# ANNUAL BUDGET

2012-2013

Final Recommendation



City College of San Francisco

September 11, 2012

#### **Foreword**

This document contains the annual budget and annual plan for fiscal year 2012-2013. This version is the Final Budget. As specified by the California Code of Regulations, the governing board of each community college district is required to adopt a final budget for the ensuing fiscal year on or before June 30. The code further requires a hearing and the adoption of a final budget on or before the 15<sup>th</sup> day of September. The Budget contained herein is recommended as the Final Budget. The Final Budget is subject to confirmation of revenue forecasts and state funding allocations.

### Annual Budget 2012-2013

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#### **District Board of Trustees**

John Rizzo, *President*Dr. Anita Grier, *Vice President*Dr. Natalie Berg, Member
Chris Jackson, Member
Rodrigo Santos, Member
Steve Ngo, Member
Lawrence Wong, Esq., Member

#### **Planning and Budgeting Council**

William Walker, Student Trustee

Dr. Pamila Fisher, Interim Chancellor

Dr Pamila Fisher, Interim	Attila Gabor, SEIU	Maria Heredia, AS	Robert Arenas, AS		
Chancellor (Chair)	Steve Kech, SEIU	Alisa Messer, AFT	Julie Du, AS		
Peter Goldstein, VCFA	James Rogers, SEIU	Madeline Mueller, DCC	Jeff Fang, AS		
John Bilmont, AVCFA/CFO	Athena Steff, SEIU	Francine Podenski, DCC	Coung Tang, AS		
Tom Boegel, Dean of Curriculum Tenure review		Karen Saginor, AS			
and Faculty Evaluation		Jane Sneed, AS			
Joanne Low, Interim VCAA		Kathleen White, AS			

#### Resources

Fred Chavaria	Hester Loo	Pamela Mery
Hal Huntsman	Phyllis McGuire	Leslie Smith
Monica Liu	Lindy McKnight	David Yee

For more information see <a href="http://www.ccsf.edu/Offices/Shared\_Governance/pbc.html">http://www.ccsf.edu/Offices/Shared\_Governance/pbc.html</a>

Documents from Board Planning and Budget Committee meetings can be viewed at:

http://www.ccsf.edu/NEW/en/about-city-college/board-of-trustees/budget.html

# Revenue Assumptions And Final Revenue Budget

#### **Revenue Assumptions for FY 2012-13**

- The final budget is based on the final state budget for FY 2012-13 as signed by the Governor;
- State apportionment funding for FY 2012-13 will be reduced by \$10.3 million if the Governor's Tax Initiative fails with an accompanying decrease in the amount of FTES needed to reach base funding;
- Lottery income will be \$4 million during 2012-13 due to the lower FTES base used to calculate the College's allocation;
- Sales tax revenue will be unchanged in 2012-13. While local economic activity continues to increase, a lower FTES base will be used to calculate the College's allocation;
- Non-resident fees will be unchanged for 2012-13, however the College will increase such fees effective summer 2013;
- Net Interest income will be negative due to state deferrals and the need to borrow cash to cover these delays in state funding;
- Other revenues will be relatively flat;
- Transfers into the Unrestricted General Fund will return to their historic trend of \$0.900 million during 2012–13;
- Fundraising goals in the 2012-13 budget are \$180K;
- Closeout from 2011-12 that is available for 2012-13 will be zero;
- This budget does not currently include any of the one-time revenue solutions applied to help balance the 2011-2012 budget.

**Enrollment Projections.** The College forecast for enrollment in 2012-2013 along with historic trends is summarized in the following table.

#### ENROLLMENT GROWTH 2007 to 2013 FULL TIME EQUVALENT STUDENT (FTES)

	2006-2007 Base	2007-2008 Base	2008-2009 Base	2009-2010 Base	2010-2011 Base	2011- Projected Base	2012 Actual Enrollment	2012-2013	2012-2013
	FTES(3)	FTES(3)	FTES(3)	FTES(3)	FTES(3)	FTES <sub>(4)</sub>	FTES (3)(3a)	FTES (5)	FTES (6)
Credit	20,986	24,265	25,346	24,805	23,379	23,607	22,390	23,982	22,235
Noncredit CDCP <sub>(2)</sub>	N/A	8,396	8,087	8,237	8,030	7,798	7,257	7,189	6,664
Noncredit	11,758	3,742	3,757	3,182	3,332	2,821	2,953	2,821	2,615
Total	32,744	36,403	37,190	36,224	34,741	34,226	32,600	33,992	31,514

<sup>(1)</sup> Projected FTES based on Projected P2 Report.

- (4) Exhibit E 10-11 recalculation.
- (5) Governor's plan passes.
- (6) Governor's plan fails.

<sup>(2)</sup> CDCP=Career Development College Preparation funding differential started in 2006-2007. 2007-2008 Base FTES are from 2006-2007 CDCP funding levels.

<sup>(3)</sup> California Community Colleges state apportionment is primarily driven by the Full-Time Equivalent Student (FTES) workload measure. FTES is not "headcount enrollment," but is the equivalent of 525 hours of student instruction per each FTES for both credit and noncredit.

<sup>(3</sup>a) Actual enrollment takes into account the Flex Day Factor.

#### **Overall District Budget at a Glance**

Fund							
Туре	Fund Description	1	FY 2008-09 <sup>(3)</sup>	FY 2009-10 <sup>(3)</sup>	FY 2010-11 <sup>(3)</sup>	FY 2011-12 <sup>(3)</sup>	FY 2012-13 <sup>(3)</sup>
11	General Fund Unrestricted	\$	198,760,446	\$ 193,524,356	\$195,783,698	\$ 190,794,117	\$ 186,572,237
14	Departmental Accounts (1)		964,289	1,048,738	1,249,246	1,391,296	1,559,765
15	Designated Internal Service Funds (1)		-	-		3,077,030	1,196,322
12	Restricted Programs (2)		35,896,052	30,177,979	34,676,963	29,110,951	27,353,587
21	Child Development (2)		7,805,088	6,755,109	2,027,515	2,576,548	2,343,022
22	Cafeteria Fund		930,000	930,000	930,000	1,807,816	1,475,000
41	Capital Projects – Fed/State/Local (1)		1,813,987	2,395,024	423,701	1,262,004	2,059,732
42	Capital Projects – Bonds 1997/1999 (1) (4)		2,398,804	2,468,214	4,112,042	4,316,508	832,685
43	Capital Projects - Bonds 2001 (1) (7)		14,993,263	10,186,467	17,501,761	34,010,687	8,738,698
44	Capital Projects - Bonds 2005 (1) (7)		140,609,594	98,950,467	130,486,680	104,017,391	57,591,199
51	Auxiliary Enterprise-Bookstore (5)		9,300,000	8,965,000	7,365,000	6,585,000	5,900,000
61	Workers Compensation Fund (1)		(2,443,060)	(2,615,513)	(2,317,940)	(3,918,300)	(2,000,012)
61	Other Post Employment Benefit Fund (1)		-	-	-	500,000	1,000,000
71	Student Financial Aid (2)		28,554,527	29,000,000	40,000,000	42,000,000	52,500,000
72	General Trusts (1) (6)		61,921	35,257	11,263	604,449	6,103,289
73	Associated Students (1)		707,497	676,112	688,782	609,927	603,191
74	Scholarship (1)		250,017	340,446	420,420	532,722	624,024
75	Trust Funds and Accommodation Accounts (1)		117,342	111,597	112,423	83,787	81,988
	Total	\$	440,719,767	\$ 382,949,253	\$433,471,554	\$ 419,361,933	\$ 354,534,727

<sup>(1)</sup> FY 2012-13 represents fund balance as of June 18, 2012.

<sup>(2)</sup> Fund Types 12, 14, 15, 21 & 71 for FY2012-13 will increase or decrease as restricted funds authorization letters new award are received.

<sup>(3)</sup> FT 11 Expenditures are presented net of unallocated restricted fund charge-outs, if applicable.

<sup>(4)</sup> FT 42 1997/1999 Bond fund is closed except for the sale of the mission campus.

<sup>(5)</sup> Amount represents the Bookstore Preliminary Revenue estimate for 2012-2013.

<sup>(6)</sup> FY 2012-13 represents fund balance as of June 18, 2012 plus District Trust funds returned from the Foundation (BR # 111215-B4)

<sup>(7)</sup> The Capital Projects Bond funds for 2001 and 2005, fund Types 43 and 44, represent multi-year appropriations previously approved by the Board.

SFCCD Schedule of Revenues Unrestricted General Fund, FY 2012-13

SFCCD Schedule of Revenues Unrestricted General Fu	na, FY 2012-13 B	С	D	E	F
1 2 3 4	Actual Revenue FY2008-09	Actual Revenue FY2009-10	Actual Revenue FY2010-11	Estimated Final Revenue FY2011-12	Final Budget (4) Estimated Revenue FY2012-13
5 State General Apportionment (1)	\$ 115,521,727	\$ 83,879,369	\$ 81,446,295	\$ 99,213,065	\$ 98,382,676
6 State General Apportionment - Noncredit	Ψ 113,321,727 -	6,375,652	6,329,970	77,213,003	70,302,070
7 State General Apportionment - Noncredit CDCP	_	19,411,903	19,272,814	_	-
8 Growth:credit, noncredit CDCP rate increase	-	-	-	-	-
9 Growth:CREDIT	1,971,517		3,756,289		
14 State COLA Apportionment	-	-	-	-	-
18 Total	117,493,244	109,666,924	110,805,368	99,213,065	98,382,676
19					
20 Local Property Taxes	42,637,559	43,843,481	47,817,794	46,221,252	46,221,252
21 Student Enrollment Fees (98%)	7,295,100	8,744,521	7,551,276	10,073,942	10,073,942
22	49,932,659	52,588,002	55,369,070	56,295,194	56,295,194
23					
24 Total District General Revenues	167,425,903	162,254,926	166,174,438	155,508,259	154,677,870
25 Deficit Factor	0.98515425	0.99886762	0.99676839	0.97650559	0.99923381
26 Revised Deficit Affected Revenues	164,940,339	162,071,192	165,637,427	151,854,685	154,559,357
27	-	-	-		-
28	164,940,339	162,071,192	165,637,427	151,854,685	154,559,357
30 Prior Year Correction	2,551,789	1,399,692	501,467	68,342	
31 Lottery	4,374,928	4,457,924	3,789,392	4,640,000	4,000,000
32 Mandated Cost	1,239,184	376,285	568,943	120,720	950,000
33 Part-Time Equalization	1,482,297	785,955	785,955	785,955	785,955
34 Part-Time Faculty Instructional/Health Ins	165,000	93,385	84,569	84,569	84,569
35 Part-Time Faculty Office Hours	48,120	35,454	35,812	35,812	35,812
37 Apprenticeship	477,187	232,414	232,547	232,547	232,547
38 One-Time Equalization	477,107	232,414	232,347	232,347	232,547
39 Sales Tax	14,815,434	13,795,174	14,841,656	15,415,000	15,415,000
40 Interest Income (net)	14,013,434	51.179	80,054	10,410,000	13,413,000
41 Non-Resident Tuition	6,665,348	7,187,172	7,924,894	8,916,298	8,916,298
42 Enrollment Fee	88,280	93,171	119,892	132,165	112,699
43 Other Revenue Fundraising External/Internal	-	-	459,702	183,817	180,000
44 Unclaimed Credit Balances	_	-	-	1,118,959	-
45 Other Revenue	843.888	851.987	1,454,846	-	400,000
46 Transfers	184,199	1,690,187	923,049	3,112,075	900,000
47 Transfers In - BD Reserve	-	-	-	-	-
48 Total District Other Revenues	32,935,653	31,049,978	31,802,777	34,846,258	32,012,879
50 Total Unrestricted Revenues	197,875,992	193,121,170	197,440,204	186,700,943	186,572,236
51 Beginning Balance	2,291,520	1,917,921	1,917,921	3,033,269	.00,072,200
52 Additional Release of Corpus (Note 3)	-	1,717,721	-	506,000	-
Additional Closing Adjustments - Revenue and Expenditu	ıre		-	921,013	-
55 Prior Year ADJUSTMENTS-ISA Agrees	· _	-	284,515	-	-
56 Transfers from Board Designated Reserves	-	-	-	3,500,000	-
57 Total Resources	\$ 200,167,512	\$ 195,039,091	\$ 199,642,640		\$ 186,572,236
58				,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,,	

 <sup>(1)</sup> For 2010-2011 includes Restoration funding.
 (2) Basic Skills was fully Unrestricted up through 2005-2006 and thereafter is treated as restricted funding from 2006-2007 forward.
 (3) For fiscal year 2011-2012 the \$1,076,000 amount includes \$570,000 in release of corpus, Donor's permission pending.
 (4) Governor's Compromise Ballot Measure Passes

San Francisco Community College District Fund Balance History July 1, 2006 to June 30, 2013

		Actual <sup>(3)</sup> 006-2007	Actual 2007-2008	2	Actual 2008-2009	2	Actual 009-2010	2	Actual 010-2011	timated Final 2011-2012	mated Budget 2012-2013
Reservations:											
Short-term prepaids	\$	938,857	\$ -	\$	100,913	\$	981,015	\$	217,633	\$ -	\$ -
Encumbrances		547,320	562,718								
Long-term prepaid Rent (2)	1	0,888,888	10,733,332		10,577,777	1	0,422,222	,	10,266,667	10,111,112	9,955,557
Total Reservations	1	2,375,065	11,296,050		10,678,690	1	1,403,237	,	10,484,300	10,111,112	9,955,557
Designations											
Board Designated Reserve	\$	6,652,879	\$ 6,652,879	\$	6,652,879	\$	6,652,879	\$	6,652,879	\$ 6,652,879	\$ 3,152,879
Transfer From Reserve (1)			-							(3,500,000)	-
Transfer To Reserve		-	-							-	-
Designated Departmental Funds		956,610	964,289		1,048,738		1,265,018		1,410,541	1,559,765	1,200,000
Designated Internal Service Funds		-	-				2,616,792		2,628,371	1,196,322	1,196,000
Total Designations	\$	7,609,489	\$ 7,617,168	\$	7,701,617	\$1	0,534,689	\$	10,691,791	\$ 5,908,966	\$ 5,548,879
Unreserved, Undesignated	\$	1,693,854	\$ 2,291,520	\$	1,917,921	\$	1,185,450	\$	3,033,269	\$	\$ <u> </u>
Total Fund Balance	\$2	21,678,408	\$ 21,204,738	\$ 2	20,298,228	\$2	3,123,376	\$2	24,209,360	\$ 16,020,078	\$ 15,504,436

<sup>(1)</sup> Projected 2011-2012 Board Authorized Transfers from the Reserve are currently \$3,500,000.

<sup>(2)</sup> Mission 75 Year Ground Lease.

