



**Rancho Santiago Community College District**  
**District Council Meeting**  
**March 6, 2017**

**Executive Conference Room**  
**3:00 – 5:00 p.m.**

**REVISED**  
**Agenda**

- |  |           |
|--|-----------|
| 1. Approval of Minutes of January 30, 2017 Meeting   | Rodríguez |
| 2. March 13, 2017 Board of Trustees Meeting          | Rodríguez |
| 3. Reorganizations                                   | Chitlik   |
| 4. 2017-2018 Tentative Budget Assumptions            | Hardash   |
| 5. Board Planning Session Follow Up                  | Rodríguez |
| 6. Committee Reports                                 |           |
| a. Planning & Organizational Effectiveness Committee | Perez     |
| b. Human Resources Committee                         | Chitlik   |
| c. Fiscal Resources Committee                        | Hardash   |
| d. Physical Resources Committee                      | Hardash   |
| e. Technology Advisory Group                         | Krichmar  |
| 7. Constituent Representative Reports                |           |
| a. Academic Senate - SAC                             | Jones     |
| b. Academic Senate – SCC                             | DeCarbo   |
| c. Classified Staff                                  | Pleitez   |
| d. Student Government – SAC                          | Cervantes |
| e. Student Government – SCC                          | Chian     |
| 8. Other   |           |

**Next Meeting:**  
**April 3, 2017**  
**3:00 – 5:00 p.m.**  
**Executive Conference Room #114**



## Rancho Santiago Community College District District Council Meeting

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### MINUTES

January 30, 2017

Members:	Raúl Rodríguez	Present
	Peter Hardash	Absent
	Enrique Perez	Absent
	Judy Chitlik	Present
	Jim Kennedy for Linda Rose	Present
	John Hernandez	Present
	Elliott Jones	Absent
	Michael DeCarbo	Present
	Roxana Pleitez	Absent
	Lisette Cervantes	Present
	Nicole Moya	Present
	Esther Chian	Absent
	Lee Krichmar	Present
	Bonnie Jaros	Present
	Mary Mettler	Present
	Diane Hill	Absent
	Amber Stapleton	Present
	George Sweeney	Present

Chancellor Raúl Rodríguez convened the meeting at 3:05 p.m.

1. Approval of Minutes of November 28, 2016

It was moved by Mr. DeCarbo, seconded by Mr. Sweeney and carried unanimously to approve the minutes of the November 28, 2016 meeting.

2. February 6, 2017 Board of Trustees Meeting

Dr. Rodríguez shared highlights of the agenda for the February 5, 2017 Board of Trustees Meeting.

3. Strategic Technology Plan

It was moved by Mr. DeCarbo and seconded by Dr. Jaros to approve the district Strategic Technology Plan as recommended by the Technology Advisory Group. Discussion ensued. The motion carried unanimously to approve the district Strategic Technology Plan.

Strategic Technology Plan (continued)

Dr. Rodríguez informed the committee of the recent “ransomware” attack at Los Angeles (LA) Valley College where the LA Community College District had to pay hackers \$28,000 to regain access to their electronic information. Ms. Krichmar stated that hackers are very good and ransomware links can have any address attached to it so employees should hover their mouse over the link to view the true address to the link. Ms. Krichmar plans to provide a link to a video explaining what to do/not do with email that appears suspicious. It was suggested that the video be shown to faculty at the beginning of the academic year.

4. Committee Reports

a. Planning and Organizational Effectiveness Committee (POEC)

Vice Chair Jaros reported that the last meeting was held on November 30 where discussion took place regarding the Governance Summit and Board Strategic Planning Meeting in February. Dr. Jaros reported that Ms. Nga Pham is working on the board’s planning design to be presented at the February 27, 2017 board meeting.

b. Human Resources Committee (HRC)

Ms. Chitlik reported that the committee met on December 14, 2016 and cancelled the January 2017 meeting. Ms. Stapleton indicated the next scheduled meeting is to be held on February 8, 2017. The committee discussed its assessment goals and the Diversity Report.

c. Fiscal Resources Committee (FRC)

Ms. Mettler reported that the committee held an online meeting on January 28, 2017.

d. Physical Resources Committee (PRC): No report

e. Technology Advisory Group (TAG)

Ms. Krichmar reported that the committee completed its assessment goals at its last meeting held on December 1, 2016.

5. Constituent Representative Reports

a. Academic Senate/SAC: No report.

b. Academic Senate/SCC: Mr. DeCarbo reported on the activities of the SCC Academic Senate.

c. CSEA: No report.

d. Student Government/SAC: Ms. Cervantes reported on the activities of the SAC Student Government.

e. Student Government/SCC: No report.

6. Other

Dr. Rodríguez reported that it was recently discovered that several joists in the roof of Building N at Santa Ana College were damaged a long time ago which made it necessary to remove classes from that building.

Ms. Chitlik presented requests for a reorganization from Mr. Enrique Perez’ area for approval. The reorganization includes replacing two small business assistant directors

Other (continued)

with one director position. She indicated the positions are funded with restricted funds, not general funds. Discussion ensued. It was moved by Ms. Jaros and seconded by Ms. Stapleton to approve the abovementioned reorganization. The motion carried with a vote of abstention from Mr. DeCarbo and Ms. Mettler.

7. Next Meeting: The next District Council meeting will be held on Monday, March 6, 2017 in the Executive Conference Room (#114).

Meeting Adjourned: 3:47 p.m.

Approved:

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
REORGANIZATION REQUEST FORM

Number # 1003  
Assigned by Human Resources

Use this form and the reorganization process to make a permanent personnel change in your program or department. If proposing a new and/or change of position, please attach a cost of position worksheet.

Site/Department/Division: District Office Fiscal Services

Manager/Supervisor: Adam O'Connor

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
Budget Analyst (Confidential)	Manager of Budget, Forecasting and Analysis (Supervisory) <u>AG</u>

Current annual salary/benefits cost \$ 149,335.06 Proposed annual salary/benefits cost \$ 158,114.46

Specify budget impact – include exact amounts or the best available estimate and the source of funding:

GENERAL FUNDS  RESTRICTED FUNDS

Source of funding (account numbers): The cost of \$8,779 will be reduced from budget number 11-0000-672000-54211-5100  
(Attach necessary budget change forms)

Reason for reorganization:

There is a need for better coordination of the budget development process and an annual calendar of analyses, forecasting and multi-year projections. This reorganization eliminates one budget analyst to create this management position which will supervise the remaining budget analyst and create efficiencies in the department. No additional cost as the difference will be reduced from the Fiscal Services Budget.

Will there be duties and/or responsibilities that will no longer be performed/required in this department/division?

No  Yes  If yes, please explain below.

Does this change affect more than one department/division? No  Yes  If yes, please explain below.

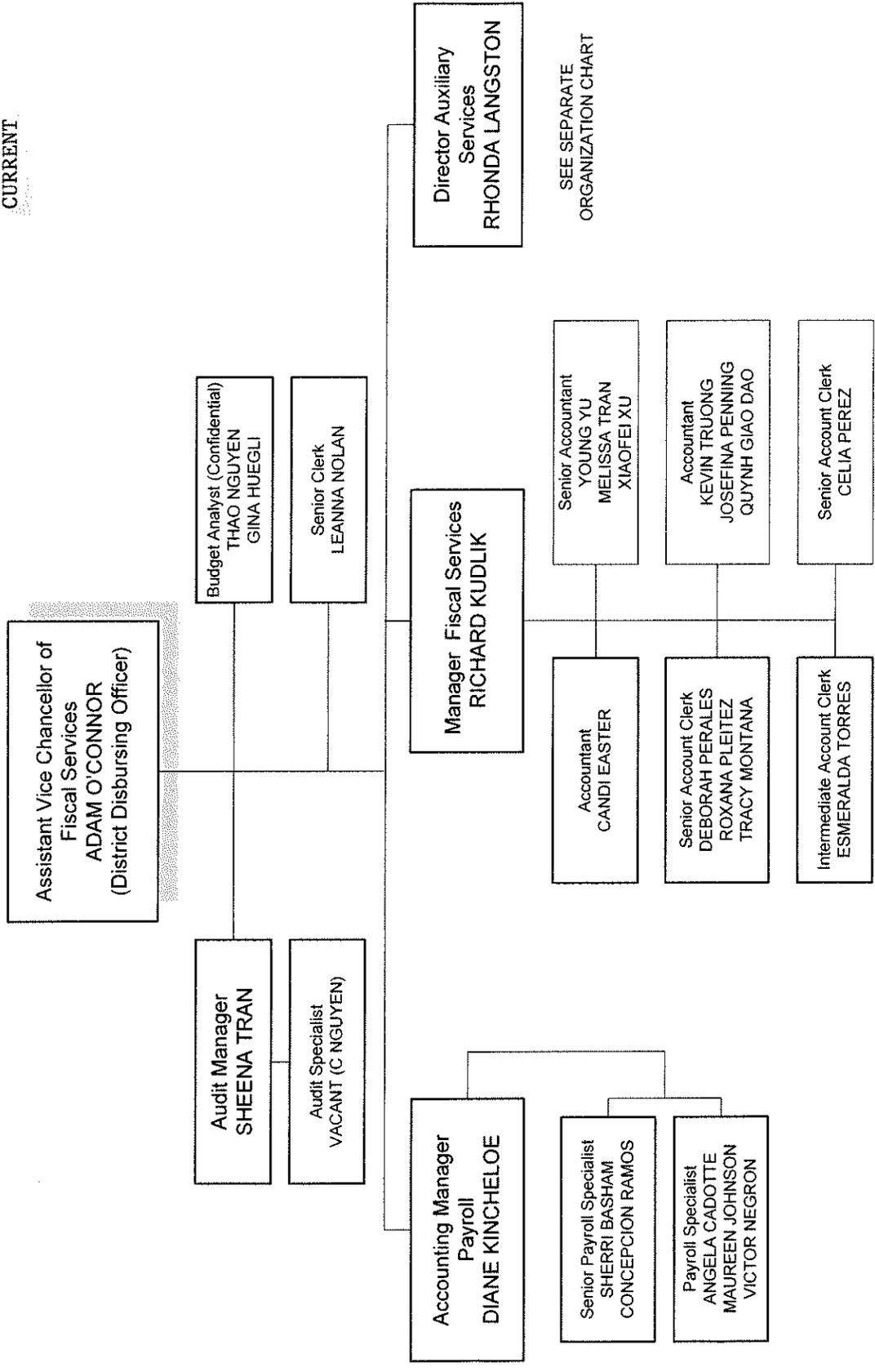
Please note: You are required to attach both current and proposed organization charts (highlighting all positions affected, both current and proposed) with this form.

