

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: February 8, 2018
SUBJECT: Consideration of Approval of Prioritized Board Directives for the 2018-19 Budget

RECOMMENDATION

It is recommended that the Board of Trustees approve the attached Board Directives for the 2018-19 budget.

OVERVIEW

District Administrative Procedure 6200, Budget Preparation, calls for the Board of Trustees to give initial direction concerning the distribution of resources for the 2018-19 budget prior to March 1, 2018. 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

The attached directives were developed and reviewed by the Board of Trustees Standing Budget committee and reflect the suggested changes from last year's directives. They are now being submitted for formal approval.

BOARD IMPERATIVE

III. Resource Management for Efficiency, Effectiveness, and Excellence

FINANCIAL IMPLICATIONS

This board item has no financial implications.

Prioritized Board Directives for the 2018-19 Budget

(To be submitted for approval February 8, 2018.)

- 1) Balance the 2018-19 budget without the use of the Fund Balance.
- 2) As adopted in the District Strategic Plan, allocate funding through the resource allocation model to pursue improvement in:
 - a) Student Success by continuing funding for student success programs at both colleges; and
 - b) Student Access by increasing funding for outreach.
- 3) Maintain a fund balance range of 12-15% in the Unrestricted General Fund (state minimum is 5%), unless fund balance is utilized for specially identified *one-time*¹ needs as authorized by the Board of Trustees.
- 4) Allocate funding through the resource allocation model to provide for safe, energy efficient, and well-maintained facilities that contribute to student success.
- 5) Funding for 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.
- 6) Replace all faculty retirements to meet Fifty Percent Law requirement.
- 7) Honor collective bargaining agreements.

¹ *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.

Prioritized Board Directives for the ~~2017-18~~2018-19 Budget

(To be submitted for approval February 8, 2018.)

(Submitted for approval February 9, 2017)

- 1) Balance the ~~2017-18~~2018-19 budget without the use of the Fund Balance ~~with the exception of expenses related to the 2017 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 ~~a) student success, by continuing funding for student success programs at both colleges; and b) student access, including growth at SBVC to maintain at least 10,500 FTES and continuing growth at CHC to reach 5,000 FTES.:~~
 - a) Student Success by continuing funding for student success programs at both colleges; and
 - b) Student Access by increasing funding for outreach.
- 3) Maintain a ~~minimum Fund Balance level~~fund balance range of 12% ~~-15% in the Unrestricted General Fund~~ (state minimum is 5%), unless fund balance is utilized for specially identified “*one-time*”² needs as authorized by the Board of Trustees.
- ~~4) Develop strategy to increase availability of funds to support the new facilities and student support services at both colleges.~~
- 4) ~~5)~~ Allocate funding through the resource allocation model to provide for safe, energy efficient, ~~clean,~~ and well-maintained facilities that contribute to student success.
- ~~6) As funding becomes available, replenish the Fund Balance level to 15% within the next two years from one-time state funding.~~
- 5) ~~7)~~ Funding for 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.
- 6) ~~8)~~ Replace all faculty retirements to meet Fifty Percent Law requirement.
- ~~9) Honor collective bargaining agreements.~~
- ~~10) Continue toward the sustainability of KVCR.~~
- 7)

² 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.

Prioritized Board Directives for the 2017-18 Budget *(Submitted for approval February 9, 2017)*

- 1) Balance the 2017-18 budget without the use of the Fund Balance with the exception of expenses related to the 2017 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 a) student success, by continuing funding for student success programs at both colleges; and b) student access, including growth at SBVC to maintain at least 10,500 FTES and continuing growth at CHC to reach 5,000 FTES.
- 3) Maintain a minimum Fund Balance level of 12% (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.)*
- 4) Develop strategy to increase availability of funds to support the new facilities and student support services at both colleges.
- 5) Allocate funding through the resource allocation model to provide for safe, energy efficient, clean, and well-maintained facilities that contribute to student success.
- 6) As funding becomes available, replenish the Fund Balance level to 15% within the next two years from one-time state funding.
- 7) Funding for 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 to meet Fifty Percent Law requirement.
- 9) Honor collective bargaining agreements.
- 10) Continue toward the sustainability of KVCR.