Sacramento City College
Budget Committee

MEMORANDUM

DATE:       June 11, 2007
TO:         Art Tyler
FROM:       Budget Committee Tri Chairs
            Paul Carmazzi
            Stephanie Smith
            Mary Turner

RE:         2007-2008 Budget Committee Recommendations
            FY 2007-2008 Budget Planning Factors memo, date 27 February 2007

The Budget Committee would like to present the resource allocation recommendations for the 2007-2008 academic year (total available $1,093,547):

1) $695,527 – Requests from division unit planning process (see attachment A).
2) $63,702 – 10% COLA to divisions that requested funds and had additional unmet needs after recommendation #1 (above). (see attachment B.)
3) $100,000 – Increase to Reserve Fund
4) $234,318 – Balance to be allocated in Fall 2007

Over the past several years, the Budget Committee has found it increasingly difficult to make informed decisions due to the fact that the committee does not have a complete picture of division funding. In keeping with your commitment to have all the money on the table, the Budget Committee is recommending that in early Fall 2007, all division managers provide a summary of all the funding the division receives (CDF, IR, VTEA, Education Initiative, Special Activities, Fundraising, etc.) as well as the expenditures associated with running quality programs for our students. Base budgets have not been reviewed in well over 15 years and the committee feels that in order to best serve the needs of the college, base budgets need to be reviewed and reconfirmed. Once this task is complete, the committee will make a second recommendation to you regarding the $234,318 balance. We would expect to complete this in coordination with the VPA mid-year review. Recommend approval

Along these same lines, in your budget planning memo you also requested consideration from the Budget Committee on the ongoing accumulation of varying carryover amounts
in each division. As you state, “carryover amounts tend to tie up a substantial amount of college resources that may be more efficiently utilized to meet current college needs.”

A survey was conducted within the Budget Committee and the results were shared and discussed at our final meeting of the year. The following are the results of that survey and discussion.

a) Instructionally Related (IR) Carryover – The committee recommends that effective in the 2007-08 academic year, 50% of the carryover is returned to the Budget Committee to set up an IR Reserve Fund; the other 50% will be returned to divisions. **Recommend approval**

b) College Discretionary Fund (CDF) Carryover – After a lengthy discussion, there was no sense of clarity or consensus among the members regarding a recommendation on the CDF carryover. Committee members were in support of creating a form for reporting the use of CDF carryover to improve accountability. The committee is forwarding to you our top two recommendations based on the survey and request further discussion and recommendation take place in the Fall 2007.

1. Effective 2008-2009, 50% of the carryover is returned to the Budget Committee and will be added to the Reserve Fund; the other 50% will be returned to the division.
2. Effective 2008-2009, limit division carryover to 100% of base allocation; excess carryover added to the Reserve Fund (max $200,000) and any additional carryover allocated back to the Budget Committee for recommendation to the College President.

Finally, the committee has asked that it be informed of the method for gathering the 2008-2009 resource requests early in the Fall 2007 semester.

We would like to thank you for your continued support of the Budget Committee and look forward to your response to our recommendations.

Attachments

Cc: Budget Committee