Submitted by (District Cabinet Member): [Signature] Date: 2/8/17

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u>[Signature]</u> <u>2/8/17</u>	Business Operations & Fiscal Services (Signature/Date): <u>[Signature]</u> <u>2/6/17</u>
	Resource Development (Signature/Date – Only for Restricted Funds)
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date): <u>[Signature]</u> <u>2/27/17</u>
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

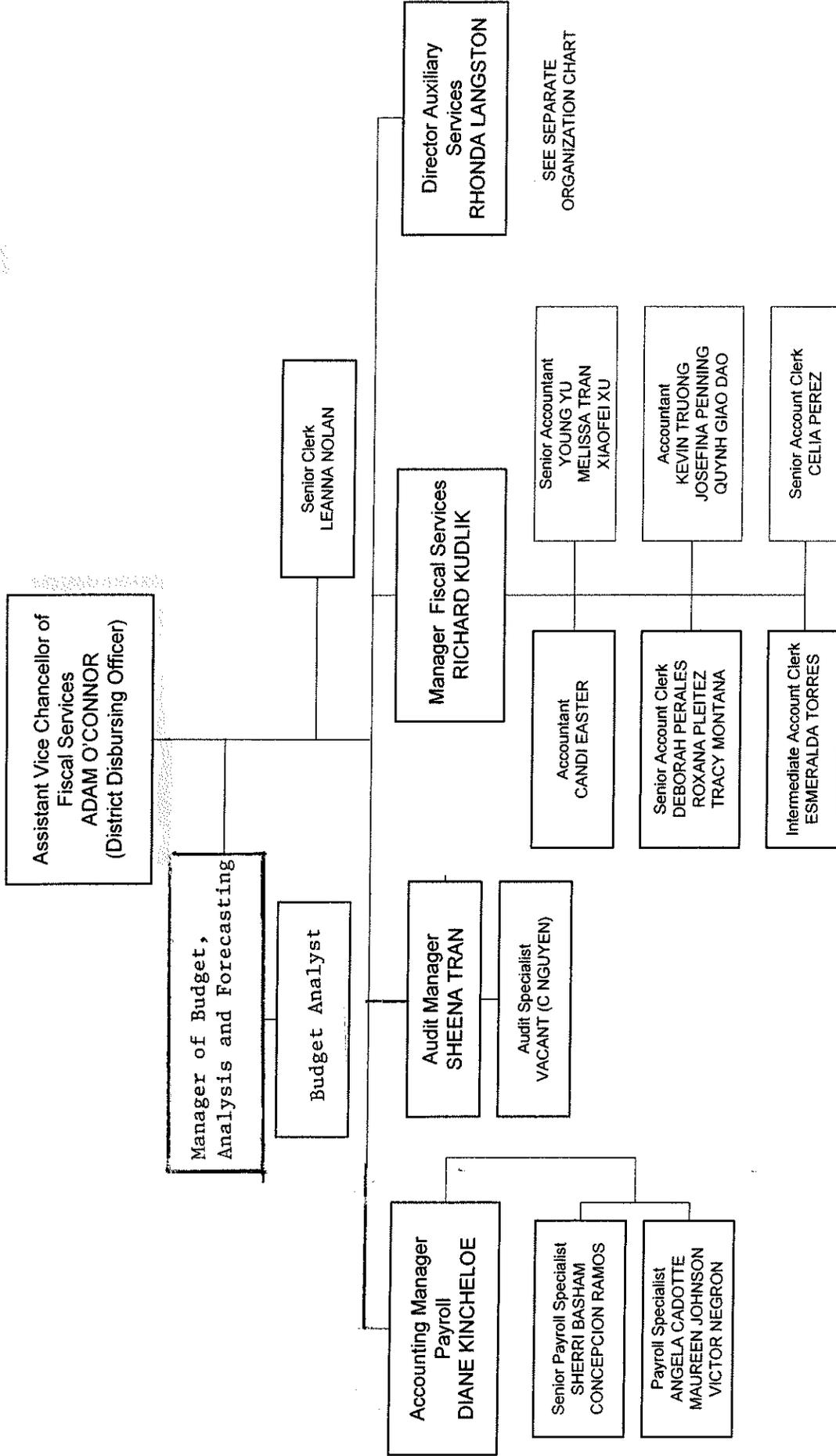
**Rancho Santiago Community College District  
BUSINESS OPERATIONS AND FISCAL SERVICES  
FISCAL SERVICES**

CURRENT



Rancho Santiago Community College District  
BUSINESS OPERATIONS AND FISCAL SERVICES  
FISCAL SERVICES

PROPOSED



# RSCCD

CURRENT

## COST OF NEW POSITION

POSITION TITLE	Budget Analyst		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Both are at Grade K, Step 7	\$ 7,641.94	12	\$ 91,703.28

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	13.888%	12,735.75	
SOCIAL SECURITY	6.200%	5,685.60	
MEDICARE	1.450%	1,329.70	
UNEMPLOYMENT	0.050%	45.85	
WORKERS COMP	2.250%	2,063.32	
ACTIVE RET. INS. COST	1.000%	917.03	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>24.838%</b>	<b>\$ 22,777.25</b>	<b>\$ 22,777.25</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 114,480.53</b>

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS		2,530.00	
SOCIAL SECURITY	6.200%	156.86	
MEDICARE	1.450%	36.69	
UNEMPLOYMENT	0.050%	1.27	
WORKERS COMP	2.250%	56.93	
ACTIVE RET. INS. COST	1.000%	25.30	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>10.950%</b>	<b>\$ 2,807.05</b>	<b>\$ 2,807.05</b>

INSURANCE BENEFITS			
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)			
(Annual Life Insurance X \$0.19/1000 X 12 Months)	\$ 91,703.28	209.08	
MEDICAL INSURANCE (see below)		31,838.40	
<b>TOTAL INSURANCE COST</b>		<b>32,047.48</b>	<b>\$ 32,047.48</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 149,335.06</b>
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BENEFITS =	\$ 57,631.78
BENEFIT COST AS A PERCENT OF CONTRACT =	62.85%

Admn., Superv/Mang. & Conf. (including Fringe amount)	31,838.40
CSEA	26,656.56

# RSCCD

PROPOSED

## COST OF NEW POSITION

POSITION TITLE	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
VACANCY Grade G, Step 4	\$ 8,226.92	12	\$ 98,723.09

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	13.888%	13,710.66	
SOCIAL SECURITY	6.200%	6,120.83	
MEDICARE	1.450%	1,431.48	
UNEMPLOYMENT	0.050%	49.36	
WORKERS COMP	2.250%	2,221.27	
ACTIVE RET. INS. COST	1.000%	987.23	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>24.838%</b>	<b>\$ 24,520.83</b>	<b>\$ 24,520.83</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 123,243.92</b>

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS		2,530.00	
SOCIAL SECURITY	6.200%	156.86	
MEDICARE	1.450%	36.69	
UNEMPLOYMENT	0.050%	1.27	
WORKERS COMP	2.250%	56.93	
ACTIVE RET. INS. COST	1.000%	25.30	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>10.950%</b>	<b>\$ 2,807.05</b>	<b>\$ 2,807.05</b>

INSURANCE BENEFITS		
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.19/1000 X 12 Months)	\$ 98,723.09	225.09
MEDICAL INSURANCE (see below)		31,838.40
<b>TOTAL INSURANCE COST</b>		<b>32,063.49</b>
		<b>\$ 32,063.49</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 158,114.46</b>
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\$ 8,779.40

BENEFITS =	\$ 59,391.37
BENEFIT COST AS A PERCENT OF CONTRACT =	60.16%

Admn., Superv/Mang. & Conf. (including Fringe amount)	31,838.40
CSEA	26,656.56

## **MANAGER OF BUDGET, FORECASTING & ANALYSIS**

### **CLASS SUMMARY**

Under the direction of the Assistant Vice Chancellor of Fiscal Services, maintains responsibility for the budget, financial reporting, forecasting, analysis and other related fiscal budgetary services of the District. Coordinates the budget development, implementation and submission process for the District. Utilizes a thorough working knowledge of general budgeting processes, principles, and procedures of governmental budgeting, generally accepted accounting principles and procedures, significant cost analysis, and financial forecasting.

