



Los Angeles Mission College

Office of Administrative Services

Date: February 19, 2015

To: President Perez
Vice President Allen
Vice President Ramirez

From: Daniel G. Villanueva
Vice President, Administrative Services

Subject: Fiscal Year 2015/2016 Budget Planning Process

On January 09, 2015, the Governor released the proposed state budget for 2015/2016 that includes COLA at 1.58% and 2% for enrollment/growth access.

For the preliminary budget planning purpose, the District accordingly assumes a COLA of 1.58%, 2% of funded growth revenue. Starting fiscal year 2015/2016, the funding rate for enhanced non-credit (Career Development and College Preparation non-credit) equals to credit funding rate. Pending further instruction from the State Chancellor, other additional revenue is undistributed at this time.

A summary of preliminary planning allocations for college programs that require the development and submission of the annual budget operational plans follows:

- The College was advised of the 2015-2016 preliminary allocation for unrestricted programs of \$28,417,564 at a funded base of 6,179 FTES plus 2% growth. The allocation includes \$105,000 1st year Full-time Faculty Obligation (FON) subsidized funding for 3 faculty positions, projected non-resident revenue of \$425,000, and dedicated revenues of \$397,006.
- The 2015/2016 preliminary planning allocation for most categorical programs reflects a funding level at 95% of 2014/2015 revised allocation from the State Chancellor's Office (Disabled Student Programs and Services, E.O.P.S. and Educational Opportunities Programs and Services and E.O.P.S – Cooperative Agencies Resources for Education, Student Success and Support Programs (formerly Matriculation programs), California Work Opportunity and Responsibility to Kids and Temporary Assistance for Needy Families programs).
- Student Equity and Board Financial Aid Assistance – Student Financial Aid Administrative programs are funded at a preliminary allocation at 80% of 2014/015 revised allocation from State Chancellor's Office.
- The 2015/2016 preliminary planning allocation for Child Development Center includes the state apportionment (projected bail-out) and actual parent fees being collected in the prior year.
- The income projections and tentative budget allocation for other programs (Community Services, Student Health Services, Student Parking, Cafeteria, and Bookstore) are proposed by the College with the goal to be self-supporting. The

program net income is to remain with the College in the respective program account.

- It is anticipated that the remaining allocations for categorical programs are distributed in the second quarter of the fiscal year 2015/2016.

The College process for developing the 2015/2016 Operational Plans is underway. I appreciate your noting and following the following budget proposal guidelines:

- You are receiving the base budget worksheets for each of your respective departments that represent the 2014/2015 level of funding. These budget documents should be reviewed with each of your department heads for completeness and accuracy.
- The budget worksheets include a listing of regular permanent positions, both certificated and classified, that are charged to program 10100 and categorical funding sources in your respective division/department.
- The 2015/2016 projected annual salary for regular certificated and classified employees includes the step and column increase, the 4.04% COLA in 2014/2015. Salaries of regular staff working B or C shift are adjusted to include shift differentials.
- Non-personnel line items are shown at \$1 as a placeholder for program managers to review and propose the allocations. A copy of program 2014/2015 budget report is included for reference.
- Request for resources above base funding shall be submitted through the annual program review process. These requests, after being prioritized at division level, are reviewed and ranked by Budget and Planning Committee in accordance with the institutional priorities. The ranked requests are forwarded to College Council for funding recommendation then College President for final funding commitment based on available resources. College units being awarded new resources as over base funding will be notified.
- The distribution of unrestricted hourly instructional and employee benefits budget allocations to individual departments will follow the adoption of final budget, by early September.

In order to allow time for review requests and budget upload onto SAP system by the deadline mandated by the District Office, March 3, 2015, I recommend that you initiate the review process with your department heads and schedule the time to meet with Frances Nguyen of the Budget Office for assistance with the questions that arise during your review.

A copy of this memorandum is distributed to the deans and program budget managers of your division.

Your attention and cooperation to this annual budget proposal process is much appreciated.

Cc: Budget and Planning Committee
Deans, Directors, Unit/Program Budget Managers
College Budget Staff