



PLANNING & BUDGETING COMMITTEE

August 6, 2015

1:00 - 2:30 P.M.

Library 202

Facilitator: Rory K. Natividad

Notes: Linda M. Olsen

STATEMENT OF PURPOSE

The Planning and Budgeting Committee serves as the consultation committee for campus-wide planning and budgeting. The PBC assures that the planning and budgeting are interlinked and that the process is driven by the mission and strategic initiatives set forth in the Strategic Plan. The PBC makes recommendations to the President on all planning and budgeting issues and reports all committee activities to the campus community.

Members

- | | |
|---|--|
| <input type="checkbox"/> David Brown – ECCE | <input type="checkbox"/> Dawn Reid - Student & Community Adv. |
| <input type="checkbox"/> Connie Fitzsimons - Academic Affairs | <input type="checkbox"/> Cheryl Shenefield - Administrative Services |
| <input type="checkbox"/> Vacant- Management/Supervisors | <input type="checkbox"/> Dean Starkey – Campus Police |
| <input type="checkbox"/> Ken Key - ECCFT | <input type="checkbox"/> Vacant – ASO, Student Rep. |
| <input type="checkbox"/> Rory K. Natividad - Chair (non-voting) | <input type="checkbox"/> Lance Widman - Academic Senate |

Alternate Members / Support

- | | | |
|---|---|---|
| <input type="checkbox"/> Linda Beam – Support | <input type="checkbox"/> Chris Jeffries – Support | <input type="checkbox"/> Claudia Striepe - Support |
| <input type="checkbox"/> Janice Ely – Support | <input type="checkbox"/> Jeanie Nishime – Support | <input type="checkbox"/> Michael Trevis – Alt. Adm. Serv. |
| <input type="checkbox"/> Vacant - Alt., Ac. Affairs | <input type="checkbox"/> Emily Rader – Alt. Ac. Sen. | <input type="checkbox"/> Gary Turner - ECCE |
| <input type="checkbox"/> William Garcia – Alt. SCA | <input type="checkbox"/> Jean Shankweiler – Support | <input type="checkbox"/> Vacant – Alt. ECCFT |
| <input type="checkbox"/> Irene Graff – Support | <input type="checkbox"/> Jackie Sims –Alt.Mgmt./Sup. | <input type="checkbox"/> Vacant – Alt. ASO |
| <input type="checkbox"/> Jo Ann Higdon – Support | <input type="checkbox"/> Ericka Solarzano - Alt. Police | |

AGENDA

- | | | |
|---|------------------------|-----------|
| 1. Draft Minutes Approval – June 18, 2015 | R. Natividad | 1:00 P.M. |
| 2. Title IX Compliance and Updates | J. Ishikawa | 1:10 P.M. |
| 3. Planning and TracDat Update | I. Graff | 1:25 P.M. |
| 4. Budget Development Process Update | L. Beam / R. Natividad | 1:40 P.M. |
| 5. PBC annual activity calendar | R. Natividad | 1:50 P.M. |
| 6. PBC Schedule | R. Natividad | 2:00 P.M. |
| 7. Adjournment | | 2:00 P.M. |

Next meeting – August 27, 2015 (Budget)

Committee Funds and Financial Terms Glossary

General Unrestricted	Fund 11
General Restricted	Fund 12
Compton Center Related Activities	Fund 14
Special Programs Compton Center Partnership	Fund 15
Student Financial Aid	Fund 74
Workers Comp.	Fund 61
Capital Outlay Projects	Fund 41
General Obligation Bond	Fund 42
Property & Liability Self-Insurance	Fund 62
Dental Self-Insurance	Fund 63
Post-Employment Benefits Irrevocable Trust	Fund 69
Bookstore	Fund 51

WSCH = Weekly Student Contact Hours
BOGFW = Board of Governors Fee Waiver
FTES = Full Time Equivalent Students
FTEF = Full Time Equivalent Faculty
COLA = Cost of Living Adjustment
OPEB = Other Post-Employment Benefits
FON = Faculty Obligation Number

* A complete list is available in the annual final budget book.

