



SAN DIEGO COMMUNITY COLLEGE DISTRICT

Administrative Procedure

CHAPTER 6 – BUSINESS AND FINANCIAL SERVICES

AP 6200.3 Campus Budget Model

Office(s) of Primary Responsibility:

Vice Chancellor of Business Services
Vice Presidents of Administrative Services
Budget Manager

A. Purpose/Scope

As part of Budget Preparation - Policy BP 6200 Budget Preparation, the District provides a method for allocating General Fund resources to each campus. The allocation method is provided through the calculations contained in each year's Campus Budget Model.

In order to complete the Campus Budget Model and develop the annual budget, there are several documents that need to be prepared by campus and/or District Office staff, and are addressed in this Procedure. They are:

- Collecting and Summarizing FTES Information
- Computing FTEF Allocations and Campus FTEF Budget Plans
- Computing Department Chair ESU's, Reassign Time FTEF, and 11-Month Contracts
- Determining Current Year Salary & Benefit Amounts (Contract Positions)
- Computing the Annual Rates for Adjunct, Overload, Substitutes, and ESU's
- Computing Pro-Rata Allocations
- Determining Other Adjusting Contractual Items
- Computing Discretionary Funding
- Funding for Sabbatical Leaves
- Funding for Vacant Positions
- Funding for Faculty Promotions
- Reconciling Budget Model and campus Budget Alignments

B. Collecting and Summarizing FTES Information

At the beginning of the budget cycle, typically around February of each year, the Research section of Student Services will provide an Excel worksheet containing projected FTES for the current fiscal year. The FTES will be summarized by campus, and includes actual FTES earned. The data will be broken down by term (i.e. Summer, Fall, Intersession, and Spring). A further breakdown will be by resident credit, non-resident credit, non-credit, in-service, and FTES generated through DSPS. The worksheet will be updated with P-1, P-2 and Final information.

C. Computing FTEF Allocations and Campus FTEF Budget Plans

FTEF funding is based on actual FTES earned in the prior year. After the FTES worksheet has been received, the information is entered into the Campus Budget Model, as defined in each section. The calculations determine the level of funded FTEF by term, based on the current Board or Chancellor's Cabinet approved productivity factor (FTES/FTEF) per term.

Once the Budget Model is distributed to the campuses, each campus prepares an annual FTEF budget plan. This plan indicates the total FTEF to be offered by term, and the total FTEF to be scheduled for that year. If the FTEF included in the budget plan exceeds the FTEF funded through the Budget Model, the campus budget plan will explain how the additional cost for the unfunded FTEF will be covered.

Each campus will also provide a worksheet that lists the actual classroom contract FTEF, by faculty member, for each classroom contract instructor funded from General Fund Unrestricted budget.

D. Computing Department Chair ESU's , Reassign Time FTEF, and 11-Month Contracts

Included in the funded FTEF calculations are the amounts for Department Chair reassign time, ESU's, 11-month contracts, and other Board Approved reassigned time, based on current contract provisions for each faculty unit. To calculate this additional FTEF, the campuses will provide a worksheet, detailing all calculations for Department Chairs. These calculations, per existing contracts, are based on prior year actual FTEF by Department. The other Board Approved Reassigned Time remains unchanged unless the Board or Chancellor's Cabinet approves additional reassigned time.

E. Determining Current Year Salary & Benefit Amounts (Contract Positions)

Contract salary and benefit amounts for all contract faculty and staff positions are computed using the Access Position Budgeting Database. This database is maintained in the Budget Office and updated throughout the year. In January of each year, the campuses are to review and validate all contract positions allocated to their location. As changes are identified and the Budget Office notified, the database is updated. Each Campus will sign off with their approval, indicating that all positions are included and are valid.

F. Computing the Annual Rates for Adjunct, Overload, Substitutes, and ESU's

The Budget Office will update the funded rates for Adjunct, Overload and Classroom Substitute Assignments, based on prior year districtwide average actual salary and benefit costs and current year COLA agreements, and include these rates in the Campus Budget Model.

G. Computing Pro-Rata Allocations

The Budget Office will annually calculate the funded Pro-Rata FTEF by using the data contained in the E-Program. The FTEF amounts are based on the prior year actual assignments, and funding is provided for the additional costs of pro-rata when compared to the funded adjunct rates, up to the STRS Earning Limit. Funding in the Budget Model will include the non-classroom pro-rata assignments as well as the classroom assignments. Using 2009-10 as an example, pro-rata funding is calculated as follows:

Pro-rata salary + benefits (STRS earnings limit) = \$31,531
30% of annual adjunct salary + benefits = \$11,657
Addition annual cost for .60 FTEF pro-rata = \$19,874
Pro-rata funding = \$19,874/ .60 FTEF = \$33,123 per 1.0 FTEF

H. Determining Other Adjusting Contractual Items

Other Adjusting Contractual Items include such items as projections for service contracts, such as Academy classes at Miramar College, funding for UCSD classes taught by Mesa College faculty, allocations for DSPS match, Apprenticeship, Lottery, Family Literacy, and other special funded services. Each of these items are reviewed and adjusted on an annual basis.

