

**SANTA BARBARA CITY COLLEGE
COLLEGE PLANNING COUNCIL**

February 3, 2004

3:00 – 4:30 PM

Room A218C

MINUTES

PRESENT: J. Friedlander, S. Ehrlich, J. Sullivan, B. Hamre, L. Fairly, K. McLellan, A. Serban, T. Garey, G. Carroll, E. Frankel, P. Haslund, L. Rose, J. Jackson and L. Auchincloss

GUESTS: L. Griffin, S. Coffield, P. Naylor

1.0 Call to Order

Chairperson Jack Friedlander called the meeting to order.

1.1 Approval of the minutes of the January 27, 2004, CPC meeting.

The minutes of the January 27th CPC meeting were approved.

2.0 Announcements

Jack reported that although the headcount for the spring 2004 semester was a bit lower than it was in the prior year, he is certain that the credit program will meet its growth and Basic Skills targets for the year. This is due to the fact that we have expanded the number of Dual Enrollment classes offered this spring and a large number of FTES that was generated from the Professional Development Studies classes offered through the Professional Development Center have not been entered into the system due to staff shortages. Once these data are entered into the system, along with the increase in FTES resulting from the earlier Census date for the spring semester, the college should exceed its enrollment targets for the year.

Full-time faculty positions will close on Thursday. Sue Ehrlich said that they had 1,700 people at the job fair who indicated interest and they handed out 300 applications. To date, they have received numerous applications. She applauded the Chancellor's Office for establishing its registry that enables colleges to query names and addresses of anyone who has registered and indicated an interest in the areas for which they are seeking applicants. It is becoming a sophisticated tool.

3.0 Information Items

There were no information items.

4.0 Discussion Items

4.1 Identification of goals and objectives in the College Plan for which additional resources are needed: Fiscal Support

Jack said that John Romo would come at a future meeting to discuss governance.

Leslie Griffin discussed Goal 17 and its Objectives 78, 79 and 80 of the fiscal support area of the College Plan. For each goal and objective she indicated that the college is “on target” for meeting those goals and objectives in the fiscal support area. She cited the technological tools available to assist the fiscal area in maintaining and managing data. Andreea said with the Oracle reporting tools, and the efforts of her office, a lot closer management of enrollments is possible. Gary Carroll indicated that the budget workshops have been excellent to open up the budget process and contributes to our being an exemplary college.

5.0 Other Items

5.1 Process to begin developing 2004-05 college budget

Joe Sullivan distributed the model of the 2-year comparison of the unrestricted General Fund on the enacted budget for 2003-04, which compares increases/decreases on the rough-cut projection for 2004-05 based on the Governor’s January proposal. He stressed that this is a very rough projection. The assumptions, to date, do not reflect any salary increase assumption, but are status quo. It does include the step increases and the salaries for our full-time faculty obligation. The assumptions will also reflect that the sabbatical leaves presently on hold will be re-established and funded. The next step in this process is to look at the budget model with the various assumptions using the various scenarios. Leslie said that it is important to show the budget holds on positions as well as the impact of those vacancies.

Leslie Griffin acknowledged that people would like to see the budget holds for the positions that are frozen or not being funded to know what the impact is of those vacancies on college operations and on other staff. We need to revisit those positions that are still on hold to see if the impacts are what we expected and how are we dealing with them. If we are going to hold other positions we should do a like analysis on those. Jack said as we build next year’s budget, we should look at the consequences of adding back a position and determining the trade-off of such an action. We need the context to have this discussion. For example, if we add back in a position, which becomes an expense, then how does it affect the bottom line? Do we give up something else or do we just absorb it? Leslie will look at the positions on hold and give us an idea of what we are saving in terms of dollars and we can revisit the impact.

The Council indicated that they would also like to see a rough cut of the equipment and construction funds and have some indication what the flexibility is for use of those funds other than their intended purposes.

Joe discussed with the Council his rough draft of the pending assumptions for 2004-05 which itemized COLA, budget holds for the salary model, credit adjunct expense, transfers to other funds, core program backfill, and one-time funding needs. These assumptions will be redefined and clarified and distributed at the next CPC meeting. Joe also distributed a budget timeline which chronicled the process for developing our budget.

