



# CITY COLLEGE OF SAN FRANCISCO

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DATE: March 20, 2008

TO: Major Cost Center Managers

FROM: John Bilmont

Cc: Dr. Don Griffin, Mr. Peter Goldstein, Dr. Robert Gabriner, Dr. Mark Robinson, e-file

RE: Budget Preparation Guidelines for FY 2008-09

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The College is initiating the process for developing the Cost-to-Continue budget (CTC) for FY 2008-09 using the Budget Preparation Guidelines listed below. The CTC Budget for all cost center(s) will be available in Banner on April 4, 2008. You will have until April 18 to review your proposed Cost-to-Continue Budget and notify the Budget Office of any needed corrections.

Each Major Cost Center Manager/Unit Budget Manager should review their department's budget information. (The contact list of personnel who can assist you in printing and reviewing the reports is at page 4 below)

**1. Review the Cost Center/Units/Departments current assigned positions:**

- The Banner Report VDDPOSN (provides details on specific positions). The Banner budget phase parameter name for this report is LABR09.

**2. Review 4000-Supply Budget; 5000-Other Operating Expense Budget**

- Banner Report VBDDMAS (summary by major account 1000-7000)
- Banner Report VBDDASD (summary by account 1000-7000)
- The Banner budget ID name for this report is FY2009 while the budget phase parameter name remains CTC009.

**3. Determine if your cost center will experience any unavoidable cost increases directly related to continuing existing services.** Report these items to your Vice Chancellor so that they can be brought forward for budget consideration.

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## **FY 2008-09 Budget Request Guidelines:**

### **1000 - Academic Salaries**

- Full-Time Faculty - Positions to be filled have already been initially reviewed, recommended by the Faculty Allocation Committee and submitted to the PBC for review and approval. Approved positions have been forwarded to the Human Resources Department to begin the hiring process for fall 2008 and spring 2009 pending the availability of funding. All unanticipated vacancies and other needs that arise will be considered on a case by case basis.
- The Budget Office completes adjustments for sabbaticals, leaves of absence, reduced work loads and retirements perpetually.
- Adjunct Faculty (Part-Time) – With the support of the Vice Chancellor of Academic Affairs, a determination will be made for adjustments in funding for adjunct faculty to reflect the hiring of replacement or new fulltime faculty. Funding for adjunct faculty will be calculated based upon schedule requirements and enrollment projections. The Vice Chancellors will coordinate all adjustments to the class schedule.

### **2000 - Classified Salaries**

- Requests to fill Vacant Classified Full-time and Part-time positions are reviewed by the Vacancy Review Committee. Approved VRC positions not yet filled will be rolled forward in the Cost to Continue Budget and remain active.
- It will not be possible to fund all vacant classified positions.
- Additional new positions and upgrades to existing positions or changes with cost impact should be requested through your Vice Chancellor and processed through the Vacancy Review Committee.
- The number of student workers (lab aides) will be held at the current budget level. The costs associated with funding this level of activity (number of hours per week and hourly rate) may be reviewed and discussed during the deliberations of the Planning and Budgeting Council in order to strike the proper balance between the number of student workers and the rate of pay and needs of the departments.
- Separate instructions and forms (STO Calendars) for School Term Only employees are on the Budget Website at [http://www.ccsf.edu/Offices/Budget\\_Office/FINALCAL08-09D\\_1.pdf](http://www.ccsf.edu/Offices/Budget_Office/FINALCAL08-09D_1.pdf). The link will be active on April 4, 2008.

### **3000 - Fringe Benefits**

- Fringe benefits will be calculated by the Business Office, including new positions and upgrades. The FY 2008-09 Budget will be appropriately adjusted to reflect negotiated

wage adjustments and differential costs for healthcare plans. A summary of major fringe benefits components can be viewed at the budget website page:

[http://www.ccsf.edu/Offices/Budget\\_Office/](http://www.ccsf.edu/Offices/Budget_Office/).

