

**TREASURE VALLEY
COMMUNITY COLLEGE**

**Public Document
2019-20**

Adopted Budget

Oregon Community Colleges and Community College Districts

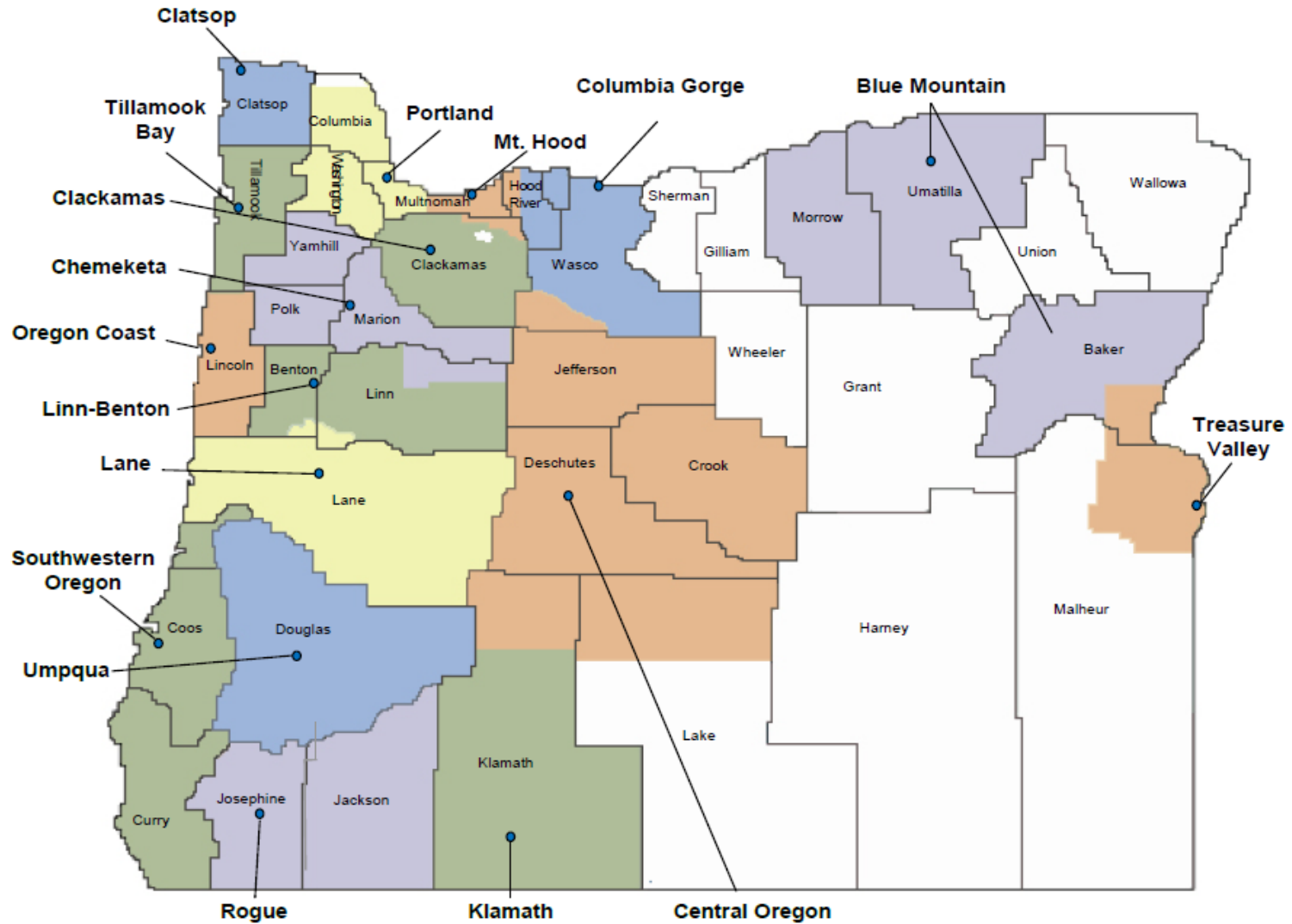


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Treasure Valley Community College

650 College Blvd.
Ontario, OR 97914

Board of Education Members

Position No.