Leslie said that we would come back at the April 6th meeting with a refined unrestricted general fund budget. Jack proposed that the Council meet on May 25th from 10:00 to noon to discuss the budget after the May revise.

5.2 Review of the *Master Calendar for Planning and Budgeting*

Jack said that he would like the Council to look forward on the Master Calendar for the balance of the year to determine whether there is any item on the list that can be eliminated and/or should be added. Bill Hamre moved the discussion of the technology update from March to April.

Joe Sullivan said that according to our timeline for February, we are charged with making the salary model current and doing a TLU analysis for the adjunct expenses to be as accurate as possible.

6.0 **Adjournment**

Chairperson Jack Friedlander adjourned the meeting at 4:30 p.m.

SANTA BARBARA COMMUNITY COLLEGE DISTRICT
2003-04 Mid-year Adjusted Budget
General Fund - Unrestricted

	Actuals 2002-03 (Audited)	Based on Gov's May Revise		Based on P-1*
		Adopted Budget 2003-04	Increase (Decrease)	Adjusted Budget* 2003-04
REVENUES				
Federal	1,188	1,250	0	1,250
State General Revenue				0
Base	47,143,414	45,914,564	1,081,389	46,995,953
Other State Revenue				
Partnership for Excellence	3,271,695	1,865,922	310,987	2,176,909
Basic Skills Supplemental	557,338	0	1,369,860	1,369,860
Lottery	1,804,091	1,716,690	0	1,716,690
Part-time Faculty Compensation	700,109	624,204	97	624,301
Mandated Costs	0	0	0	0
Other	15,466	15,856	47,132	62,988
Other Local				
Interest	468,922	373,600	0	373,600
International Student Fees	1,974,081	1,969,800	24,700	1,994,500
Non Resident Fees	1,668,964	1,605,000	516,300	2,121,300
Other	508,517	732,590	(81,539)	651,051
Total Revenues	58,113,785	54,819,476	3,268,926	58,088,402
EXPENDITURES				
Academic Salaries	28,106,527	27,821,389	407,112	28,228,501
Classified and Other Nonacademic Salaries	13,807,295	14,671,969	138,155	14,810,124
Employee Benefits	7,249,249	9,200,176	126,199	9,326,375
Supplies & Materials	1,449,049	1,504,970	23,904	1,528,874
Other Operating Expenses and Services	4,652,696	5,817,975	85,520	5,903,495
Capital Outlay	143,916	140,214	17,879	158,093
Other Outgo	160	500	0	500
Total Expenditures	55,408,892	59,157,193	798,789	59,955,982
Excess of Revenues over (under) Expenditures	2,704,893	(4,337,717)	2,470,157	(1,867,560)
Other Financing Sources (Uses)				
Intrafund Transfers - In	18,739	25,000	0	25,000
Intrafund Transfers - Out	(122,283)	(96,601)	0	(96,601)
Interfund Transfers - In	341,050	1,545,284	0	1,545,284
Interfund Transfers - Out - EQUIPMENT FUND	(2,585,000)	0	0	0
Interfund Transfers - Out - CONSTRUCTION FUND	(2,068,604)	0	0	0
Interfund Transfers - Out - FOOD SERVICE	(100,000)	(100,000)	50,000	(50,000)
Interfund Transfers - Out - CHILDREN'S CTR	(58,954)	(160,000)	105,000	(55,000)
Interfund Transfers - Out - COSMETOLOGY	(65,200)	(65,200)	(40,000)	(105,200)
Interfund Transfers - Out - B&I Auxiliary Account	0	0	(29,000)	(29,000)
Total Other Financing Sources (Uses)	(4,640,252)	1,148,483	86,000	1,234,483
Excess of Revenues & Other Sources over (under) Expenditures & Other Uses	(1,935,359)	(3,189,234)	2,556,157	(633,077)
Beginning Fund Balance	10,439,386	8,178,972	325,055	8,504,027
Ending Fund Balance	8,504,027	4,989,738	2,881,212	7,870,950
Memo:				
Ending Fund Balance	8,504,027	4,989,738	2,881,212	7,870,950
Less: Board Operating Contingency (5%)	(3,020,447)	(2,978,950)	(35,638)	(3,014,588)
Less: Benefits Reserve	(600,000)	(300,000)		(300,000)
Undesignated Fund Balance	4,883,580	1,710,788	2,845,573	4,556,362

