

The Association of College Business Officials

Spring Conference

May 20, 2008

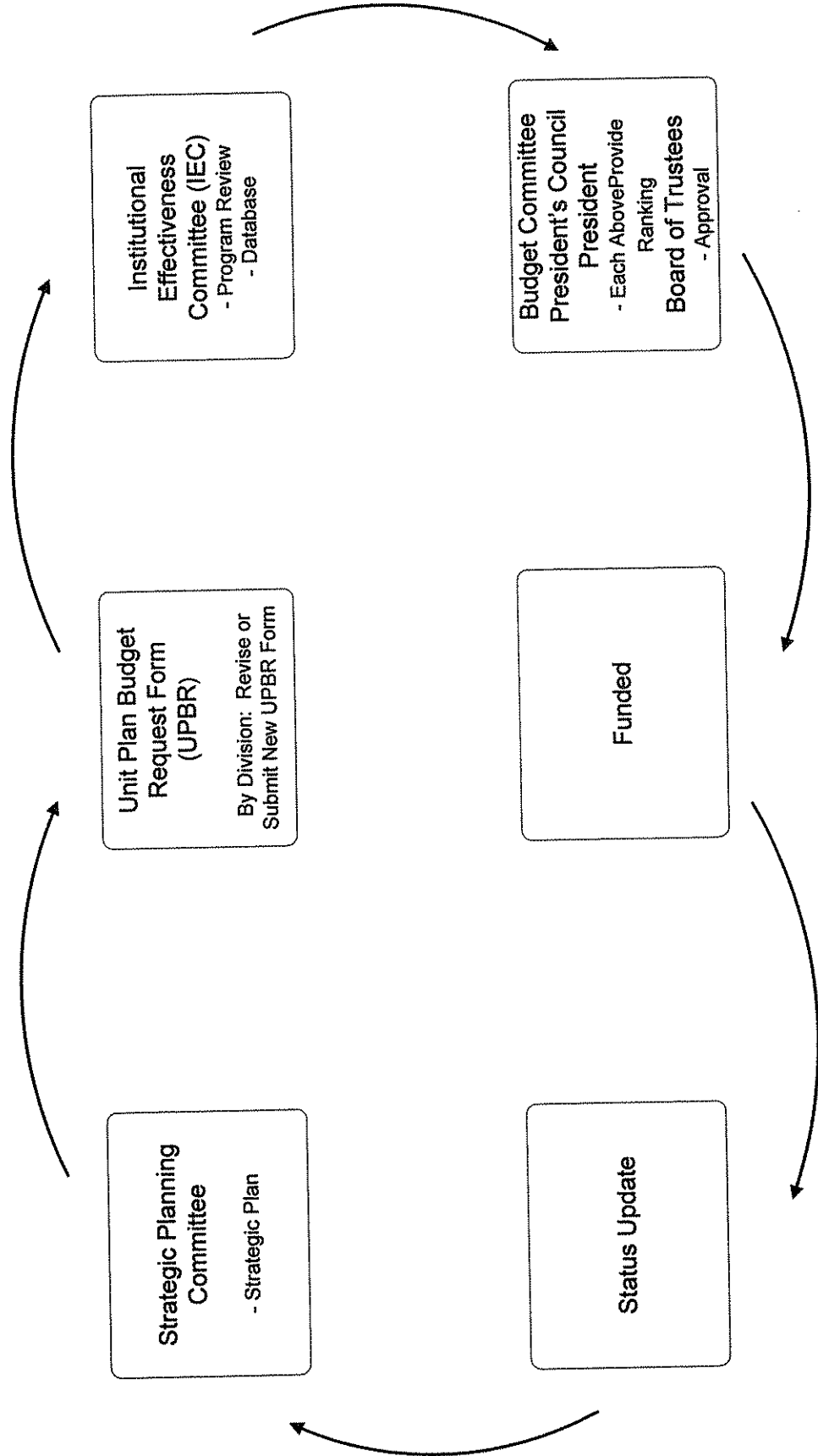
Linking Program Review

and the

Annual Budget for Better Outcomes

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5055 Santa Teresa Boulevard
Gilroy, CA 95020**

Simplified Program Review and Budget Planning Process



- **Response to Request of Commission**
 - **Budget Guidelines FY 2008 - 2009**
- **Status of Previous Guidelines FY 2007-2008**

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT

Budget Guidelines

FY 2008 - 2009

This budget guideline document is designed to identify the funding priorities for FY 2008-2009 as established through the Strategic Plan and Board Goals. These budget guidelines are derived from several planning documents. The planning documents include the college's strategic plan and the annual goals established by the Board of Trustees. Other priorities in need of resource allocations are also included although they may not specifically fall under one major strategy or board priority. In developing the budget, resources will be allocated to the extent that funds are available.

