



**Budget Committee**  
 50 Frida Kahlo Way, MUB 140  
**December 3, 2019**  
**1pm-3pm**

**Agenda**

**Members:** Dianna Gonzalez (Chair), Kristin Charles, Monika Liu, Donna Reed, Simon Hanson, Alexis Litzky, Mary Bravewoman, Athena Steff, Maria Salazar- Colon, Christopher Brodie, Student Reps.

**Committee Alternates:** David Yee, Carol Meagher, Michael Needham, Lisa Romano

No.	Item	Presenter	Time (Minutes)
1.	Reports from Constituency Groups	ALL	10
2.	Budget Development Calendar	Dianna Gonzales, Senior Vice Chancellor of Admin. & Student Affairs  Abdul Nasser, Assoc. Vice Chancellor of Finance services  Pam Mery, Dean of Institutional Effectiveness	10
3	FY 2019/20 Budget Overview <ul style="list-style-type: none"> <li>• Status Update: Non U Fund YTD Actuals Multi-Year Projections</li> <li>• Preserving 5% reserve discussion</li> </ul>	Dianna Gonzales, Senior Vice Chancellor of Admin & Student Affairs  Abdul Nasser, Assoc. Vice Chancellor of Finance services	50
4.	Plans for discussion with Constituency	Dianna Gonzales, Senior Vice Chancellor of Admin. & Student Affairs	5
5.	Adjournment	Dianna Gonzales, Senior Vice Chancellor of Admin. & Student Affairs	5

**CRITICAL DATES:** PGC Meeting Dates: 10/3/19, 10/17/19, 11/7/19, 11/21/19, 12/5/19

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# City College of San Francisco

## FY 2020-2021 Budget Development Calendar

Date	Item	Responsible
Early Fall 2019	Board Goals established for 2019-2020.	Board, Chancellor
Mid Fall 2019	Departments begin annual planning processes that reflect on assessment, curriculum and anticipated needs for 2020-2021.	Senior Vice Chancellors and Associate Vice Chancellors, Deans and Chairs
January/February 2020	Projected Funds for FY 2020-2021 based upon Governor’s budget proposal reviewed with the participatory governance committees and Chancellor’s Cabinet.	AVC Financial Services; Senior Director, Budget & Accounting
February/March 2020	Multi-Year (FY 21, FY 22 & FY 23) projected revenues and tentative distribution.	AVC Financial Services; Senior Director, Budget & Accounting
March/April 2020	Departmental discretionary budget development utilizing program review and planning processes - training sessions, tentative entries made by departments.	Budget Office, Department Heads/Deans
April 2020	Budget needs by division to establish FY 2020-2021 preliminary budgets are due to District Finance Services Office.	Senior Vice Chancellors and Associate Vice Chancellors
May 2020	Chancellor’s Cabinet updated on status of Preliminary Budget. Review, discussion, and recommended adjustments brought forward.	SFC Adm & Student Affairs; AVC Financial Services
May 2020	Preliminary budget is presented to participatory governance committees.	SFC Adm & Student Affairs; AVC Financial Services
May 2020	Tentative budget presented to Board as information item and public comment.	SFC Adm & Student Affairs; AVC Financial Services
May – June 2020	Establish and finalize benefit contribution rates.	HR/Payroll/Finance
June 2020 Board Meeting	Tentative budget on Board agenda for review and approval.	SFC Adm & Student Affairs; AVC Financial Services
August 2020 Board Meeting	Proposed Final Budget is presented to Board for final review and approval.	SFC Adm & Student Affairs; AVC Financial Services

