

June 05, 2008

MEMORANDUM

TO: District Board of Trustees

FROM: William D. Law, Jr., President

RE: 2008-2009 Operating Budget

Based on the presentation made at last month's meeting and following up to the comments you provided to us, we have proceeded to develop the College's 2008-2009 operating budget.

Please allow me to enumerate the key points of that budget:

- The total amount of proposed expenses is \$57,993,560. This consists of \$45,117,406 for personnel costs, \$12,017,6995 for current expenses, and \$858,459 capital outlay.
- The 2008-2009 budget anticipates a 2% increase enrollment and maintains the commitment to not limit enrollment. Should enrollment be higher than projected, the budget provides capacity for a 5% growth in enrollment. Additional instructional costs can be more than offset by student tuition.
- The budget does not include a pay raise for faculty or staff.
- The anticipated increase to employee health insurance (effective January 1, 2009) has been included. (estimated at approximately \$120,000)
- We have been able to follow through on your early commitment to faculty positions;
 seven new faculty members have been included in this budget.

- Tuition for the 2008-09 academic year increases by \$4.00 effective with the Fall 2009 semester.
- The College's historical commitment to Staff and Program Development has been maintained. (estimated at approximately \$300,000)
- We have maintained a contingency fund of 1% of the operating budget to allow for a response to any shortfall in state funding that may require a mid-year budget cut.
- We have maintained our commitment to capital equipment purchases within the college by budgeting approximately \$260,000.
- We have maintained our commitment to instructional technology development within the college by budgeting over \$750,000 for new and replacement equipment.
- We have maintained our commitment to information technology equipment purchases by budgeting approximately \$280,000.

We have been able to support several initiatives that will provide opportunities for increased focus on the teaching and learning process. These include:

- The Learning Commons
- The Center for Employee Enrichment
- Faculty Sabbaticals

In summary, I am confident of the budget we are presenting for your consideration and review. I believe it advances the role of Tallahassee Community College and builds on the long tradition of excellence that has been the hallmark of the college.

As always, we will provide some additional detail at the Board meeting; comments and observations are solicited.

Staff Resources: Teresa Smith

Recommended Action:

The Board adopt the 2008-09 Operating Budget in the amount of \$57,993,560, as attached.

OPERATING BUDGET

ANNUAL BUDGET SUMMARY FOR FISCAL YEAR 2008-2009

EXHIBIT A

CURRENT FUND - UNRESTRICTED BEGINNING FUND BALANCE, JULY 1, 2008: ESTIMATED AFR FUND BALANCE JUNE 30, 2008 (IF DEBIT BALANCE USE "MINUS SIGN") \$224,024 ADD RESERVE FOR COMPENSATED ABSENCES (USE PLUS SIGN) \$5,383,838 TOTAL RESERVE AND UNALLOCATED FUND BALANCE JULY 1, 2008 \$55,383,838 ADD: REVENUES TRANSFERS IN \$55,383,836 TOTAL ESTIMATED AVAILABLE \$62,419,518 DEDUCT: EXPENDITURES TRANSFERS OUT \$57,822,674 TOTAL DISBURSEMENTS \$57,993,560 TOTAL AVAILABLE LESS DISBURSEMENTS \$4,425,955 ADD COMPENSATED ABSENCES EXPENDITURES (GLC 59300) \$4,425,955 LESS IIIMATED RESERVE AND UNALLOCATED FUND BALANCE JUNE 30, 2009 \$4,425,955 LESS IIIMATED RESERVE FOR COMPENSATED ABSENCES (GLC 30800) \$5,159,811 TOTAL ESTIMATED FUND BALANCE JUNE 30, 2009 \$3,675,955 PERCENT OF ESTIMATED UNALLOCATED FUND BALANCE, JUNE 30, 2009 \$3,675,955	COMMUNITY COLLEGE: TAL	LAHASSEE		
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COLLEGE:	TALLAHASSEE

PROGRAM

CREDIT (A & P, PSV, COLLEGE PREP AND EPI)

POSTSECONDARY ADULT VOCATIONAL

CONTINUING WORKFORCE EDUCATION

ADULT BASIC & SECONDARY AND VOCATIONAL PREPARATORY

PROGRAM

CREDIT (A & P, PSV, COLLEGE PREP AND EPI)

POSTSECONDARY ADULT VOCATIONAL

ADULT BASIC & SECONDARY AND VOCATIONAL PREPARATORY

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TUITION	STUDENT FINANCIAL AID FEE(1)	STUDENT ACTIVITY FEE(1)	CAPITAL IMPROVEMENT FEE(1)	TECHNOLOGY FEE	TOTAL	FEES FOR ACADEMIC YEAR (30 HOURS)
57.55	2.10	4.85	5.00	0.00	69.50	2,085.00
53.10	0.00	0.00	0.00	0.00	53.10	1,593.00
50.00	0.00	0.00	0.00	0.00	50.00	1,500.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00

⁽¹⁾ These Fees Not Required

NON-RESIDENT S FEE PER CREDIT							
TUITION	OUT-OF-STATE	STUDENT FINANCIAL AID FEE(1)	STUDENT ACTIVITY FEE(1)	CAPITAL IMPROVEMENT FEE(1)	TECHNOLOGY FEE	TOTAL	FEES FOR ACADEMIC YEAR (30 HOURS)
57.55	172.65	8.40	4.85	7.30	0.00	250.75	7,522.50
53.10	159.30	0.00	0.00	0.00	0.00	212.40	6,372.00
0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

⁽¹⁾ These Fees Not Required