This document will also be used to report on the effectiveness of the resources allocated within the fiscal year on activities made possible through resource allocations. An assessment section will be added under each goal that summarizes whether the college received the benefits it was expecting when allocating these resources. Refer to **Attachment C** for an evaluation of the effectiveness of resource allocations in previous years.

In developing the Final Budget the first priority is to allocate sufficient resources to maintain those functions that support the mission of the college so that high quality instructional services can be offered to students. A number of permanent fixed costs exist throughout the college. The budget reflects those commitments and contractual obligations.

Gavilan College Mission Statement: The mission of the Gavilan Joint Community College District was revised and adopted in BP 1200 District Mission:

In an environment that cultivates creativity, stimulates curiosity and emphasizes student learning, Gavilan College serves its community by providing high quality educational and support services that prepare students for transfer, technical and public service careers, life-long learning and participation in a diverse global society.

The mission is evaluated and revised on a regular basis.

GAVILAN JOINT COMMUNITY COLLEGE DISTRICT

Status of Previous Budget Guidelines, FY 2007 - 2008

An Update on the Effectiveness of Allocations Made in Previous Fiscal Years

As of Spring 2008

The purpose of this document is to report on the effectiveness of the resources allocated within the 2007-2008 fiscal year on activities made possible through resource allocations. The assessment section under each goal summarizes whether the college received the benefits it was expecting when allocating these resources. Evaluating the effectiveness of resource allocations has not occurred in previous years. Additional baseline data and identification of elements to be evaluated will be necessary in order to make definite conclusions about the effectiveness of resource allocations in future planning updates.

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Section 1 - Strategies from Strategic Plan 2007-2012

Strategy # 1 Optimize enrollment, course offerings and services to reflect community needs and growth

S.1 Goal #1 Increase the number of students who will graduate with an AA/AS degree and/or who can transfer within two years

► *Numerous costs are included in current operating budget and have not been separately identified as these actions are being completed by existing personnel who also have other primary assignments. This goal was included in FY 2006-2007 also.*

Status as of spring 2008:

The Transfer Institute: The Transfer Institute continues to support students in attaining the AA degree in two years and to facilitate transfer to the university. Students in this program continue to persist and transfer at a rate exceeding that of the general student population.

From 2003 through 2005, Gavilan College had experienced steady growth in the number of students reported as transferred by UC and CSU institutions. In 2006-2007, the most recent data available, there was a decrease in the numbers reported, falling from 208 students in 05-06 to 174 in 06-07.

In the past four years, the college has seen a steady increase in the number of AA and AS degrees awarded. In 2003-2004, 212 AA/AS degrees were

- **Unit Plan Filename**
- **Unit Plan Budget Request Form**



INSTITUTIONAL EFFECTIVENESS COMMITTEE

UNIT PLAN AND BUDGET REQUEST FORM

Unit: (Department/Program/Service): Office of the VP of Admin. Services	Unit Plan #: 1
Responsible Staff: Joseph Keeler and Nancy Bailey	
Date Completed:	
Strategy Initiative (Strategy from Strategic Plan; include #): <i>Strategy 5: Recruit and develop staff to attract and retain an optimal student population</i>	
Goal (Goal associated with Strategic Plan Initiative above; include #):	
Goal #5 – Develop a concerted campus approach to improving customer services in administrative services, student services, and instructional services.	
Objective (s) (What do you want to do?): Using a collaborative process, agree on the following main points: 1) Why we are here, 2) Why our duties and responsibilities are important to the mission of the District, and 3) how these items equate to customer service. The tangible product of this collaborative process will be to develop an Administrative Services "Mission Statement".	

BUDGET REQUEST SECTION

Budget Review Year:

FY 2009 - 10 FY 2010 - 11 FY 2011 - 12

Prior year Unit Plan # matching current request:
(if any):

Required Certifications

Supervisor's Name: Joseph D. Keeler

Area VP Name: Steve Kinsella

Comment:

This is a great opportunity to build a sense of team and value to the college within the members of the Administrative Services Division. This opportunity extends itself to a sense of camaraderie and purpose which will help improve customer service in Administrative Services.