Vendor	Unit#	# of months	Monthly Amount	Total	Notes	Travel: Paid	Travel: Shorted	Travel: Invoiced	
<b>Campus Works:</b>									
Original Contract	8/31/2019			\$ 42,900	Final Contract Amount	Various \$ 57,513.25	\$ 8,135.02	\$ 65,648.27	
AMD #1: DBA Support	8/31/2019	2	\$ 31,200.00	\$ 62,400		#8 \$ 22,247.23	\$ 1,642.71	\$ 23,889.94	
ITS AMD #7	12/30/2019	5	\$ 22,593.33	\$ 112,967	Plus expenses	#10 \$ 15,091.12	\$ 2,729.40	\$ 17,820.52	
Repeal	8/31/2019			\$ 15,985	Most of travel exp paid prior year				
New contract	3/30/2022	10	\$ 107,211.42	\$ 827,114	Reprioritize projects	FY19 total \$ 79,760.48	\$ 9,777.73	\$ 89,538.21	
						2020, July \$ 4,042.51	\$ 160.00	\$ 4,302.51	
						2020 Aug. \$ 11,242.25	\$ 752.00	\$ 11,994.25	
						<b>TOTALS:</b> \$ 95,045.24	\$ 10,789.73	\$ 105,834.97	
<b>Ellician:</b>									
AMS	8/31/2019	2	\$ 65,034.00	\$ 130,068					
[H]	3/30/2022	8	\$ 89,827.00	\$ 118,816	Reduced fr 12 mo contract. Terminate Feb 2020	Ends 8/31/2019	FY20 total \$ 15,284.76	\$ 1,012.00	\$ 16,296.76
Maint EMC	6/30/2020			\$ 2,120					
Maint EMC/Banner/ Oracle	6/30/2020			\$ 508,943					
Maint Oracle data inter.	6/30/2020			\$ 1,180					
Academic Senate for Ca Comm	6/30/2020			\$ 9,644					
Accrediting Commission For Comm.&U	6/30/2020			\$ 56,020					
American Council on Education	6/30/2020			\$ 4,285					
American Payroll Association	6/30/2020			\$ 254					
Association of Community College Tr	6/30/2020			\$ 8,003					
Association of Dept of Foreign	6/30/2020			\$ 155					
Berg Davis Public Affairs	8/31/2019	2		\$ 15,227	Old Contract				
Berg Davis Public Affairs	6/30/2021			\$ 240,000	New Contract				
Blackboard	3/8/2020	9	\$ 19,895.21	\$ 178,517					
Board of Governors, CA Community Co	6/30/2020			\$ 5,900					
CACSBAD (Calif Assoc.of Comm. Colle	6/30/2020			\$ 300					
CALHIM (Comm. on Accreditation for	6/30/2020			\$ 3,000					
California Department of Public Health	6/30/2020			\$ 6,570					
Cambridge West Partnership, LLC	6/30/2020			\$ 18,812					
CCCFCA (California Community College)	6/30/2020			\$ 200					
CCSCA (Calif. Community College So	6/30/2020			\$ 100					
CCCWBCA	6/30/2020			\$ 240					
CCCWVCA/Calif.CommunityCollegeWomen	6/30/2020			\$ 125					
CCLC/CCCAA	6/30/2020			\$ 10,550					
CoAEMSP	6/30/2020			\$ 1,700					
Coast Conference (Community College	6/30/2020			\$ 2,565					
Community College Facility Coalition	6/30/2020			\$ 988					
Community College League of Califor	6/30/2020			\$ 42,828					
Datsway US	6/30/2020			\$ 35,548				TP17052	
Department of Justice	6/30/2020			\$ 5980	Legal				
Eide Betty LLP [VTD]	6/20/2020			\$ 30,116					
ExperiencePoint	6/30/2020			\$ 593,750	Restricted Funds			8/22 Board Rise	
India Basin Maintenance Assn.	6/30/2020			\$ 798					
Keenan & Associates	6/30/2020			\$ 37,968	SERP I				
Keenan & Associates	6/30/2020			\$ 102,745	SERP II			Per year for 5 years (SERP II)	
MAERB (Medical Assist Ed Review)	6/30/2020			\$ 1,500					
McCallum Group	6/30/2020			\$ 72,000				8/22 Board	
MWLSM 7/29 SVL6 Regis_Rocha	6/30/2020			\$ 108	\$ 5,130				
MWLS 7/31 NALEO Membership_Davilla	6/30/2020			\$ 100	\$ 5,130				
MWLS 8/1 Refund LGBTQ Regis_Rendol	6/29/2020			\$ (225)	\$ 5,130				
MWLS 9/5 CBC Conf Regis_Williams	6/30/2020			\$ 135	\$ 5,130				
Neel, Veronica	6/30/2020			\$ 1,000					
OCLC, INC.	6/30/2020			\$ 4,178					
OculusIT	3/30/2022	10	\$ 60,000.00	\$ 600,000					
Onica Group, LLC	6/30/2020			\$ 23,411					
Powerschool (People Admin)	6/30/2020	12		\$ 65,920					
Public Safety Personnel Investigations	3/30/2022			\$ -	\$20,000 shift to Legal			8/22 Board HR-Moseley TP12485A HR-Dianna	
Rincon, Dory P.	6/30/2020			\$ 550					
San Francisco Chamber of Commerce	6/30/2020			\$ 3,350					
Shepherd, Karen	6/30/2020			\$ -	\$15,540 Shift to Cat				
SIG -AMD #1	6/30/2020	12		\$ 51,800					
Silicon Valley Leadership Group	6/30/2020			\$ -	\$6096 Necessary?				
SurveyMonkey.com, LLC	6/30/2020			\$ 6,096					
The Bodine Group	6/30/2020			\$ 50,000				New TP	
The Chronicle of Higher Education	6/30/2020			\$ 170					
The RP Group	6/30/2020			\$ 500					
United Soccer Coaches Association	6/30/2020			\$ 450					
Uterflue	6/30/2020			\$ -	Categorical or out			MaryLou	
Law Office of Gicel Sumagaysav	6/30/2020			\$ -	\$510 shift to Legal				
Plaza de Jennings & Chipman LLP	6/30/2020			\$ -	\$5279 Shift to Legal				
RFQ2020-008 MOGO	6/30/2020			\$ -	Delay by year			FY19 Budget	
RFP2020-024 - 2020 Administrators Salary Survey Services	6/30/2020			\$ 50,000					
Real Estate Consultant (Annual Budget \$250,000)				\$ 175,000					
<b>Total</b>				\$ 3,921,623					
<b>Budget for FY 20:</b>				\$ 2,763,582					
Difference				\$ 1,158,041					
Shift from other funds to Consultant/Services				\$ 289,254	Reduce Printing/Advertising Budget to \$60k				
<b>New Budget Total</b>				\$ 3,590,521	Reduce Fees/Other to \$100,000				
Remaining Amount:				\$ (331,102)					
<b>Original Projections</b>				\$ 5,643,257					
<b>Adjustments:</b>				\$ (268,254)	Reduce Printing/Advertising Budget to \$60k				
				\$ (560,685)	Reduce Fees/Other to \$100,000				
				\$ (1,741,634)	Reductions, shifts to non I-Fund				
<b>Revised Projection 11.19.19</b>				\$ 3,092,684					
\$ Reductions			\$ 2,550,573						
% Reductions			55%						