As customary, growth revenue is not budgeted. Estimate of 03-04 growth revenue = \$1,016,296

Balance of 02-03 Basic Skills revenue rec'd in 03-04 and 03-04 Basic Skills

BFAP Admin fee from Media Campaign Project \$33,000, Board Fin Asst Program \$14,100

Adjust to estimated actual for 03-04

Full-Time Faculty Obligation: Add 6 temporary contract instructors, reduce adjuncts
Add post-retirement contracts
Add salary increase for mid-year salary rate increases

Food Service revenue up reducing need for transfer; Children's Center rec'd State Tax Bailout Fund & grant reducing need for transfer; Cosmetology revenue is down & expenses are up increasing need for transfer

* SBCCD State Revenue allocations based on First Principle Apportionment (P-1)

SANTA BARBARA COMMUNITY
 COLLEGE UNRESTRICTED GENERAL
 FUND REVENUE

Line Item	Line Item Title	@ 2-29-04 YTD Actual	Adjusted Budget	Mid-Year Budget Adjustment	Projection (P-1 + Prior Yr Adj)
811000	FOREST RESERVE	0.00	250.00		250
816000	VETERANS EDUCATION	1,085.00	1,000.00		1,000
	Total Federal Revenue	1,085.00	1,250.00	0.00	1,250.00
861100	STATE PRINCIPAL APPORTIONMENT	15,629,845.00	27,132,617.00	(849,244)	26,283,373
867200	HOMEOWNERS EXEMPTION TAX	86,559.19	164,555.00	1,508.00	166,063
881100	LOCAL SECURED TAXES	7,646,789.99	13,027,304.00	489,178.00	13,516,482
881101	ED REVENUE AUGMENTATION FUND	1,508,512.08	2,201,112.00	487,118.00	2,688,230
881102	LOCAL SUPPLEMENTAL TAXES	294,335.55	550,883.00	8,704.00	559,587
881301	LOCAL UNSECURED TAXES	708,965.96	711,513.00	(11,347.00)	700,166
881600	PRIOR YEAR TAXES	10,742.72	0.00	(146.00)	(146)
	Property Tax Revenue	10,255,905.49	16,655,367.00	975,015	17,630,382
887404	IN KIND ENROLLMENT FEES	35,349.70	86,695.00	(31,195)	55,500
887460	SUMMER ENROLLMENT FEES	140,783.95	121,784.00	18,816	140,600
887461	FALL ENROLLMENT FEES	1,564,237.65	1,048,347.00	506,353	1,554,700
887462	SPRING ENROLLMENT FEES	1,510,890.40	869,754.00	524,546	1,394,300
	Less: 2%			(62,902)	(62,902)
	Student Enrollment Fees	3,251,261.70	2,126,580.00	955,618	3,082,198
	Total State General Revenue	29,137,012.19	45,914,564.00	1,081,389.00	46,995,953.00
861102	PARTNERSHIP FOR EXCELLENCE	1,306,146.00	1,865,922.00	310,987	2,176,909
861114	STATE BASIC SKILLS	155,482.00	0.00	1,369,860	1,369,860
861116	PART TIME FACULTY OFFICE HRS	374,580.00	624,204.00	97	624,301
863000	BOARD FINANCIAL ASSISTANCE PROG 2%	18,607.00	15,856.00	14,132	29,988
868500	STATE LOTTERY FUNDS	568,900.74	1,716,690.00	0	1,716,690
869000	OTHER STATE REVENUE	0.00	0.00	33,000	33,000
	Other State Revenue	2,423,715.74	4,222,672.00	1,728,076.00	5,950,748.00
888051	INTL ED FEES SUMMER	113,258.50	107,500.00	5,800	113,300
