

Pre-meeting Topics for Budget Committee Discussions

We are sometimes asked whether the budget committee can be called together for “preliminary” discussions prior to their first “official” meeting under ORS 294.426 at which the budget message is delivered and for which notice must be published.

Following is a list of the types or topics of discussion that can be conducted prior to that first official meeting:

- Training on the budget committee process, calendar, expectations for committee members, etc.
- Committee members’ preferences for ground rules, rules of order, conduct of meetings, voting / reaching consensus, fact finding process, etc.
- Orientation on the organization and its various departments, programs, staffing, etc., and on the activities or services provided by each.
- Orientation on the budget document, the fund structure and the types of activities or programs and expenditures made from each fund in the budget.
- General discussion of vision and goals, spending priorities, or philosophy on how to allocate scarce resources or make trade-off decisions as to which programs get funded and which don’t.
- General economic projections by the finance officer of possible changes in resources or requirements expected next year.
- Any and all discussion of the current year budget or prior year budgets, including what, in general, might be done differently next year.

What cannot be discussed before the formally “noticed” meeting?

ORS 294.426(6): “The budget committee may not deliberate on the budget document as a body before the first meeting.” So, we recommend that you do not talk about:

- Specific estimates or appropriation amounts associated with any fund or line item, resource or requirement.
- The question of whether to fund specific programs or expenditures.
- The question of whether to impose any tax levy, or the amount of any levy.

Budget Committee Workshop

April 20th 2023



**Clatsop
Community
College**

Agenda

Oregon Budget Law and Budgeting Overview

Projected 2023-24 General Fund Revenue Overview

Revenue

Tuition & Fees

State Support Appropriations

Property Taxes

Other Revenue

Enrollment Overview

Next Steps

Oregon Budget Law Overview

- Oregon's Local Budget Law is found in Oregon Revised Statutes (ORS) 294.305 to 294.565. The full text of these statutes can be found on the Oregon Legislature web site at www.leg.state.or.us.
- A budget must be adopted by June 30, to provide authority to impose property tax and spend money or incur obligations beginning July 1 of the next fiscal year, FY2023-2024.
- Compliance with Local Budget Law is critical for local governments including community colleges.

We can discuss

- Orientation on the budget document, the fund structure and the types of activities or programs and expenditures made from each fund in the budget.
- General discussion of vision and goals, spending priorities, or philosophy on how to allocate scarce resources
- Committee members' preferences for ground rules, rules of order, conduct of meetings, voting / reaching consensus, fact finding process, etc.

We cannot discuss

- Specific estimates or appropriation amounts associated with any fund or line item, resource or requirement.
- The question of whether to fund specific programs or expenditures.
- The question of whether to impose any tax levy, or the amount of any levy.

What is a Budget?

- A budget is a financial plan containing estimates of revenues and expenditures for a fiscal year.
- A complete budget justifies the imposition of property taxes and the making of the appropriations that give the College its authority to spend public money.
- Budgeting is a continuous process, taking 12 months to complete. The budgeting process has four parts. The budget is:
 1. Proposed (prepared)
 2. Approved
 3. Adopted, and;
 4. Executed.

CCC budget overview

- General Fund (11) - accounts for all current financial resources not required to be accounted for in other funds. This is the fund in which most operating activities of the College occur. **15.7 million**
- Grants/Financial Aid Fund (21) - accounts for resources that are expended only for operating purposes specified by donors or other outside agencies. **6.1 million**
- Unexpended Plant Fund (41) - accounts for resources available to finance the acquisition, construction, or improvement of plant assets for the College. **5 million**

CCC budget overview

- Plant Fund Debt Service (42) - accounts for the payment of principal, interest and other debt service charges incurred in financing College plant assets. **\$965,660**
- Clubs and Organizations Fund (54) - accounts for resources held by the College as custodian or fiscal agent for students, faculty, staff and other organizations. **\$68,093**
- Non-Plant Debt Service Fund (60) - is used to accumulate resources for the PERS bonding payment of principal and interest. **1.7 million**