EL CAMINO COLLEGE
Planning & Budgeting Committee
Minutes
Date: July 16, 2015

MEMBERS PRESENT

- | | |
|--|---|
| <input checked="" type="checkbox"/> David Brown - ECCE | <input type="checkbox"/> Dawn Reid – Student & Community Adv. |
| <input type="checkbox"/> Connie Fitzsimons – Academic Affairs | <input checked="" type="checkbox"/> Cheryl Shenefield–Administrative Services |
| <input type="checkbox"/> Vacant -Management/Supervisors | <input type="checkbox"/> Dean Starkey – Campus Police |
| <input type="checkbox"/> Ken Key - ECCFT | <input type="checkbox"/> Jessica Siripat – ASO, Student Rep. |
| <input checked="" type="checkbox"/> Rory K. Natividad – Chair (non-voting) | <input type="checkbox"/> Lance Widman - Academic Senate |

Other Attendees: Members: William Garcia, Emily Rader, Jackie Sims

The meeting was called to order at 12:34 p.m.

Approval of the July 16, 2015 Minutes

1. Input was given informing the committee we have access to a staff data report from the Chancellor's Office. I. Graff can be contacted for a copy of this report so statistics regarding numbers for faculty obligation, work force ages, retirement and salaries can be referenced. This report is run once a year on November 1 in preparation of sending on to the Chancellor's Office in January. This reports shows up on the Chancellor's Office website under Datamart. C. Shenefield will check and see if we received a PDF file back from the Chancellor's Office of last year's report. If so, she will obtain a copy and forward it to R. Natividad.
2. It was requested in the future when an acronym is used, please spell out the name and then follow through with using the acronym from that point on.
3. Page 1 – spell out the acronym FON – Faculty Obligation Number.
4. The budget workshop which was referenced in the minutes for July 30 was clarified that this is a workshop which is attended by J. Higdon up in Sacramento. An update on this is anticipated for early August.
5. The minutes were approved and will be posted to the website.
6. The budget-cycle diagram from the last meeting will be brought back in fall once it has been more developed.

PBC Annual Activity Calendar – R. Natividad (Handout)

1. A handout was disseminated to the committee regarding the annual activity calendar. The handout is a draft overview of the PBC current activities. Agendas were reviewed from the last two years to come up with this draft version. It was suggested to move the fall enrollment update from August to September because the census information will not be received until this time. Also suggested was moving the spring enrollment activity from January to February.
2. Also added under August was Title 9 updates from Jaynie Ishikawa. It was noted this may be too soon for August and would be a better fit for September/October.
3. The SSSP update is listed under October. It was suggested checking with Dipte Patel to see if this would be an appropriate time for this activity.

4. It was suggested having another enrollment update report in May to have an idea of the enrollment for summer and fall.
5. Also suggested for October is listing the subject of faculty hiring.
6. It was noted the enrollment management report in February will come from a committee co-chaired by Dr. Shankweiler and Dr. Nishime. Also in February is the technology committee report which will happen if we hopefully have a lead person in this position at the time.
7. The Compton Center Update which is listed under April is an item which is flexible and could be moved anywhere. This update does not have to be done in April.
8. May is a busy month with the budget.
9. The committee was encouraged to submit any suggestions to R. Natividad. This document is a living document and can be adjusted at any time. This document will be a helpful tool to new members to the committee. R. Natividad also noted a glossary would be in the works to assist the committee in understanding the various terms. The committee thought this was a good idea and would be extremely helpful. C. Shenefield offered to pull information on the various funds to assist in this endeavor.

PBC Annual Meeting Calendar – R. Natividad (Handout)

1. A handout was distributed of the PBC meeting calendar. These meetings will always be held the first and third Thursdays of the month at 1:00 p.m. in Library 202 unless otherwise noted.
2. The one additional meeting usually scheduled is in August. This year it is August 27 and is the second viewing of the recommended budget.
3. Another suggestion made was to have an outline of the different committees (organization chart). This would be to show the different components of the committees and how they relate to each other.

Adjournment – R. Natividad

The meeting adjourned at 1:15 p.m. The next meeting is scheduled for **August 6, 2015, at 1:00 p.m.**, in Library 202.

RKN/lmo

Budget Development Criteria (original)

The 2014-15 budget will reflect the goals identified in the El Camino College Educational Master Plan:

Criteria to Allocate Resources

Cost increases for the following will be budgeted and funded prior to identifying moneys for other augmentations:

- All operational necessities such as utilities, insurance, regular payroll, negotiable items, etc.;
- Ongoing costs should be excluded from an augmentation list and funded as operational costs from either District or division funds;
- Ongoing personnel costs, including step, column, and other negotiated increases;
- Maintenance/repair costs critical to operation;
- Items required to meet health and safety mandates.