888052	INTL ED FEES FALL	938,713.13	957,900.00	(19,300)	938,600
888052	INTL ED FEES SPRING	878,493.70	904,400.00	38,200	942,600
	Intl Student Fees	1,930,465.33	1,969,800.00	24,700.00	1,994,500.00
888060	NON RES FEES SUMMER	79,427.00	60,400.00	19,000	79,400
888061	NON RES FEES FALL	1,072,353.58	795,300.00	275,300	1,070,600
888062	NON RES FEES SPRING	1,055,734.60	755,300.00	222,000	977,300
	Nonresident Student Fees	2,207,515.18	1,611,000.00	516,300.00	2,127,300.00
	2% Enrollment Fees	0.00	0.00	62,902	62,902
884100	GOURMET DINING ROOM	28,378.24	86,600.00	(14,000)	72,600.00
884400	CATERING/MISC	58,227.73	81,340.00	0	81,340.00
884600	COFFEE SHOP SALES	45,596.35	79,900.00	0	79,900.00
885000	RENTS & LEASES	23,350.00	3,000.00	64,560	67,560.00
885001	COMMUNITY SERVICES	19,339.77	16,000.00	7,000	23,000.00
886000	INTEREST	191,790.04	373,600.00	0	373,600.00
888161	BUS PASS FEES FALL	5,508.50	25,000.00	(19,492)	5,508.00
888162	BUS PASS FEES SPRING	246,081.50	10,000.00	2,891	12,891.00
888900	PRE-1992 DROP FEES	0.00	1,600.00	0	1,600.00
888901	INTERNATIONAL APPLICATION FEES	7,550.00	10,000.00	0	10,000.00
889000	LOCAL INCOME	63,085.68	301,200.00	(228,000)	73,200.00
889005	TRANSCRIPTS	32,230.50	43,000.00	10,000	53,000.00
889006	NSF CHECKS REDEEMED	35.50	600.00	0	600.00
889007	CLASS AUDIT	1,800.00	2,800.00	0	2,800.00
889008	SUBPOENAS	195.00	300.00	0	300.00
889010	NSF - SERVICE CHARGE	3,595.00	1,100.00	5,000	6,100.00
889019	RESTITUTION	570.80	0.00	0	0.00
889025	GOLF FEES	1,860.00	1,500.00	0	1,500.00
889030	ART FEES	19,647.00	20,028.00	(528)	19,500.00
889040	BIO MED KIT FEES	2,390.00	2,000.00	0	2,000.00
889041	GRAPHICS COURSE FEES	8,911.91	7,750.00	1,000	8,750.00
889074	ENROLLMENT REFUND CHARGE	25,180.00	24,000.00	4,000	28,000.00
889100	PARKING CITATIONS	33,145.59	0.00	0	0.00
889200	LIBRARY FINES	10,557.69	13,000.00	7,000	20,000.00
889800	SBCC CLASS SCHEDULES	3,400.75	12,000.00	0	12,000.00
	Local Revenue	832,428	1,116,318	(97,667)	1,018,651
	TOTAL REVENUE	36,532,220.99	54,835,604.00	3,252,798.00	58,088,402.00
898000	INTERFUND TRANSFERS- IN	709,626.00	1,545,284.00	12,000	1,557,284.00
898100	INTRAFUND TRANSFER IN	0.00	25,000.00	0	25,000.00
	Total Other Financing Sources	709,626.00	1,570,284.00	12,000.00	1,582,284.00
	TOTAL REVENUE & TRANSFERS IN	37,241,846.99	56,405,888.00	3,264,798.00	59,670,686.00

Comments

03/04 P-1 \$26,999,095 + prior yr \$204,867 + AP reversal \$95,707;
 \$ 27,299,669 less Growth (\$1,016,296)

Adjust to Local Prop Tax Estimate for 03/04
 Adjust to Local Prop Tax Estimate for 03/05
 Adjust to estimated ERAFA for 03/04
 Adjust to Local Prop Tax Estimate for 03/05
 Adjust to Local Prop Tax Estimate for 03/05
 Adjust to Local Prop Tax Estimate for 03/05
 03/04, P-1 = \$17,630,382

