumed to be collected; therefore, it is to our advantage to collect fees. Uncollected fees cost the District money.

## New Options Considered for Walnut Creek Leased Facility

The District entered the sixth year of a ten-year lease of a classroom and office facility in Walnut Creek currently used by the Regional Training Institute. Because current usage of the facility does not cover associated costs, the Cabinet discussed current options, value analysis, and requirements for acquiring the facility. The options will be presented to the Board with a request for direction at the October Board meeting. In the meantime, it was decided that the Cabinet would recommend to the Board that classes be offered in the facility in January 2006 and that RTI staff be housed at the District Office.

## Instructional Equipment Allocation for 2005-2006

The District received a total of \$635,727 from the state for instructional equipment for the current year. \$211,909 was added to that amount by the District as matching funds for instructional equipment. The total to be distributed is \$847,636.

### District & Districtwide Distribution

	2002-03	2003-04	2004-05	2005-06	
College Library Automation	80,000	80,000	80,000	80,000	Pays for the maintenance for Innovative Interfaces, District-wide library system
College Frame Relay	45,000	45,000	45,000	45,000	Covers cost of the DS-1 connection between all sites and D.O.
College Microsoft Licenses	45,000	45,000	45,000	45,000	Covers approximately 1/2 of the Districtwide expense of licensing the Microsoft package for all faculty, staff and student lab P.C.s
Internet (amount over TTIP Allocation)	30,000	-	-	-	State contract now pays for CENIC connection. If College uses another carrier, College funds are used
Software Maintenance (Post-Lease)	100,000	75,000	175,000	155,000	Increase to afford Datatel Release 18 Upgrade. Upgrade requires replacement of two servers and increased software expenses.
Hardware Maintenance (Post-Lease)	<u>100,000</u>	<u>75,000</u>	<u>100,000</u>	<u>100,000</u>	Increase to afford Datatel Release 18 Upgrade. Upgrade requires replacement of two servers and increased software expenses.
<b>Pre-College Distribution Total</b>	<b>400,000</b>	<b>320,000</b>	<b>445,000</b>	<b>425,000</b>	

The remainder of the funds are distributed to the colleges on the basis of their FTES goals for the current year.

	<u>CCC</u>	<u>DVC</u>	<u>LMC</u>	<u>Total</u>
<b>2005-06 College FTES Goals</b>	6,245	17,703	7,438	31,386
(as a % of total)	19.90%	56.40%	23.70%	100.00%

### College Distribution Schedule

	<b>2002-03</b>	<b>2003-04</b>	<b>2004-05</b>	<b>2005-06</b>	
D.W. College Instructional Block Grant	-	-	-	-	Total amount allocated to Colleges
CCC Instructional Lab & Block Grant	a) 92,640	116,874	275,052	84,094	
DVC Instructional Lab & Block Grant	a) 275,040	345,201	854,265	238,384	
LMC Instructional Lab & Block Grant	a) 112,320	140,370	340,973	100,158	
CCC Block Grant	a) 147,552	-	-	-	
DVC Block Grant	a) 438,070	-	-	-	
LMC Block Grant	a) 178,898	-	-	-	
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Total College Block Funding	1,244,520	602,445	1,470,289	422,636	
Total Funding Distribution	1,644,520	922,445	1,915,289	847,636	

The combining of block grant and lab was based on agreement with college Business Directors.

## **FTES Goal Changed for 2005-06 Academic Year**

The District's 2005-2006, Adopted Budget was based on an (FTES) enrollment goal that is roughly 5% more than last year's enrollment. In light of current enrollment data, we are revising this optimistic goal and budgeting the associated effect. Although current enrollment data suggests growth of 1.5%, we will budget revenues at a 1% increase and fund the colleges at 3% growth. This change lowers both the previously projected District apportionment revenues and the college teaching and operational expenditures. In setting this more realistic goal and conservative budget, the District will be reducing its previously projected ending reserve. However, we will still anticipate a 5% reserve at year-end. We will continue to monitor our plan and progress closely. The Cabinet decided it would be better to make this adjustment now, rather than later. A formal plan will be presented to the Board at the October Board meeting.