Augmentations/Enhancements

An augmentation or enhancement request should be based on needs assessment and/or program review. An augmentation is a one-time addition to the current year budget. An enhancement is an increase to the base budget.

Augmentations will be funded in the following order:

1. Projects or activities that directly increase revenue or decrease expenditures for the District and that include areas researched and identified in program review.
2. Projects or activities that maintain current level of revenue produced for the District.
3. Essential projects that increase services to students or the community, based on a program review plan and/or accountability evaluation data, including those enhancing student access and success, retention, employee/student security and safety, and quality support programs.
4. The remaining items should be prioritized using the following guidelines; an item must fulfill at least one of these needs (in no particular order):
 - a. Help to maintain CAP/FTES;
 - b. Maintain the integrity of a program;
 - c. Fulfill legal mandate requirements, including but not limited to those relating to the needs of the physical plant and cultural diversity;
 - d. Recognize District employees as valued professionals.

Budget Development Process 2015-2020 Strategic Plan (Updated)

The 2015-16 budget will reflect the goals identified in the El Camino College Strategic Plan 2015-20.

Costs for operational necessities such as utilities, insurance, regular payroll (including step and column and other negotiable items) will be budgeted and funded prior to identifying moneys for priorities developed through the planning process.

Requests are based on needs assessment and/or program review. An augmentation is a one-time addition to the current year budget. An enhancement is an increase to the base budget. Priorities may also be accomplished by redirecting existing funds.

Budget augmentations will be funded using one or more of the following guidelines:

1. Maintain current level of revenue produced for the District, i.e., achieving FTES target, outreach activities, grant development.
2. Directly impacting institutional effectiveness outcomes.
3. Maintain the integrity of a program.
4. Fulfill legal mandate requirements.
5. Recognize District employees as valued professionals.

Planning and Budgeting Committee

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Responsibilities

General

1. Discuss, Develop and Review the purpose, goals, responsibilities, and membership of the committee.

Planning

2. Annually review and discuss the current Strategic Plan (BP 1200) and Comprehensive Master Plan, and monitor their implementation.

3. Review and discuss *prioritized* Area plan requests for funding, and other aspects of annual planning, ensuring that requests for funding are linked with program review, master planning, or other planning processes.
4. Participate in the development and review of the five-year cycle of strategic and master planning.
5. Participate, review and make recommendations on the College Strategic Initiatives.

Budgeting

6. Review and discuss annual Preliminary, Tentative, and Final Budget proposals and assumptions, ensuring that they supports the College's mission and strategic initiatives.
7. Review and discuss College revenues and expenditures.
8. Review and discuss long-range financial forecasting.

Communication

9. Provide recommendations to the President regarding College planning and budgeting activities.
10. Regularly inform the College community of the results of the planning and budgeting process.
11. Periodically review and evaluate the effectiveness of PBC communications to the College community.
12. Inform the College community of committee goals and responsibilities.

Planning and Budgeting Committee (PBC) Annual Activity Calendar

Dates	Committee Activity	Responsible
July	Prepare annual calendar for discussion Review Committee Appointments College Mission and Initiatives review	Chair Chair / Constituent Groups IR
August	Final Budget Review and Recommendation for approval Review Yearly Accomplishments Title IX Compliance Update	VP, Admin Services Chair / IR Office of Staff and Student Diversity
September	PBC Annual Evaluation Budget Recommendation and Review Develop Annual Committee Goals Financial Aid / BOGFW update Fall Enrollment Update	Chair / IR Committee Dean of Student Support Services Academic Affairs
October	Review Annual Evaluation Results Make recommendations for improvement Accreditation Update SSSP Update Faculty Hiring	VP, Administrative Services VP, SCA Dean of Counseling and Student Success
November	Review of Purpose Statement Strategic Planning and Master Plan review Annual Planning update	Chair Irene Graff Irene Graff
December	Student Equity Update Sound Fiscal Management Accountability Planning Process Calendar review	