### **REPRESENTATIVE DUTIES**

Assists in the development of administrative policies and procedures as they relate to the District budget; administers and directs the budget planning and development leading to the formulation of the tentative and adopted budget; evaluates budgetary proposals, analyzes performance, and develops alternative scenarios of the future prospects based on legislative and other revenue changes for both income and expense; Assists with the strategic budget development process over the daily budget operations and an annual calendar of analysis, forecasting, and multi-year projections; Prepares and develops analyses on various budget planning proposals; Develops decision support tools in spreadsheet format for maintaining funds and performing "what-if" calculations and analysis; Designs the budget systems and instructions for the preparation of annual and new budget plans, requests, and proposed operating budgets of individual budget administrators and/or units; Assists in the development of justification and explanatory material and strategy suggestions for annual negotiations and special request; Plans and directs internal and external reporting; acts as a liaison between the District and Federal, State, and local government agencies for interpretation of and advice on mandatory reporting requirements; Confers with the Assistant Vice Chancellor of Fiscal Services to discuss analysis of activities, costs, budgets, and forecasts to determine changes required to continue effective and efficient operations that support the District's goals; Monitors and interprets the external environment to include legislative activities and laws affecting budget and resource analysis activities and responsibilities; develops and implements such programs, as necessary, to ensure District compliance; Directs the study of District budget proposals and makes recommendations for proposed future expenditures of the District; Conducts studies of complex budgetary operations in both computerized and manual systems, and leads others in the conduct of such work; Interviews and selects employees; plans and evaluates performance of assigned staff; establishes performance requirements and personal development targets; monitors performance and provides coaching for performance improvement and development; coordinates and arranges appropriate training for subordinates; Maintains currency of knowledge and skills related to the duties and responsibilities; Performs other related duties as assigned.

### **ORGANIZATIONAL RELATIONSHIP**

This position reports to the designated administrator/supervisor of Fiscal Services.

### **QUALIFICATION GUIDE**

#### **Training and Experience**

Bachelor's degree in Accounting, Finance, or a related field and five years of related experience including demonstrated experience analyzing and interpreting complex and confidential financial data.

#### **Desirable Qualifications:**

Master's degree in Accounting, Finance, or a related field; A Certified Public Accountant (CPA) license; Experience working in a Community College within the State of California; Demonstrated experience managing and mentoring staff with varying degrees of technical capabilities.

## **MANAGER OF BUDGET, FORECASTING & ANALYSIS con't**

### **Knowledge and Abilities**

#### **Knowledge of:**

Principles and methods of general accounting; Federal, State, and Local revenues and projections, laws and regulations; Budget planning and development process implementation; Forecasting analyses; Applying legislative changes and impacts to a budget; Advanced research methods and analysis techniques; forecasting analyses; Oral and written communication skills; Principles and practices of effective administration, supervision, and training; Operation of a computer and assigned software.

#### **Ability to:**

Coordinate the budget development and submission process; Perform complex work within departmental policies and/or objectives; Maintain accurate and effective records of projects and the status of assignments; Communicate effectively orally and in writing, and make presentations of proposed systems to both financial and non-financial staff; Perform analyses and research; Evaluate alternatives and develop sound conclusions and recommendations; Prepare clear, concise, and comprehensive correspondences, reports, studies and other written materials; Handle confidential information and exercise independent judgment within general policy guidelines; Exercise tact and diplomacy in dealing with sensitive and complex issues and situations; Establish and maintain positive and effective working relationships with others; Provide tactical planning; Think critically and creatively; Organize complex projects or activities that are interdepartmental in scope; Be open to change and new methods in the assigned area of responsibility; Step in and provide back-up support in critical functions to meet and cover staff vacancies and absences; Be well organized, flexible, and manage multiple projects simultaneously; Demonstrate sensitivity to and understanding of the diverse academic, socioeconomic, cultural, disability, and ethnic backgrounds of community college students, faculty, staff, and community.

RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
REORGANIZATION REQUEST FORM

Number # 1004  
Assigned by Human Resources

Use this form and the reorganization process to make a permanent personnel change in your program or department. If proposing a new and/or change of position, please attach a cost of position worksheet.

Site/Department/Division: DO/Resource Development/Educational Services

Manager/Supervisor: Sarah Santoyo/Enrique Perez

**Position(s) affected:**

CURRENT POSITION	PROPOSED POSITION
Administrative Secretary for the LA/OC Regional Consortia - is listed under Resource Development org chart ( <u>vacant</u> )	Administrative Secretary for the LA/OC Regional Consortia place under the Regional Consortia department

Current annual salary/benefits cost \$ 91,243.58 Proposed annual salary/benefits cost \$ 91,243.58

Specify budget impact – include exact amounts or the best available estimate and the source of funding:

GENERAL FUNDS  RESTRICTED FUNDS

Source of funding (account numbers): 12-1591-679000-53306-2130 plus benefit accounts  
*(Attach necessary budget change forms)*

Reason for reorganization:

When the LAOCRC program started it was hosted at SCC, and the admin secretary reported to the Asst Dean of CTE. The program was transferred to the DO in 2014/2015. Since short-term experts were hired to implement the program the admin secretary was placed under Sarah Santoyo, the Director of Grants. Now that full-time directors will be implementing the program, it is appropriate that the admin secretary be listed on the LAOCRC org chart and that the position report to the immediate supervisors.

Will there be duties and/or responsibilities that will no longer be performed/required in this department/division?

No  Yes  If yes, please explain below.

Does this change affect more than one department/division? No  Yes  If yes, please explain below.

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HUMAN RESOURCES/RSCCD

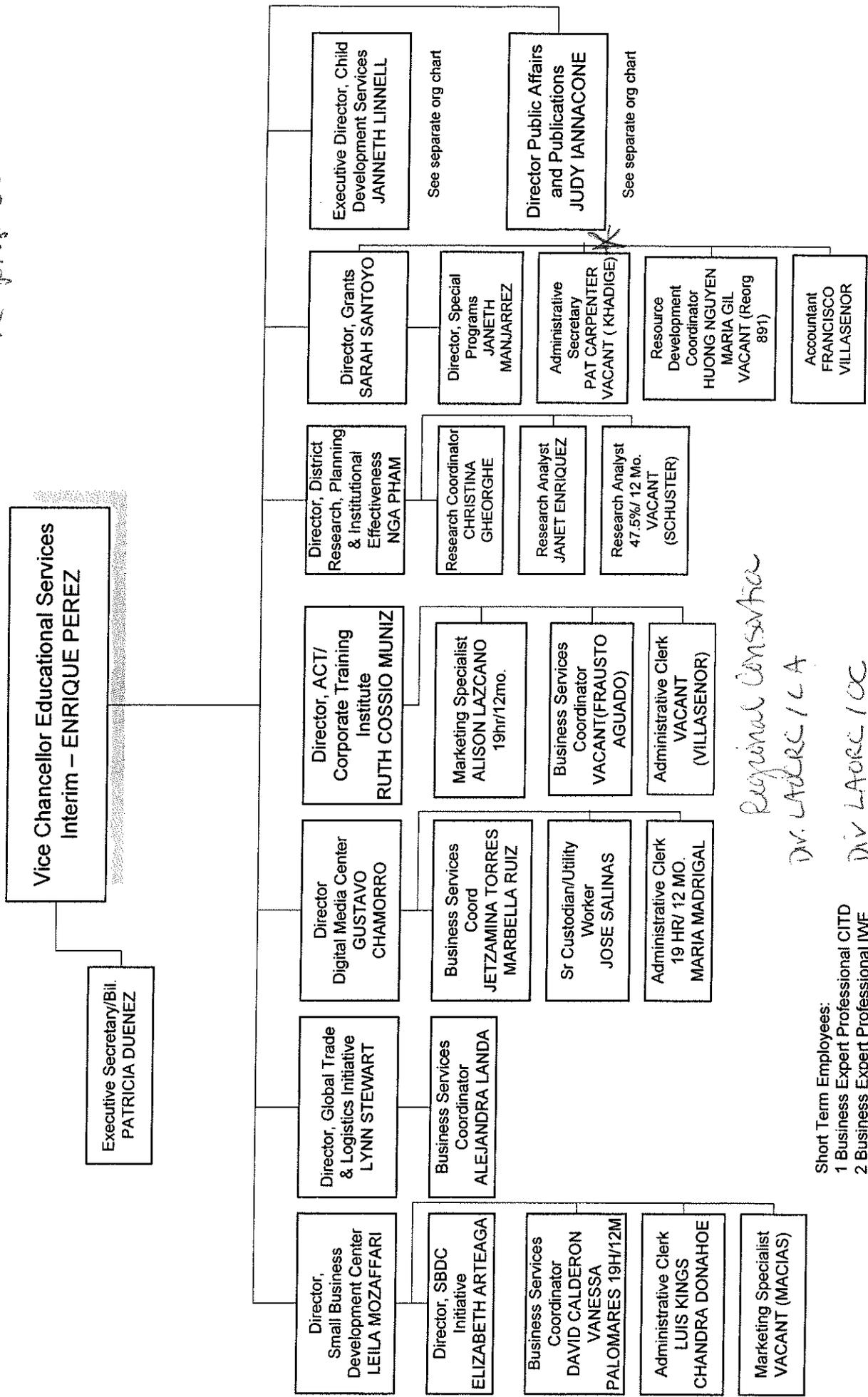
**Please note:** You are required to attach both current and proposed organization charts (*highlighting all positions affected, both current and proposed*) with this form.