**November 21, 2019**

## **Budget Update**

To the CCSF Community,

As you may already be aware, during the first week of November we completed our standard quarterly budgetary analysis, which was presented and discussed at the public November 7 and November 14 Board of Trustees meetings. You can view the November 7 presentation [here](#) and the November 14 presentation [here](#).

Based on our projections, without changes to current spending levels, we would end the fiscal year with an approximate \$13 million deficit and \$3 million reserve deficit. **We cannot allow this to happen, and are taking immediate actions to balance our budget.** These changes are absolutely essential for ensuring the College can continue serving the people of San Francisco.

Tuesday, we invited constituent leaders from the Associated Student Council, SEIU 1021, Classified Senate, Academic Senate, Department Chair Council, AFT 2121 and Administrator's Association to review the plan to reduce the deficit and preserve the 5% Reserve. The budget document presented Tuesday is attached.

**As Spring Registration begins, we want to stress that throughout this process, our students remain our number one priority.** We first focused on budget adjustments that would have the lowest possible impact on students. This included the following:

1. **STEP 1:** Transfer \$5.5 million in eligible Unrestricted fund (U-fund) expenses to the non-U-fund account. Accrediting bodies require all California Community Colleges to maintain a minimum 5% reserve, which makes this reallocation crucial. **Result:** Preservation of the College's Reserve Fund.
2. **STEP 2:** Reduce U-fund spending on administrators and consultants. **Result:** Savings of nearly \$3.3M.