**Planning and Budgeting Committee (PBC)
Annual Activity Calendar**

Dates	Committee Activities	Responsible
January	Annual Planning Discussions PBC Roles/Responsibilities review Governor's Budget Highlights	
February	Facilities Steering Update Enrollment Management report Technology committee report Spring Enrollment Update	VP Higdon VPAA, VPSCA Director IT
March	Foundation report Research and Planning update VP report, Student and Community Advancement update	Director Sala Irene Graff VP Nishime
April	Budget Dartboard / 5 year review Legislative Update VP report, Academic Affairs update Compton Center Update	VP Higdon VP Shankweiler
May	VP Priorities Discussion Annual Review Tentative Budget Governor's May Budget Revise Strategic Plan update Planning Summit recap Enrollment Update	
June	Tentative Budget Review/Recommendation VP report, Administrative Services update	VP Higdon



PLANNING & BUDGETING COMMITTEE

June 18, 2015

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Library 202

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- Michael Trevis – Alt. Adm. Serv.
- Gary Turner - ECCE
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- Vacant – Alt. ASO

Meeting Schedule 2015

- July 2, 2015
- July 16, 2015
- August 6, 2015
- August 27, 2015 *
- September 3, 2015
- September 17, 2015
- October 1, 2015
- October 15, 2015
- November 5, 2015
- November 19, 2015
- December 3, 2015
- December 17, 2015

Meeting Schedule 2016

- January 7, 2016
- January 21, 2016
- February 4, 2016
- February 18, 2016
- March 3, 2016
- March 17, 2016
- April 7, 2016
- April 21, 2016
- May 5, 2016
- May 19, 2016
- June 2, 2016
- June 16, 2016

GLOSSARY OF FINANCE TERMS

This glossary is an attempt to explain community college finance terminology in language which makes sense to the general public. Most of the terms included have appeared in the text of this report. A few additional terms have been included which come up frequently in discussions of college budgets, revenues, and expenditures.

ACCOUNTING - The process of identifying, measuring, and communicating financial information to permit informed judgments and decisions by users.

ALLOCATION - Division or distribution of resources according to a predetermined plan.

APPORTIONMENT - Federal or State taxes distributed to college districts or other governmental units according to certain formulas.

APPROPRIATION - An allocation of funds made by a legislative or governing body for a specified time and purpose.

APPROPRIATION FOR CONTINGENCIES - That portion of the current fiscal year's budget that is not appropriated for any specific purpose but is held subject to intrabudget transfer; i.e., transfer to other specific appropriations as needed during the fiscal year.

ASSESSED VALUE - The value of land, homes, or businesses set by the county assessor for property tax purposes. Assessed value is either the appraised value of any newly built or purchased property or the value on March 1, 1975, of continuously owned property, plus an annual increase. This increase is tied to the California Consumer Price Index but may not exceed 2%.

AUGMENTATIONS - Augmentation requests should be based on needs assessment and/or program review. An augmentation is a one-time addition to the current year budget.

AUXILIARY OPERATIONS - Supportive services and/or specialized programs for the general benefit of the college. Food service and dormitories are examples of auxiliary operations.

AVERAGE DAILY ATTENDANCE (ADA) - The student workload unit formerly used as the basis for computation of State support for California Community Colleges. An ADA represents 525 class (contact) hours of student instruction/activity. The term ADA has been replaced by Full-Time Equivalent Student (FTES).

BASE FUNDING - Under current financing legislation, each district has a base amount of combined property taxes, enrollment fees, and apportionment which the State will fund during any fiscal year. This base is equivalent to the prior year's income if the district earned all the FTES it was allowed under its "cap". When enrollment declines, the following year's base is reduced.

BASE REVENUE - The district's total prior year revenue from state general apportionments, local property tax revenue, and student enrollment fees, adjusted when applicable for projected deficits.

BASE YEAR - A year to which reference is made when projecting a current condition.

BLOCK GRANT - A fixed sum of money, not linked to enrollment/FTES measures.

BOGW - BOARD OF GOVERNORS Enrollment Fee Waiver – A waiver of enrollment fees available to California residents who apply through the Financial Aid Office and meet various qualification criteria.

BOARD OF TRUSTEES - The local governing board of each community college district. Its members are elected from the service area. The board hires the chief administrator of the district and directs the operations of the district. It makes policy decisions that are permitted or mandated at the local level.

BOND - A means of long-term debt financing. See General Obligation Bond.

BOOKSTORE FUND - The fund designated to receive the proceeds derived from the district's operation of a community college bookstore (Education Code Section 81676). All necessary expenses, including salaries, wages, and cost of capital improvements for the bookstore may be paid from generated revenue.

BUDGET - A plan of financial operation for a given period for a specified purpose consisting of an estimate of revenue and expenditures (ideally, an educational plan expressed in dollars).