NSF - Billotink National ATE Center		Fund Code	FY 2012-2013 +Carry-forward Budget to	*FY 2012-2013 Renewal Award	FY 2012-2013 Total Appropriation
NSF - Bollink National AIE Center 121009 \$ 1,268,747 \$ \$ 1,268,747 NSF - MPICP Program 121044 486,125 486,125 NSF - SIEM Program 5 ys 121038 8,072 8,075 8,075 NSF - MPICS - METAL Program 5 ys 121038 8,072 8,075 9,075	ricted General Fund:				
NSF - Bollink National AIE Center 121009 \$ 1,268,747 \$ \$ 1,268,747 NSF - MPICP Program 121044 486,125 486,125 NSF - SIEM Program 5 ys 121038 8,072 8,075 8,075 NSF - MPICS - METAL Program 5 ys 121038 8,072 8,075 9,075	Federal Sources:				
NSF - MPICT Program for ys 121034 88.072 8.00 NSF-WHITS STAMP Program for ys 121039 20,917 20,917 20,917 30		121009	\$ 1.268.747	\$ -	\$ 1.268.74
NSF-SIEM Program 5 yrs				~	
NSF- Stem Cell Pipeline	-				
NSF - Stem Cell Pipeline					
NSF - LIMASS - ASSECT   121017   3,957   3,99     NSF - LIMASS - ASSECT   121017   3,957   3,99     NSF - LIMASS - ASSECT   121050   94,841   94,84     SBA - HSUSPF Oundation - SBDC Center   121294   101,595   101,575     HSUSPF - Rederal Jobs Bill   121295   26,135   3234   33,33     LISDE - REDERAR - CCC CA Connects   121951   3324   33,33     LISDE - REDERAR - CCC CA Connects   121951   3324   33,33     LISDE - REDERAR - CCC CA Connects   121951   3324   33,33     LISDE - REDERAR - CCC CA Connects   121951   3285   102,120   120,121     LISDE - REDERAR - CCC CA Connects   121437   39,528   15,08,044   15,08,044   15,08,044     LISDE - REDERAR - CCC CA CONNEC - REDERAR - CCC CO Vital Perkins Basic   121437   39,528   15,08,044   15,08,0				•	
NSF - UMASS - ASSECT					
NSF - IMMSS - BARICC   121096   94,841   94,84   88A - HSUSPF condation - SBDC Center   121294   101,959   101,595					
SABA - HSUSPF Cederal Jobs Bill   121295   26.135   26.					
HSUSPF Federal Jobs Bill					
USDC - ARRA FCCC CA Connects					
USDC - SF CBOP BTOP					
USDE-Federal Work Study-Campus Based   121367/121368   102,120   102,121   USDE - IRIC Writing Success   121437   39,528   102,120   139,521   USDE - CCCCO Veta Perkins Basic   121459   1,508,044   1,508,04					
USDE - IRPSE - SFSU Metro Academy   121825   102,120   39,528   39,553   USDE - CCCCO Videa Perkins Basic   121437   39,528   1,508,044   1,508,004				754 004	
USDE - IRIO Withing Success         121437         39,528         39,528           USDE - CCCCO Viee Perkins Basic         121783         77,924         1,508,044         1,508,04           USDE - PAAPI Leadership         121783         77,924         77,924           Fijsse-SSTSI Metro Academy         121825         78,837         78,83           ARRA FCCC Ca Connect MESA         121951         2,842         2.8           SFDIS-USCNIT-ARRA Broadband Opportunity -CN         121952         407,196         407,196           SFDIS-USCNIT-ARRA - Broadband Opportunity -CN         121953         407,196         407,196           USDHHS-CDE-Early Child Care Mentoring         122252         94,624         90,466           USDHHS-CDE-Early Child Care Mentoring         122524         613,913         613,97           ID USDHHS-CMS-Medical Admin Allowance         125613/5515         2,113,011         1,235,508         1,235,508           Wila - CACCO - TANF Base         121669         5,559,077         3,594,326         10,183,40           State Sources         A8         123008/123011         6,453         1           A8 1725 Staff Diversity         23034/123012-1         52,172         14,088         6,622           Board of Financial Assistance Prog         123009				751,394	
1,508,044   1,508,040   1,50				-	
SIDE - PAAPI Leadership			39,528	· · · · · · · · · · · · · · · · · · ·	
Figse-SFU Metro Academy				1,508,044	
ARRA FCCC Ca Connect MESA				•	
SPIDIS-USCNIII-ARRA Broadband Opportunity + CN   121952   275,622   407,106   3407,106					
SPDIIS-USCNIIT-ARRA - Broadband Opportunity - CN 121953					
SEPPH-Public Health Foundation					275,62
USDEE-Transportation Electrification   122471   124,498   124,418   USDHHS-CDE-Early Child Care Mentoring   122524   613,913   613,913   123514   123514   123514   123514   123514   123515	SFDTIS-USCNIT-ARRA - Broadband Opportunity - C	CN 121953	407,196		407,19
USDHHS-CIDE-Early Chilid Care Mentoring   122524   613,913   2,113,011   1,235,508   1,	SFDPH-Public Health Foundation	122252	94,624		94,62
De USDHHS-CMS-Medical Admin Allowance   12513/5515   2,113,011	USDEE-Transportation Electrification	122471	124,498		124,49
MA - CADE ABE/321 & Citizenship   121369   121369   9,038   9,038   9,038   9,038   70tal Federal Sources   121669   6,559,077   8,054,026   8,015,134   1,015,0	USDHHS-CDE-Early Child Care Mentoring	122524	613,913		613,91
Name	fb USDHHS-CMS-Medical Admin Allowance	125513/5515	2,113,011		2,113,01
State Sources:         \$ 6,559,077         \$ 3,594,326         \$ 10,153,405           AB 1725 Staff Development         123008/123011         \$ 6,453         \$ -         \$ 6,454           AB 1725 Staff Diversity         23034/123012-1         52,172         14,088         66,22           Board of Financial Assistance Prog*         123049         996,663         996,663         996,662           Calworks Program *         123089         323,475         323,475         323,475         323,475           CTE-Strategic Hubs         123670/3676         210,296         323,475         2210,29           CTE-Community Collaborative Suppl         123672         228,770         1,480,607         1,480,607           CTE- Community Collaborative Suppl         123672         228,770         1,480,607         1,480,60           CTE- Community Collaborative Suppl         123672         228,770         1,480,607         1,480,60           CTE- Community Collaborative Suppl         123672         228,770         999,753         999,75           CTE- Community Collaborative Suppl         123672         76,221         1,480,60         1,480,60           CTE- Community Collaborative Suppl         123674         76,221         1,480,60         1,480,60         1,480,60         1,480,60 <td>WIA - CaDE ABE/321 &amp; Citizenship</td> <td>121329</td> <td></td> <td>1,235,508</td> <td>1,235,50</td>	WIA - CaDE ABE/321 & Citizenship	121329		1,235,508	1,235,50
State Sources:         \$ 6,559,077         \$ 3,594,326         \$ 10,153,400           AB 1725 Staff Development         123008/123011         \$ 6,453         \$ -         \$ 6,454           AB 1725 Staff Diversity         23034/123012-1         52,172         14,088         66,28           Board of Financial Assistance Prog*         123049         996,663         996,663         996,662           Calworks Program *         123089         210,296         323,475         323,475           CTE-Strategic Hubs         123670/3676         210,296         323,475         2210,29           CTE-Community Collaborative Suppl         123672         228,770         7         228,77           CTE-Teacher Prep Pipeline         123674         76,281         76,281         76,228           DSPS Excess Cost *         123132         999,753         999,753         999,75           EOPS Part A, B, & C *         123132         999,753         999,75           EOPS CARE *         123132         999,753         999,75           EWD - Industry Driven Regional Center         123285         78,000         79,528         999,75           EWD - Adv Transportation Tech Center         123345         157,969         179,79,78         997,79           EWD -	WIA - CCCCO - TANF Base *	121669		99,380	99,38
AB 1725 Staff Development 123008/123011 \$ 6,453 \$ - \$ 6,45 AB 1725 Staff Diversity 23034/123012-1 52,172 14,088 66,26 AB 1725 Staff Diversity 23034/123012-1 52,172 14,088 66,26 AB 1725 Staff Diversity 996,663 996,66 Calworks Program 123049 996,663 996,66 Calworks Program 123089 323,475	Total Federal Sources	•	\$ 6,559,077	\$ 3,594,326	
AB 1725 Staff Development 12308/123011 \$ 6.453 \$ - \$ 6.45 AB 1725 Staff Diversity 23034/123012-1 52,172 14,088 66,26 Board of Financial Assistance Prog * 123049 996,663 996,663 Calworks Program * 123089 323,475 323					
AB 1725 Staff Diversity		100000 /100011	¢ (452	<b>.</b>	<b>.</b>
Board of Financial Assistance Prog * 123049   996,663   996,66   Calworks Program * 123089   323,475   3				T	-,
Calworks Program * 123089			52,172		
CTE-Strategic Hubs       123670/3676       210,296       " 210,296         CTE - Community Collaborative       123671/3675       472,376       472,376         CTE - Community Collaborative Suppl       123674       76,281       " 76,281         CTE - Teacher Prep Pipeline       123674       76,281       " 76,281         DSPS Excess Cost *       123069       1,480,607       1,480,607         EOPS Part A, B, & C *       123159       999,753       999,753         EOPS/CARE *       123159       55,622       55,622         EWD - Industry Driven Regional Center       123285       78,000       78,000         EWD - Cabrillo CCD SBDC BEC/YEP       123286       3,500       3,56         EWD - Adv Transportation Tech Center       123396       97,528       97,52         EWD - Center of Excellence Center       123445       157,969       157,969         Martriculation Non-credit *       123179       779,758       779,758         Matriculation Non-credit *       123199       1,251,034       1,251,034         Inst Materials & Lib Materials       123741/123746       -       -         FY07 General Purpose Reapp       123742       -       -         FY07 SB1133 Settle-Up       123747       - <t< td=""><td></td><td></td><td></td><td></td><td></td></t<>					
CTE - Community Collaborative       123671/3675       472,376       472,376         CTE - Community Collaborative Suppl       123672       228,770       228,770         CTE - Teacher Prep Pipeline       123674       76,281       76,281         DSPS Excess Cost *       123069       1,480,607       1,480,607         EOPS Part A, B, & C *       123132       999,753       999,753         EOPS/CARE *       1231159       55,622       55,622         EWD - Industry Driven Regional Center       123285       78,000       55,622       55,62         EWD - Cabrillo CCD SBDC BEC/YEP       123286       3,500       55,622       78,00         EWD - Adv Transportation Tech Center       123396       97,528       779,75         EWD - Cabrillo CCD SBDC BEC/YEP       123445       157,969       157,96         Matriculation Credit *       1231199       779,758       779,758         Matriculation Non-credit *       123199       1,251,034       1,251,034         Transfer & Articulation       123632       9,256       9,256         Inst Materials & Lib Materials       123741/123746       -       -         FY07 General Purpose Trailer       123742       -       -         FY07 SB1133 Settle-Up       1237				323,475	
CTE - Community Collaborative Suppl       123672       228,770       228,77         CTE - Teacher Prep Pipeline       123674       76,281       76,281         DSPS Excess Cost *       123069       1,480,607       1,480,607         EOPS Part A, B, & C *       123132       999,753       999,753         EOPS/CARE *       123159       55,622       55,622         EWD - Industry Driven Regional Center       123285       78,000       78,000         EWD - Cabrillo CCD SBDC BEC/YEP       123286       3,500       3,50         EWD - Canter of Excellence Center       123396       97,528       97,52         EWD - Center of Excellence Center       123445       157,969       779,758       779,75         Martriculation Credit *       123179       779,758       779,758       779,75         Matriculation Non-credit *       123199       1,251,034				·	
CTE - Teacher Prep Pipeline 123674 76,281 76,281  DSPS Excess Cost * 123069 1,480,607 1,480,607 6  EOPS Part A, B, & C * 123132 999,753 999,753 6  EOPS/CARE * 123159 55,622 55,62  55,62					_
DSPS Excess Cost * 123069 1,480,607 7 1,480,607 EOPS Part A, B, & C * 123132 999,753 7 999,75					
EOPS Part A, B, & C * 123132 999,753 999,75 EOPS/CARE * 123159 55,622 55,66			76,281		
EOPS/CARE * 123159 55,622 55,62 EWD - Industry Driven Regional Center 123285 78,000 78,000 EWD - Cabrillo CCD SBDC BEC/YEP 123286 3,500 3,500 EWD - Adv Transportation Tech Center 123396 97,528 EWD - Center of Excellence Center 123445 157,969 157,969 Martriculation Credit * 123179 779,758 779,758 Matriculation Non-credit * 123199 1,251,034 1,251,034 Transfer & Articulation 123632 9,256 9,256 Inst Materials & Lib Materials 123741/123746 - FY07 General Purpose Trailer 123742 - FY07 General Purpose Reapp 123743 - FY07 SB1133 Settle-Up 123743 - FY07 SB1133 Settle-Up 123747 - FY12 Basic Skills Apportionment 124997 Restricted Lottery Inst Materials 124997 Restricted Lottery Inst Materials 124997 Total State Sources 123689 233,001 - 233,00 Total State Sources 125055 32,704 - \$42,251 Wells Fargo Foundation - Idesign Summer Program 125060 7,399 7,365	DSPS Excess Cost *	123069		1,480,607	1,480,60
EWD - Industry Driven Regional Center       123285       78,000       78,00         EWD - Cabrillo CCD SBDC BEC/YEP       123286       3,500       3,50         EWD - Adv Transportation Tech Center       123396       97,528       97,528         EWD - Center of Excellence Center       123445       157,969       779,758       157,969         Martriculation Credit *       123179       779,758       779,758       779,75       779,758       779,759       779,758       779,758       779,759       779,758       779,759       779,759       779,759       779,759	EOPS Part A, B, & C *	123132		999,753	999,75
EWD - Cabrillo CCD SBDC BEC/YEP       123286       3,500       3,50         EWD - Adv Transportation Tech Center       123396       97,528       97,52         EWD - Center of Excellence Center       123445       157,969       157,969         Martriculation Credit *       123179       779,758       779,758         Matriculation Non-credit *       123199       1,251,034       1,251,03         Iransfer & Articulation       123632       9,256       9,256         Inst Materials & Lib Materials       123741/123746       -       -         FY07 General Purpose Trailer       123742       -       -         FY07 General Purpose Reapp       123743       -       -         FY07 SB1133 Settle-Up       123747       -       -         FY12 Basic Skills Apportionment       124997       1,476,633       1,476,63         Restricted Lottery Inst Materials       124523/4524       -       400,000       400,00         CIRM - Bridges to Stem Cell       123689       233,001       233,001       233,00         Total State Sources       125053       42,251       -       \$ 42,25         Wells Fargo Foundation-Teachers Academy       125055       32,704       32,704         Bechtel Foundation - Idesign Summe	EOPS/CARE *	123159		55,622	55,62
EWD - Adv Transportation Tech Center       123396       97,528       97,52         EWD - Center of Excellence Center       123445       157,969       157,96         Martriculation Credit *       123179       779,758       779,758         Matriculation Non-credit *       123199       1,251,034       1,251,034         Transfer & Articulation       123632       9,256       9,25         Inst Materials & Lib Materials       123741/123746       -       -         FY07 General Purpose Trailer       123742       -       -         FY07 General Purpose Reapp       123743       -       -         FY12 Basic Skills Apportionment       124997       1,476,633       1,476,63         Restricted Lottery Inst Materials       124523/4524       -       400,000       400,00         CIRM - Bridges to Stem Cell       123689       233,001       233,00       233,00         Total State Sources       125053       42,251       -       \$ 42,25         City College San Francisco Foundation Pass thru:       8       125053       42,251       -       \$ 42,25         Wells Fargo Foundation-Teachers Academy       125065       32,704       32,70       32,70         Bechtel Foundation - Idesign Summer Program       125060	EWD - Industry Driven Regional Center	123285	78,000		78,00
EWD - Center of Excellence Center       123445       157,969       157,969         Martriculation Credit *       123179       779,758       779,758         Matriculation Non-credit *       123199       1,251,034       1,251,03         Transfer & Articulation       123632       9,256       9,256         Inst Materials & Lib Materials       123741/123746       -       -         FY07 General Purpose Trailer       123742       -       -         FY07 SB1133 Settle-Up       123747       -       -         FY12 Basic Skills Apportionment       124997       1,476,633       1,476,63         Restricted Lottery Inst Materials       124523/4524       -       400,000       400,00         CIRM - Bridges to Stem Cell       123689       233,001       233,001       233,001         Total State Sources       \$ 1,625,602       7,777,633       9,403,23     City College San Francisco Foundation Pass thru:  Rosenberg - for Library Use  Wells Fargo Foundation-Teachers Academy Bechtel Foundation - Idesign Summer Program       125053       \$ 42,251       \$ -       \$ 42,25         Bechtel Foundation - Idesign Summer Program       125060       7,399       7,35	EWD - Cabrillo CCD SBDC BEC/YEP	123286	3,500		3,50
Martriculation Credit *       123179       779,758       779,758         Matriculation Non-credit *       123199       1,251,034       1,251,034         Transfer & Articulation       123632       9,256       9,256         Inst Materials & Lib Materials       123741/123746       -         FY07 General Purpose Trailer       123742       -         FY07 General Purpose Reapp       123743       -         FY07 SB1133 Settle-Up       123747       -         FY12 Basic Skills Apportionment       124997       1,476,633       1,476,63         Restricted Lottery Inst Materials       124523/4524       -       400,000       400,00         CIRM - Bridges to Stem Cell       123689       233,001       233,001       233,00         Total State Sources       \$ 1,625,602       7,777,633       9,403,23     City College San Francisco Foundation Pass thru:  Rosenberg - for Library Use  Wells Fargo Foundation-Teachers Academy  Bechtel Foundation - Idesign Summer Program       125055       32,704       32,704         Bechtel Foundation - Idesign Summer Program       125060       7,399       7,350	EWD - Adv Transportation Tech Center	123396	97,528	•	97,52
Martriculation Credit *       123179       779,758       779,758         Matriculation Non-credit *       123199       1,251,034       1,251,03         Transfer & Articulation       123632       9,256       1,251,034       1,251,03         Inst Materials & Lib Materials       123741/123746       -       -         FY07 General Purpose Trailer       123742       -       -         FY07 General Purpose Reapp       123743       -       -         FY07 SB1133 Settle-Up       123747       -       -         FY12 Basic Skills Apportionment       124997       1,476,633       1,476,63         Restricted Lottery Inst Materials       124523/4524       -       400,000       400,00         CIRM - Bridges to Stem Cell       123689       233,001       233,001       233,00         Total State Sources       \$ 1,625,602       7,777,633       9,403,23     City College San Francisco Foundation Pass thru:  Rosenberg - for Library Use  Wells Fargo Foundation-Teachers Academy  Bechtel Foundation - Idesign Summer Program       125053       42,251       -       -       42,25         Bechtel Foundation - Idesign Summer Program       125060       7,399       7,39		123445			
Matriculation Non-credit *       123199       1,251,034       1,251,03         Transfer & Articulation       123632       9,256       7,251,034       1,251,03         Inst Materials & Lib Materials       123741/123746       -	Martriculation Credit *	123179		779.758	
Transfer & Articulation         123632         9,256         9,256           Inst Materials & Lib Materials         123741/123746         -         -           FY07 General Purpose Trailier         123742         -         -           FY07 General Purpose Reapp         123743         -         -           FY07 SB1133 Settle-Up         123747         -         -           FY12 Basic Skills Apportionment         124997         1,476,633         1,476,63           Restricted Lottery Inst Materials         124523/4524         -         400,000         400,00           CIRM - Bridges to Stem Cell         123689         233,001         233,001         233,00           Total State Sources         \$ 1,625,602         7,777,633         9,403,25           City College San Francisco Foundation Pass thru:         Rosenberg - for Library Use         125053         42,251         -         \$ 42,25           Wells Fargo Foundation-Teachers Academy         125055         32,704         32,70           Bechtel Foundation - Idesign Summer Program         125060         7,399         7,33					
Inst Materials & Lib Materials   123741/123746   -			9 256	1,201,001	
FY07 General Purpose Trailer 123742 - FY07 General Purpose Reapp 123743 - FY07 SB1133 Settle-Up 123747 - FY12 Basic Skills Apportionment 124997 1,476,633 1,476,63 Restricted Lottery Inst Materials 124523/4524 CIRM - Bridges to Stem Cell 123689 233,001 233,00 Total State Sources \$ 1,625,602 \$ 7,777,633 \$ 9,403,23  City College San Francisco Foundation Pass thru:  Rosenberg - for Library Use 125053 \$ 42,251 \$ - \$ 42,25  Wells Fargo Foundation-Teachers Academy 125055 32,704 32,704 Bechtel Foundation - Idesign Summer Program 125060 7,399 7,35			7,230		7,20
FY07 General Purpose Reapp 123743 - FY07 SB1133 Settle-Up 123747 - 123747 - 124797 - 1476,633 1,476,63			_		
FY07 SB1133 Settle-Up         123747         -         FY12 Basic Skills Apportionment         124997         1,476,633         1,476,63         1,470,63         1,470,63			=		
FY12 Basic Skills Apportionment     124997     1,476,633     1,476,63       Restricted Lottery Inst Materials     124523/4524     - 400,000     400,00       CIRM - Bridges to Stem Cell     123689     233,001     233,001       Total State Sources     \$ 1,625,602     7,777,633     \$ 9,403,23       City College San Francisco Foundation Pass thru:       Rosenberg - for Library Use     125053     42,251     - \$ 42,25       Wells Fargo Foundation-Teachers Academy     125055     32,704     32,70       Bechtel Foundation - Idesign Summer Program     125060     7,399     7,39	·		=		•
Restricted Lottery inst Materials         124523/4524         -         400,000         400,000           CIRM - Bridges to Stem Cell         123689         233,001         233,001         233,001           Total State Sources         \$ 1,625,602         7,777,633         9,403,23           City College San Francisco Foundation Pass thru:           Rosenberg - for Library Use         125053         42,251         -         \$ 42,25           Wells Fargo Foundation-Teachers Academy         125055         32,704         32,70           Bechtel Foundation - Idesign Summer Program         125060         7,399         7,39			-	1 477 700	4 477 10
CIRM - Bridges to Stem Cell Total State Sources         123689         233,001         232,001         233,001 </td <td></td> <td></td> <td></td> <td></td> <td></td>					
Total State Sources         \$ 1,625,602         \$ 7,777,633         \$ 9,403,23           City College San Francisco Foundation Pass thru:           Rosenberg - for Library Use         125053         \$ 42,251         \$ -         \$ 42,25           Wells Fargo Foundation-Teachers Academy         125055         32,704         32,70           Bechtel Foundation - Idesign Summer Program         125060         7,399         7,399			-	400,000	_
City College San Francisco Foundation Pass thru:         Rosenberg - for Library Use       125053       42,251       - \$ 42,25         Wells Fargo Foundation-Teachers Academy       125055       32,704       32,70         Bechtel Foundation - Idesign Summer Program       125060       7,399       7,39		123689		*	
Rosenberg - for Library Use       125053       42,251       - \$ 42,25         Wells Fargo Foundation-Teachers Academy       125055       32,704       32,704         Bechtel Foundation - Idesign Summer Program       125060       7,399       7,399	Total State Sources		\$ 1,625,602	\$ 7,777,633	\$ 9,403,23
Wells Fargo Foundation-Teachers Academy12505532,70432,70Bechtel Foundation - Idesign Summer Program1250607,3997,39	City College San Francisco Foundation Pass thru:				
Wells Fargo Foundation-Teachers Academy12505532,70432,704Bechtel Foundation - Idesign Summer Program1250607,3997,39	•	125053	\$ 42,251	\$ -	\$ 42,25
Bechtel Foundation - Idesign Summer Program 125060 7,399 7,39					32,70
	Total City College SF Foundation			\$ -	\$ 82,35