#### **4000 - Supplies and Materials**

- Supplies and Materials will be funded at the same level as the 2007-2008 budget.
- Existing CTC 2008-2009 Supplies and Materials budgets may be reallocated to Other Operating Expenses or Capital Outlay. **VC approval is required.** To reallocate one can either send an email to [jtolenti@ccsf.edu](mailto:jtolenti@ccsf.edu) with the details of the transfer or, fill out and email a budget transfer form directly. The budget transfer form, now online and interactive is the budget website page: [http://www.ccsf.edu/Offices/Budget\\_Office/](http://www.ccsf.edu/Offices/Budget_Office/).

#### **5000 - Other Operating Expenses**

- We will seek to fund Other Operating Expenses at the same level as the 2007-2008 budget. Please note the District has undertaken a comprehensive review of ALL consulting costs. Please provide a brief explanation with your budget submission for any such items.
- If your cost center will experience unavoidable cost increases directly related to continuing existing services report these items to your Vice Chancellor and they will be brought forward for budget consideration.
- Existing CTC 2008-2009 Other Operating expense may be reallocated to Supplies and Material or Capital Outlay. **VC approval is required.** To reallocate one can either send an email to [jtolenti@ccsf.edu](mailto:jtolenti@ccsf.edu) with the details of the transfer or, fill out and email a budget transfer form directly. The budget transfer form, now online and interactive is the budget website page: [http://www.ccsf.edu/Offices/Budget\\_Office/](http://www.ccsf.edu/Offices/Budget_Office/)
- At this time, Travel budgets will continue to be funded through Staff Development, the Faculty Travel Budget, and the Administrators Travel Budget. The Faculty Travel Budget and the Administrators Travel Budget will be funded at the same level as the FY 2007-08 budget.
- Mileage reimbursement for eligible staff will continue to be budgeted and paid out of institutional support.

#### **6000- Capital Outlay**

- Equipment will be supported at the same level as 2007-2008.
- Instructional related units should not request equipment on the Unit Plan Budget. Requests will be made through the process being directed by the Vice Chancellor, Academic Affairs. If Block Grant funds become available 2008-2009 they will be distributed in the same manner as in past years.

## 7000 - Other Outgo

- The Business Office will complete this section.

## Conclusion

Remember all you are being asked to do is:

1. Verify that all positions within your Cost Center appear on the VDDPOSN report, send email to [jtolenti@ccsf.edu](mailto:jtolenti@ccsf.edu) or [csantos@ccsf.edu](mailto:csantos@ccsf.edu) to report any problems;
2. Review your Cost Center's accounts for Supplies & Materials, Other Operating Expenses and Equipment (4000-6000 accounts) by reviewing the VBDDMAS and VBDDASD reports, and send an email to [jtolenti@ccsf.edu](mailto:jtolenti@ccsf.edu) to report problems. To reallocate one can either send an email to [jtolenti@ccsf.edu](mailto:jtolenti@ccsf.edu) or [csantos@ccsf.edu](mailto:csantos@ccsf.edu) with the details of the transfer or, fill out and email a budget transfer form directly ;
3. Determine if your cost center will experience an unavoidable cost increase directly related to continuing existing services. Report these items to your Vice Chancellor so they can be brought forward for budget consideration.

If you need assistance in with printing Banner reports please contact:

Chancellors Office - Cheryl Santos ext 2480 or Laurie Quan ext 2372

Vice Chancellor Academic Affairs - Virginia Jew ext. 3324

Vice Chancellor Student Development - Julie Lingad ext. 5100

Vice Chancellor Finance & Admin - Juliet Tolentino ext. 2261

Vice Chancellor for Institutional Advancement - Diana Tong - ext. 3015

For all other issues please contact either Laurie Quan at [lquan@ccsf.edu](mailto:lquan@ccsf.edu) or [csantos@ccsf.edu](mailto:csantos@ccsf.edu) or me at [jbilmont@ccsf.edu](mailto:jbilmont@ccsf.edu).