Even after Steps 1 and 2, we faced a remaining \$2M gap, which required us to turn our attention to the Spring 2020 schedule. To prevent significant confusion amongst registering students, it was necessary to make these adjustments before the schedule goes live today. We took the following actions:

3. **STEP 3:** Reduce the number of sections offered in the following four areas: (1) Non-credit courses; (2) Historically under-enrolled courses; (3) Non-Career Education (CT), non-General Education (GE) Credit courses; and (4) Low graduation or completion programs. **Result:** Savings of approximately \$2.1M.
4. **STEP 4:** Reduce the summer class schedule by 25%. **Result:** savings of approximately \$1.0M over 2 fiscal years

Even after these changes, it is important to note that **no programs were eliminated.**

Approximately 225 credit sections and 63 non-credit sections were removed from the Spring 2020 schedule.

- The credit subject areas most impacted were PE, Art, Dance, and Music.
- Non-credit subject areas most impacted were offerings for older adults.

We recognize that these changes are difficult, and no one at the leadership level wants to cut classes. But given the new state funding formula, the College must finally grapple with age-old operational issues. We must bring expenses in line with revenue by removing under-enrolled classes from the schedule. Only then can the College use its resources to grow enrollment and ensure the timely graduation of its students of color.

Finally, we continue to focus on additional revenue opportunities including growing enrollment, expanding CityOnline, and leveraging District real estate assets. We are grateful for your support and partnership as we work together to create a sustainable future for the College.

Thank you,

A handwritten signature in black ink, appearing to read "Mark Rocha". The signature is fluid and cursive, with a large initial "M" and "R".

Dr. Mark Rocha  
Chancellor, City College of San Francisco

## For stakeholder consultation - November 19, 2019

### Action plan to eliminate current year operating deficit and establish 5% reserve

- **Current projected deficit FY2019-20. The amount needed to balance budget to zero** **(\$13,100,000)\***
- **Transfers/reductions to preserve 5% reserve. The amount needed to preserve 5% reserve** **(\$11,400,000)**
- **Recommended amount for mid-year budget adjustments** **(\$11,400,000)**

#### Non-U-Fund Options (to be posted directly to reserve)

1. Transfer of available Adult Education & SWP Funds	\$1,200,000	
2. Free City Operating Expense Reimbursement	\$4,313,150	
<b>Subtotal Transfers to Reserve</b>	<b><u>\$5,513,150</u></b>	
<b>Remaining Spending Reductions Needed</b>	<b><u>(\$5,886,850)</u></b>	

#### Proposed Spending Reductions – Non-Code 1300

1. Administrators – Code 1210	\$727,883	10% reduction of \$7.3M
2. Consultants & Other Contracts – Code 5100	\$2,550,573	55% reduction of \$5.6M
<b>Subtotal Non-Code 1300 Spending Reductions</b>	<b><u>\$3,278,456</u></b>	
<b>Remaining Spending Reductions Needed</b>	<b><u>(\$2,608,394)</u></b>	

#### Proposed Spending Reductions – Code 1300 (PT Faculty)

1. Non-credit classes	\$185,341	
2. Remaining low-enrolled credit courses	\$594,971	
3. Non-CTE, non-GE credit classes	\$437,922	
4. Low graduation or completion programs	\$372,996	
5. Summer 2020	\$500,000	
<b>Subtotal Code 1300 Salary Savings</b>	<b><u>\$2,091,230</u></b>	8.7% reduction of \$24.2M
<b>Remaining Spending Reductions Needed</b>	<b><u>(\$517,164)</u></b>	

#### Additional Accrued Savings

1. Benefits @ 30% of salary savings above	<b><u>\$1,355,252</u></b>	
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#### **Total of All Adjustments Above**

**\$12,238,088**

#### **Budget Adjustments Goal for 5% Reserve**

**(\$11,400,000)**

#### **Net after Budget Adjustments**

**\$838,088**

#### **Current Projected Deficit**

**(\$13,100,000)**

#### **Goal to Balance FY19-20 Budget**

**(\$861,912)**

\* Based on current projections. Subject to updates.