Comment:

Priority Level: High Medium Low

Priority Level: High Medium Low

Rating: 1 2 3 4 5

Rating: 1 2 3 4 5

1 = Highest; 5 = Lowest

(B) Personnel Request

Resource: General Fund / Program Categorical Funding Program; Which one?
 Are other funding sources available to support this request? Yes No
 If "yes" where?

Job Classification	i.e. Office Assistant, Program Services Specialist	Classification:
Does this position already exist at the district?	Is this a new classification? If so, you will need to provide enough information so that a classification study can be completed.	<input type="checkbox"/> Yes <input type="checkbox"/> No
Duration	Number of days, months per year.	<input type="checkbox"/> Academic year <input type="checkbox"/> 10-month <input type="checkbox"/> 11-month <input type="checkbox"/> 12-month <input type="checkbox"/> Other
Full Time Equivalent (FTE)		<input type="checkbox"/> 25% <input type="checkbox"/> 50% <input type="checkbox"/> 75% <input type="checkbox"/> 100%
Program Number	What specific department/project will this position be charged to	Program No:

To Be Completed by Human Resource Department

Salary	Track placement. Identify Salary Schedule	\$ 0.00	Track	Schedule
Burdens		\$ 0.00		
Benefits		\$ 0.00		
Total Amount Requested	Add salary, burdens, and benefits	\$ 0.00		

- **Database and Sort Mechanism for
Unit Plan Budget Request Forms**

Institutional Effectiveness Committee

- IEC Home
- Mission / Purpose
- Members
- Guidelines
- Minutes

- Review Calendar
- Programs Under Review

- All Programs
- Unit Plans and Budget Request

- IEC Documents
- Strategies and Goals

Unit Plans and Budget Requests for Administrative Services (Fiscal Year 2007-2008)

Department	Unit Plans	Budget Requests	Strategy	Goal	Per	Non-Per
Administrative Services	08-D-ADMSE-UnitPlan-1	08-D-ADMSE-UnitPlan-1	5	5		X
Administrative Services	08-D-ADMSE-UnitPlan-2					
Administrative Services	08-D-ADMSE-UnitPlan-3					
Business Services	08-D-BUSSE-UnitPlan-1	08-D-BUSSE-BudgReq-1	5	5	X	
Business Services	08-D-BUSSE-UnitPlan-2	08-D-BUSSE-BudgReq-2	3	5		X
Business Services	08-D-BUSSE-UnitPlan-3	08-D-BUSSE-BudgReq-3	4	5		X
Business Services	08-D-BUSSE-UnitPlan-4	08-D-BUSSE-BudgReq-4	5	5	X	
Facility Services	08-D-FACSE-UnitPlan-1	08-D-FACSE-BudgReq-1	3	4:5	X	
Facility Services	08-D-FACSE-UnitPlan-2	08-D-FACSE-BudgReq-2	3	4:5	X	
Facility Services	08-D-FACSE-UnitPlan-3					
Human Resources	08-D-HR-UnitPlan-1					
Human Resources	08-D-HR-UnitPlan-2	08-D-HR-BudgReq-2			X	
MIS	08-D-MIS-UnitPlan-1	08-D-MIS-BudgReq-1	4	1:2:3		X
MIS	08-D-MIS-UnitPlan-2	08-D-MIS-BudgReq-2	4	2:3		X
MIS	08-D-MIS-UnitPlan-3	08-D-MIS-BudgReq-3	4	1:2:3:5	X	
MIS	08-D-MIS-UnitPlan-4	08-D-MIS-BudgReq-4	4	5	X	
MIS	08-D-MIS-UnitPlan-5					
MIS	08-D-MIS-UnitPlan-6					
MIS	08-D-MIS-UnitPlan-7	08-D-MIS-BudgReq-7	4	1:2:3:5		X
MIS	08-D-MIS-UnitPlan-8	08-D-MIS-BudgReq-8	4	1:2:3:5	X	
Security	08-D-FACUSE-UnitPlan-1					
Security	08-D-FACUSE-UnitPlan-2					
Security	08-D-FACUSE-UnitPlan-3					
Security	08-D-MAL-UnitPlan-1					
Security	08-D-MAL-UnitPlan-2					
Security	08-D-PARK-UnitPlan-1					
Security	08-D-REG-UnitPlan-1					
Security	08-D-REG-UnitPlan-2					
Security	08-D-REPRO-UnitPlan-1					
Security	08-D-REPRO-UnitPlan-2					
Security	08-D-SEC-UnitPlan-1					
Security	08-D-SEC-UnitPlan-2					
Security	08-D-SEC-UnitPlan-3					