			FY 2012-2013 Carry-forward	*	FY 2012-2013 Renewal		7 2012-2013 Total
Foundations	Fund Code		Budget to		Award	Ар	propriation
Avon Foundation - m.powerment	125159	\$	2,471	\$		\$	2,471
Genentech Foundation	125009	Ф	10,125	Ф	=	Ф	10,125
Gates Foundation Gateway to College (Arrears)	125065		(67,699)				(67,699
David Gold Expect Respect	125066		15,910				15,910
HAAS - Metro Academy for ECE	125166		45,475				45,475
HAAS - SF Early Childhood Prof Development	125165		21,054				21,054
LEF Foundation - Liberal Arts	125103		12,756				12,756
Leong May Way Scholar	125046		5,342				5,342
Lipman - Guardian Scholars	125204		23,750				23,750
Mimi & Peter Haas Fund Prof Dev #10	125172		429796				429,796
Osher - Computer Lab	125021		50,000				50,000
Pottruck Family Foundation	125021		23,312				23,312
Registry Foundation - Second Chance	125064		674				674
SD Bechtel Jr Foundation	125168		232,294				232,294
The SF Foundation - Bridge to Biotech	125169		385,444				385,444
The SF Foundation - Way Pass Program	125070		6,021				6,021
Ticket to Dream Foundation	125158		9,673				9,673
Walter S Johnson Foundation	125157		41,148				41,148
Wells Fargo Foundation - Foster Youth	125202		892				892
Total Foundations	-	\$	1,248,439	\$		\$	1,248,439
Other Organizations/Entity:							
Amer Assn of Commty College-TSA Training	129105	\$	113,637	\$	_	<b>*</b> \$	113,637
Federal Work Study - Off Campus Share	1213xx		8,459				8,459
Jumpstart - Academy Administration	125316		1,818			•	1,818
Single Stop USA Financial Aid	125317		78,071			•	78,071
HP LIFE 2011	125313		5,684			F	5,684
Growth Sector=Stem Summer Intern	125321		3,985			•	3,985
UC - Calteach Initiative	125703/5707		2,939				2,939
University Fresenius- Business	125705		34,092			F	34,092
SFUSD- Teacher Academy Summer	125712		24,814			7	24,814
Longquan Middle School	125711		4,517			•	4,517
UCC Daego South Korea	125706		26,806			•	26,806
LBGT Access!	125318		1,836			-	1,836
Total Community Based Organization	123310	\$	306,658	\$	-	\$	306,658
	•						
SF City Subcontracts  Mayors' Office Channel 27 - Operational	125250	\$	_	\$	118.505	• d	118,505
Children Council Mixed Ages	125250	Φ	2,261	Ф	110,505	Φ	2,261
SFOWED - City Build Gen Fund	125319		420,862				420,862
SFHSA - LIFT						-	
SFHSA - LIFT	125337		43,407				43,407
Total SF City Sub-contracts	- -	\$	466,530	\$	118,505	\$	585,035
Contract Education Programs				_		\$	6,960
Contract Education Programs CT Ed - SF DHR	127448	\$	6.960	.55	-		
CT Ed - SF DHR		\$	6,960 800	\$	-	• D	
CT Ed - SF DHR CT Ed - Therma Tru Doors	127866	\$	800	\$	-	•	800
CT Ed - SF DHR CT Ed - Therma Tru Doors CT Ed - Meitetsu Travel #13	127866 127861	\$	800 3,099	\$	-	•	800 3,099
CT Ed - SF DHR CT Ed - Therma Tru Doors CT Ed - Meitetsu Travel #13 CT Ed SEIU-UHW Ed Fund #9	127866 127861 128075 (#4)	\$	800 3,099 214,615	\$	-	P P	800 3,099 214,615
CT Ed - Therma Tru Doors CT Ed - Meitetsu Travel #13 CT Ed SEIU-UHW Ed Fund #9	127866 127861	\$	800 3,099	\$	-	-	800 3,099 214,615 103,617
CT Ed - SF DHR CT Ed - Therma Tru Doors CT Ed - Meitetsu Travel #13 CT Ed SEIU-UHW Ed Fund #9 CT Ed - Year Up #7 & 8	127866 127861 128075 (#4)		800 3,099 214,615 103,617		<u>-</u>	•	800 3,099 214,615 103,617
CT Ed - SF DHR CT Ed - Therma Tru Doors CT Ed - Meitetsu Travel #13 CT Ed SEIU-UHW Ed Fund #9 CT Ed - Year Up #7 & 8  Total Contract Education Programs	127866 127861 128075 (#4)		800 3,099 214,615 103,617		- -	•	800 3,099 214,615 103,617
CT Ed - SF DHR CT Ed - Therma Tru Doors CT Ed - Meitetsu Travel #13 CT Ed SEIU-UHW Ed Fund #9 CT Ed - Year Up #7 & 8 Total Contract Education Programs  Restricted Student Fees	127866 127861 128075 (#4)		800 3,099 214,615 103,617		- - 760,574	\$	800 3,099 214,615 103,617 <b>329,091</b>
CT Ed - SF DHR CT Ed - Therma Tru Doors CT Ed - Meitetsu Travel #13 CT Ed SEIU-UHW Ed Fund #9 CT Ed - Year Up #7 & 8  Total Contract Education Programs	127866 127861 128075 (#4) 128084/128088	\$	800 3,099 214,615 103,617	\$		\$	800 3,099 214,615 103,617 329,091

	Fund Code	-	FY 2012-2013 +Carry-forward <sup>**</sup> Budget to	*	FY 2012-2013 Renewal Award		7 2012-2013 Total propriation
Restricted Program Income	runa oodo		Buagorio		7111a.a	, .p	propriation
fb Program Income - SBDC [Payable to SFCCD]	125510	\$	(15,063)	\$	_ !	\$	(15,063)
fb Program Income- REEC	125511		9,512			-	9,512
fb Program Income-EWD ATT Center	125517		14,146				14,146
fb Program Income-EWD COEx	125521		43,007				43,007
fb Program Income ECMP Material Sales	214002		8,456				8,456
Total Restricted Program Income		\$	60,058	\$	-	\$	60,058
Total Restricted Student Fees & Program Income		\$	60,058	\$	2,958,718	\$	3,018,776
Unrestricted Transfer & Bailout							
Federal Work Study Institutional Match	121366	\$	=	\$	250,464	\$	250,464
Categorical Program Transfer-In, OPEB, FT 61			=		2,672,454	\$	2,672,454
Total Unrestricted Transfer & Bailout		\$	-	\$	2,922,918	\$	2,922,918
Total General Fund - Restricted		\$	10,677,809	\$	17,372,101	\$	28,049,909
Special Revenue Fund: Child Development Fund: Federal Sources:							
Child Care Food Program	211049/211050	\$	85,434	\$	-	\$	85,434
State Sources:							
Child Care Tax Bailout*	212018	\$	=	\$	77,151 <sup>**</sup>	\$	77,151
General Child Care & Development	212075				116,020		116,020
CA State Preschool	212130				942,370		942,370
Foundation & Other Organization/Entity Haas Fund - Child Care Center Materials	213012	\$	7,561	\$	_ 1	\$	7,561
City College Foundation Pass Thru:							
Orfalea Foundation-Child Care Center	213812				350,000		350,000
fb Child Care & Services Parent Fees	214001		34,011		!		34,011
Transfer-In to Child Care Program					750,000		750,000
Total Child Development Fund		\$	127,006	\$	2,235,541	\$	2,362,547
Cafeteria Fund	220000	\$		\$	1 000 000	\$	1 000 000
Transfer-In to Cafeteria Operations	220000	<b>&gt;</b>	-	\$	1,000,000 475,000	\$	1,000,000 475,000
Total Cafeteria Development Fund		\$	-	\$	1,475,000	\$	1,475,000
Other Post Employment Benifits Fund Transfer-In OPEB Fund	614000	\$	500,000	\$	500,000	\$	1,000,000
Total Cafeteria Development Fund		\$	500,000	\$	500,000	\$	1,000,000
Total Special Revenue Funds		\$	127,006	\$	3,710,541	\$	3,837,547
Total Restricted General Funds and Special Revenue Fu	nds	\$	10,804,815	\$	21,082,642	\$	31,887,456

#### Notes:

- + Carry-forward Balances rolled over are estimated as of Sept 5, 2012.
- \* Budgets for 2012-2013 are based on the State Apportionment Schedule dated 7-18-2012 and other revenue information.
- #1 General Fund Restricted Programs and Child Development Programs eligible to carry-forward commitments and available balance to be used in the Annual Appropriation for FY 2012-13.
- #2 General Fund Restricted and Child Development Fund appropriations shall be increased in accordance with the amounts made available during fiscal year 2012-2013. It is informed to the Board of Trustees either by single resolution or by matrix resolution.
- #3 Unrestricted General Fund appropriates this transfer to various State Categorical and Child Care Program Awards in the event the annual authorized operational cost exceeds the State and Local Allocations.
- fb Indicates that the "Carry Forward" IS the Fund Balance measured as of Sept 5, 2012 for fiscal year ending 06/30/2012.