Submitted by (District Cabinet Member): [Signature] Date: 2-27-17

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <u>[Signature]</u> 2/28/17	Business Operations & Fiscal Services (Signature/Date): <u>[Signature]</u> 3/1/17
	Resource Development (Signature/Date – Only for Restricted Funds): <u>[Signature]</u> 3/1/17
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date): <u>[Signature]</u> 3/6/17
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

# Rancho Santiago Community College District EDUCATIONAL SERVICES

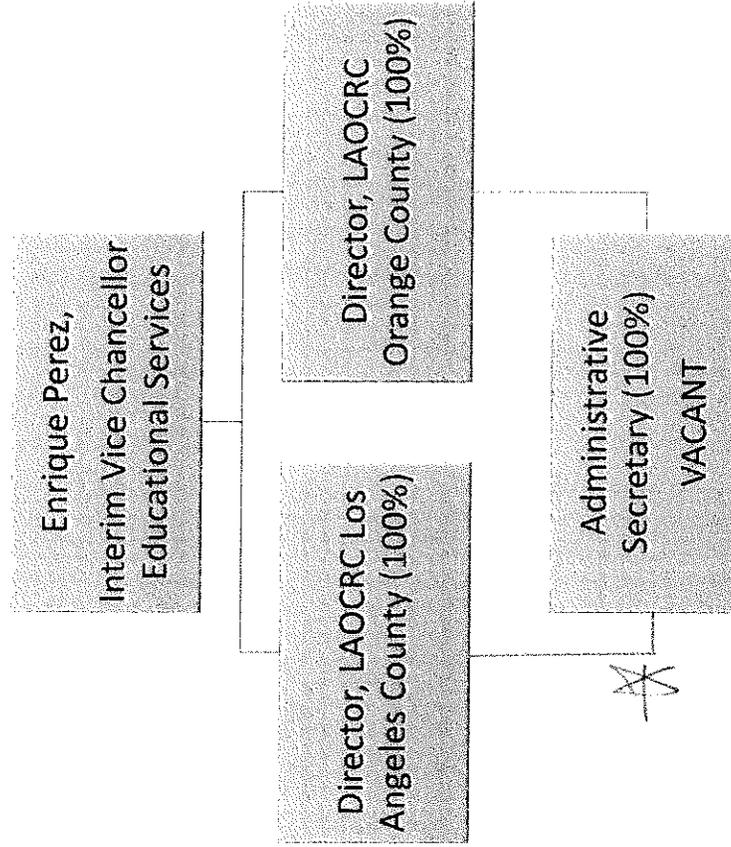
*\* proposed*



*Regional Consultant*  
*DR. LAURENCE A*  
*DR. LAURENCE A*  
*Admin Sec.*

- Short Term Employees:
- 1 Business Expert Professional C1TD
  - 2 Business Expert Professional IWE
  - 3 Business Expert Professional II SBDC
  - 3 Business Expert Professional SBDC

# NEW Org Chart



RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
REORGANIZATION REQUEST FORM

Number # 1005  
Assigned by Human Resources

Use this form and the reorganization process to make a permanent personnel change in your program or department. If proposing a new and/or change of position, please attach a cost of position worksheet.

Site/Department/Division: DO / Regional Consortia / Educational Services

Manager/Supervisor: Enrique Perez

Position(s) affected:

CURRENT POSITION	PROPOSED POSITION
	Orange County Regional Director
	Los Angeles Regional Director <i>av c</i>

Current annual salary/benefits cost \$ 0.00 Proposed annual salary/benefits cost \$ 410,130.00

Specify budget impact – include exact amounts or the best available estimate and the source of funding:

GENERAL FUNDS  RESTRICTED FUNDS

Source of funding (account numbers): 12-1591-679000-53306-2110  
(Attach necessary budget change forms)

Reason for reorganization:

The Chancellor's Office has endowed the Regional Consortia with additional duties to be funded by existing and new grant projects.

Will there be duties and/or responsibilities that will no longer be performed/required in this department/division?

No  Yes  If yes, please explain below.

Does this change affect more than one department/division? No  Yes  If yes, please explain below.

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 HUMAN RESOURCES/RSCCD

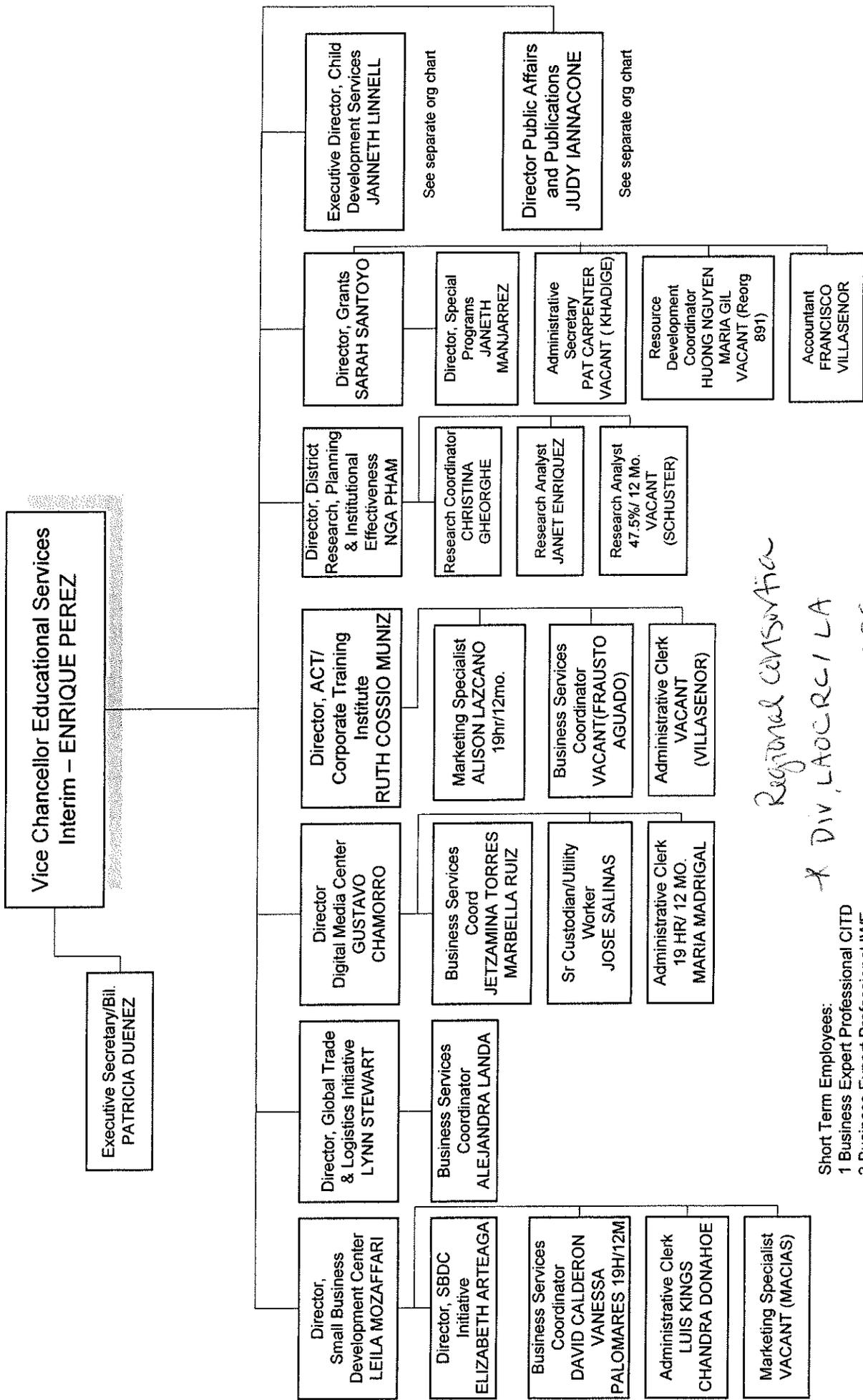
**Please note:** You are required to attach both current and proposed organization charts (highlighting all positions affected, both current and proposed) with this form.

