



June 05, 2008

## **M E M O R A N D U M**

**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**

COMMUNITY COLLEGE: TALLAHASSEE

	<u>CURRENT FUND - UNRESTRICTED</u>
<b>BEGINNING FUND BALANCE, JULY 1, 2008:</b>	
ESTIMATED AFR FUND BALANCE JUNE 30, 2008 (IF DEBIT BALANCE USE "MINUS SIGN")	\$224,024
ADD RESERVE FOR COMPENSATED ABSENCES (USE PLUS SIGN)	<u>5,159,811</u>
<b>TOTAL RESERVE AND UNALLOCATED FUND BALANCE JULY 1, 2008</b>	<u>\$5,383,835</u>
ADD: REVENUES	\$55,535,680
TRANSFERS IN	<u>1,500,000</u>
<b>TOTAL RECEIPTS</b>	<u>\$57,035,680</u>
<b>TOTAL ESTIMATED AVAILABLE</b>	<u>\$62,419,515</u>
DEDUCT: EXPENDITURES	\$57,822,674
TRANSFERS OUT	<u>170,886</u>
<b>TOTAL DISBURSEMENTS</b>	<u>\$57,993,560</u>
<b>ESTIMATED FUND BALANCE, JUNE 30, 2009:</b>	
<b>TOTAL AVAILABLE LESS DISBURSEMENTS</b>	\$4,425,955
ADD COMPENSATED ABSENCES EXPENDITURES (GLC 59300)	<u>0</u>
<b>TOTAL ESTIMATED RESERVE AND UNALLOCATED FUND BALANCE JUNE 30, 2009</b>	\$4,425,955
LESS ESTIMATED RESERVE FOR COMPENSATED ABSENCES (GLC 30800)	<u>\$5,159,811</u>
<b>TOTAL ESTIMATED FUND BALANCE JUNE 30, 2009</b>	<u>(\$733,856)</u>
ESTIMATED UNALLOCATED FUND BALANCE, JUNE 30, 2009	<u>\$3,675,955</u>
<b>PERCENT OF ESTIMATED UNALLOCATED FUND BALANCE AS OF JUNE 30, TO ESTIMATED FUNDS AVAILABLE</b>	<u>5.89%</u>

APPROVED BY BOARD OF TRUSTEES:

\_\_\_\_\_  
PRESIDENT (AS SECRETARY OF THE BOARD)

\_\_\_\_\_  
DATE

STATE OF FLORIDA, DEPARTMENT OF EDUCATION

APPROVED: \_\_\_\_\_  
CHANCELLOR, COMMUNITY COLLEGES

CHECKED BY: \_\_\_\_\_

\_\_\_\_\_  
DATE

2008-2009 OPERATING BUDGET STUDENT FEE RATES

EXHIBIT B

COLLEGE: TALLAHASSEE

PROGRAM	RESIDENT STUDENTS FEE PER CREDIT HOUR						FEES FOR ACADEMIC YEAR (30 HOURS)
	TUITION	STUDENT FINANCIAL AID FEE(1)	STUDENT ACTIVITY FEE(1)	CAPITAL IMPROVEMENT FEE(1)	TECHNOLOGY FEE	TOTAL	
CREDIT (A & P, PSV, COLLEGE PREP AND EPI)	57.55	2.10	4.85	5.00	0.00	69.50	2,085.00
POSTSECONDARY ADULT VOCATIONAL	53.10	0.00	0.00	0.00	0.00	53.10	1,593.00
CONTINUING WORKFORCE EDUCATION	50.00	0.00	0.00	0.00	0.00	50.00	1,500.00
ADULT BASIC & SECONDARY AND VOCATIONAL PREPARATORY	0.00	0.00	0.00	0.00	0.00	0.00	0.00

(1) These Fees Not Required

PROGRAM	NON-RESIDENT STUDENTS FEE PER CREDIT HOUR							FEES FOR ACADEMIC YEAR (30 HOURS)
	TUITION	OUT-OF-STATE	STUDENT FINANCIAL AID FEE(1)	STUDENT ACTIVITY FEE(1)	CAPITAL IMPROVEMENT FEE(1)	TECHNOLOGY FEE	TOTAL	
CREDIT (A & P, PSV, COLLEGE PREP AND EPI)	57.55	172.65	8.40	4.85	7.30	0.00	250.75	7,522.50
POSTSECONDARY ADULT VOCATIONAL	53.10	159.30	0.00	0.00	0.00	0.00	212.40	6,372.00
ADULT BASIC & SECONDARY AND VOCATIONAL PREPARATORY	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00

(1) These Fees Not Required