			FΥ	/ 2011-2012 Fund		rry-forward Budget to	Esti	FY 2012-2013 mated Revenues and Resources	E	2012-2013 Stimated penditures
		Fund Code		Balance	F	Y 2012-13		Budget		propriation
Fe	e Based Program:									
	Continuing Education Programs	125501	\$	128,929	\$	-	\$	530,000	\$	530,000
	College for Teens	125514		135,696				185,153	•	185,153
	ESL International Institute	125502		74,341				893,700	•	893,700
	ESL Processing Fees	125505		98,342				58,200	•	58,200
	Web & Telephone Fees	125508		74,767				213,750	•	213,750
fb	GIS Center Training Fees	125518		37,334		37,334			•	37,334
fb	Dacum -Workshop Fees	129102		3,692		3,692			•	3,692
fb	District Property Mgt Fees	125520		29,105		29,105			•	29,105
Pa	rticipating F & A Cost Recovery:									
fb	Contract Ed Dept Incentives	125601		35,680	\$	35,680			\$	35,680
fb	Continuing Ed Dept Incentives	125602		40,079		40,079			•	40,079
	Grant Fiscal F & A Cost Recovery	125603		226,107				451,127	•	451,127
	Research F & A Cost Recovery	125607		-				281,188	•	281,188
	Contract Ed F & A Cost Recovery	129991		150,866				432,334	•	432,334
fb	Safety Officer Training Recovery	125608		3,013		3,013			•	3,013
fb	PE Van	126001		6,174		6,174			•	6,174
Во	ard Designated Program Service Fund									
+	Second Chance Program	153002		84,988		84,988				84,988
+	Mentoring and Service Learning Lab	153003		100,000		100,000				100,000
To	tal Internally Designated Fund Type 1	5	\$	1,229,113	\$	340,065	\$	3,045,452	\$	3,385,517
fb	Total Departmental Funds Type 14		\$	1,551,410	\$	1,551,410	\$	-	\$	1,551,410
De	signated and Internal Service Funder	d Programs	\$	2,780,523	\$	1,891,475	\$	3,045,452	\$	4,936,927

#### Notes

- + Carry-forward Balances rolled over are estimated as of Sept 5, 2012.
- \* Budgets for 2012-2013 are based on the State Apportionment Schedule dated 7-18-2012 and / or other Revenue and Resources estimates.
- #1 General Fund Restricted Programs and Child Development Programs eligible to carry-forward commitments and available balance to be used in the Annual Appropriation for FY 2012-13.
- #2 General Fund Restricted and Child Development Fund appropriations shall be increased in accordance with the amounts made available during fiscal year 2012-2013. The Board of Trustees is informed either by single resolution or by matrix resolution.
- #3 Unrestricted General Fund appropriates this transfer to various State Categorical and Child Care Program Awards in the event the annual authorized operational cost exceeds the State and Local Allocations.

# Expenditure Assumptions And

**Final Expenditure Budget** 

#### **Expenditure Assumptions for FY 2012-13**

- Expenditures are based on the final state budget as signed by the Governor
- Fund allocated for classes need to be used in the most productive manner for the College to generate base enrollment of approximately 34,000 FTES;
- A Summer session will be held in 2013, the size will depend on the outcome of the November elections;
- Sufficient funds are budgeted to cover the cost of increased costs for fringe benefits such as health insurance for active and retired employees and for increased employer contributions for some employees who are members of the SF Employee Retirement System;
- All college employees will have their wages reduced during 2012-13, such reductions range from -2.85% to -5.2%
- The transfer out from the Unrestricted Fund to Categorical Restricted Funds is budgeted at \$2.3 Million;
- Spending for non-instructional assignments are reduced by \$875K;
- The college will reduce personnel by the equivalent of about 70 positions combined all categories;
- Non personnel spending reduction including materials and supplies and contract services will be maintained at 2011-12 levels.
- If the ballot measures proposed by the Governor and by the College for the November elections are not approved by voters the College will need to reduce spending by \$10.3 M. A plan for such reductions will be based on the FCMAT report to be received during mid-September 2012

SFCCD Summary of Instruction Sevices, Student Services, and Maintenance/Administration Fiscal Years 2010, 2011, 2012, 2013

Description	2009-2010 Actual	2010-2011 Actual	2011-2012 Actual	2012-2013 Estimated Budget
Total Instruction	64.21%	64.47%	64.30%	64.06%
Total instruction	04.21%	04.47%	04.30%	04.00%
Total Student Services	10.59%	10.59%	10.93%	11.00%
Total Maintenance/Administratio	25.19%	24.94%	24.77%	24.94%
Total Expenditures	100.00%	100.00%	100.00%	100.00%

SFCCD	Personnel I	Expenditures:	Budget, Forecas	t and Actual
SFCCD	Actual	Actual	Forecast	Final Budget
Final Budget	2009-2010	2010-2011	2011-2012	2012-2013
Unrestricted Fund	Total	Total	Total	Total
Fiscal Year 2012-2013	Unrestricted	Unrestricted	Unrestricted	Unrestricted
Certificated Salaries				
1120 - Faculty-Sch1	\$ 49,028,135	\$ 49,457,265	\$ 50,053,422	\$ 46,508,454
1129 - Faculty-Long Term Substitute	152,211	150,685	94,400	90,418
1210 - Administrators	6,978,406	5,131,893	5,254,015	4,537,708
1220 - Nonteaching-Sch1	2,154,973	2,165,398	2,069,167	1,706,554
1230 - Librarians-Sch1	1,685,600	1,720,768	1,811,903	1,568,158
1240 - Counselors-Sch1	5,784,377	6,071,341	6,456,840	6,046,561
1250 - Student Health Personnel			76,174	
1280 - Supervisors	1,227,076	1,109,668	1,103,893	1,214,366
1322 - Faculty-Regular Hours	2,574,347	2,640,093	2,347,158	2,392,625
1323 - Faculty-Reg Hrs PBL	18,739,405	15,592,023	14,548,315	14,791,963
1324 - Faculty-Summer/Int Hourly	1,592,420	1,575,303	1,084,398	2,706,706
1325 - Faculty-Subs	1,021,716	1,019,124	609,657	565,763
1333 - Faculty-Reg Hrs Ovrld By Loa	1,657,117	3,284,488	2,748,395	2,723,836
1412 - Supervisors-Hourly	=	=	60,203	44,953
1422 - Nonteaching-Hourly	2,295,380	2,275,036	2,169,504	1,969,111
1423 - Part-time Office Hours	479,800	464,216	442,839	432,151
1424 - Nonteaching-Sum/Int	31,119	19,338	45,056	8,490
1432 - Librarians-Hourly	30,926	17,814	10,615	10,615
1442 - Counselors-Hourly	526,020	590,372	482,929	482,000
1444 - Counselors-Sum/Int	61,221	103,149	126,244	159,834
1452 - Student Health Persn-Hourly	12,570	7,385	=	
1484 - Supervisors-Stipends	525,156	553,116	621,272	622,000
1990 - Grievance-Acad Settle	90,774	20,769	4,377	
1992 - AFT-contract retros	10,569	7,618	96,477	
1220 and 1422 - Unallocated reductions				
in Nonteaching-Schedule 1 and				
Nonteaching-Hourly				500,000
Total Certificated Salaries	\$ 96,659,318	\$ 93,976,862	\$ 92,317,252	\$ 89,082,266
Classified Salaries				
2110 - Classified-Reg	34,101,083	33,206,124	31,836,297	\$ 30,007,471
2113 - Classified-Perm Non-Sched Extra Hrs	287			
2115 - Governing Board	41,757	41,439	41,439	42,000
2210 - Instructional Aides-Reg	2,439,280	2,517,110	2,450,540	2,232,761
2330 - Classified-NI Temp	1,208,684	1,385,418	1,288,878	1,179,855
2334 - Classified-Sum/Int	34,490	52,673	35,885	75,009
2370 - Classified-NI Coll Aide	1,317,514	1,455,469	1,381,425	1,387,150
2374 - Classified-Summer Lab Aide	76,921	58,698	73,762	75,000
2375 - Classified-NI Coll Aide WK Stdy	81	8,075	5,499	5,000
2410 - Instructional Aides-Non Reg	480,099	422,199	413,718	446,126
2380 - Classified-Overtime	180,937	197,483	175,264	180,024
2386 - Classified-Lead Pay	246			
2XXX - Adjustments		(279,007)	131,918	
Total Classified Salaries	\$ 39,881,379	\$ 39,065,681	\$ 37,834,624	\$ 35,630,396
Fringe Benefits-Budget Only				
3100 - STRS	7,196,258	7,069,382	6,966,870	\$ 6,679,835
3200 - STRS 3200 - PERS Retirement				\$ 6,679,835 451,159
	500,163	428,366	381,559	•
3300 - OASDI	2,375,686	2,288,004	2,231,320	2,081,320
3320 - Medicare	1,759,703	1,734,208	1,719,611	1,850,473
3400 - Heath Plan	13,032,494	13,593,750	13,775,840	13,409,239
3414 - Lila ER Contribution	18,519	(22,601)	2 004 264	2 720 070
3420 - Dental 3430 - Life Insurance	2,774,580 150,545	2,832,684 151,254	2,804,361 141,338	2,720,079 148,608
3440 - Prescriptions	127,399	·		•
		126,798	119,587	120,000
3460 - Post-Retirement	5,720,950	6,317,670	6,743,730	7,500,000
3500 - State Unemployment Insurance	697,123	1,205,514	2,201,734	1,754,327
3600 - Workers Compensation	1,330,840	1,294,218	1,271,433	2,007,742
3700 - SF Retirement System	5,920,627	5,917,687	6,305,308	6,163,493
3901 - Budget Undistributed-to Balance	6,197	15,118	6 755	
3980 - Other Benefits  Total Fringe Benefits	45,919	150,963 \$ 43,103,015	6,760 \$ 44,669,453	\$ 44,886,275
	\$ 41,657,003		<del>+ 1,000,000</del>	
Subtotal Salaries and Benefits	178,197,700	176,145,558	174,821,330	169,598,937

SFCCD	Non-personnel Expenditures: Budget, Forecast and Actual								
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013				
Final Budget	Actual	Actual	Actual	Forecast	Final				
Unrestricted Fund	Total	Total	Total	Total	Total				
Fiscal Year 2012-2013	Unrestricted	Unrestricted	Unrestricted	Unrestricted	Unrestricted				
	Actual	Actual	Actual	Estimated	Final Budget				
Acct Code & Title	FY 08-09	FY09-10	FY10-11	FY11-12	FY12-13				
4000-Budget-Supplies/Materials *	\$ -	\$ -	\$ -	\$ -	\$ -				
4102-Textbooks	32,333	546	2,417	2,341	2,500				
4103-Other Books	6,568	13,494	8,333	9,718	11,400				
4211-Cafeteria-COGS (Food)	222	-	-	-	-				
4301-Printing Supplies	588,697	209,428	230,319	137,234	140,000				
4302-Computer Supplies	34,613	33,626	24,655	18,652	24,000				
4303-Other Supplies	990,736	927,154	886,703	822,813	877,000				
4304-Durable Supplies	13,853	335	335	4,958	5,000				
4305-Instructional Supplies	142,660	40,357	32,459	-	242,199				
4306-Food Supplies	-	26,153	25,125	-	-				
4313-BKST Bags & Packing (BSTORE ONLY)	-	-	-	-	-				
4402-Uniforms	10,991	13,957	26,903	24,982	25,200				
4405-Paper/Plastic Supplies	-	-	-	3,005	3,000				
4410-Miscellaneous	(17)	-	-	-	-				
4000 - Proposition Lottery Transfers *					(300,000				
4888-SUPPLIES EXPENSE RECOVERY	-	-	-	-	-				
Total	\$ 1,820,655	\$ 1,265,050	\$ 1,237,249	\$ 1,023,703	\$ 1,030,299				
5000-Budget-Other Operating Expenses *	_ \$ -	\$ -	\$ -	\$ -	\$ -				
5060-Depreciation-Computer Equipment	1,628	-	-	-	-				
5070-Depreciation-Misc. Equipment	687	-	-	-	-				
5080-Capital Lease Amortization	155,556	_	_	_	_				
	4 267 274	(4.525)	400.000	202.025	425.000				
5101-Instructional Service Agreements	1,367,371	(4,636)	100,000	393,025	125,000				
5110-Guest Lecturer	3,000	3,014	2,631	862	125,000 1,000				
5110-Guest Lecturer 5120-Computer Consulting	3,000 200	3,014	2,631	862	1,000				
5110-Guest Lecturer 5120-Computer Consulting 5130-Dues and Memberships	3,000	3,014 - 121,598	2,631	862	1,000				
5110-Guest Lecturer 5120-Computer Consulting 5130-Dues and Memberships 5131-Participants Cost	3,000 200 163,297	3,014 - 121,598 (7,407)	2,631 - 197,166 -	862 - 207,331 -	1,000 - 188,876 -				
5110-Guest Lecturer 5120-Computer Consulting 5130-Dues and Memberships 5131-Participants Cost 5190-Other Consulting	3,000 200 163,297 - 1,086,344	3,014 - 121,598	2,631 - 197,166 - 758,062	862	1,000				
5110-Guest Lecturer 5120-Computer Consulting 5130-Dues and Memberships 5131-Participants Cost 5190-Other Consulting 5191-Misc Personal Services	3,000 200 163,297	3,014 - 121,598 (7,407) 716,614 -	2,631 - 197,166 - 758,062 32,479	862 - 207,331 - 908,279	1,000 - 188,876 - 1,143,279				
5110-Guest Lecturer 5120-Computer Consulting 5130-Dues and Memberships 5131-Participants Cost 5190-Other Consulting 5191-Misc Personal Services 5192-Stipends	3,000 200 163,297 - 1,086,344	3,014 - 121,598 (7,407) 716,614 - 2,164	2,631 - 197,166 - 758,062 32,479 3,666	862 - 207,331 - 908,279 - 14,400	1,000 - 188,876 -				
5110-Guest Lecturer 5120-Computer Consulting 5130-Dues and Memberships 5131-Participants Cost 5190-Other Consulting 5191-Misc Personal Services 5192-Stipends 5193-Honorarium	3,000 200 163,297 - 1,086,344 108 -	3,014 - 121,598 (7,407) 716,614 - 2,164	2,631 - 197,166 - 758,062 32,479 3,666 1,480	862 - 207,331 - 908,279 - 14,400	1,000 - 188,876 - 1,143,279				
5110-Guest Lecturer 5120-Computer Consulting 5130-Dues and Memberships 5131-Participants Cost 5190-Other Consulting 5191-Misc Personal Services 5192-Stipends 5193-Honorarium 5202-Conference and Food Services	3,000 200 163,297 - 1,086,344 108 - - 45,668	3,014 - 121,598 (7,407) 716,614 - 2,164 - 2,375	2,631 - 197,166 - 758,062 32,479 3,666 1,480 3,577	862 - 207,331 - 908,279 - 14,400 - 729	1,000 - 188,876 - 1,143,279 - 14,400 - -				
5110-Guest Lecturer 5120-Computer Consulting 5130-Dues and Memberships 5131-Participants Cost 5190-Other Consulting 5191-Misc Personal Services 5192-Stipends 5193-Honorarium 5202-Conference and Food Services 5210-Travel - Non-Local	3,000 200 163,297 - 1,086,344 108 - 45,668 108,741	3,014 - 121,598 (7,407) 716,614 - 2,164 - 2,375 32,127	2,631 - 197,166 - 758,062 32,479 3,666 1,480 3,577 49,190	862 - 207,331 - 908,279 - 14,400 - 729 31,246	1,000 - 188,876 - 1,143,279 - 14,400 - - 15,000				
5110-Guest Lecturer 5120-Computer Consulting 5130-Dues and Memberships 5131-Participants Cost 5190-Other Consulting 5191-Misc Personal Services 5192-Stipends 5193-Honorarium 5202-Conference and Food Services 5210-Travel - Non-Local 5212-Travel - Local	3,000 200 163,297 - 1,086,344 108 - 45,668 108,741 35,133	3,014 - 121,598 (7,407) 716,614 - 2,164 - 2,375 32,127 10,098	2,631 - 197,166 - 758,062 32,479 3,666 1,480 3,577 49,190 9,463	862 - 207,331 - 908,279 - 14,400 - 729 31,246 46,831	1,000 - 188,876 - 1,143,279 - 14,400 - -				
5110-Guest Lecturer 5120-Computer Consulting 5130-Dues and Memberships 5131-Participants Cost 5190-Other Consulting 5191-Misc Personal Services 5192-Stipends 5193-Honorarium 5202-Conference and Food Services 5210-Travel - Non-Local 5212-Travel - Local 5254-Election	3,000 200 163,297 - 1,086,344 108 - 45,668 108,741 35,133 1,116,710	3,014 - 121,598 (7,407) 716,614 - 2,164 - 2,375 32,127 10,098 (529,820)	2,631 - 197,166 - 758,062 32,479 3,666 1,480 3,577 49,190 9,463 120,000	862 - 207,331 - 908,279 - 14,400 - 729 31,246 46,831 121,414	1,000 - 188,876 - 1,143,279 - 14,400 15,000 15,000				
5110-Guest Lecturer 5120-Computer Consulting 5130-Dues and Memberships 5131-Participants Cost 5190-Other Consulting 5191-Misc Personal Services 5192-Stipends 5193-Honorarium 5202-Conference and Food Services 5210-Travel - Non-Local 5212-Travel - Local 5254-Election 5350-Postage	3,000 200 163,297 - 1,086,344 108 - - 45,668 108,741 35,133 1,116,710 347,863	3,014 - 121,598 (7,407) 716,614 - 2,164 - 2,375 32,127 10,098 (529,820) 192,434	2,631 - 197,166 - 758,062 32,479 3,666 1,480 3,577 49,190 9,463 120,000 139,252	862 - 207,331 - 908,279 - 14,400 - 729 31,246 46,831 121,414 98,319	1,000 - 188,876 - 1,143,279 - 14,400 15,000 15,000 - 100,000				
5110-Guest Lecturer 5120-Computer Consulting 5130-Dues and Memberships 5131-Participants Cost 5190-Other Consulting 5191-Misc Personal Services 5192-Stipends 5193-Honorarium 5202-Conference and Food Services 5210-Travel - Non-Local 5212-Travel - Local 5254-Election 5350-Postage 5410-Insurance	3,000 200 163,297 - 1,086,344 108 - 45,668 108,741 35,133 1,116,710	3,014 - 121,598 (7,407) 716,614 - 2,164 - 2,375 32,127 10,098 (529,820)	2,631 - 197,166 - 758,062 32,479 3,666 1,480 3,577 49,190 9,463 120,000 139,252 1,197,616	862 - 207,331 - 908,279 - 14,400 - 729 31,246 46,831 121,414 98,319 1,141,230	1,000 - 188,876 - 1,143,279 - 14,400 15,000 15,000 - 100,000 1,200,000				
5110-Guest Lecturer 5120-Computer Consulting 5130-Dues and Memberships 5131-Participants Cost 5190-Other Consulting 5191-Misc Personal Services 5192-Stipends 5193-Honorarium 5202-Conference and Food Services 5210-Travel - Non-Local 5212-Travel - Local 5254-Election 5350-Postage 5410-Insurance 5450-Self-Insurance Claims	3,000 200 163,297 - 1,086,344 108 - 45,668 108,741 35,133 1,116,710 347,863 1,055,639	3,014 - 121,598 (7,407) 716,614 - 2,164 - 2,375 32,127 10,098 (529,820) 192,434 1,058,864	2,631 - 197,166 - 758,062 32,479 3,666 1,480 3,577 49,190 9,463 120,000 139,252 1,197,616 (31,135)	862 - 207,331 - 908,279 - 14,400 - 729 31,246 46,831 121,414 98,319 1,141,230 31,235	1,000 - 188,876 - 1,143,279 - 14,400 15,000 15,000 - 100,000 1,200,000 32,000				
5110-Guest Lecturer 5120-Computer Consulting 5130-Dues and Memberships 5131-Participants Cost 5190-Other Consulting 5191-Misc Personal Services 5192-Stipends 5193-Honorarium 5202-Conference and Food Services 5210-Travel - Non-Local 5212-Travel - Local 5254-Election 5350-Postage 5410-Insurance 5450-Self-Insurance Claims 5510-Water/Sewage	3,000 200 163,297 - 1,086,344 108 - 45,668 108,741 35,133 1,116,710 347,863 1,055,639 - 459,540	3,014 - 121,598 (7,407) 716,614 - 2,164 - 2,375 32,127 10,098 (529,820) 192,434 1,058,864 - 487,043	2,631 - 197,166 - 758,062 32,479 3,666 1,480 3,577 49,190 9,463 120,000 139,252 1,197,616 (31,135) 425,433	862 - 207,331 - 908,279 - 14,400 - 729 31,246 46,831 121,414 98,319 1,141,230 31,235 488,246	1,000 - 188,876 - 1,143,279 - 14,400 15,000 15,000 - 100,000 1,200,000 32,000 550,000				
5110-Guest Lecturer 5120-Computer Consulting 5130-Dues and Memberships 5131-Participants Cost 5190-Other Consulting 5191-Misc Personal Services 5192-Stipends 5193-Honorarium 5202-Conference and Food Services 5210-Travel - Non-Local 5212-Travel - Local 5254-Election 5350-Postage 5410-Insurance 5450-Self-Insurance Claims 5510-Water/Sewage 5520-Gas/Electricity	3,000 200 163,297 - 1,086,344 108 - 45,668 108,741 35,133 1,116,710 347,863 1,055,639 - 459,540 1,487,799	3,014 - 121,598 (7,407) 716,614 - 2,164 - 2,375 32,127 10,098 (529,820) 192,434 1,058,864 - 487,043 1,324,246	2,631 - 197,166 - 758,062 32,479 3,666 1,480 3,577 49,190 9,463 120,000 139,252 1,197,616 (31,135) 425,433 1,260,314	862 - 207,331 - 908,279 - 14,400 - 729 31,246 46,831 121,414 98,319 1,141,230 31,235 488,246 1,213,723	1,000 - 188,876 - 1,143,279 - 14,400 15,000 15,000 - 100,000 1,200,000 32,000 550,000 1,526,122				
5110-Guest Lecturer 5120-Computer Consulting 5130-Dues and Memberships 5131-Participants Cost 5190-Other Consulting 5191-Misc Personal Services 5192-Stipends 5193-Honorarium 5202-Conference and Food Services 5210-Travel - Non-Local 5212-Travel - Local 5254-Election 5350-Postage 5410-Insurance 5450-Self-Insurance Claims 5510-Water/Sewage	3,000 200 163,297 - 1,086,344 108 - 45,668 108,741 35,133 1,116,710 347,863 1,055,639 - 459,540	3,014 - 121,598 (7,407) 716,614 - 2,164 - 2,375 32,127 10,098 (529,820) 192,434 1,058,864 - 487,043	2,631 - 197,166 - 758,062 32,479 3,666 1,480 3,577 49,190 9,463 120,000 139,252 1,197,616 (31,135) 425,433	862 - 207,331 - 908,279 - 14,400 - 729 31,246 46,831 121,414 98,319 1,141,230 31,235 488,246	1,000 - 188,876 - 1,143,279 - 14,400 15,000 15,000				