Submitted by (District Cabinet Member): [Signature] Date: 2-27-17

SIGNATURES AND/OR REVIEW DATES	
Human Resources (Signature/Date): <i>Alisha White</i> 2/28/17	Business Operations & Fiscal Services (Signature/Date): <i>[Signature]</i> 3/1/17
	Resource Development (Signature/Date – Only for Restricted Funds): <i>[Signature]</i> 3/1/17
COLLEGE POSITIONS	DISTRICT POSITIONS
President's Council Approval (Signature/Date):	Chancellor's Cabinet Approval (Signature/Date): <i>[Signature]</i> 3/6/17
Chancellor's Cabinet Approval (Signature/Date):	Chancellor's Council Approval (Signature/Date):
CSEA (Signature/Date):	CSEA (Signature/Date):

**Rancho Santiago Community College District  
EDUCATIONAL SERVICES**

*\* proposed*



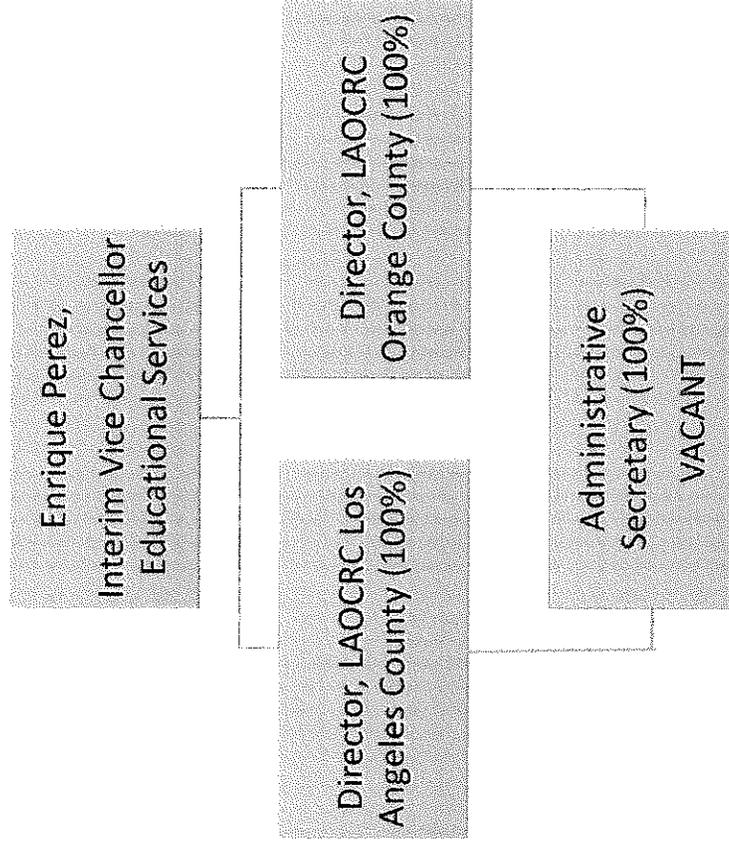
*Regional Consultant*

*\* DIV. LAOCRC / LA*

*\* DIV. LAOCRC / IOC*

- Short Term Employees:
- 1 Business Expert Professional C/ITD
  - 2 Business Expert Professional IWE
  - 3 Business Expert Professional II SBDC
  - 3 Business Expert Professional SBDC

# NEW Org Chart



# RSCCD

## COST OF NEW POSITION - CLASSIFIED CONTRACT

RECEIVED

2017 FEB 28 A 9 37

HUMAN RESOURCES/RSCCD

POSITION TITLE	OC Regional Director		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade C Level 4	\$ 11,760.18	12	\$ 141,122.18

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST	
PERS	13.888%	19,599.05	
SOCIAL SECURITY	6.200%	8,749.58	
MEDICARE	1.450%	2,046.27	
UNEMPLOYMENT	0.050%	70.56	
WORKERS COMP	2.250%	3,175.25	
ACTIVE RET. INS. COST	1.000%	1,411.22	
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>24.838%</b>	<b>\$ 35,051.93</b>	<b>\$ 35,051.93</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 176,174.11</b>

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST	
FRINGE BENEFITS (CSEA only)		2,750.04	
SOCIAL SECURITY	6.200%	170.50	
MEDICARE	1.450%	39.88	
UNEMPLOYMENT	0.050%	1.38	
WORKERS COMP	2.250%	61.88	
ACTIVE RET. INS. COST	1.000%	27.50	
<b>TOTAL FRINGE BENEFIT COST</b>	<b>10.950%</b>	<b>\$ 3,051.18</b>	<b>\$ 3,051.18</b>

INSURANCE BENEFITS		
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.19/1000 X 12 Months)	\$ 141,122.18	321.76
MEDICAL INSURANCE (see below)		25,517.64
<b>TOTAL INSURANCE COST</b>		<b>25,839.40</b>
		<b>\$ 25,839.40</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 205,064.69</b>
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BENEFITS =	\$ 63,942.51
BENEFIT COST AS A PERCENT OF CONTRACT =	45.31%

Admn., Superv/Mang. & Conf. (including Fringe amount)	30,699.48
CSEA	25,517.64

Monthly Cost \$ 17,088.72

# RSCCD

## COST OF NEW POSITION - CLASSIFIED CONTRACT

RECEIVED

2017 FEB 28 A 9 3

HUMAN RESOURCES/RSC

POSITION TITLE		LAOC Regional Director		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST	
Grade C Level 4	\$ 11,760.18	12	\$ 141,122.18	
<b>SALARY RELATED TAX/BENEFITS</b>		<b>BENEFIT RATE</b>	<b>BENEFIT COST</b>	
PERS	13.888%	19,599.05		
SOCIAL SECURITY	6.200%	8,749.58		
MEDICARE	1.450%	2,046.27		
UNEMPLOYMENT	0.050%	70.56		
WORKERS COMP	2.250%	3,175.25		
ACTIVE RET. INS. COST	1.000%	1,411.22		
<b>TOTAL TAX &amp; BENEFIT COST</b>		<b>24.838%</b>	<b>\$ 35,051.93</b>	<b>\$ 35,051.93</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 176,174.11</b>	
<b>FRINGE BENEFITS COST</b>		<b>BENEFIT RATE</b>	<b>BENEFIT COST</b>	
FRINGE BENEFITS (CSEA only)			2,750.04	
SOCIAL SECURITY	6.200%	170.50		
MEDICARE	1.450%	39.88		
UNEMPLOYMENT	0.050%	1.38		
WORKERS COMP	2.250%	61.88		
ACTIVE RET. INS. COST	1.000%	27.50		
<b>TOTAL FRINGE BENEFIT COST</b>		<b>10.950%</b>	<b>\$ 3,051.18</b>	<b>\$ 3,051.18</b>
<b>INSURANCE BENEFITS</b>				
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)				
(Annual Life Insurance X \$0.19/1000 X 12 Months)	\$ 141,122.18		321.76	
MEDICAL INSURANCE (see below)			25,517.64	
<b>TOTAL INSURANCE COST</b>			<b>25,839.40</b>	<b>\$ 25,839.40</b>
<b>TOTAL COST OF POSITION</b>			<b>\$ 205,064.69</b>	
<b>BENEFITS =</b>		<b>\$ 63,942.51</b>		
<b>BENEFIT COST AS A PERCENT OF CONTRACT =</b>			<b>45.31%</b>	
Admn., Superv/Mang. & Conf. (including Fringe amount)		30,699.48		
CSEA		25,517.64		

Monthly Cost \$ 17,088.72

# RSCCD

*Revision*

## COST OF NEW POSITION - CLASSIFIED CONTRACT

% >>> 100%

# of months >> 3.00

<b>POSITION TITLE</b>	<b>LA Regional Director</b>		
<b>GRADE &amp; STEP</b>	<b>MONTHLY RATE</b>	<b>NO OF MONTHS</b>	<b>ANNUAL COST</b>
Grade C - Step 4	\$ 11,126.92	12	\$ 133,523.00
			\$ 33,380.75

<b>SALARY RELATED TAX/BENEFITS</b>	<b>BENEFIT RATE</b>	<b>BENEFIT COST</b>		
PERS	13.888%	18,543.67	\$	4,635.92
SOCIAL SECURITY	6.200%	8,278.43	\$	2,069.61
MEDICARE	1.450%	1,936.08	\$	484.02
UNEMPLOYMENT	0.050%	66.76	\$	16.69
WORKERS COMP	2.250%	3,004.27	\$	751.07
ACTIVE RET. INS. COST	1.000%	1,335.23	\$	333.81
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>24.838%</b>	<b>\$ 33,164.44</b>	<b>\$ 33,164.44</b>	<b>\$ 8,291.11</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 166,687.44</b>	<b>\$ 41,671.86</b>

<b>FRINGE BENEFITS COST</b>	<b>BENEFIT RATE</b>	<b>BENEFIT COST</b>		
FRINGE BENEFITS (CSEA only)		-	\$	-
SOCIAL SECURITY	6.200%	-		-
MEDICARE	1.450%	-		-
UNEMPLOYMENT	0.050%	-		-
WORKERS COMP	2.250%	-		-
ACTIVE RET. INS. COST	1.000%	-		-
<b>TOTAL FRINGE BENEFIT COST</b>	<b>10.950%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

<b>INSURANCE BENEFITS</b>				
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.19/1000 X 12 Months)	\$ 133,523.00	304.43		
MEDICAL INSURANCE (see below)		31,838.40		
<b>TOTAL INSURANCE COST</b>		<b>32,142.83</b>	<b>\$ 32,142.83</b>	<b>\$ 8,035.71</b>

<b>TOTAL COST OF POSITION</b>			<b>\$ 198,830.27</b>	<b>\$ 49,707.57</b>
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<b>BENEFITS =</b>	<b>\$ 65,307.27</b>	<b>\$ 16,326.82</b>
<b>BENEFIT COST AS A PERCENT OF CONTRACT =</b>	<b>48.91%</b>	

Admn., Superv/Mang. & Conf. (including Fringe amount)	<b>31,838.40</b>
CSEA	<b>26,656.56</b>