Term Expires

John Hall	1	2021
John Forsyth - Chair	2	2019
Cheryl Cruson - Vice-Chair	3	2019
Roger Findley	4	2021
Stephen Crow	5	2019
Darlene McConnell	6	2021
Mark Wettstein	7	2019

Board of Education Members are elected to four (4) year terms with elections held in odd numbered years.

Budget Committee Members

Term Expires

Jan Dinsmore	2020
Gary Halcom	2019
Ken Hart	2021
Carole Kitamura	2022
Jed Meyers	2020
Tori Ramirez	2020
Prudence Sherman	2019

Budget Committee Members are appointed for three (3) year terms.

Executive Officer

Dana Young, President

Budget Officer

Shirley Haidle, Chief Financial Officer



May 21, 2019

Treasure Valley Community College 2019-20 Budget Message

I would like to thank the Budget Committee and board members who willingly volunteer and invest valuable hours serving our community and specifically Treasure Valley Community College. I also want to thank all of the College staff and faculty who helped develop the 2019-20 budget.

The purpose of the budget message is to provide an overview of the budget document, describe some of the budget's important features, explain reasons for any major changes from the previous year's approved budget, and discuss any major changes in the College's financial policy or status. The Oregon Revised Statute, Section 294.391, directs the Executive Officer, or his/her designee, in each municipal corporation to prepare a budget message to accompany the annual budget document. The budget format corresponds to the statewide classification of "revenue and expense accounting" adopted in 1994. The budget document was prepared in the same format as the prior year. The 2019-20 budget is a projection of both revenues and expenses. The 2019-20 budget was prepared with the same due diligence and budget philosophy that has been used in prior years.

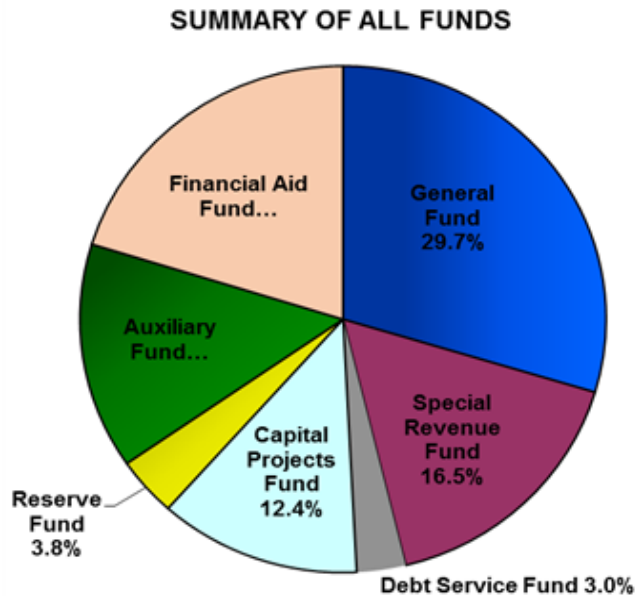
Budget Philosophy:

Preparing the budget involves determining how to maintain a vibrant local comprehensive community college in light of tight resources and, at the same time, provide more individualized training and services. This is extremely important to our community; the college must be nimble enough to grow and change when necessary, while responding to multiple community needs and requests. The college and our local communities need to understand and be aware of changes at the local, regional and global level, while maintaining progressive attitudes regarding change within our own college and community. Local, regional, state, national, and global economic changes impact the operations and the resources available to the College.