SFCCD	Non-personnel Expenditures: Budget, Forecast and Actual								
	2008-2009	2009-2010	2010-2011	2011-2012	2012-2013				
Final Budget	Actual	Actual	Actual	Forecast	Final				
Unrestricted Fund	Total	Total	Total	Total	Total				
Fiscal Year 2012-2013	Unrestricted	Unrestricted	Unrestricted	Unrestricted	Unrestricted				
	Actual	Actual	Actual	Estimated	Final Budget				
Acct Code & Title	FY 08-09	FY09-10	FY10-11	FY11-12	FY12-13				
5610-Other Property Leases	701,923	723,888	690,581	713,083	716,000				
5620-Property Leases - SFUSD	773,657	914,401	813,257	786,383	243,575				
5631-Vehicle Leases	52,319	43,276	16,707	11,398	11,000				
5632-Copier Leases	210,259	293,857	258,852	265,909	340,000				
5633-Other Leases	77,527	73,312	174,659	148,644	153,000				
5640-Maint & Repair - Non-Equipment	991,483	803,160	973,597	766,717	815,000				
5650-Maint & Repair - Equipment	602,935	516,317	665,396	605,696	846,848				
5655-Maint & Repair - Vehicles	77,664	67,875	78,515	68,360	65,000				
5656-Software License Fees	779,119	758,599	911,851	560,541	660,000				
5657-Maint - Hazardous Materials	152,989	125,513	125,972	134,685	125,000				
5658-Maint - Other	2,900	6,840	3,544	4,336	-				
5720-Litigation	314,851	250,829	175,843	63,243	100,000				
5721-Judgments/Claims/Settlements	7,830	(14,616)	85,529	-	100,000				
5722-Legal Services	168,846	577,847	196,932	261,939	400,000				
5723-Alternative Dispute Resolution	7,035	-	-	-					
5724-Investigations	193,999	2,400	3,360						
5801-Broadcasting	66,156	21,062	70,326	48,639	45,000				
5802-Print Advertising	53,500	21,366	84,944	33,375	34,000				
5803-Other Advertising	11,665	5,582	1,250	160	34,000				
5804-Community Outreach	15,965	4,364	2,085	1,751	1,800				
, , , , , , , , , , , , , , , , , , ,	34,299	4,364 148	2,063	1,751	1,800				
5805-Student Outreach 5888-SERVICES EXPENSE RECOVERY	(16,701)				-				
	, , ,	(1,264)	(1,448)	(26,417)	-				
5901-Interest expense	13 299,685	168 346,976	54,274	160.476	500,000				
5901T-Interest expense-TRAN	•	•	288,923	160,476	500,000				
5902-Testing Services	21,556	-	- 10.704	- 10 122	21 000				
5903-City Services	17,844	18,924	19,704	19,122	21,000				
5904-Meals for Governing Board	12,843	1,930	220 546	2,188	2,000				
5906-Credit Card Fees	274,685	294,105	329,546 114	347,976 -	328,000				
5907-Over/Short	200	(212)			- 02.000				
5908-Bank Service Fees	86,418	88,081	100,179	102,366	92,000				
5909-Receivable Write-Off	-	718,122	2,931	400,000	400,000				
5910-Other Expenses	109,577	17,766	41,629	52,282	100				
5911-Tuition Reimbursement	30,908	37,622	36,993	41,878	40,000				
5912-Fees for Services	15,867	302,969	262,713	127,710	126,000				
5913-Banquet and Other Food Expenses	48,172	1,225	159	1,034	=				
5914-Governmental Fees, Taxes & License	-	440	-	26,696	14,000				
5000 - Proposition Lottery Transfers *					(300,000)				
5XXX-Unallocated									
Total	\$ 14,474,115	\$ 11,080,702	\$ 11,467,789	\$ 11,092,330	\$ 11,495,000				

SFCCD	Non-personnel Expenditures: Budget, Forecast and Actual									
	200	08-2009	2	2009-2010		2010-2011		2011-2012		2012-2013
Final Budget	A	Actual		Actual		Actual		Forecast		Final
Unrestricted Fund		Total		Total		Total		Total		Total
Fiscal Year 2012-2013	Unr	estricted	U	Inrestricted	ι	Jnrestricted	ι	Inrestricted	ι	Jnrestricted
	-	Actual		Actual		Actual	١	Estimated	F	inal Budget
Acct Code & Title	F١	08-09		FY09-10		FY10-11		FY11-12		FY12-13
6000-Budget-Capital Outlay *	\$	_	\$	_	\$	_	\$	_	\$	_
6102-Site Improvements	- '	_		-		_		-		_
6201-Planning Costs		_		-		150		-		=
6202-Construction in Progress		_		_		60,589		_		_
6308-Video		5,014		4,372		5,127		1,251		1,260
6411-Add-Furniture/Fixtures		3,988		3,287		15,809		-		-
6412-Add-Vehicles		-		-		15,770		-		_
6413-Add-Computer Equipment		21,980		2,320		27,501		789		50,000
6414-Add-Miscellaneous Equipment		5,061		20,204		17,340		-		- -
6431-Repl-Furniture/Fixtures		12,700		-		=		-		=
6432-Repl-Vehicles		21,436		19,489		24,770		20,946		21,000
6433-Repl-Computer Equipment		2,600		-		1,869		1,915		2,000
6434-Repl-Miscellaneous Equipment		9,770		29,363		(190)		4,980		5,200
6441-Add-Non Cap Custodial Furn/Fix	_		-		12,203		669		700	
6443-Add-Non Cap Computer Eqp	6,095		-		2,506		_		-	
6444-Add-Non Cap Custodial Misc Equip		14,544		27,020		11,265		-		14,700
6451-Add-Expendable Furniture/Fixt		963		(0)		2,735		1,462		6,600
6453-Add-Expendable Computer Equip		-		9,524		16,237		-		-
6454-Add-Expendable Misc Equipment		650		9,791		14,653		3,506		9,087
Total	\$	104,802	\$	125,369	\$	228,334	\$	35,516	\$	110,547
7000-Budget - Other outgoing	\$	_	\$	_	\$	_	\$	_	\$	_
7320-Transfer out - State Categoricals	-	225,452		1,116,141		5,810,229		5,436,568		2,363,553
7330-Transfer out - Cafeteria, PYMTS to Stude	ı	772,943		781,918		656,679		540,658		475,000
7340-Transfer out - Child Development		938,331		565,000		381,732		906,727		750,000
7370-Transfer out - Self-Insurance		173,920		147,439		131,577		83,404		83,404
7380-Transfer out - Financial Aid		-		_		_		157,816		157,997
7382-Transfer out - OPEB Trust Fund		_		-		29,855		500,000		500,000
7383-Transfer out - Scholarship Trust		41,400		23,400		9,000		7,200		7,500
7501-Payments to Students								-		
7600-Other Payments to/for Students		28,318		-		-		-		
7901- Unallocated Cost										
Total	\$ 2	,180,364	\$	2,633,898	\$	7,019,072	\$	7,632,373	\$	4,337,454
Subtotal Non-Personnel	\$ 18	,579,936	Ś	15,105,019	Ś	19,952,444	Ś	19,783,922	\$	16,973,300
Subtotal Salaries and Benefits	<b>7 10</b>	,575,550	Ť	10,100,010	Ţ	23,332,144		174,821,330	\$	169,598,937
Total Budget								194,605,252	\$	186,572,237
<b></b>							γ.	13 1,003,232	7	100,372,237

<sup>\*</sup> Will seek to backfill with Prop 20

**Budget Resolution** 

DATE: September 11, 2012 B1

SUBJECT: GENERAL FUND

Adoption of Annual 2012-2013 Budget

(Final Budget)

(Resolution No. 120911-B1)

#### **BACKGROUND INFORMATION:**

The Final Annual Budget for City College for 2012-13 reflects the final state budget as enacted. Revenue estimates presume that the Governor's compromise ballot measure passes and the parcel tax fails. The Final Annual Budget for 2012-2013 is a roll-over of current expenses plus unavoidable cost increases, minus anticipated saving. The Board adopted a tentative budget for fiscal year 2012-2013 in June 2012.

#### Annual Budget for 2012-2013: Final Recommendations

The 2012-2013 Annual Budget for the General Fund Unrestricted is based on the Governor's compromise ballot measure Revised Budget with projected revenue and resources totaling \$186,572,237 of which \$186,572,237 represents the sum of state and local allocations and fees and \$ 0 represents the prior year's forecasted unreserved undesignated fund balance.

The General Fund Unrestricted Expenditure Budget for FY 2012-2013 is \$186,572,237, the same amount as the Tentative Budget adopted June 28, 2012.

The recommended 2012-2013 Annual Budget, as proposed by the Chancellor and submitted to the Board of Trustees for approval, is as follows:

#### **General Fund - Unrestricted**

Estimated Revenue Appropriations Estimated Revenues and Transfers-in Add: Beginning Balance Add: Transfer from Designated Reserve	\$	186,572,237 - -
Total Estimated Revenue & Resources		186,572,237
Estimated Expenditure Appropriations Estimated Expenditures Less: Unallocated Abatements Total Estimated Expenditures	\$	186,572,237 - 186,572,237
Estimated Surplus / (Deficit)	\$	-
Internally Designated Fees & Services Fund Type 15		3,385,517
Internally Designated Departmental Fund Type 13	\$	1,551,410
Total Internally Designated Unrestricted Funds		4,936,927
Federal	\$	10,153,403
State	•	9,403,235
Pass Thru the City College of San Francisco		82,354
Foundations		1,248,439
Community Based Organizations		306,658
City and County of San Francisco Contract Education Programs		585,035 329,091
Fees and Restricted Program Income		3,018,776
FWS Inst match & Categorical Transfers-In		2,922,918
Total Restricted Funds Type 12	\$	28,049,909
Special Revenue Fund - Child Development Funds Type 21	\$	2,362,547
Special Revenue Fund – Cafeteria Funds Type 22	\$	1,475,000
Self Insurance – OPEB 61	\$	1,000,000
Total Restricted, Special Revenue and OPEB funds	\$	32,887,456
Capital Projects Funds (Estimated Fund Balance 06/30/2012)		
Local Capital Projects	\$	2,059,732
2001 Bond		7,906,013
2005 Bond		57,591,199
Total Capital Projects Funds	\$	67,556,944
Notes:		
(1): Fund Balance (Balance sheet) Measurement Dates are as of September 6, 2012		
(2): All other Budgeted fund amounts are based on the Income measurement approach covering the Period July 1, 2012 to June 30, 2013.		
(3): No transfers from the Board Designated Reserve into the Unrestricted General fund are contemplated in the final budget. Therefore, the Board Designated Reserve is disclosed in memorandum format only. Projected Board Designated Reserve 6/30/2012	\$	3,152,879
Projected Board Designated Reserve 6/30/2013	\$	3,152,879
1 Tojootoa Board Designated Neserve 0/30/2013	Ψ	3, 132,079

#### Part 1: Adoption of the Annual Budget

Section 1 In accordance with Title 5, California Code of Regulations, Section 58196 the

Board of Trustees of the San Francisco Community College District hereby adopts the Annual Budget for 2012-2013, hereafter termed the Final Annual Budget of the San Francisco Community College District, as detailed on Community College District forms and summarized by fund, purpose, and

amount as follows:

Section 2 Any action taken by the Board of Trustees at its meeting of September 11, 2012 shall be incorporated in the 2012-2013 Annual Budget and a copy of

the 2012-2013 Annual Budget with modifications shall be placed in the official

files of the Board of Trustees.