# RSCCD

*Revision*

## COST OF NEW POSITION - CLASSIFIED CONTRACT

% >>> 100%

# of months >> 3.00

POSITION TITLE	OC Regional Director		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST
Grade C - Step 4	\$ 11,126.92	12	\$ 133,523.00
			\$ 33,380.75

SALARY RELATED TAX/BENEFITS	BENEFIT RATE	BENEFIT COST		
PERS	13.888%	18,543.67		\$ 4,635.92
SOCIAL SECURITY	6.200%	8,278.43		\$ 2,069.61
MEDICARE	1.450%	1,936.08		\$ 484.02
UNEMPLOYMENT	0.050%	66.76		\$ 16.69
WORKERS COMP	2.250%	3,004.27		\$ 751.07
ACTIVE RET. INS. COST	1.000%	1,335.23		\$ 333.81
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>24.838%</b>	<b>\$ 33,164.44</b>	<b>\$ 33,164.44</b>	<b>\$ 8,291.11</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 166,687.44</b>	<b>\$ 41,671.86</b>

FRINGE BENEFITS COST	BENEFIT RATE	BENEFIT COST		
FRINGE BENEFITS (CSEA only)		-		\$ -
SOCIAL SECURITY	6.200%	-		-
MEDICARE	1.450%	-		-
UNEMPLOYMENT	0.050%	-		-
WORKERS COMP	2.250%	-		-
ACTIVE RET. INS. COST	1.000%	-		-
<b>TOTAL FRINGE BENEFIT COST</b>	<b>10.950%</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>

INSURANCE BENEFITS				
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.19/1000 X 12 Months)	\$ 133,523.00	304.43		
MEDICAL INSURANCE (see below)		31,838.40		
<b>TOTAL INSURANCE COST</b>		<b>32,142.83</b>	<b>\$ 32,142.83</b>	<b>\$ 8,035.71</b>

<b>TOTAL COST OF POSITION</b>	<b>\$ 198,830.27</b>	<b>\$ 49,707.57</b>
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BENEFITS =	\$ 65,307.27	\$ 16,326.82
BENEFIT COST AS A PERCENT OF CONTRACT =		48.91%

Admn., Superv/Mang. & Conf. (including Fringe amount)	31,838.40
CSEA	26,656.56

budget report run date: 2/27/17  
 LA/OC Regional Consortia #1591

Account String	Description	Budget	Actual	Encumbrance	Balance	March - June s&b
12-1591-675000-25205-5210	Conference Expenses : Caree	0.00	0.00	0.00	0.00	
12-1591-675000-53306-5210	Conference Expenses : LA/OC	20,000.00	6,509.84	0.00	13,490.16	
12-1591-679000-25205-5300	Inst Dues & Memberships : C	0.00	1,833.94	0.00	-1,833.94	
12-1591-679000-25205-5940	Reproduction/Printing Expen	0.00	0.00	0.00	0.00	
12-1591-679000-50000-5865	Indirect Costs : District O	14,230.00	0.00	0.00	14,230.00	
12-1591-679000-53306-1410	Part-Time Academic Manageme	0.00	0.00	0.00	0.00	
12-1591-679000-53306-2110	Classified Manager LA Director C-4 March - June (\$17,088.72/mo s&b) OC Director C-4 March - June (\$17,088.72/mo s&b)	0.00	0.00	0.00	0.00	136709.76
12-1591-679000-53306-2130	Classified Employees : LA/O Admin Secretary hired by March 12-3 March - June (\$7,603.63/mo s&b)	46,540.00	24,406.55	0.00	22,133.45	30414.52
12-1591-679000-53306-2310	Classified Employees - Ongo	0.00	165.30	9,209.10	-9,374.40	
12-1591-679000-53306-2320	Classified Employees - Hour	18,442.00	9,851.58	0.00	8,590.42	
12-1591-679000-53306-2345	Professional Experts : LA/O	127,060.00	0.00	0.00	127,060.00	
12-1591-679000-53306-3115	STRS - Non-Instructional :	0.00	0.00	0.00	0.00	
12-1591-679000-53306-3215	PERS - Non-Instructional :	15,164.00	4,569.02	0.00	10,594.98	
12-1591-679000-53306-3315	OASDHI - Non-Instructional	7,298.00	2,087.88	0.00	5,210.12	
12-1591-679000-53306-3325	Medicare - Non-Instructiona	2,835.00	507.05	0.00	2,327.95	
12-1591-679000-53306-3335	PARS - Non-Instructional :	1,092.00	16.80	0.00	1,075.20	
12-1591-679000-53306-3415	H & W - Non-Instructional :	25,633.00	4,349.89	0.00	21,283.11	
12-1591-679000-53306-3435	H & W - Retiree Fund Non-In	1,955.00	352.96	0.00	1,602.04	
12-1591-679000-53306-3515	SUI - Non-Instructional : L	98.00	17.44	0.00	80.56	
12-1591-679000-53306-3615	WCI - Non-Instructional : L	4,693.00	794.18	0.00	3,898.82	
12-1591-679000-53306-3915	Other Benefits - Non-Instru	1,500.00	875.00	0.00	625.00	
12-1591-679000-53306-4610	Non-Instructional Supplies	3,460.00	1,125.04	1,119.23	1,215.73	
12-1591-679000-53306-4710	Food and Food Service Suppl	5,000.00	4,895.34	104.00	0.66	
12-1591-679000-53306-5100	Contracted Services : LA/OC	70,000.00	38,471.64	28,534.20	2,994.16	
12-1591-679000-53306-5220	Mileage/Parking Expenses :	3,000.00	692.60	0.00	2,307.40	
12-1591-679000-53306-5235	District Business/Sponsorsh	2,000.00	2,000.00	0.00	0.00	
12-1591-679000-53306-5540	Mobile Phones : LA/OC Regio	0.00	0.00	0.00	0.00	
12-1591-679000-53345-2130	Classified Employees : Reso	0.00	0.00	0.00	0.00	
12-1591-679000-53345-3215	PERS - Non-Instructional :	0.00	0.00	0.00	0.00	
12-1591-679000-53345-3315	OASDHI - Non-Instructional	0.00	0.00	0.00	0.00	
12-1591-679000-53345-3325	Medicare - Non-Instructiona	0.00	0.00	0.00	0.00	
12-1591-679000-53345-3415	H & W - Non-Instructional :	0.00	0.00	0.00	0.00	
12-1591-679000-53345-3435	H & W - Retiree Fund Non-In	0.00	0.00	0.00	0.00	
12-1591-679000-53345-3515	SUI - Non-Instructional : R	0.00	0.00	0.00	0.00	
12-1591-679000-53345-3615	WCI - Non-Instructional : R	0.00	0.00	0.00	0.00	
12-1591-679000-53345-3915	Other Benefits - Non-Instru	0.00	0.00	0.00	0.00	
		370,000.00	103,522.05	38,966.53	227,511.42	167,124.28

total allocated for s&b 195,107.25

\* the current allocation for s&b is sufficient to cover the positions & cover the negative balances in 2310 & 5300

**Analysis of continuing staff costs**

LA Director (12 months)	205,065
OC Director (12 months)	205,065
Administrative Secretary FT	91,244
	501,373

**Annual Allocations**

LAOC Regional Consortia (Annual allocation and approved for a 5-year re-up in 2018/19)	370,000
SWP - Regional Funds for RC (7/1/16 - 12/31/20)	953,781

1,323,781

Revision

# RSCCD

## COST OF NEW POSITION - CLASSIFIED CONTRACT

% >>> 100%  
# of months >> 3.00

<b>POSITION TITLE</b>	<b>Admin Secretary</b>		
<b>GRADE &amp; STEP</b>	<b>MONTHLY RATE</b>	<b>NO OF MONTHS</b>	<b>ANNUAL COST</b>
Grade 12 - Step 3	\$ 4,346.60	12	\$ 52,159.24
			\$ 13,039.81

<b>SALARY RELATED TAX/BENEFITS</b>	<b>BENEFIT RATE</b>	<b>BENEFIT COST</b>		
PERS	13.888%	7,243.88	\$	1,810.97
SOCIAL SECURITY	6.200%	3,233.87	\$	808.47
MEDICARE	1.450%	756.31	\$	189.08
UNEMPLOYMENT	0.050%	26.08	\$	6.52
WORKERS COMP	2.250%	1,173.58	\$	293.40
ACTIVE RET. INS. COST	1.000%	521.59	\$	130.40
<b>TOTAL TAX &amp; BENEFIT COST</b>	<b>24.838%</b>	<b>\$ 12,955.31</b>	<b>\$ 12,955.31</b>	<b>\$ 3,238.83</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 65,114.55</b>	<b>\$ 16,278.64</b>

<b>FRINGE BENEFITS COST</b>	<b>BENEFIT RATE</b>	<b>BENEFIT COST</b>		
FRINGE BENEFITS (CSEA only)		1,500.00	\$	375.00
SOCIAL SECURITY	6.200%	93.00		23.25
MEDICARE	1.450%	21.75		5.44
UNEMPLOYMENT	0.050%	0.75		0.19
WORKERS COMP	2.250%	33.75		8.44
ACTIVE RET. INS. COST	1.000%	15.00		3.75
<b>TOTAL FRINGE BENEFIT COST</b>	<b>10.950%</b>	<b>\$ 1,664.25</b>	<b>\$ 1,664.25</b>	<b>\$ 416.07</b>