The College strives to efficiently and effectively utilize available resources to provide quality educational services to students and not build significant reserves. At the same time, the College seeks to find alternative resources to minimize increasing costs for students. Board of Education members have expressed concern about the rising student costs but recognize the need to balance student tuition and fee increases with providing quality educational services. The College maintains a lean administrative staff and endeavors to maximize resources for student success.

Administration uses conservative but realistic and informed revenue projections. Expenditures are budgeted, based on information known at the time the budget is prepared, to maximize services to students while providing a quality education and a positive learning experience. Still, the College recognizes that changes can and do occur throughout the year.

Budget Development:



Although the General Fund is only 29.7% of the College's total budget, the majority of the time, discussion and budget message is spent on the General Fund as it is the operational fund of the College. The other funds have dedicated or designated resources and expenditures which are limited to the specific purpose for which the account was created. As an example, the Financial Aid Fund revenues are from Federal, State, and Local sources and are legally restricted to providing financial assistance to students. Also, the expenditures for these non General Funds are limited to the resources available in the account. When creating these other non General Fund budgets, the College budgets for the maximum amount the fund is projected to receive or may receive. The Special Revenue Fund is a good example as it contains budget allocation for the College's Title III, HEP and CAMP and other grants the College may receive. If the College does not receive the funds, no expenditures can be made regardless of what is included in the budget. Another example is the Auxiliary Fund which includes Bookstore and Student Housing revenues. The College budgets for the maximum activity but expenditures are limited to actual revenues.

The 2019-20 budget includes the addition of a new auxiliary fund, the Transportation Fund. In the past, costs for all TVCC vehicles including maintenance, repairs, fuel, and bus driver expense have been charged to the general fund in the College Support Services category. Departments using the vehicle were then charged a per-mile rate to use the vehicles, with the "income" credited to the general fund. The rates charged were determined over ten years ago and were no longer sufficient to cover the costs of operating the vehicles. It was decided to create a separate fund to charge the costs to, increase the per-mile rates enough to more than cover the costs and build up a reserve amount to be used to purchase/replace vehicles to be used by campus personnel while on College business.

A new reserve fund category was also set up to accumulate forfeited housing deposits and fines in order to have funds to use to make repairs and replace furnishings and equipment for the residence hall when needed. This was what the housing deposits were designed to do but the amounts had never been separated out from other housing income to be used for these types of expenses.

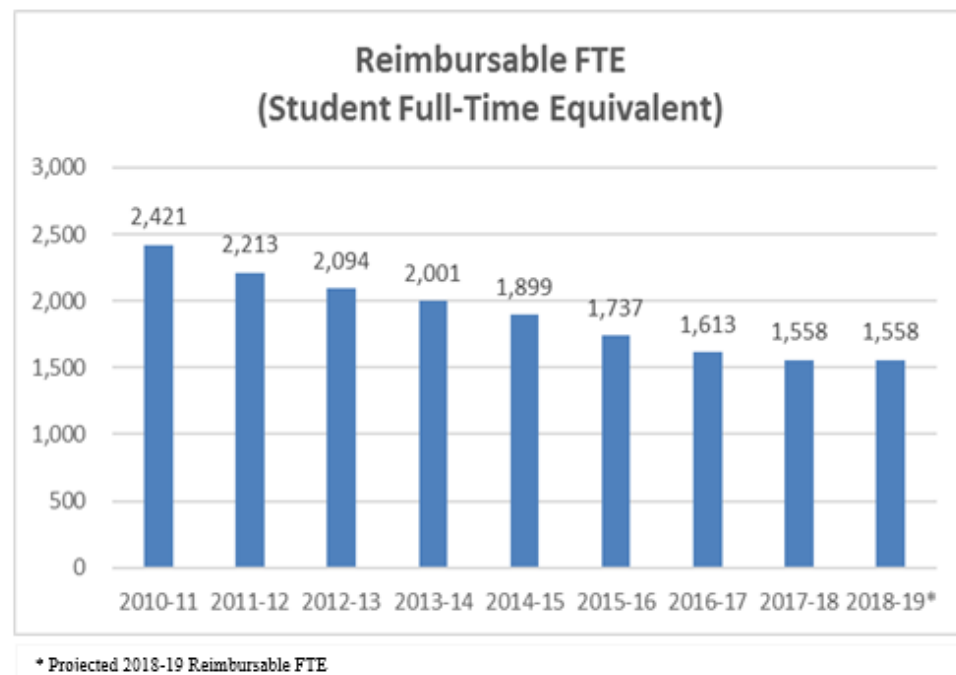
Student and employee groups (club accounts) have always been included in a separate agency fund. For the last few years, we have not budgeted for the agency fund because our auditors did not feel it was necessary in order to be in compliance with Oregon Local Budget Law. However, we have decided to include it again in the 2019-20 budget and going forward.