Section 3 The estimated receipts, income and revenue enumerated in the Annual

Budget are hereby appropriated to the several funds and departments indicated in the Annual Budget for the purpose of meeting expenditure appropriations provided in the Annual Budget. These proposed expenditures are hereby appropriated to the funds and departments enumerated in the Annual Budget. Each department for which an expenditure appropriation is made is hereby authorized to use, in the manner provided by law, the

made is hereby authorized to use, in the manner provided by law, the amounts so appropriated for the purpose specified in the Annual Budget.

Section 4 The Chancellor and Vice Chancellor of Finance and Administration are also

authorized to execute all necessary budgetary documents, including current and subsequent budget transfers as required to maintain depository accounts with the San Francisco Controller and Treasurer, provided they are within the purposes and amounts of the budgets adopted on Community College

District forms.

Section 5 The Chancellor and Vice Chancellor of Finance and Administration are

hereby authorized to withhold filing the documents described in Section 4 above until such time as they are legally required to be filed with the local and

state agencies.

Section 6 The Chancellor and Vice Chancellor of Finance and Administration are

hereby authorized and obligated to the Administrative Provisions as contained in the attachment to this resolution entitled, Administrative

Provisions, 2012-2013.

#### Part 2: General Fund Restricted

Section 1 The General Fund - Restricted portion of the SFCCD Annual Budget contains appropriation of categorical funds from various granting agencies, thru RFP's,

Apportionment, Allocations, Subcontracts, Sub-Recipient Agreements, Fee Based Programs, Property rentals and overhead. Such appropriation shall be increased or decreased in accordance with the amount made available during the year 2012-2013 by cash receipts or allocations from the State of California or by amounts carried over from the prior fiscal year. Throughout the year, General Fund - Restricted Awards, Allocations, Sub-contract, Sub-recipients Agreements accepted by the District are communicated to the Board of Trustees monthly and appropriated to the Annual Budget. Such receipts are hereby appropriated in accordance with law for the purpose and

subject to the conditions under which each receipt was received. Within each

categorical program, transfers from unallocated amounts, transfers between accounts, and transfers between major classes are authorized to be made by the Chancellor and Vice Chancellor of Finance and Administration to the extent permitted by the laws and regulations of the State of California.

#### Part 3: Child Development Fund

Section 1

The Child Development Fund portion of the SFCCD Annual Budget contains appropriations of categorical funds from California Dept. of Education thru RFP's, Subcontracts, Sub-Recipient Agreements or gifts from various donors. Such appropriations shall be increased or decreased in accordance with the amount made available during fiscal year 2012-2013 by cash receipts or allocations from the State of California. Throughout the year, General Fund - Restricted Awards, Allocations, Sub-contract, Sub-recipients Agreements accepted by the District are communicated to the Board of Trustees monthly and appropriated to the Annual Budget. Such receipts are hereby appropriated in accordance with law for the purpose and subject to the conditions under which each receipt was received. Within each categorical program, transfers from unallocated amounts, transfers between accounts, and transfers between major classes are authorized to be made by the Chancellor and Vice Chancellor of Finance and Administration to the extent permitted by the laws and regulations of the State of California.

#### **Administrative Provisions 2012-2013**

Section 1

Because total appropriations contained in the Annual Budget are based on estimated revenues, it shall be incumbent upon the Chancellor and Vice Chancellor of Finance and Administration to review revenue estimates each month. If such revenue estimates indicate a shortage, the Chancellor and Vice Chancellor of Finance and Administration are authorized to freeze an equivalent amount of expenditure appropriations and report this action to the Board of Trustees. These frozen appropriations may only be released if subsequent estimates indicate that the collection of the amount originally estimated is assured.

Section 2

The Chancellor and Vice Chancellor of Finance and Administration are hereby authorized to make any transfer necessary to correct technical errors. In contrast, transfers from the unallocated appropriations to any expenditure classification shall be made only by formal resolution approved by a two-thirds vote of the members of the Governing Board as provided for in Title 5, California Code of Regulations, Section 58199; in addition transfers between major budget classifications shall be made only by a formal resolution approved by a majority of the members of the Board of Trustees as provided for in Title 5, California Code of Regulations, Section 58199. Transfers between subordinate accounts within a single major classification may be made by the Chancellor and Vice Chancellor of Finance and Administration.

#### Section 3

That the San Francisco Community College District is hereby authorized and directed to continue the existing special and trust funds, reserves; and the receipts in each such fund are hereby appropriated in accordance with law and the conditions under which such fund was established. The Chancellor and the Vice Chancellor of Finance and Administration are hereby authorized and directed to set up additional special and trust funds and reserves as may be created by either additional requests or under other conditions and the receipts in each fund are hereby appropriated in accordance with law for the purposes and subject to the conditions under which each fund was established.

#### Section 4

That whenever the San Francisco Community College District shall receive for a special purpose from the United States of America, the State of California, or from any public or semi-public agency, or from any private person, firm or corporation any money or property to be converted into money, there shall be set up in the accounting records of the San Francisco Community College District, a special fund or account evidencing the amount received and specifying the special purposes for which it has been received and for which it is held. Such an account or fund shall be maintained as long as any portion of said money or property remains. Such receipts are hereby appropriated in accordance with law for the purpose and subject to the conditions under which each receipt was received.

#### Section 5

Permanent certificated and classified positions continued or created by the Board of Trustees in the Annual Budget, may be increased, decreased, or reclassified only by approval of the Chancellor and Vice Chancellor of Finance and Administration. Funds provided with approval of the Chancellor and Vice Chancellor of Finance and Administration may be used to provide temporary employment when it becomes necessary to replace a permanent occupant of a position while on extended leave without pay, or for the temporary filling of a vacancy for a permanent classified position. Funds provided in the Annual Budget for permanent certificated positions may be with the approval of the Chancellor and Vice Chancellor of Finance and Administration transferred to other certificated positions.

#### Section 6

Money received as payment for damage to SFCCD property is hereby appropriated to pay the cost of repairing such equipment or property. Any excess funds, and any amount received for damaged equipment which is not to be repaired shall be credited to Miscellaneous Revenues of the General Fund; provided that where the property is damaged during construction and such construction is funded from the Capital Outlay Projects Fund, the excess funds shall be credited to the specific construction project in the Capital Outlay Projects Fund.

Section 7

In compliance with Government Code Section 7900 et seq., the College has calculated its Gann Appropriation Limit for fiscal year 2012-13. The final budget as adopted will be in compliance with this limit.

#### **RECOMMENDATION:**

**RESOLVED:** That as staff execute the final 2012-13 Budget presented to the Board of Trustees on September 11, 2012 and September 27, 2012, any identified additional savings and/or new revenue will be added to the Board Designated Reserve account as much as possible, and

**RESOLVED:** Any and all changes to the Final Budget adopted by the Board of Trustees at its meetings on September 11, 2012 and September 27, 2012 shall be incorporated into the final budget.

**FURTHER BE IT RESOLVED:** That the Chancellor, Vice Chancellor of Finance and Administration and/or their designee are hereby authorized to execute any and all documents on behalf of the District to effectuate this resolution.

#### SHARED GOVERNANCE REVIEW:

<u>X</u>	This resolution does not require review by the Shared Governance System.
	_ This resolution requires review by the Shared Governance System for recommendation to the
	Chancellor. The following Shared Governance body(ies) reviewed this resolution and took action on
	it on the date indicated:

	Date	Recommended	Not Recommended	Reviewed Only
Academic Senate				
CAC				
College PBC				

College PBC			
Only	required to review	this recolution	

Recommended for adoption:

Dr. Pamila Fisher, Interim Chancellor

# **Supplemental Schedules**

# CPBC Work Group on Campuses CCSF Campuses Cost Model Summary FALL 2012

	ı	1									
					Civic Center						
		Airport	Castro	Chinatown	(and FTM)	Downtown	Evans	Gough	John Adams	Mission	Southeast
u								-			
a tic	FTES										
ta te as i	FTES State Approved Center	•	0	<b>M4 407 400 00</b>	<b>MA 407 400 00</b>	<b>MA 407 400 00</b>	<b>#</b> 000 000 00		<b>MA 407 400 00</b>	£4.407.400.00	<b>*</b> 070 705 00
SBA	State Approved Center	0	0	\$1,107,182.00	\$1,107,182.00	\$1,107,182.00	\$830,386.00	0	\$1,107,182.00	\$1,107,182.00	\$276,795.00
- u											
c tic	Number of Credit Classes	5	46	20	46	82	68	0	103	116	33
stru	Number of Credit Classes  Number of Noncredit Classes										
EO.	Number of Noncredit Classes	0	1	218	79	199	49	0	266	261	26
	I									.1	1
	A&E/Matriculation staff	0		3.4	1.3	1	0	0	4	1	1.4
	A&R staff	0		0	0	0	0	0	1	1	0
	CDPC	0		0	0	0	0	0	0.2		
	Counselors	0	Y Y								
Student Services	Counseling Support Staff	0		1.4	0	1	0	0	1.5	1	1
. <u>-</u>	DSPS	0									
S	DSPS Staff	0	0						3.8		
en t	Financial Aid	0		0.3	0.1	0.1	0.6	0	0.3	1	0.1
) p n	Librarians	0		1	0	1	0	0	1.3	1	1
St	Library Staff	0	0	0	0	2	0	0	2	2	1
	1									1	
l _	Bookstore Staff										
Institutional Support	Buildings & Grounds	0	0	1	0	2	0	0	1	2	0
titut	CCSF Police	0	0	2	2	2	1	2	2	3	3
In S	Custodians										
	T										
	Leases or Rental Agreements										
S S S	Electric										
atir n S (	Gas										
perating xpenses	Water										
ОШ	Garbage										

Campus Summary-Prelim-FY12-13 DRAFT

# CPBC Work Group on Campuses CCSF Campuses Cost Model Summary SUMMER 2012

		Airport	Castro	Chinatown	Civic Center (and FTM)	Downtown	Evans	Gough	John Adams	Mission	Southeast
ation	FTES	1.2.2			(Control of the Control of the Contr			<u></u>			
State Basic Alloca	FTES State Approved Center	0	0	\$1,107,182.00	\$1,107,182.00	\$1,107,182.00	\$830,386.00	0	\$1,107,182.00	\$1,107,182.00	\$276,795.00
ction- es	Number of Credit Classes	1	0	0	0	5	10	0	3	9	5
Instruc	Number of Credit Classes  Number of Noncredit Classes	0	0	22	136	160	5	0	21	40	4
	A&E/Matriculation staff	0	0	3.4	1.3	1	0	0	4	1	1.4
	A&R staff	0	0	0	0	0	0	0	1	1	0
	CDPC	0	0	0	0	0	0	0	0.2	0	0
	Counselors	0	0	0	0	0	0	0	0	0	0
еs	Counseling Support Staff	0	0	1.4	0	1	0	0	1.5	1	1
ervices	DSPS	0	0	0	0	0	0		0	0	0
Se	DSPS Staff	0	0	0	0	0	0		3.8	0	0
nt	Financial Aid	0	0	0.3	0.1	0.1	0.6	0	0.3	1	0.1
Student	Librarians	0	0	1	0	1	0	0	1.3	1	1
St	Library Staff	0	0	0	0	2	0	0	2	2	1
al l	Bookstore Staff										
t	Buildings & Grounds	0	0	1	0	2	0	0	1	2	0
I	CCSF Police	0	0	2	2	2	1	2	2	3	3
In S S u	Custodians										
	Leases or Rental Agreements										
D S	Electric	\$27.00	\$-	\$3,736.00	\$1,659.00	\$6,830.00	\$2,350.00	\$1,835.00	\$2,403.00	\$9,174.00	\$-
tin nse	Gas	620.00		6,455.00	3,132.00	2,800.00	606.00	2,669.00	4,018.00	8,895.00	-
	Water	349.00		3,402.00	1,320.00	3,667.00	1,253.00	928.00	2,322.00	5,698.00	-
ОЩ ДХ	Garbage	224.00	-	2,943.00	1,978.00	5,782.00	2,511.00	1,894.00	3,346.00	5,660.00	-

Campus Summary-Prelim-FY12-13 DRAFT

# **Appendices**

# **Annual Plan**

# **Draft**



# Annual Plan 2012 - 2013

Draft - May 21, 2012

### **DRAFT**:

Note: This Plan remains a draft until approved by the College's Board of Trustees.

#### Introduction

Dear Colleagues, Community Partners, and Friends,

As described in our Mission and Vision, City College strives to provide superior and affordable educational experiences for all students within a supportive, caring, inclusive, and diverse College culture that fosters student success. To move the College closer to this vision of excellence, the Strategic Plan for 2011-2016 identifies these six Strategic Priorities:

#### A. EXCELLENCE IN TEACHING, LEARNING, AND SUPPORT SERVICES.

Strengthen and improve academic and student development programs to enhance student learning outcomes and promote access, progress, and success for all students.

#### **B. COMMUNICATION AND INFORMATION**

Improve communication among all CCSF constituencies, including students, alumni, and community partners. Coordinate the dissemination of information to these groups.

#### C. CAMPUS FACILITIES AND COMMUNITIES

Respond to the changing academic, CTE, student service, cultural and personal goals and needs of students and communities throughout San Francisco.

#### D. DIVERSITY AND INCLUSIVENESS

Promote diversity and inclusiveness at all levels of the College.

#### E. TECHNOLOGY

Update technology infrastructure, hardware, and software to support the College's vision and mission.

#### F. RESOURCES AND STAFFING

Support workforce practices that put students first and that are economically, socially, and environmentally sustainable for the College and its employees.

The Annual Plan serves as a key integration point for the College's planning, budgeting, and assessment processes. The purpose of this Plan is not to detail the regular work of every department and unit at the College. Rather, the Annual Plan builds upon the broad framework provided by the Strategic Priorities, drawing from the College's other long-range plans and incorporating applicable priorities identified through the Program Review process.

Achievement of the 2012-2013 Annual Objectives partly depends on the resources available this Fiscal Year; however, some progress can be achieved even in the face of diminished resources. This year's Annual Plan focuses on attainable, cost-neutral and cost-containing activities. Annual Objectives include specific measures to gauge progress. Toward the end of the Fiscal Year, the College's Planning and Budgeting Council, as well as the Board's Planning and Budgeting Committee, will review the data collected to assess the Plan's implementation.

**Regarding the structure of this Plan:** The Annual Plan uses the six Strategic Priorities for 2011-2016 as a transparent reference point. In addition, the Annual Plan includes all Major Objectives from the Strategic Plan (identified by italics). Major Objectives will be implemented from Fall 2011 through Spring 2016. While the College attempts to make progress in nearly all of these areas each year, for some areas where no cost-neutral measures of progress could be delineated, no Annual Objectives are identified for Fiscal Year 2012-2013.