Non-Per = Non-Personnel Budget Request
Per = Personnel Budget Request

Institutional Effectiveness Committee



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Strategies and Goals

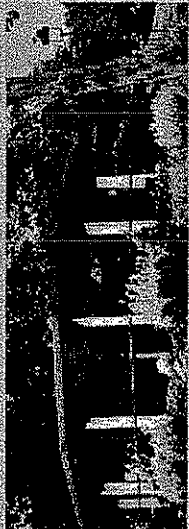
Select a Fiscal Year

- Fiscal Year 2008-2009
- Fiscal Year 2007-2008
 - A. Superintendent/President (1 - Unit Plans)
 - B. Instructional Services (13 - Unit Plans)
 - C. Student Services (16 - Unit Plans)
 - D. Administrative Services (33 - Unit Plans)
- Fiscal Year 2006-2007
- Fiscal Year 2005-2006
- Fiscal Year 2004-2005
- Fiscal Year 2003-2004
- Fiscal Year 2002-2003



Budget Requests Only

Institutional Effectiveness Committee



Unit Plans and Budget Requests

FY	Div	Department	Unit Plan	Budget Requests	Strategy	Goal	Non-Per	Per	P/R	Amount
08	D	Facility Services	08-D-FACSER-UnitPlan-1	08-D-FACSER-BudgReq-1	3	4,5		X	H	
08	D	Facility Services	08-D-FACSER-UnitPlan-2	08-D-FACSER-BudgReq-2	3	4,5		X	H	
08	D	Business Services	08-D-BUSSER-BudgReq-2	08-D-BUSSER-BudgReq-2	3	5	X		H	1500.00
08	D	MIS	08-D-MIS-UnitPlan-1	08-D-MIS-BudgReq-1	4	1,2,3	X		H	100000.00
08	D	MIS	08-D-MIS-UnitPlan-3	08-D-MIS-BudgReq-3	4	1,2,3,5		X	H	
08	D	MIS	08-D-MIS-UnitPlan-7	08-D-MIS-BudgReq-7	4	1,2,3,5	X		H	150000.00
08	D	MIS	08-D-MIS-UnitPlan-8	08-D-MIS-BudgReq-8	4	1,2,3,5		X	H	105154.00
08	D	MIS	08-D-MIS-UnitPlan-2	08-D-MIS-BudgReq-2	4	2,3	X		H	300000.00
08	D	Business Services	08-D-BUSSER-BudgReq-3	08-D-BUSSER-BudgReq-3	4	5	X		H	8000.00
08	D	MIS	08-D-MIS-UnitPlan-4	08-D-MIS-BudgReq-4	4	5		X	H	
08	D	Human Resources	08-D-HR-UnitPlan-2	08-D-HR-BudgReq-2	5	1		X		61275.50
08	D	Administrative Services	08-D-ADM SER-UnitPlan-1	08-D-ADM SER-UnitPlan-1	5	5	X		H	1000.00
08	D	Business Services	08-D-BUSSER-BudgReq-1	08-D-BUSSER-BudgReq-1	5	5		X	H	
08	D	Business Services	08-D-BUSSER-BudgReq-4	08-D-BUSSER-BudgReq-4	5	5		X	H	

FY = Fiscal Year
 Non-Per = Non-Personnel Budget Request
 Per = Personnel Budget Request
 P/R = Priority / Ranking



Institutional Effectiveness Committee

Unit Plans and Budget Requests

FY	Div	Department	Unit Plan	Budget Requests	Strategy	Goal	Non-Per	Per	P/R	Amount
08	D	Administrative Services	08-D-ADMSER-UnitPlan-1	08-D-ADMSER-BudgReq-1	5	5	X		H1	1000.00
08	D	Business Services	08-D-BUSSER-BudgReq-2	08-D-BUSSER-BudgReq-2	3	5	X		H	1500.00
08	D	Business Services	08-D-BUSSER-BudgReq-3	08-D-BUSSER-BudgReq-3	4	5	X		H	8000.00
08	D	MIS	08-D-MIS-UnitPlan-1	08-D-MIS-BudgReq-1	4	1,2,3	X		H	100000.00
08	D	MIS	08-D-MIS-UnitPlan-7	08-D-MIS-BudgReq-7	4	1,2,3,5	X		H	150000.00
08	D	MIS	08-D-MIS-UnitPlan-2	08-D-MIS-BudgReq-2	4	2,3	X		H	300000.00

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