I. Computing Discretionary Funding

The Discretionary Allocation is determined by actual credit and non-credit FTES earned in the prior year. As of 2008-09, the credit FTES for each campus was funded at \$140 per FTES, and Continuing Education was funded at \$135 per non-credit FTES. However, due to budget reduction decisions made by each campus during 2008-09, applicable to 2008-09 and 2009-10, the Discretionary funding rates were adjusted based on the reduction plan determined by each campus. Discretionary funding rates may be adjusted annually if a campus chooses to de-fund vacant contract positions and convert the savings to Discretionary funds via the Budget Model formula. Also, reductions in Discretionary funds will occur when a campus, based on a Board approved Agenda Item, gets approval to fund a new activity and/or make a change to a contract position(s), or any action wherein the campus agrees to fund the additional cost.

With the recommendation of the President, and approval of the District Budget Office, Discretionary funds, including non-credit FTES funds allocated to the credit campuses, may be used to cover academic non-classroom hourly salaries (1401 and 1402), classroom and non-classroom classified hourly assignments (2301 and 2401), and related benefits.

J. Funding for Sabbatical Leaves

In the agreement with the current collective bargaining agreements the sabbatical leave allocations are distributed as follows;

City College	7
Mesa College	9
Miramar College	4
Continuing Education	3

Funding for sabbatical leave replacements are provided as follows:

1. For full-year sabbaticals, as faculty receive 50% of their pay, the position will be 100% funded and replacement costs will come from the 50% savings.
2. For one semester sabbaticals, as faculty receive 100% of their pay, the campus will receive supplemental funding at 50% of the annual adjunct rate per the Budget Model.

Funding for sabbatical leave replacement shall be budgeted in a districtwide account, and transferred to campus budgets once the employee is on leave.

K. Funding for Vacant Positions

Vacant positions are funded as follows:

Management Unit – Funded at Step E
Supervisory Unit – Funded at Step D
Office Technical Unit – Funded at Step C
Food Service Workers Unit – Funded at Step C
Maintenance and Operations Unit – Funded at Step C
Police Officers Association – Funded at Step C
Confidential Unit – Funded at Step C

Faculty Unit(s) – All vacancies are funded at the adjunct rate per the Budget Model. Once a vacancy is filled with a permanent employee, the difference between the adjunct rate and the starting rate for the new employee will be transferred to the campus budget. Funds for the difference between the adjunct rate and the starting rate are calculated by using the current salary schedule at class 2, step H, less the adjunct rate, times the number of vacancies as of July 1. This budget is held in a districtwide account and transferred as the position(s) are filled during the year.

L. Funding for Faculty Promotions

Each year various faculty members are recommended for promotions. Upon notification of approval, the campus will notify the Budget Office with the employee name and ID number. The Budget Office will then confirm the promotion with Human Resources, calculate the difference between the new salary and benefit cost, and transfer that amount of budget to the designated campus account. The budget for these promotions is held in a districtwide account during budget development and calculated base on prior three years experience.

M. Reconciling Budget Model Allocations and Campus Budget Alignments

As part of developing the Adopted Budget each year, the campuses distribute the funds, provided via the Budget Model, to line item accounts. The campus distributions must be reconciled to the Budget Model as follows:

1. 1000 Object Code (Academic Salaries)
 - 1.1 All funds allocated for academic salaries must remain in 1000 accounts.
 - 1.2 Academic Classroom (1101, 1102, 1103, 1301, and 1302) funds must remain within classroom accounts.
 - 1.3 Academic Non-Classroom (1201, 1203, 1401, 1402, and 1403) funds can be allocated to any academic non-classroom or classroom accounts.

2. 2000 Object Code (Classified Salaries)
 - 2.1 Classified classroom (2201, 2202, and 2401) funds can be allocated to any classified or academic classroom accounts.
 - 2.2 Classified non-classroom (2101, 2102, 2301, and 2304) funds can be allocated to any classified or academic accounts.

3. 3000 Object Code (Employee Benefits)

Funds allocated for employee benefits must remain in 3000 object code accounts until the Adopted Budget is approved. If savings in benefit accounts occur during the year, funds may be transferred via a Board Agenda. Campuses are encouraged to transfer such savings only into classroom salary accounts.

4. 4000-6000 Object Codes (Supplies and Materials, Other Operating, and Capital Outlay) – Discretionary Funds
 - 4.1 Funds for 4000-6000 accounts are provided through the Budget Model from these sources:
 - a. College Non-Credit Revenue
 - b. Discretionary Funds Allocation
 - c. Prop. 20 Lottery (Instructional supplies and materials only)

 - 4.2 With the recommendation of the President, and approval of the District Budget Office, Discretionary Funds may be used to cover academic non-classroom hourly salaries (1401 and 1402), classroom and non-classroom classified hourly assignments (2301 and 2401), and related benefits.

N. Campus Budget Document

As part of the annual budget development process, each campus is responsible for developing and publishing a budget document that summarizes the campus General Fund Unrestricted Budget, by department, by program, and by object code. This document is to assist with campus communication related to budget allocations as well as providing historical records on budget allocations.

Reference: BP 6300

Approved by Chancellor:

Date

Constance M. Carroll, Ph.D.

Reviewed by Cabinet on 9-22-09 and approved by concurrence.