The College Planning and Budget (P&B) Committee began meeting in October, 2018, to discuss various funding scenarios projected by the State for FTE reimbursement as well as enrollment projections and various other assumptions. Because the State is going into a new biennium starting July 1, 2019, the level of state funding was not known in time for the preparation of this budget. Because the College's enrollment for the 2018-19 fiscal year remained relatively flat as compared to the 2017-18 fiscal year, it was decided to continue that trend for the development of the 2019-20 fiscal year budget. The P&B Committee met several times between October and March, as did various constituency groups across campus to discuss enrollment and tuition and fee rate

projections. Discussions centered around three potential state funding level scenarios. When the P&B Committee met, they discussed potential budget adjustments for 2019-20 and provided that information to administration.

The 2019-20 budget was prepared using TVCC's 5-year forecasting model and underlying assumptions including flat enrollment and a \$3 per credit increase in tuition. The Business Office released budget worksheets to budget managers along with planning assumptions and instructions to keep their materials and services budgets flat. Due to a 4% increase in PERS contributions, a \$25 per month increase in the health insurance cap for faculty, and other salary and benefit costs, various decisions were needed to adjust expenses in order to balance the budget. A listing of these decisions are included on pages 15-16 in the Proposed Budget Document under Budget Assumptions/Highlights.

General Fund Resources Highlights:



In developing the 2019-20 General Fund budget, the Business Office looks to identify the total available resources the College can reasonably anticipate receiving. State resources (FTE reimbursement) accounts for approximately 44.4% of total general fund revenues. Because this amount remains unknown until after the legislative session, it makes it very difficult to project total revenues to be received. There were estimates ranging from a 4.7% decrease to increases in excess of 10% in state funding. The administration made the decision to budget at the level equating to approximately 4.5% increase in state FTE reimbursement. It will be necessary to monitor the revenues and adjust actual expenditures accordingly, once the actual level of state funding becomes known.

Because approximately 80% of the College's revenues are tied to enrollment through tuition and fee revenues and the State support payment through the distribution formula, any change in enrollment impacts the College's total resources. Consequently, enrollment was a driving factor as the 2019-20 budget was developed. This included a focus on student recruitment, student retention, and increasing reimbursable State FTE in subsequent years.

TVCC is projecting that the College will experience flat enrollment for 2019-20 in total FTE (full time equivalent), also referred to as total enrollment. Most of Oregon's community colleges continue to experience flat or declining enrollment which follows the state and national trends in higher education.

General Fund Revenues:

The budget for 2019-20 includes total General Fund resources in the amount of \$17,387,755 which represents a \$517,333 (3%) increase from the prior year's budget of \$16,870,422. Page 22 in the Proposed Budget document provides a list of the General Fund Resources and identifies the amount in each budget category, the prior year's budget, and the actual revenues for the prior two years. The pie graph to the right shows the percentage of each revenue source budgeted for 2019-20.