- A. EXCELLENCE IN TEACHING, LEARNING, AND SUPPORT SERVICES: During this fiscal year, the College will strengthen and improve academic and student development programs to enhance student learning outcomes and promote access, progress, and success for all students, including the development and promotion of programs, services and strategies that narrow achievement gaps and support student preparedness and success, teaching and learning, multicultural infusion and exchange, and a global learning perspective. These efforts include a focus on gateway courses in math and English and services/programs that target underserved, educationally disadvantaged and first generation college students. Additional focus includes professional development covering the relevant areas of GED and adult basic education, basic and developmental skills, English as a Second Language, cohort based learning communities, career technical education, interdisciplinary and intersegmental pathways and connections, immigrant and multicultural populations. Academic Freedom and collegial professionalism create a foundational environment of inquiry, discussion, and critical judgment. Academic Freedom allows the faculty to be bold and visionary as they deliver instruction. Students are provided with opportunities to learn about and try out different perspectives. The process of examining and assessing different perspectives encourages students to contextualize and synthesize what they learn. Freedom of inquiry is essential to City College's goal of providing not just acquisition of skills and credentials, but a full education of the whole person.
- I. Continue to put students' needs first and continue to acknowledge academic freedom and collegial professionalism of the entire college including students, faculty, the administration, classified staff, and the Board of Trustees as integral to our mission.
  - a. Assess the vitality of Academic Freedom and Professionalism at the College by reporting on aggregate data from student evaluations of faculty to determine the degree to which faculty respect for Academic Freedom is reported by our diverse student population, specifically whether instructors "respect your efforts and opinions as an individual" (Credit), "respect your individual efforts and opinions" (Noncredit), and "show courtesy and respect to all students" (Noncredit).
- II. Implement strategies to close achievement gaps for identified groups, increase retention and persistence, and support all students in achieving their goals including transfer and achievement of certificates and degrees.
  - a. Assess whether the implementation of dedicated lab hours for the Math/Stat program has a positive effect by comparing the number of students across all ethnic groups who use the lab while completing the Math 45-Math 80/Psych 5 sequence and achieve transfer level status in 2013 as compared to 2012 and 2011
  - b. Assess our ability to facilitate transfer opportunities for students by measuring the number of new transfer programs approved by the State Chancellor's Office in 2012-2013 under Senate Bill 1440 and the number of students transferring using any of the SB 1440 approved degrees. In addition, measure the number of 2013 Transfer Admission Guarantees (TAG) applications and acceptances as compared to 2012.
  - c. Expand the use of automated certificate evaluation and measure the related increase in the number of certificates awarded to students.
  - d. Identify bridge and academy programs in Career and Technical Education departments that strive for higher transfer and completion rates while focusing on students' long-term employment goals and identify data points for assessing/measuring their effectiveness

- e. Continue to work toward full implementation of the plan to create an English Department Reading and Writing Center. Once established, assess whether there is a positive effect on retaining students, achieving desired learning outcomes, strengthening college readiness, making better use of the lab budget, and improving the morale of students, faculty, and staff.
- III. Strengthen and improve programs and courses including alignment with the Educational Master Plan, student learning outcomes, and the accreditation self-study report.
  - a. Assess effectiveness in promoting program improvement in CTE departments, by evaluating the research conducted in the Perkins-funded Student Success Initiative. This initiative has been supporting program improvement in career and technical education departments through conducting qualitative and quantitative research with students and faculty and supporting professional development activities.
  - b. Assess effectiveness in developing remaining program SLOs (Student Learning Outcomes) that reflect critical skills and competencies for student success and completion and finalizing corresponding assessment plans by comparing 2013 percent completion of program SLOs to that of 2012 and 2011.
- IV. Respond to the educational and training needs of students and communities through implementation of workforce, STEM, and community development initiatives.
  - a. Continue to update Career and Technical Education, as well as student services needs, by requesting, evaluating, and including as appropriate the input of CTE students, industry advisory committees, and community partners.
  - Assess ability to identify and advocate for viable career and technical education programs and services that are identified by employers, industry sectors and communities.
  - c. Assess the collaborative work of the Student Development Division in initiating new internships and distributing employment opportunity information to students who successfully complete their programs of study.
  - d. Assess effectiveness in providing Career and Technical Education students with tools for post CCSF program employment by working with the Student Job Placement Task Force to continue assessment of piloting employment portal software. Obtain Input from the Task Force on how to better serve students with post-CCSF employment.
- V. Strengthen links between/among departments and programs with classes in basic skills instruction, including but not limited to: Transitional Studies, ESL, Mathematics, English, and Career Technical Education.
- VI. Strengthen collaboration among various departments and segments within the College including enhancement of noncredit offerings with facilitation of seamless student movement between noncredit and credit.
  - a. Identify opportunities and/or programs where students move seamlessly between noncredit and credit, and measure number of students that transition from noncredit to credit and or straddle both divisions by taking coursework in noncredit and credit.
- VII. Assess student and academic support systems, under the direction of its departments, and develop and implement strategies to most effectively serve students.

- a. Continue to assess support services needs and financial aid literacy levels, of students in targeted Career and Technical Education programs.
- VIII. Assess the College curriculum with analytical writing, numeracy, critical thinking, communication skills, and information competencies among the criteria for excellence in order to better prepare students for careers and transfer.
  - a. Examine feasibility of making these areas part of the SLO expectations for students in all disciplines where appropriate.
- IX. Assess the College curriculum, with multicultural perspectives and inclusiveness among the criteria for excellence.
  - a. To measure faculty access to Multicultural Infusion Project training, we will report by campus the number of faculty who participate in MIP training, and to measure effectiveness, faculty participants will be surveyed about their satisfaction with the training and its perceived impact on student learning in the classroom.
  - b. Compare passing rates of students in accelerated English and Math with those of students in regular English and Math courses.
  - c. Identify and measure increases in opportunities for students to engage in out-ofclassroom learning activities (including service learning, internships, tutoring, mentoring, and cultural and recreational activities at all campuses.)
  - d. Measure participation of faculty and staff in professional development opportunities related to diversity issues and multicultural perspectives.
  - e. Promote contextualized and experiential learning strategies, especially in English, ESL, and Math. Begin collecting data to measure and assess the impact on student learning.
  - f. Promote and assess Writing Across the Curriculum in departments other than English that promote language skills.
- X. Strive to make multicultural perspectives and civic engagement the norm for all disciplines, as appropriate.
- XI. Promote the infusion of sustainability practices and themes, as appropriate, into curriculum, learning resources, student support services, and staff development initiatives.
  - a. Identify courses that include project based learning focused on sustainable practices. Continue to identify and promote best practices that can be shared with departments throughout the college.
- XII. Integrate artistic and cultural resources into the institutional life of the College.
- XIII. Support faculty and staff in the use of effective practices in teaching and learning and develop ongoing professional learning programs that promote such strategies.
  - a. To assess professional development activities, both those focusing on scholarly content and those centered on pedagogy, examine the diversity of content and availability to faculty of activities offered during flex days and throughout the year. The number of related sessions held during flex days will be compared to the previous year.

- b. Compare the amount of funding to support innovative efforts to enhance student learning with previous year, and establish a forum for sharing reports on the effectiveness of innovative strategies for teaching and learning.
- XIV. Encourage out-of-classroom learning activities to provide a range of opportunities, including service learning, internships, tutoring, mentoring, and cultural and recreational activities.
  - a. Assess effectiveness in expanding experiential learning opportunities, by comparing the number of new internship, service learning, and mentoring courses developed by departments, the number of such courses scheduled, and their corresponding enrollments in 2013 as compared to 2012and 2011.
- XV. Provide on and off campus opportunities for cultural exchange including exposure to diverse environments and global careers.
- XVI. Develop explicit benchmarks and certificates to acknowledge and document noncredit student achievement.

- B. COMMUNICATION AND INFORMATION: During this fiscal year, the College will improve communication among all CCSF constituencies, including students, alumni, and community partners, and coordinates the dissemination of information to these groups. The College will increase the number of opportunities for constituency groups to engage in communication and collaboration that will provide consistent and complete information about college programs, resources, and policies. These efforts will use electronic forms of communication in order to reach and inform the greatest numbers of constituent groups, including faculty, staff, administration, Board members, current and future students, alumni, members of the community, and employers. A major focus of this coming year will include identifying and disseminating online information, particularly promoting easy access to the location of program, resource, and policy information. This will also support the college's commitment to environmentally sustainable practices. Email blasts, City Currents, and CCSF's website will also be used to inform the community of new or revised policies and new and existing resources.
- I. Increase opportunities to engage in communication and collaboration across all constituent groups to develop more consistent and complete information about college programs, resources, and policies.
  - a. Continue to work through the appropriate Shared Governance Committees to update online information and create the ability to easily respond to electronic student requests. Continue to use and expand upon the Office of Shared Governance Facebook page to provide up to date information to students.
  - b. Encourage departments and shared governance groups to use social media and relevant communication vehicles to outreach constituents and provide an opportunity for involvement and information on the college. Continue to share information in publications, websites, and other forms of communication used by the college. Encourage constituent groups to review, update and further disseminate to inform the greatest number of users.
  - c. The College's Planning and Budgeting Council Workgroups will continue to develop data on college resources, including campuses and staffing levels, to make well informed and data supported budget decisions.
  - d. Produce materials to provide accurate information about grants at City College and promote college-wide discussion clarifying the role of grants.
- II. Increase use of social media and other communication tools across the College and for communication with the students and communities the college serves.
  - a. Continue to identify and promote the use of existing CCSF Facebook and other social media pages of other forms of communication used by CCSF.
  - b. Continue to use the WebCred Work Group to update Department and program webpages and promotional materials. Continue the development of a process for ongoing updating and maintenance. Report the number of sites on CCSF's webpage that have been updated or revised.
- III. Design outreach communications (publications, web, visual, audio) to appeal to local, state, national and global audiences, including translation of print materials into multiple languages.
  - a. Continue to strive to reinvigorate the Office of Marketing and Public Information. By hiring a Dean of Marketing and Public Information, CCSF will improve marketing, promotional materials, and communication. The new Dean would ensure that

- information resources will be inventoried, standardized, and centralized. Until the new Dean can be hired, support the efforts to engage the services of a private higher education marketing firm to assist in conveying the College's messages to the community.
- b. Continue to work with the Foundation of CCSF to increase online communications with alumni providing opportunities to stay in touch with CCSF, to participate in CCSF activities, and to support CCSF fundraising campaigns.
- IV. Coordinate the dissemination of information to potential students to ensure greater success in outreach activities.
- V. Strengthen and support College shared governance, including educating the College community about its processes.
  - a. Continue to inform the college community of the shared governance process to increase greater college wide participation using City Currents, the college website and Facebook pages. Survey faculty, staff, and students to determine the level of participation and understanding of shared governance and identify factors that motivate participation.
- VI. Collect, analyze, review and disseminate a broad array of relevant data to inform decision making in all areas of the college.
  - a. Continue to evaluate and assess the data accessed through the Employment Outcomes Pilot Project, which CCSF is involved with along with the Bay Area Community College Consortium (BACCC) and the RP Group. This project uses completer and leaver surveys to assess the outcomes of the CTE programs at Bay Area community colleges, including CCSF, and will consider whether students became employed within their field of study, if their community college coursework positively affected their earning potential, and why students dropped out of CTE programs. Continue to use After College, an online internship and employment tool which was recommended by the CCSF Work Group.
  - b. The Research & Planning and Technology Offices will continue to coordinate and collaborate in order to provide easily accessible and accurate data regarding programs, outcomes, enrollment patterns, etc
  - c. Continue to review and update the Office of Grants and the Office of the Controller websites to include reporting procedures, fundraising protocols and resources, and information on local, state, and federal regulations. Continue to develop an online Grants Manual and standardized grant activity procedures. These procedures, protocols, and guidelines should be regularly reviewed by the Grants Office, the Controller's Office, the Internal Auditor's Office and Legal Counsel for accuracy and compliance with government and District policies and requirements. The grants management site links to the relevant Business Office web pages and the Business Office links back to it. A formal, collaborative review among the relevant offices should be conducted.
  - d. Continue to provide a centralized repository of surveys conducted and provide assistance in the use of Survey Monkey.
- VII. Conduct employer and professional practice surveys to evaluate curriculum competencies in career and technical education disciplines.

- VIII. Implement strategies to preserve institutional knowledge.
- IX. Promote sustainability efforts throughout the College using educational materials about environmentally sustainable practices and policies.
  - a. Continue to encourage faculty to develop and present sustainability workshops for flex day and other college-wide activities that include topics such as, paperless classrooms, zero waste or how to reduce what is added to landfill, and green purchasing practices. Flex day schedule and other CCSF publications should be encouraged to continue to include information on CCSF Recycling. CCSF's Sustainability Subcommittee has developed a new Sustainability Website, which would be promoted.
- X. Ensure appropriate levels of privacy and security for electronic and other communications.
  - a. Inform the College community about effective virus protection and other methods of adequately securing electronic information.

- C. CAMPUS FACILITIES AND COMMUNITIES: During this fiscal year, the College will continue to respond to the changing needs of students and communities throughout San Francisco. We will work with employers and community partners to identify Career and Technical Education and student services needs. We will enhance, as needed, the physical and operational structure of the College campuses. To support the College's mission we participate in outreach activities in local neighborhoods and communities to improve access to the College. We will administer surveys and conduct focus groups to determine whether appropriate and relevant education programs are offered at campuses. We will continue to conduct outreach activities to underrepresented populations.
- I. Continue to improve our outreach services and partnerships with high schools and local community organizations.
  - a. Identify the number of SFUSD high schools participating in concurrent enrollment programs. Compare the number of students enrolled in this years' program to last year.
  - b. Identify by campus the number of community based organizations currently working in some type of partnership with the different campuses, and list the different types of services being offered.
- II. Move toward an equitable level of student services and curricular offerings at each campus.
  - a. Document the utilization and student satisfaction of a Pilot "One Stop" Enrollment Services Centers that will integrate Admissions, Financial Aid, matriculation and New Student Counseling Services at Civic Center, John Adams, Mission, Evans and Southeast Campuses.
  - b. Increase staffing, if possible, and document the effects in the Financial Aid Office at the Chinatown Campus.
  - c. In the Fall 2012, fully implement and assess a Web-Registration process for noncredit business students at the Downtown, Mission and Civic Center Campuses.
- III. Collaborate with community partners to provide wrap-around services for students who need extra support to succeed (i.e. services that contribute to physical, mental, social and economic well-being).
  - a. Identify the current number of grant funded programs that include wrap-around services provided by community partners. Identify the number of participants in each program and inventory the types of services provided.
- IV. Complete building projects currently in progress, and assess future needs for facilities planning, funding, construction, utilization and consolidation, always adhering to College standards for sustainability.
- V. Improve the availability of facilities at all campuses as feasible, including classrooms, tutoring spaces, group study rooms, and labs.
  - a. Evaluate the physical layout (use of space) and operational structure at the campuses and assess the College's success at enhancing the programs and services offered at, in particular, the Civic Center, Evans, Mission Campus and Southeast Campuses.

- b. Continue collaborating with PUC to remodel Southeast.
- VI. Develop regular maintenance plans, including retrofits for existing facilities, to provide a high quality educational environment and meet the needs of programs and students, always adhering to College standards for sustainability.
- VII. Collaborate with community partners in promoting sustainability.
- VIII. Provide sustainable, ergonomic seating, furniture, equipment, and ADA accommodations for all facilities.
- IX. Create a maintenance plan for artistic and cultural resources of the College.
- X. Maintain clean and functional facilities that support student learning.