As reported to CCCCC

Adjust to match P-1, 2% moved below
 03/04 P-1 = \$3,082,198

03-04 P-1 + prior yr adjustment + AP reversal - Growth

Per P-1
 Adjust to anticipated cashflow
 Per P-1
 Per P-2

BFAP Admin fee (3.5% of grant expenditures)

Adjust to actual @ 3-5-04
 Adjust to actual @ 3-5-04
 Adjust to actual @ 3-5-04 plus A/R \$81,000

Adjust to actual @ 3-5-04
 Adjust to actual @ 3-5-04
 Adjust to actual @ 3-5-04 less refunds \$2000

GDR closed evenings Fall '03

\$3,000 Lou Grant Workshop + \$64,560 Aspect min. rent
 Increased useage

Adjust to actual
 Adjust to actual

Adjust down, Fdn revenue reclass to Restricted Genl Fund

Cont Ed reader fees \$12,000

**SANTA BARBARA COMMUNITY COLLEGE DISTRICT
 STATE REVENUE
 Unrestricted General Fund**

	01/02 Recalc	02/03 Recalc	03/04 State Budget Workshop	03/04 P-1	Increase (Decrease)
WORKLOAD MEASURES					
Actual FTES					
FTES - Credit	11,008.42	11,695.33		12,351.32	
FTES - Noncredit	2,548.39	2,544.66		2,129.24	
	<u>13,556.81</u>	<u>14,239.99</u>		<u>14,480.56</u>	
Funded FTES					
FTES - Credit	10,946.97	11,474.36	11,669.99	11,983.76	313.77
FTES - Noncredit	2,535.58	2,538.92	2,575.09	2,129.24	(445.85)
	<u>13,482.55</u>	<u>14,013.28</u>	<u>14,245.08</u>	<u>14,113.00</u>	<u>(132.08)</u>
STATE APPORTIONMENT					
Credit Base	32,832,170	36,386,030	38,749,151	38,646,292	(102,859)
Noncredit Base	4,153,888	4,542,305	4,740,234	4,657,617	(82,617)
M&O Base	4,019,774	4,249,676	4,384,600	4,372,148	(12,452)
Base	<u>41,005,832</u>	<u>45,178,011</u>	<u>47,873,985</u>	<u>47,676,057</u>	<u>(197,928)</u>
COLA	1,586,925	903,560	0	0	
%	3.87%	2.00%	0.00%	0.00%	
Growth student	2,512,838	1,650,388	705,090	1,041,227	336,137
Growth M&O	65,998	38,594	72,341	(24,931)	(97,272)
Growth	<u>2,578,836</u>	<u>1,688,982</u>	<u>777,431</u>	<u>1,016,286</u>	<u>238,865</u>
Adjusted Growth Rate	6.68%	4.03%	1.65%	2.45%	
Growth Adj Factor	0.711	0.753	0.442	0.657	
Growth Rate-Budget Workshop	9.40%	5.35%	3.73%	3.73%	
Total	<u>45,171,593</u>	<u>47,770,553</u>	<u>48,651,416</u>	<u>48,692,353</u>	<u>40,937</u>
Deficit Factor	(34,848)	(282,561)	0	(980,678)	(980,678)
%	-0.08%	-0.60%	0.00%	-2.00%	
Available Genl Revenue	<u>45,136,745</u>	<u>47,487,992</u>	<u>48,651,416</u>	<u>47,711,675</u>	<u>(939,741)</u>
STATE REVENUE					
Enrollment	2,039,888	2,114,484	3,317,902	3,082,198	(235,704)
Prop Tax	15,003,312	17,419,236	18,895,056	17,630,382	(1,264,674)
Apportionment	28,093,545	27,954,272	26,438,458	26,999,095	560,637
	<u>45,136,745</u>	<u>47,487,992</u>	<u>48,651,416</u>	<u>47,711,675</u>	<u>(939,741)</u>
Less: Concurrent Adjustment	0		(93,486)		93,486
Available Genl Revenue	<u>45,136,745</u>	<u>47,487,992</u>	<u>48,557,930</u>	<u>47,711,675</u>	<u>(846,255)</u>
Ptrship for Excellence	3,731,844	3,271,695	2,798,883	2,176,909	(621,974)
P/T Faculty Comp	700,109	700,109	624,301	624,301	0
Basic Skills	470,195	703,504	259,136	722,501	463,365
	<u>50,038,893</u>	<u>52,163,300</u>	<u>52,240,250</u>	<u>51,235,386</u>	<u>(1,004,864)</u>
Recalc - Genl Apportionment				300,574	300,574
Recalc - Basic Skills				647,359	647,359
Total State Revenue	<u>50,038,893</u>	<u>52,163,300</u>	<u>52,240,250</u>	<u>52,183,319</u>	<u>(56,931)</u>