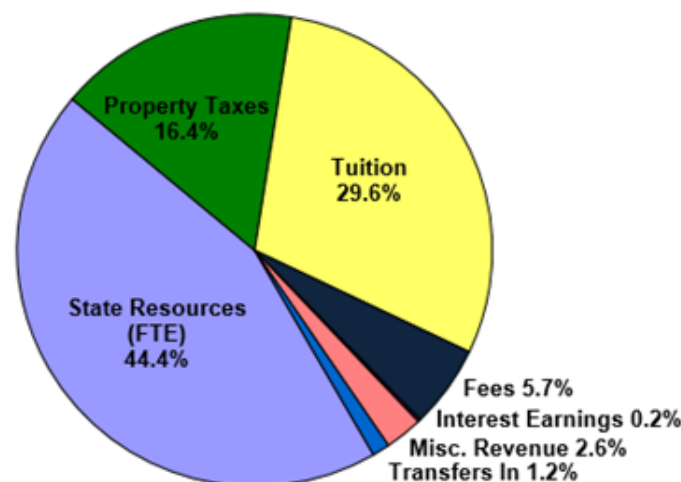
As discussed on the prior page, Tuition, Fees, and State Resources are based on the number of students that attend TVCC classes. The College receives tuition and/or fee revenue for all classes a student attends. With the \$3 per credit tuition increase as well as projected increases in dual credit tuition, total general fund tuition and fee revenue is budgeted to increase by \$247,573 (4.5%) compared to what was budgeted in 2018-19.

State support is based on enrollment in classes that meet specific State requirements and are reported to the state as "Reimbursable FTE." TVCC and the other Oregon community colleges report annual reimbursable FTE which the State utilizes as part of the formula to distribute funds to each Oregon community college. The state's distribution formula allocates total public resources, which includes state funding and local property taxes, based on a three year rolling average for reimbursable FTE. As in total FTE, all of the Oregon community colleges have experienced similar reductions in reimbursable FTE over the last eight years. TVCC anticipates that reimbursable FTE will remain flat in 2019-20. With enrollment decreases at the other Oregon community colleges as well as the decision to build the budget assuming an overall state funding level of \$590 million, the State Resources from reimbursable FTE for 2019-20 are projected to increase by \$306,539.

Local property tax revenues during 2019-20 are projected to increase by \$114,221 over the amount that was budgeted in 2018-19. This increase includes the normally anticipated 3% per year increase included for both current and previous years' property tax revenue as well as a slight increase for wind turbine company(s) assessed value being placed on the tax rolls in Baker County. Budgeted interest and miscellaneous revenue increased by \$29,000.

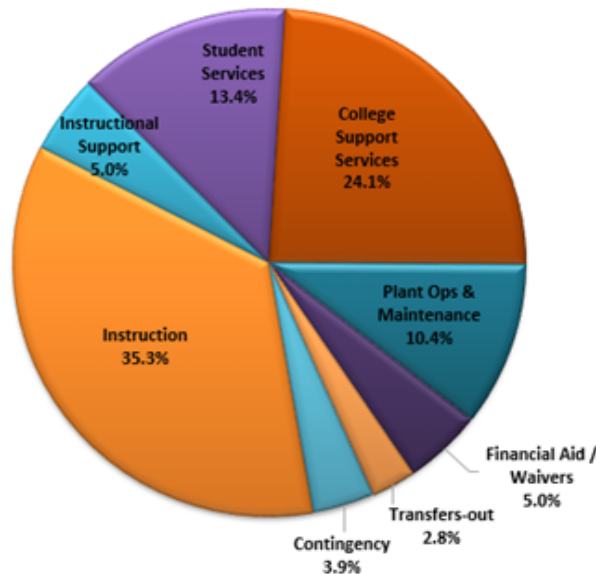
Transfers in from other funds are budgeted to decrease by \$330,000 which is caused by reductions from three areas. A Summary of Transfers for the College is included in the 2019-20 Preliminary Budget on page 56. The transfer from the Bookstore account in the Auxiliary Fund was decreased from \$50,000 to \$30,000. Bookstore revenues follow the enrollment trends and book sales have declined over the last few years with the enrollment decrease. In addition, the growth in online book sales and the use of new OER (open education resource) books and other book-buying alternatives are significantly decreasing Bookstore sales. The HRA Reserve account transfer was reduced from \$100,000 to \$50,000 as the annual savings from insurance coverage is decreasing as the cost of premiums increase. Transfers from the Caldwell Center of \$100,000 and the Aviation programs totaling \$160,000 were eliminated for this year in an effort to leave any profits in those funds.