Additional Budget Information

- Within each fund, budgets are prepared for revenues, expenditures and transfers.
- Revenues and transfers are presented by object.
 - Tuition, Fees, State Support, Property Tax, are some examples
- Expenditures are summarized by cost center, function and object code.
 - For example *Workforce Ed & Training, Welding, Instructional Supplies*

Tuition & Fees

- Credit Tuition
- Technology Fee
- Registration Fee
- Community Education
- Professional/Tech Fee
- Maritime Science Fee
- Fire Science Fee
- Nursing Program Fee
- \$112 per credit
- \$10 per credit
- \$30 per term
- Fee depends on course
- Fee depends on course
- Fee depends on course
- Fee depends on course
- Fee depends on course

Community College Support Fund (CCSF)

- 19-20 - 4.1 million
- 20-21 - 4.2 million
- 21-22 - 4.2 million
- 22-23 - 4.0 million
- 23-24 – Slightly lower

Changes to CCSF

A focus on student centered funding

- Students funded are those from priority populations:
 - Low-income (Pell recipient)
 - Adults (Age 25+)
 - Underrepresented (race/ethnicity)
 - CTE/Workforce Training (course based)

- Phased in:
 - 2023-25 biennium - \$25 million
 - 2025-27 biennium - \$50 million
 - 2027-29 biennium - \$70 million
 - For this biennium this would mean extra funds allocated to Clatsop

Clatsop County Property Tax Revenue

- The community college support fund (CCSF) formula includes property taxes in the Total Public Resources total.
- FY23-24 Clatsop County projected tax revenue to increase slightly.
- FY22-23 Clatsop County tax revenue at \$5.4 million.
- FY21-22 Clatsop County property tax revenue at \$5.1 million.
- FY20-21 Clatsop County property tax revenue \$5.036 million.
- FY19-20 Clatsop County property tax revenue \$4.786 million.

Timber Revenue

- \$450,000 dedicated to the General Fund
 - Long-term debt funded by timber revenue ~\$550,000 annually
- Timber total revenue represents approximately \$1.1 million annually
- Habitat conservation plan is going to cut that significantly this revenue
- Moving forward we will not have this revenue to put towards the general fund.

2023-2024 Budget Assumptions General Fund

Revenue

- CCSF at \$750 to \$850 million
- Tuition, \$112 per credit – slight increase in revenue
- Timber revenue at similar level to last year

Expenditure

- PERS rate at 23%
- Collective bargaining
 - Steps
 - Cost of living adjustment
- Insurance cap
- Annual renewals (+/-)
- Utilities

Next Steps

May – June 2023

- Budget Committee Meetings
 - May 2, 2023 – Budget Committee meets and receives the 2023-24 budget message and proposed budget
 - Additional meetings in May if needed
 - Budget Committee makes recommendation to College Board
- Board Adopts 2023-24 Budget
 - June 13, 2023 Board meeting