BUDGET ACT - The legislative vehicle for the state's budget appropriations. The constitution requires that it be passed by a two-thirds vote of each house and sent to the governor by June 15 each year. The governor may reduce or delete, but not increase, individual items.

BUDGETING - The process of allocating available resources among potential activities to achieve the objectives of an organization.

CAFETERIA FUND - The fund designated to receive all moneys from the sale of food or for any other services performed by the cafeteria. Costs incurred in the operation and maintenance of such cafeteria are to be paid from this fund.

CAP – A maximum limit.

CAPITAL PROJECTS FUND - Capital Projects are projects that involve the acquisition, construction, or maintenance of fixed assets, land, buildings, construction, or equipment.

CATEGORICAL FUNDS - Funds received by a district for a certain purpose which can only be spent for that purpose. Examples: funding for the disabled, EOP&S, scheduled maintenance, and matriculation.

CATEGORICAL PROGRAMS - Some college revenues are "categorical", as opposed to general purpose revenues, because they can only be used for specific activities. Usually these programs result from grants, contracts, or targeted federal or state legislation.

CHART OF ACCOUNTS - A systematic list of accounts applicable to a specific entity.

CHILD DEVELOPMENT FUND - The fund designated to account for all revenues for on or from the operation of childcare and redevelopment services.

COLA (COST OF LIVING ADJUSTMENTS) - An increase in funding for revenue limits or categorical programs. Current law ties COLAs to indices of inflation, although different amounts are appropriated in some years.

COMPREHENSIVE MASTER PLAN – see MASTER PLAN

CONSUMER PRICE INDEX (CPI) - A measure of the cost of living compiled by the United States Bureau of Labor Statistics. These indices of inflation are calculated regularly for the United States, California, some regions within California, and selected cities. The CPI is one of several measures of economic change.

COURSE CLASSIFICATION - All courses offered by a college are classified by area (examples: Letters and Science, Vocational, Community Services, etc.), by credit given, and by transferability, and this information is submitted to the State Chancellor's Office.

CURRENT EXPENSE OF EDUCATION (CEE) - ECS 84362 - The current General Fund operating expenditures excluding expenditures for food services, community services, object classifications, 6000 (except Equipment Replacement) and 7000, and other costs specified in law and regulations.

DEFERRED MAINTENANCE - Major repairs of buildings and equipment which have been postponed by college districts. Some matching state funds are available to districts which establish a deferred maintenance program. Beginning with the 1997-98 fiscal year, the program is described as scheduled maintenance.

DEFICIT – The amount by which a sum of money falls short of the required or expected amount.

DEFICIT SPENDING – Spending more than the amount of money received in a given year.

ED CODE (EDUCATION CODE) - The primary body of law which regulates education in California. Additional laws are contained in the California Code of Regulations, Title 5, the Government Code, and general statutes.

EDUCATIONAL PLAN – A chapter in the Master Plan that reviews the operational plans for the next three years of ALL departments, work units and programs within all divisions in all vice presidential areas.

ENCUMBRANCES - Obligations in the form of purchase orders, contracts, salaries, and other commitments for which part of an appropriation is reserved.

ENHANCEMENTS / AUGMENTATIONS – Enhancement or augmentation requests should be based on needs assessment and/or program review. An enhancement is an increase to the base budget.

ENROLLMENT/FTES CAP - A limit on the number of students (FTES) for which the State will provide funding.

EQUALIZATION - Funds allocated by the Legislature to raise districts with lower revenue limits toward the statewide average.

EXPENDITURES - Amounts disbursed for all purposes. Accounts kept on an accrual basis include all charges whether paid or not. Accounts kept on a cash basis include only actual cash disbursements.

FIFTY PERCENT LAW - Requires that 50% of district expenditures in certain categories must be spent for salaries and benefits of classroom instructors and some instructional aides. Salaries of counselors and librarians are not included in this classification.

FOUNDATION PROGRAM - An early funding principle for the colleges that set a revenue floor per ADA funded from a combination of state and local sources. The district's local board could raise money beyond that amount through local taxation.

FTES (FULL-TIME EQUIVALENT STUDENT) - An FTES is a student workload measure that represents 525 class (contact) hours of student instruction/activity in credit and non-credit courses. Full-time equivalent student (FTES) is one of the workload measures used in the computation of state support for California community colleges.