- D. DIVERSITY AND INCLUSIVENESS: During this fiscal year, the College will continue to promote diversity and inclusiveness at all levels of the College. The College will implement initiatives to close student achievement gaps by increasing support for underrepresented populations through improved registration and placement test processes, expanded peer mentoring and tutoring opportunities, greater access to quality counseling services at all campuses, targeted outreach at San Francisco high schools, and increased support for retention-based programs and services assisting underrepresented students. As appropriate, the College will continue to make multicultural perspectives and civic engagement the norm for all disciplines. The College will continue to tie all programs and services to ADA compliance and increase data collection for additional at-risk populations. The College will work to increase the success of underrepresented students in meeting certificate, degree and transfer goals.
- I. Foster a supportive, positive, and productive environment for our diverse employees and students.
- II. Implement strategies to close student achievement gaps for identified underrepresented groups.
  - a. Continue to implement and assess strategies (such as priority registration for high school students and accelerated sequencing in English and math courses) for reducing the achievement gap by measuring the following (from 2008-09 baseline data):
    - i. the number of high school graduates successfully transitioning to City College and enrolling full time (12 units), including demographic data.
    - ii. persistence in enrollment for underrepresented student groups from fall to spring semesters
    - iii. increases in the number of underrepresented students with a first semester passing GPA (min. 2.0)
    - iv. the number of underrepresented students taking and passing accelerated and traditional sequence English and Math courses as well as transfer/college-level English and Math course sequences
    - v. the number of underrepresented students who utilize the new pilot course placement criteria and subsequently pass (2.0+) their English and Math courses
  - b. Provide additional support for underrepresented students through current retention programs and other retention initiatives to assist students in meeting transfer goals.
  - c. After appropriate Shared Governance review, begin implementation of measures and effective best practices for retention as recommended in the (Haas grant-funded) Strategic Plan for Retention with the aim of increasing access, persistence and transfer readiness.
- III. Collect and assess data for groups not yet identified who might be affected by achievement gaps. Groups for which we need data so that achievement gaps may be identified include, but are not limited to, transgender students, foster youth, homeless / at risk students, and AB540 students, and in noncredit, students who received less than a 6th grade education in their native language.
  - a. Begin to gather demographic information for additional at-risk populations to be included in future institutional research reports.
- IV. Provide support for and expand the success of underrepresented students in meeting transfer goals.
  - a. Track the number of students who earn certificates, graduate or transfer. Compare with baseline data broken out demographically.

- b. Access and publish the longitudinal data, including demographics, on the transfer rates of students enrolling in the Puente Project.
- c. Collect baseline data on the number of underrepresented students successfully submitting Transfer Admission Guarantee agreements.
- V. Support and maintain successful College retention programs and other programs for underserved students, underrepresented students of color, and all underrepresented student populations.
  - a. Continue to collect data for longitudinal comparison of current data to the baseline established in the 2012 research report on retention programs and counseling.
  - b. To assess the effectiveness of the Gateway to College program, measure the persistence of students from fall to spring/spring to fall semesters and establish trend data on cumulative GPA and the number of students passing (2.0+) each course.
- VI. Increase the opportunity for students to support other students through peer mentors, tutors, and other appropriate methods.
  - Maintain the Peer mentoring program and assess its effectiveness through qualitative analysis and quantitative data evaluating the retention and completion rates of program participants.
  - b. Continue to develop the Leadership in Action Speaker Series and build the leadership internship program (housed in the Office of Student Affairs) to provide students with the opportunity to enhance their leadership and mentoring skills.
- VII. Maintain a commitment to ensure that all programs and services are in compliance with the Americans with Disabilities Act of 1990 (ADA).
  - a. Conduct an analysis of DSPS activities to ensure ADA compliance for all City College programs.
- VIII. Expand distance education offerings where possible and appropriate in order to accommodate students who are unable to attend classes where they are offered, including exploring methods to document attendance for noncredit online classes.
  - a. Maintain distance learning offerings to include a variety of courses and programs. Compare, by department, the number of 2013 online offerings and the number of students completing the courses to that of 2012 and 2011. Continue to maintain training of faculty teaching online, and track the number of faculty, by department, trained in 2013 to the number trained in 2012 and 2011.
- IX. Increase the opportunity for students from underrepresented populations to access educational technology readily and easily by ensuring that appropriate equipment is accessible on all campuses and tech support is available.
  - a. To continue closing the digital divide, identify potential space where an additional academic computer lab could be located to support underrepresented populations in special retention-focused programs.
- X. Improve the registration process to enable students, especially recent graduates of San Francisco high schools, to better access all pre-collegiate and collegiate courses in a manner that promotes persistence in the sequence.

- a. To assess the effectiveness of outreach efforts to underrepresented and low-enrolling, first generation students enrolled in San Francisco high schools, measure the number of graduating seniors completing the five matriculation steps compared to past averages.
- b. Continue to encourage concurrent enrollment participation of underrepresented student populations through targeted outreach programs into SFUSD high schools.
- XI. Develop policies and support systems to increase opportunities for incoming students to accurately demonstrate their abilities on CCSF placement examinations, including the exploration of alternative testing methods and modalities.
  - a. Implement placement methods for incoming students into Math and English course sequences utilizing identified components to support multiple measures; begin to track students who use alternative placement methods to establish course success (GPA of 2.0+) and persistence into the next course sequence; and compare these success and persistence rates to the rates for students who followed traditional placement methods.
  - b. Improve advertising of the college's new placement retest policies, and pursue test preparation options to better inform students about the importance and implications of test results.
- XII. Improve and promote greater access to financial aid and other support resources for all credit and noncredit students.
  - a. Implement Phase Two of the Financial Aid document imaging system which will allow students to submit financial aid documents on line
  - b. Review and streamline financial aid information available to students
  - c. Develop, implement and analyze a financial aid student satisfaction survey
  - d. Continue to expand financial literacy services to students
- XIII. Create structures that encourage and support student participation from diverse segments of the CCSF community in the college's sustainability efforts.
- XIV. Promote inclusiveness of all four constituent groups, namely; administrators, classified employees, faculty and students, in the shared governance process by preserving independent appointments for each group, collegial interaction, as well as support the impartial coordinating unit of the Office of Shared Governance.
  - a. The College Advisory Council, based on the results of the Bi-Annual CCSF Shared Governance Evaluation, will make recommendation to implement for the next two years by the College and the Office of Shared Governance. Recommendations include:
    - i. Maintain existing interactions such as the Shared Governance Handbook, Brochure, Annual Report, New Employees Orientation, Facebook page, Shared Governance Calendar, and staff to the CAC.
    - ii. Create, disseminate and collect a one time, student only, CCSF Shared Governance Evaluation.
    - iii. Work with the ASC and Associated Dean of Student Activities in the students' effort to establish a new district-wide student appointment system.

- E. TECHNOLOGY: During this fiscal year, the College will seek to update technology infrastructure, hardware, and software to support the College's vision and mission. The College will continue to provide technology that enhances the student's learning environment and allows greater informational access. The College will continue to provide online training opportunities for faculty in how to use the College's learning management system (Insight) to tech-enhance face-to-face courses and training in various software to support instruction. The use of Insight will continue to be promoted for greater efficiencies and waste reduction. Technological support for distance learning and tech-enhanced learning modalities will be provided through a Distance Learning and Teaching Specialist and by working creatively to maintain student support for Insight. The College will ensure equitable student access to library resources for distance learning and other outside-the-classroom learning modalities. The College will increase efficiency in response to technology project and maintenance requests. The College will ensure technical systems' availability will remain high for equitable access for all students.
- I. Establish a "refresh program" that updates, recycles, or replaces obsolete hardware, software, and infrastructure by investing in cost effective technology and adopting application replacement cycles throughout the district.
  - a. To better ensure availability of technological systems, complete the data center remodel. The remodel will install new power circuits, connect the data center to an emergency generator, provide for an uninterruptable power supply, remove and replace the data center's HVAC unit.
- II. Encourage departmental collaboration in the procurement and use of equipment and software.
  - a. To increase collaboration, interdepartmental requests will be encouraged through program review and related processes. Results will be measured by totaling the number of new collaborations and estimating cost savings.
- III. Encourage standardization of equipment for simpler maintenance and repair.
- IV. Increase access and support for appropriate technology-mediated instructional equipment used to enhance student learning such as smart classrooms and instructional labs.
  - a. Ensure adequate information is available to faculty regarding the availability of technology-mediated instructional equipment.
- V. Improve the use of interactive digital technologies especially those used by students such as CCC Apply, application processes for financial aid and certificates of achievement.
  - a. Gather business requirements for document imaging requests from Admissions & Records and Payroll.
- VI. Make education technology programs and services accessible across all campuses and online, to all employees including part-time faculty.
  - a. To measure accessibility of online training opportunities, we will report by campus the number of faculty who participate in the six hour online class established in spring 2011. To measure effectiveness, we will compare completion rates by campus with faculty completing the face to face training.
- VII. Use technologies to promote sustainable practices, greater efficiencies, and reduce waste.

- a. To assess the degree to which Insight has promoted sustainability goals, we will determine the number of faculty who in face-to-face sections use Insight to provide digital versions of course materials, thereby decreasing paper consumption. This will be compared to the prior year's baseline.
- VIII. Increase access and technological support for distance learning and other outside-theclassroom learning modalities.
  - a. To measure improved support for distance learning, we will identify the number of faculty who used this technology for the first time in 2012-13, compared to the number of faculty who started use of the technology in 2011-12.
  - b. Support for distance learning and tech-enhanced learning modalities will be provided through a Distance Learning and Teaching Specialist and by working creatively to maintain student support for Insight as resources allow.
  - c. To improve student access to courses, equipment allowing the production and distribution of content via EATV and online was installed in MU 389. Use of this new equipment will be piloted with three faculty members. Based on these pilots, BEMA and ETD will develop guidelines for the coordination of and usability of the room.
- IX. Ensure equitable access to library resources for distance learning and other outside the classroom learning modalities by providing adequate levels of online library resources.
- X. Improve student access to computer labs and other technology resources using integrated systems and consistent policies and procedures.
- XI. Create structures to evaluate and disseminate information about appropriate technologies and institutional effectiveness.

- F. RESOURCES AND STAFFING: During this fiscal year, the College will support workforce practices that put students first and that are economically, socially, and environmentally sustainable for the College and its employees. The College will continue to maintain overall solvency and seek funding streams that will support operations and innovation. The College will increase the efficiency of its use of resources and operate with fewer filled positions for administrators and classified staff, as well as less funding for non-personnel costs. Staff development needs will be assessed and professional development opportunities will be made available. Recruitment efforts for hiring will be used to increase diversity of the College's workforce. The viability of a college-owned bookstore will be determined. The College will continue to work to meet its commitment to employee needs during challenging economic times so that it can attract, retain, and support a highly qualified, diverse workforce.
- Advocate for state and local policies that provide a sustainable resource base for community colleges.
  - a. To maintain the district's solvency, we will conservatively estimate with total available resources for Fiscal Year 2012-13 to determine how much the College can spend. We will also compare the balance in the Board Designated Reserve on June 30, 2013 with the amounts in the Reserve on June 30, 2012 and June 30, 2011.
- II. Identify dependable funding streams for operational priorities and innovation while ensuring educational excellence and cost effective and equitable use of College resources.
  - a. To determine whether efforts to raise funds to support operations have been successful, we will compare total funds raised for supporting operations for FY 2012-13 with the amounts raised during previous years.
  - b. Pursue a parcel tax in November 2012.
  - c. Coordinate the fundraising efforts of the Office of College Development and the CCSF Foundation.
- III. Review and improve efficient use of resources, including reorganizing and re-engineering College operations and systems as needed to maximize efficient use of resources and maintain solvency.
  - a. To measure the efficiency with which resources are used, we will compare total expenditures per full time equivalent student (FTES) for FY 2012-13 with previous years.
  - To measure the efficiency with which resources are used, we will compare 311
    Report data related to the 50 per cent rule (direct expense of education) for FY 201213 with previous years.
  - c. To assess the viability of the College continuing to own its own bookstore, financial statements for the bookstore for FY 2012-13 will be compared with previous years and forecasts will be reviewed to determine appropriate action.
- IV. Develop employment practices that ensure sufficient service to employees and students to maintain the continuity of services.
  - a. To measure the efficiency with which resources are used, we will compare total non-personnel spending per FTES for FY 2012-13 with previous years.

- b. A comprehensive effort will be conducted to assess historic classified staffing levels and to guide decisions for limited hiring with a goal of rebalancing human resources. This effort will be coordinated by senior management and the Human Resources Department.
- V. Assess staffing levels across departments and programs and make adjustments that rebalance human resources.
  - a. To determine whether staffing levels are equitable across departments and programs, we will assess the number of FTE for each major employee group within departments and programs for FY 2012-13 and compare it with other departments and programs of similar size (or serving similar numbers of students).
  - b. The College will share resources across departments, including staff.
- VI. Increase the recruitment and hiring of a diverse faculty, staff, and administration.
  - a. Implement those portions of the Blueprint of College-wide Implementation Strategy for Improving Equal Opportunity in Faculty Recruitment and Selection where mutual agreement has been reached between the Board and the Academic Senate or where mutual agreement is not required.
  - b. To assess the effectiveness of efforts to increase the diversity of the College's workforce, we will compare demographic data for all employees hired during FY 2012-13 with previous years.
  - c. Support efforts to increase hiring of a diverse faculty by researching the effectiveness of the Faculty Diversity Internship Program and the Grow Your Own program, and by pursuing best strategies to cultivate and support a future corps of diverse faculty for CCSF. Compare the number of 2012-13 participants in FDIP with the number of 2011-12 participants. Identify alumni of GYO and FDIP employed by CCSF by department.
- VII. Address cyclical workloads through College-wide cooperation and sharing professional expertise.
- VIII. Support critical collaborations between and among counseling faculty, instructional faculty, librarians, administrators, and classified staff.
- IX. Provide support for the College's sustainability/green efforts.
  - a. Continue to provide electronic updates on free and easy sustainable practices, such as double sided printing, recycling of supplies and material, etc.
  - b. Identify current sustainable/green best practice efforts already in place and create an opportunity to share throughout the College.
  - c. Compare and evaluate the results of activities and efforts, to date, implemented by the Office of Buildings and Grounds' Recycling Program.
  - d. Add more facilities to the MUB model for solid waste collection.
- X. Conduct periodic assessments of professional development needs including input from key college constituencies.

- a. To determine which professional development opportunities are most needed, we will conduct a survey of the college workforce and compare the results with data on current and past staff development offerings.
- XI. Ensure professional development opportunities are available to all CCSF employees, especially for new faculty, classified staff, and administrators.

## **Glossary of Terms and Definitions**

#### **GLOSSARY OF FINANCE TERMS**

<u>Accounting</u> – The process of identifying, measuring, and communicating financial information to permit informed judgments and decisions by users.

<u>Apportionment</u> – Federal or state taxes distributed to college districts or other governmental units according to certain formulas.

<u>Appropriation</u> – An allocation of funds made by a legislative or governing body for a specified time and purpose.

<u>Base Revenue</u> – The districts' total prior year revenue from state general apportionment's, local property tax revenue, and student enrollment fees, adjusted when applicable for projected deficits.

**Block Grant** – A fixed sum of money, not linked to enrollment/ FTES measures.

<u>Budget</u> – 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.)

<u>Career Development College Prep</u> – Enhanced Non-credit funding applied to these student FTE's.

<u>Categorical Funds</u> – Funds received by a district for a certain purpose which can only be spent for that purpose. Examples: Funding for the disabled, EOPS, deferred maintenance, and matriculation.

<u>Chart of Accounts</u> – A systematic list of accounts applicable to a specific entity.

<u>Cost of Living Adjustments</u> (COLA) – 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.

<u>Current Expense of Education</u> (CEE) – ECS 84362 – The current General Fund operating expenditures of a community college district excluding expenditures for food services, community services, object classifications 6000 (except equipment replacement) and 7000, and other costs specified in law and regulations.

<u>Deferred Maintenance</u> – 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.

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

**Enrollment/FTES Cap** – A limit on the number of students (FTES) for which the state will provide funding.

**<u>Equalization</u>** – 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.

<u>Fifty Percent Law</u> – Requires that fifty percent 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.

<u>Full-time Equivalent Student</u> – An FTES is a student workload measure that represents 525 class (contact) hours of student instruction/activity in credit and noncredit courses. Full-time equivalent student (FTES) is one of the workload measures used in the computation of state support for California community colleges.

<u>Fund</u> – 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.

<u>General Fund</u> – The fund used to account for the ordinary operations of the district. It is available for any legally-authorized purpose not specified for payment by other funds.

<u>Mandated Costs</u> – College district expenditures which occur as a result of federal or state law, court decisions, administrative regulations, or initiative measures.

<u>Reserve</u> – 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.

<u>Restricted Funds</u> – Money which must be spent for a specific purpose either by law or by local board action.

**Revenue** – Income from all sources.

<u>Shortfall</u> – An insufficient allocation of money, requiring an additional appropriation or resulting in deficits.

<u>State Apportionment</u> – An allocation of state money to a district based on total available general revenues less property taxes and enrollment fees.

<u>Unencumbered Balance</u> – That portion of an appropriation or allotment not yet expended or obligated.

<u>Unfunded FTES</u> – FTES which are generated in excess of the enrollment/FTES cap.