<b>INSURANCE BENEFITS</b>				
LIFE INSURANCE (ANNUAL OR \$50,000 minimum) (Annual Life Insurance X \$0.19/1000 X 12 Months)	\$ 52,159.24	118.92		
MEDICAL INSURANCE (see below)		26,656.56		
<b>TOTAL INSURANCE COST</b>		<b>26,775.48</b>	<b>\$ 26,775.48</b>	<b>\$ 6,693.87</b>

<b>TOTAL COST OF POSITION</b>			<b>\$ 93,554.28</b>	<b>\$ 23,388.58</b>
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<b>BENEFITS =</b>	<b>\$ 41,395.04</b>	<b>\$ 10,348.77</b>
<b>BENEFIT COST AS A PERCENT OF CONTRACT =</b>	<b>79.36%</b>	

Admn., Superv/Mang. & Conf. (including Fringe amount)	<b>31,838.40</b>
CSEA	<b>26,656.56</b>

budget report run date: 2/27/17  
 LA/OC Regional Consortia #1591

Account String	Description	Budget	Actual	Encumbrance	Balance	March - June s&b
12-1591-675000-25205-5210	Conference Expenses : Caree	0.00	0.00	0.00	0.00	
12-1591-675000-53306-5210	Conference Expenses : LA/OC	20,000.00	6,509.84	0.00	13,490.16	
12-1591-679000-25205-5300	Inst Dues & Memberships : C	0.00	1,833.94	0.00	-1,833.94	
12-1591-679000-25205-5940	Reproduction/Printing Expen	0.00	0.00	0.00	0.00	
12-1591-679000-50000-5865	Indirect Costs : District O	14,230.00	0.00	0.00	14,230.00	
12-1591-679000-53306-1410	Part-Time Academic Manageme	0.00	0.00	0.00	0.00	
12-1591-679000-53306-2110	Classified Manager LA Director C-4 March - June (\$17,088 72/mo s&b) OC Director C-4 March - June (\$17,088 72/mo s&b)	0.00	0.00	0.00	0.00	136709.76
12-1591-679000-53306-2130	Classified Employees : LA/O Admin Secretary hired by March 12-3 March - June (\$7,603 63/mo s&b)	46,540.00	24,406.55	0.00	22,133.45	30414.52
12-1591-679000-53306-2310	Classified Employees - Ongo	0.00	165.30	9,209.10	-9,374.40	
12-1591-679000-53306-2320	Classified Employees - Hour	18,442.00	9,851.58	0.00	8,590.42	
12-1591-679000-53306-2345	Professional Experts : LA/O	127,060.00	0.00	0.00	127,060.00	
12-1591-679000-53306-3115	STRS - Non-Instructional :	0.00	0.00	0.00	0.00	
12-1591-679000-53306-3215	PERS - Non-Instructional :	15,164.00	4,569.02	0.00	10,594.98	
12-1591-679000-53306-3315	OASDHI - Non-Instructional	7,298.00	2,087.88	0.00	5,210.12	
12-1591-679000-53306-3325	Medicare - Non-Instructiona	2,835.00	507.05	0.00	2,327.95	
12-1591-679000-53306-3335	PARS - Non-Instructional :	1,092.00	16.80	0.00	1,075.20	
12-1591-679000-53306-3415	H & W - Non-Instructional :	25,633.00	4,349.89	0.00	21,283.11	
12-1591-679000-53306-3435	H & W - Retiree Fund Non-in	1,955.00	352.96	0.00	1,602.04	
12-1591-679000-53306-3515	SUI - Non-Instructional : L	98.00	17.44	0.00	80.56	
12-1591-679000-53306-3615	WCI - Non-Instructional : L	4,693.00	794.18	0.00	3,898.82	
12-1591-679000-53306-3915	Other Benefits - Non-Instru	1,500.00	875.00	0.00	625.00	
12-1591-679000-53306-4610	Non-Instructional Supplies	3,460.00	1,125.04	1,119.23	1,215.73	
12-1591-679000-53306-4710	Food and Food Service Suppl	5,000.00	4,895.34	104.00	0.66	
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12-1591-679000-53306-5220	Mileage/Parking Expenses :	3,000.00	692.60	0.00	2,307.40	
12-1591-679000-53306-5235	District Business/Sponsorsh	2,000.00	2,000.00	0.00	0.00	
12-1591-679000-53306-5540	Mobile Phones : LA/OC Regio	0.00	0.00	0.00	0.00	
12-1591-679000-53345-2130	Classified Employees : Reso	0.00	0.00	0.00	0.00	
12-1591-679000-53345-3215	PERS - Non-Instructional :	0.00	0.00	0.00	0.00	
12-1591-679000-53345-3315	OASDHI - Non-Instructional	0.00	0.00	0.00	0.00	
12-1591-679000-53345-3325	Medicare - Non-Instructiona	0.00	0.00	0.00	0.00	
12-1591-679000-53345-3415	H & W - Non-Instructional :	0.00	0.00	0.00	0.00	
12-1591-679000-53345-3435	H & W - Retiree Fund Non-In	0.00	0.00	0.00	0.00	
12-1591-679000-53345-3515	SUI - Non-Instructional : R	0.00	0.00	0.00	0.00	
12-1591-679000-53345-3615	WCI - Non-Instructional : R	0.00	0.00	0.00	0.00	
12-1591-679000-53345-3915	Other Benefits - Non-Instru	0.00	0.00	0.00	0.00	
		370,000.00	103,522.05	38,966.53	227,511.42	167,124.28

total allocated for s&b 195,107.25

\* the current allocation for s&b is sufficient to cover the positions & cover the negative balances in 2310 & 5300

**Analysis of continuing staff costs**

LA Director (12 months)	205,065
OC Director (12 months)	205,065
Administrative Secretary FT	91,244
	501,373

**Annual Allocations**

LAOC Regional Consortia (Annual allocation and approved for a 5-year re-up in 2018/19)	370,000
SWP - Regional Funds for RC (7/1/16 - 12/31/20)	953,781
	1,323,781

# RSCCD

## COST OF NEW POSITION - CLASSIFIED CONTRACT

POSITION TITLE		Administrative Secretary		
GRADE & STEP	MONTHLY RATE	NO OF MONTHS	ANNUAL COST	
Grade 12 Level 3	\$ 4,279.61	12	\$ 51,355.37	
<b>SALARY RELATED TAX/BENEFITS</b>		<b>BENEFIT RATE</b>	<b>BENEFIT COST</b>	
PERS	13.888%	7,132.23		
SOCIAL SECURITY	6.200%	3,184.03		
MEDICARE	1.450%	744.65		
UNEMPLOYMENT	0.050%	25.68		
WORKERS COMP	2.250%	1,155.50		
ACTIVE RET. INS. COST	1.000%	513.55		
<b>TOTAL TAX &amp; BENEFIT COST</b>		<b>24.838%</b>	<b>\$ 12,755.64</b>	<b>\$ 12,755.64</b>
<b>TOTAL SALARY &amp; BENEFIT COST</b>			<b>\$ 64,111.01</b>	
<b>FRINGE BENEFITS COST</b>		<b>BENEFIT RATE</b>	<b>BENEFIT COST</b>	
FRINGE BENEFITS (CSEA only)			1,350.00	
SOCIAL SECURITY	6.200%	83.70		
MEDICARE	1.450%	19.58		
UNEMPLOYMENT	0.050%	0.68		
WORKERS COMP	2.250%	30.38		
ACTIVE RET. INS. COST	1.000%	13.50		
<b>TOTAL FRINGE BENEFIT COST</b>		<b>10.950%</b>	<b>\$ 1,497.84</b>	<b>\$ 1,497.84</b>
<b>INSURANCE BENEFITS</b>				
LIFE INSURANCE (ANNUAL OR \$50,000 minimum)				
(Annual Life Insurance X \$0.19/1000 X 12 Months)	\$ 51,355.37		117.09	
MEDICAL INSURANCE (see below)			25,517.64	
<b>TOTAL INSURANCE COST</b>			<b>25,634.73</b>	<b>\$ 25,634.73</b>
<b>TOTAL COST OF POSITION</b>				<b>\$ 91,243.58</b>
<b>BENEFITS =</b>		<b>\$ 39,888.21</b>		
<b>BENEFIT COST AS A PERCENT OF CONTRACT =</b>				<b>77.67%</b>
Admn., Superv/Mang. & Conf. (including Fringe amount)		30,699.48		
CSEA		25,517.64		

Monthly Cost \$ 7,603.63

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HUMAN RESOURCES/RSCCD

**DRAFT**

**RANCHO SANTIAGO COMMUNITY COLLEGE DISTRICT  
UNRESTRICTED GENERAL FUND  
2017-18 Tentative Budget Assumptions  
February 8, 2017**

**DRAFT**

I. State Revenue

A. Budgeting will continue to utilize the District's Budget Allocation Model (BAM) based on SB 361.

B. FTES Workload Measure Assumptions:

Year	Base	Actual	Funded	Actual Growth
2012/13	27,711.41	28,185.04	28,185.04	1.71%
2013/14	28,185.04	28,688.93	28,688.93	1.79%
2014/15	28,688.93	28,908.08	28,908.08	0.76%
2015/16	P3 28,908.08	28,901.63 a	28,901.63 a	-0.02%
2016/17	P1 28,901.43	28,274.99 b	28,274.99 b	-2.17%

a - based on submitted P3, small reduction, but slight increase in revenue based on mix of FTES between CR, NC and CDCP  
b - based on submitted P1, anticipated loss of FTES at 2.17%

This estimated decline in revenue is based on the 320 report submitted at P1. The district is in stabilization in 2016/17 based on this reporting. This decline is equivalent to 692 Credit FTES and will result in a large reduction in revenue as of 7/1/17 without significant growth or borrowing FTES from summer 2017.