FUND - An independent fiscal and accounting entity with a self-balancing set of accounts for recording cash and other financial resources, together with all related liabilities and residual equities or balances, and changes therein.

FUND BALANCE - The difference between assets and liabilities.

G.O. BOND (GENERAL OBLIGATION BOND) – This financing source requires voter approval. On November 5, 2002, local voters approved Measure E for a total of \$394,516,464. Bond funds can only be used for construction, reconstruction, or replacement of facilities, including the furnishing and equipping of the facilities, or the acquisition of real property for facilities.

GENERAL FUND-RESTRICTED - The designation "Restricted" is used to account for resources available for the operation and support of the educational program that are specifically restricted by donors or other outside agencies as to their expenditures. Such externally imposed restrictions are contrasted with internally created designations imposed by the governing board. In general, unrestricted moneys can be used for any legal purpose deemed necessary. Restricted moneys are from a specific source which requires that the moneys be used for specific purpose(s).

GENERAL FUND-UNRESTRICTED – The designation "Unrestricted" is used to account for resources available for the general purposes of each community college district's operation and support of its educational program. Resources with uses restricted by donors or other outside agencies are accounted for in the General fund Restricted. On the other hand, matching contributions for categorical programs from unrestricted moneys do not change character. They remain unrestricted since they will be used only if the categorical moneys are used. They merely represent designated unrestricted moneys and are not to be identified as unrestricted.

The governing board may elect to set aside unrestricted moneys for specific future operational purposes. Such an allocation would be accounted for in the General Fund - Unrestricted as Fund Balance - Designated for Specific Future Purposes.

GENERAL RESERVE - An account to record the reserve which is budgeted to provide operating cash in the succeeding fiscal year until taxes and state funds become available.

GOVERNMENTAL ACCOUNTING STANDARDS BOARD (GASB) 34/35 – In November 1999, GASB issued Statements No. 34 and 35: "Basic Financial Statements – and Management's Discussion and Analysis – for Public Colleges and Universities, an Amendment of GASB Statement No. 34". GASB 35 specifies the reporting model format and focus of financial statements of state and local governments.

INFLATION FACTOR - An increase in apportionment provided by the state to reflect the increased cost of operation due to inflation.

LOTTERY - Approved by voters in November 1984, lottery games began in October 1985. Of the total lottery revenues generated, a minimum of 34% must be distributed to public schools and colleges for "education of pupils". Lottery income has added about 3% to 4% to community college funding.

MANDATED COSTS - College district expenditures which occur as a result of federal or state law, court decisions, administrative regulations, or initiative measures.

MARGINAL FUNDING - A procedure whereby the gain or loss in funds for growth or decline in FTES is computed at a rate which is less than the average revenue per FTES.

MASTER PLAN - (sometimes called the Educational and Facilities Master Plan) – a written plan that results from a process by which the college assesses the needs of its educational service area and assures that all of its educational operations, facilities and other resources are effectively directed toward meeting those needs. A master plan includes chapters on the following: strategic plan, educational plan, technology plan, facilities plan, staffing plan, and resource plan.

NON-CREDIT FTES - FTES earned in non-credit courses, generally adult education.

NON-RESIDENT FEES - Students who have not been legal residents of the State of California for one year must pay non-resident fees to attend community colleges. These fees, which are set by the Board annually in accordance with State regulations, are currently \$147 per unit (2004-05).

OBJECT - Expenditure classification category of an item or a service purchased.

OTHER TRUST AND AGENCY FUNDS - Other Trust and Agency Funds are used to account for all other moneys held in a trustee capacity by the college or district for individuals, organizations, or clubs.

OTHER TRUST AND AGENCY FUNDS (continued) - Expendable trusts are established when the principal may be expended or disbursed. Such funds may be established and maintained in the appropriate county treasury or, as an alternative, the governing board may establish a bank account for each fund.

PBC – Planning and Budgeting Committee. This committee serves as the steering committee for campus wide planning and budgeting. The PBC assures that the planning and budgeting are interlinked and that the process is driven by the institutional priorities set forth in the Educational Master Plan and other plans adopted by the college. The PBC makes recommendations to the president on all planning and budgeting issues and reports all committee activities to the campus community.

PER CAPITA PERSONAL INCOME - Income before taxes as estimated by the U.S. Department of Commerce.