Reduced by concurrent enrollment adjustment of (\$94,500)

Funded growth rate increased as other districts reported lower attendance than anticipated

2% deficit factor is result of property tax and enrollment fee shortfall



S TATE BUDGET UPDATE

UPDATE #2 ♦ MARCH 5, 2004

A status report on the actions, discussions, and rumors in Sacramento related to the community colleges' state budget for fiscal year 2004-05. This update is distributed to all chief executive officers for distribution to trustees, administrators, faculty, classified, public/governmental relations officers and student leaders.

Proposition 57 Passes; Budget Challenges Continue

Tuesday's approval of Proposition 57 may have brought a sigh of relief to elected officials and interest groups in Sacramento, but the victorious feelings were short-lived. While the \$15 billion bond approved by 63.3% of the voters will reduce the amount of cuts necessary for a balanced budget, billions more will have to either be cut or be met with revenue increases, according to the nonpartisan Legislative Analyst's Office (LAO). In advance to the discussions about the education budget that begin next week, the following is an overview of the state's budget situation.

The state's current year budget relies on \$14 billion in short-term borrowing that will be due in mid June (\$3 billion in RANs and \$11 billion in RAWs). This was the "cash crunch" that was feared if Proposition 57 failed. According to the Legislative Analyst's Office and with the passage of Proposition 57, the state will end 2003-04 with a \$479 million deficit. This is due to lower-than-expected revenues, which will be either confirmed or disproved after the April 15 tax revenues are tallied. The LAO projects that the 2004-05 fiscal year will end with a deficit of \$783 million.

The biggest threat to the Governor's spending plan, however, are several legal challenges and speculative anticipated revenue sources. These include the legal challenge over the pension obligation bond (\$930m), the reduced corporate tax revenues from the *Farmer Bros.* case (\$1 billion), the legal challenge to reduced Medi-Cal provider rates (\$960m) and speculative anticipated revenue (\$1 billion), most notably tribal gaming and new federal funds. These problematic areas on the revenue side of the budget could create a \$4 billion deficit in the 2004-05 budget, assuming all of the Governor's proposed budget cuts are adopted.

The Legislature has already rejected many of the program cuts suggested by the Governor either recently in the mid-year cuts or in last year's budget, ranging from relatively small budget items such as higher education outreach to large reductions in In-Home Supportive Services, CalWORKs and Medi-Cal. Additionally, the Governor's budget proposes a \$400 million unallocated reduction to the Department of Corrections that is expected to be clarified in the May Revise. Any proposed cuts rejected by the Legislature would build on top of the \$4 billion revenue problem that would have to be solved. Therefore, it is likely that the Legislature will be seeking \$4-5 billion in additional budget solutions beyond those proposed by the Governor in his January budget—either through more program cuts or tax increases. The resounding defeat of Proposition 56 (34%-66%), which was seen as a referendum on taxes, makes it much more unlikely that any significant tax increase will be part of the budget solution.

For Proposition 98-supported entities, the budget is equally uncertain. The deal crafted between the K-12 Education Coalition and the Governor agreed to temporarily subtract \$2 billion from the Prop. 98 funding guarantee, leaving about \$1.8 billion of new money for K-12 and community colleges (because of deferrals, not all of this is being used to increase program funding). If additional revenues materialize because the guarantee increases at May Revise (after personal income data becomes available in late April), they would be available under the deal with the Administration. However, the Legislature was not part of the agreement, and many legislators were quite frustrated with parties to the agreement. The agreement, they thought, was too generous to education while many other programs are being cut. The Governor's budget requires suspension of Prop. 98, which means the Legislature will not be locked into the agreement of the legal formula. This means that it could limit any new funds that would become available in May or, although perhaps not likely, reduce the imbalance identified by the Legislative Analyst by reducing the budget increases provided for K-12 and community colleges in the Governor's January budget.