The budget proposal includes 1.34% systemwide Growth/Access funding, 1.48% COLA, and a small base allocation increase.

Projected COLA of 1.48%	<b>\$2,300,000</b>
Projected Growth/Access (Decline of 2.17%)	<b>(\$3,465,189)</b>
Projected Base Allocation Increase	<b>\$590,000</b>
Continued Projected Deficit (est. 0.708%)	<b>\$0</b>
Apportionment Base Incr (Decr) for 2017/18	<b>(\$575,189)</b>

2017/18 Potential Growth at 0.5% based on 1.34% system **29,046**

C. Education Protection Account (EPA) funding estimated at \$22,783,410 based on 2016/17 Advance. These are not additional funds. The EPA is only a portion of general purpose funds that offsets what would otherwise be state aid in the apportionments. We intend to charge a portion of faculty salaries to this funding source in compliance with EPA requirements.

D. Unrestricted lottery is projected at \$144 per FTES (\$4,269,070). Restricted lottery at \$45 per FTES (\$1,334,084). (2016/17 P1 of resident & nonresident factored FTES, 29,646.32 x 144 = \$4,269,070 unrestricted lottery; 29,646.32 x 45 = \$1,334,084.) Slight increase.

E. Estimated reimbursement for part-time faculty compensation is estimated at \$592,773 (2016/17 Advance). Unchanged.

F. Categorical programs will continue to be budgeted separately; self-supporting, matching revenues and expenditures. COLA is being proposed on certain categorical programs. Without COLA, other categorical reductions would be required to remain in balance if settlements were reached with bargaining groups. The colleges will need to budget for any program match requirements using unrestricted funds.

G. BOG fee waivers 2% administration funding estimated at 2016/17 Advance of \$294,302. Unchanged.

H. Mandates Block Grant estimated at a total budget of \$795,000. Unchanged. No additional one-time allocation proposed.

II. Other Revenue

I. Non-Resident Tuition budgeted at \$2,925,000. \$325,000 increase. (SAC \$2,300,000, SCC \$625,000)

J. Interest earnings estimated at \$650,000. Increase based on County interest rate and cash balance increase.

K. Other miscellaneous income (includes fines, fees, rents, etc.) is estimated at approximately \$350,000. Unchanged.

L. Apprenticeship revenue estimated at \$2,670,285. Unchanged.  
(Corresponding expenses related to this allocation must be budgeted for additional apprenticeship course offerings)

M. Scheduled Maintenance/Instructional Equipment allocation \$1 million (no match required).

N. Energy Efficiency/Prop 39 revenue allocation of \$1.1 million. Slight increase from 2016/17.

## III. Appropriations and Expenditures

- A. As the District's budget model is a revenue allocation model, revenues flow through the model to the colleges as earned. The colleges have the responsibility, within their earned revenue, to budget for ALL necessary expenditures including but not limited to all full time and part time employees, utilities, instructional services agreements, multi-year maintenance and other contracts, supplies, equipment and other operating costs.
- B. The state is estimating a Cost of Living Allowance (COLA) of 1.48%. Any collectively bargained increased costs will be added to the budget. The estimated cost of a 1% salary increase is \$1.4 million.
- C. Step and column movement is budgeted at an additional cost of approximately \$1.2 million including benefits. (FARSCCD approximate cost \$410,000, CSEA approximate cost \$476,000, Management/Other approximate cost \$314,000)
- D. Health and Welfare benefit premium cost increase as of 1/1/18 is estimated at 3.5% for an additional cost of approximately \$501,000 for active employees and an additional cost of \$170,000 for retirees, for a combined increase of \$671,000. State Unemployment Insurance local experience charges are estimated at \$250,000 (2016/17 budgeted amount). Unchanged. CalPERS employer contribution rate will increase in 2017/18 from 13.888% to 15.8% for an increase of \$607,948. (Note: The cost of each 1% increase in the PERS rate is approximately \$350,000.) CalSTRS employer contribution rate will increase in 2017/18 from 12.58% to 14.43% for an increase of \$1,196,296. (Note: The cost of each 1% increase in the STRS rate is approximately \$700,000.)
- E. The full-time faculty obligation (FON) for Fall 2017 is estimated at 364.4. The District is currently recruiting to replace 18 faculty vacancies (plus one additional noncredit position which does not count toward the FON). The District expects to meet its obligation. SAC has 13 vacancies and is adding one new position. SCC is filling five vacancies. The current cost for a new position is budgeted at Class VI, Step 12 at approximately \$136,500. Penalties for not meeting the obligation amount to approximately \$71,000 per FTE not filled.
- F. The current rate per Lecture Hour Equivalent (LHE) effective 7/1/15 for hourly faculty is \$1,249. Unchanged.
- G. Retiree Health Benefit Fund (OPEB/GASB 45 Obligation) - The District will continue to contribute an amount to fund the total actuarially determined Annual Required Contribution (ARC). The ARC increased in 2016/17 by over \$3.3 million from \$8.35 million to a cost of \$11.7 million. This increased cost was covered with one-time funds in 2016/17, but with no new one-time allocation proposed in the state budget, this is now added as an ongoing expense. This will require an increase in the percentage charged to payroll from 1% to 3.63% effective 7/1/17. The unrestricted general fund portion of this increase amounts to approximately \$2.6 million.
- H. Capital Outlay Fund - In addition to the state allocation for Scheduled Maintenance/Instructional Equipment, the District will continue to budget \$1.5 million for capital outlay needs.
- I. Utilities cost increases of 5%, estimated at \$200,000.
- J. Information Technology licensing contract escalation cost of 7%, estimated at \$125,000.
- K. Property and Liability Insurance transfer estimated at \$1,970,000. Unchanged.
- L. Other additional DS/Institutional Cost expenses:  
Legal Expenses of \$150,000 ongoing  
50% Cost of New Sergeant Position \$70,000 ongoing  
Increased Fingerprinting Cost \$14,000 ongoing
- M. Child Development Fund - The District will continue to budget \$250,000 as an interfund transfer from the unrestricted general fund as a contingency plan. (\$140,000 was transferred in 2014/15 and 2015/16, and expected in 2016/17)

**Rancho Santiago Community College District**  
**Unrestricted General Fund Summary**  
**2017-18 Tentative Budget Assumptions Analysis - V2**

**DRAFT**

February 8, 2017

**DRAFT**

*	<u><b>New Revenues</b></u>	Ongoing Only	One-Time
<b>B</b>	COLA 1.48%	\$2,300,000	
<b>B</b>	Growth (Decline of 2.17%/Borrow from summer) <span style="float: right;">1</span>	\$0	
<b>B</b>	Base Allocation	\$590,000	
<b>B</b>	Deficit Factor est. at 0.708%	\$0	
<b>D</b>	Unrestricted Lottery	\$126,529	
<b>H</b>	Mandates Block Grant (one-time)	\$0	\$0
<b>I</b>	Non-Resident Tuition	\$325,000	
<b>J</b>	Interest Earnings	\$100,000	
<b>L</b>	Apprenticeship - SCC	\$0	
<b>EGHK</b>	Misc Income	\$0	
	<b>Total</b>	\$3,441,529	\$0
	 <u><b>New Expenditures</b></u>		
<b>B</b>	COLA 1.48%	\$2,300,000	
<b>C</b>	Step/Column	\$1,200,000	
<b>D</b>	Health and Welfare/Benefits Increase	\$671,000	
<b>D</b>	CalPERS Increase	\$607,948	
<b>D</b>	CalSTRS Increase	\$1,196,296	
<b>E</b>	Full Time Faculty Obligation Hires	\$0	
<b>E/F</b>	Hourly Faculty Budgets (Convert to Full Time)	\$0	
<b>G</b>	Increased Cost of Retiree Health Benefit ARC	\$2,576,106	
<b>H</b>	Capital Outlay/Scheduled Maintenance Match	\$0	
<b>I</b>	Utilities Increase	\$200,000	
<b>J</b>	ITS Licensing/Contract Escalation Cost	\$125,000	
<b>K</b>	Property, Liability and All Risks Insurance	\$0	
<b>I.L</b>	Apprenticeship - SCC	\$0	
<b>L</b>	Other Additional DS/Institutional Costs	\$234,000	\$0
	<b>Total</b>	\$9,110,350	\$0
	 2017-18 Budget Year Surplus (Deficit)	 (\$5,668,821)	

**Note: Budget Stabilization Fund Balance at 6/30/2017 is estimated at \$13.7 million.**

*1 The estimated decline in revenue is based on the 320 report submitted at P1. The district is in stabilization in 2016-17 based on this reporting. This decline, equivalent to 692 FTES, will be borrowed from summer 2017 to restore the district to the 2015/16 funding level.*

\* Reference to budget assumption number