PFE (PARTNERSHIP FOR EXCELLENCE OR P4E) – In 1998, the State enhanced the community college budget on an FTES basis to be used to meet goals established for 2005-06 in 5 areas. Annual reports are submitted to the Board of Governors. Ed Code Section 84754 will sunset January 1, 2005.

PROGRAM-BASED FUNDING - A system whereby a program or activity generates revenue based on a formula or allocation without specifying where and how the funds must be spent.

PROPERTY OWNERS' TAX RELIEF - Residential property owners who occupy their own homes receive a property tax credit in California. As this results in reduced property tax revenues for tax-supported agencies such as community colleges, the State uses parts of its general revenues to cover the loss to the colleges.

PROPERTY TAXES - As described under "Apportionment", property taxes paid by district owners of residential and commercial property are a major source of funds for community colleges. For some years the State has adjusted apportionment to reflect actual property tax payments, so the total available to the colleges does not change as property tax payments rise or fall, but the State contributes more or less of the district's revenues from general revenues.

PROPOSITION 13 - An initiative amendment passed in June 1978, adding Article XIII A to the California Constitution. Tax rates on secured property are restricted to no more than 1% of full cash value. Proposition 13 also defined assessed value and required a two-third vote to change existing or levy other new taxes.

RESERVE - Funds set aside in a college district budget to provide for future expenditures or to offset future losses, for working capital, or for other purposes.

RESERVE FOR CONTINGENCIES – Funds set aside for a future emergency; a possibility that must be prepared against.

RESTRICTED FUNDS - Money which must be spent for a specific purpose either by law or by local board action.

REVENUE - Income from all sources.

REVENUE LIMIT - The specific amount of student enrollment fees, state and local taxes a college district may receive per pupil for its general education program. Annual increases are determined by Proposition 98 formula or the Legislature.

SCHEDULED MAINTENANCE - Major repairs of buildings and equipment which have been postponed by college districts. Some matching State funds are available to districts which establish a scheduled maintenance program. Prior to the 1997-98 fiscal year, the program was described as deferred maintenance.

SELF-INSURANCE FUNDS - (Education Code Section 81602) Funds designated to account for income and expenditures of self-insurance programs. This fund is maintained in the County treasury and used to provide for payments on deductible types of insurance policies and on losses or payments due to non-insured perils.

The funds account for all activities of the self-insurance program and are operated as Internal Service Funds using accounting principles applicable to insurance companies. In accordance with internal service funds accounting, the self-insurance funds charge other funds for their proportionate share of the estimated claims and expenses incurred, plus contingencies, and reflect the receipt of money as revenue.

Separate self-insurance funds may be established for each type of self-insurance or deductible activity (e.g., Workers' Compensation Self-Insurance Fund, Health Self-Insurance Fund, etc.); however, these separate funds may be consolidated into one self-insurance fund for state reporting purposes.

The balances of the self-insurance funds are restricted and cannot be considered part of the working cash available to other funds in the district.

SHORTFALL - An insufficient allocation of money, requiring an additional appropriation or resulting in deficits.

SPLIT ROLL - A system for taxing business and industrial property at a different rate from individual homeowners.

STATE APPORTIONMENT - An allocation of state money to a district based on total available general revenues less property taxes and enrollment fees.

STRATEGIC PLANNING – A proactive, future-oriented process that includes external analyses designed to determine the needs of the service area, and internal analyses designed to assess the college's ability to meet those needs; focus is on the next three to five years.

STUDENT FINANCIAL AID FUNDS - Funds designated to account for the deposit and direct payment of government-funded student financial aid, including grants and loans or other moneys intended for similar purposes and the required district-matching share of payments to students.

SUBVENTIONS - Provision of assistance or financial support, usually from higher governmental units to local governments or college districts, for example, to compensate for loss of funds due to tax exemptions.

SUNSET - The termination of the regulations for a categorical program or regulation.

TIDELANDS OIL REVENUES - Money from oil on state-owned lands. When available, some of the revenues are appropriated for community college capital outlay needs.

TOP CODE - Taxonomy of Programs code number used in budget.

UNENCUMBERED BALANCE - That portion of an appropriation or allotment not yet expended or obligated.

UNFUNDED FTES - FTES which are generated in excess of the enrollment/FTES cap.

WSCH - "Weekly Student Contact Hours" are estimated hours of student "contact" with instructional personnel. WSCH, in turn, is the major element in the formula used to calculate FTES/ADA.