Senate Budget Sub 1 Hearings on Community Colleges

Monday, March 8	Overview Hearing, including Chancellor Drummond
Monday, March 15	K-12 Issues (including Proposition 98 Suspension)
Monday, March 22	Higher Education enrollments (UC, CSU, CCC) Chancellor's Office Support, Equalization, Categorical Consolidation (these individual items will be postponed to May 3 if insufficient time)
Monday, April 19	Student fees and financial aid (UC, CSU, CCC)
Monday, May 3	Capital facilities (UC, CSU, CCC)
Monday, May 17	May Revise issues (all segments)
Wednesday, May 19	May Revise issues (all segments)
All hearings begin at 1:30 p.m. and are scheduled for Room 113, on the first floor of the Senate (N Street) side of the Capitol.	

Working Paper

FY 04-05 Budget Development Assumptions

March 9, 2004

State-wide Assumptions

1. The state's financial crisis continues. The structural problems in the state budget will not be fully corrected in 04-05.
2. State tax, property tax and student fee revenues are coming in under projections.
3. The governor's budget includes significant reductions in allocations to state provided services, cities and counties.
4. Community college funding may be increased in 04-05.
5. Categorically funded programs are being consolidated into the base.
6. The CC system-wide budget may be adversely affected due to reductions targeted at programs and services deemed non-essential.

SBCC Budget Assumptions

1. State allocations for the 04-05 general fund budget may increase by up to 5%. The projected increase results from augmentations to growth, COLA and equalization.
2. The College has significant fixed costs many of which are increasing in expense (e.g. workers' compensation, health insurance, retirement program contribution)
3. The use of reserves or special funds may be necessary again to address equipment and classroom improvement/construction needs. The College cannot become overly reliant on reserves to address reductions in state revenue.
4. A 5% contingency reserve will be sustained.
5. Reserve funds for the future construction of a building to house SOMA departments and a parking structure mandated by the Coastal Commission must be sustained.

SBCC Program Assumptions

1. Failure to meet the College's FTES cap would have a significantly negative impact on long-term general fund revenue. Due to this, the College must meet its 04-05 FTES cap.
2. If needed, reductions in budget allocations will first be made in areas that have the least impact on instruction, instructional support and FTES production.
3. In making allocation decisions, categorical programs will be evaluated using the same criterion as for general fund programs; i.e., core services to students will be the highest priority regardless of current funding source.
4. For 04-05 and beyond, all college programs and services will undergo scrutiny to confirm program and cost effectiveness.

2510 Smoke-Free Workplace Policy* (*Adopted by the Board of Trustees _____)

It is the intent of the Governing Board to maintain a workplace that is conducive to the health and safety of the employees of the district. Realizing the health hazards posed by smoking and by second-hand smoke, it is the policy of the Santa Barbara Community College District to maintain a smoke-free workplace in all indoor areas. Smoking is also prohibited in La Playa Stadium campus except for officially posted designated smoking areas. In addition, the use of smokeless tobacco is prohibited in any campus building.

Temporary designated smoking areas may be set up for special events near the Garvin Theater and Campus Center, as determined by the event coordinator and approved by the Director of Facilities.

Tobacco products shall not be sold or distributed in any manner on campus. This includes free samples distributed by vendors. Advertising and sponsorship of campus events by tobacco companies is also prohibited.

This policy shall apply to all SBCC facilities, owned or leased, regardless of location, and all state and auxiliary vehicles.

This policy pertains to students, faculty, staff, administrators, visitors, and the general public attending campus events.

The campus shall make available to students, faculty, staff, and administrators information about smoking-cessation programs.

Smokers are requested to ensure that their smoke does not enter buildings. In any dispute arising under this policy, the rights of the non-smoker shall have preference. The District's Grievance Policy may be used in cases of unresolved disputes regarding this policy.

Signs which designate smoking or non-smoking areas shall be posted when deemed appropriate by the Director of Facilities.