Enrollment

A Look at FTE



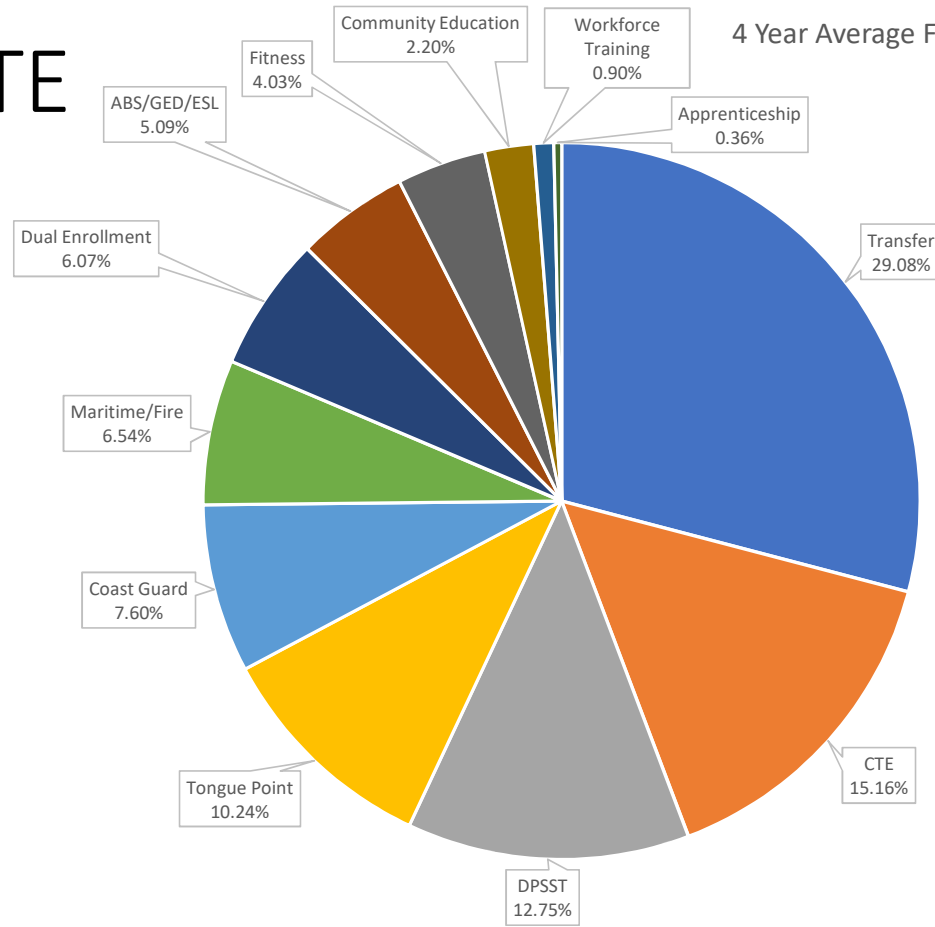
Clatsop
Community
College

What is an FTE

- Defined in OAR 589-002-0110
- “Full-Time Equivalent (FTE) student” for the purpose of receiving state reimbursement, means a student who carries 510 clock hours over three terms of instruction for all terms including a fall 12-week term.

Sources of FTE

4 Year Average FTE Distribution By Major Category



What Was Normal

Category	Average FTE
ABS/GED/ESL	68.16
Apprenticeship	4.78
Community Education	29.5
CTE	428.11
Fitness	53.97
Transfer	389.77
Workforce Training	12.01

Where Are We At Now

Category	Past Average	21-22 YTD	22-23 YTD	1 year change
ABS/GED/ESL	68.16	70.10	90.09	28%
Apprenticeship	4.78	6.14	3.14	-49%
Community Education	29.50	18.12	24.30	34%
CTE	428.11	391.07	390.45	0.6%
Fitness	53.97	36.78	52.45	43%
Transfer	389.77	280.37	301.05	7%
Workforce Training	12.01	5.31	21.47	304%

FTE Comparisons

Academic Year	Total FTE	Average FTE per Term	Headcount	Average Headcount per Term
Pre- Pandemic 3 Year Average	1340	447	3415	1138.3
21 -22	787.78 (866.17)	262.6 (288.7)	2793	931.0
22 -23	954.33 (?)	318.11 (?)	2960	986.7

Moving Forward

- Continued low growth in LDT and CTE enrollments
- Continued growth in ABE/GED/ESL may provide additional pathways to other programs
- Increase efforts to reach out to those with some credit but no completion of certificate or degree.
- Need to assess organizational efficiencies to be best prepared to serve students and maintain fiscal health.
- Additional uncertainties are still present including possibility of recession and impact of inflation