Finally, the Beginning Fund Balance is projected to be restored to \$1,250,000.



General Fund Expenditures:

The “Budget Assumptions/Highlights” on page 15-16 of the 2019-20 Proposed Budget provide more summary information about expenditure changes.



The instructional budget had a net increase of \$94,518. As a percentage of the total budget, Instruction remained flat at 35.8%.

One faculty member took advantage of an early retirement option offered as a result of negotiations settled during the 2017-18 fiscal year and three faculty members took advantage of a subsequent retirement Memorandum of Understanding. There is also a savings as a result of one additional full-time faculty member resigning and being replaced by adjuncts. The net change in the Instruction budget includes the net decrease from the two full-time faculty members now budgeted as adjunct faculty as well as the savings in PERS costs for the other three faculty members retiring under PERS and electing to continue to teach during the 2019-20 year.

Offsetting these savings includes the 4% overall increase in PERS costs, the relocation of the Rodeo program from student services to instruction, the addition of \$75,000 to offset fixed wing aviation startup costs, and the internal transportation costs being charged to each department rather than to Other General Costs under College Support Services. More detailed information is provided for each area throughout the proposed budget.

The Instructional Support budget increased by \$62,603 due to the general fund taking on the remaining cost of a full time career and technical education recruiter position formally partially funded through grant funds. The increase also includes the 4% overall increase in PERS costs and

the internal transportation costs being charged to each department rather than to Other General Costs under College Support Services. Overall, Instruction and Instructional support constitute 40.3% of the 2019-20 General Fund budget which is a slight decrease of .3% from 40.6% of the budget in 2018-19.

The Student Services budget, comprising 13.4% of the General Fund, increased by a total of \$14,897 due to the 4% overall increase in PERS costs, the relocation of the Rodeo program from student services to instruction, and the internal transportation costs being charged to each department rather than to Other General Costs under College Support Services. In addition, 25% of a grant-funded multi-cultural coordinator position is being absorbed by the general fund as a condition of the Title III grant. Additional detail is provided on page 33 of the Proposed Budget.

The College Support Services budget decreased by a total of \$10,149 and comprises 24.1% of total general fund expenses as compared to 24.9% in the 2018-19 budget. This is a net number comprised of several different increases and decreases. The Information Technology budget increased due to rising costs in the industry as well as a grant-funded help desk position that is being absorbed in the general fund as a condition of the Title III grant. 33% was absorbed in the 2018-19 budget and the percentage was increased to 50% for the 2019-20 budget. This was in addition to the increase in personnel costs due to the 4% overall increase in PERS. Other General Costs saw a decrease due to internal transportation costs being charged to each department rather than 100% here. Additional detail is provided on page 35 of the Proposed Budget.

The Plant Operations budget increased by a net total of \$70,426 due, in part, to the 4% overall increase in PERS costs. The addition of repair and maintenance costs on security and plant operations vehicles previously charged to Other General Costs increased this budget while savings were budgeted for the outsourcing of electrical services following the retirement of a full time professional electrician position. The Plant Additions account remained unchanged at \$10,000. Together Plant Operations and Plant Additions make up 10.5% of the overall general fund budget compared to 10.4% in the prior year.

The Financial Aid Waivers budget increased by \$20,178 to offset the \$3 per credit increase in tuition.

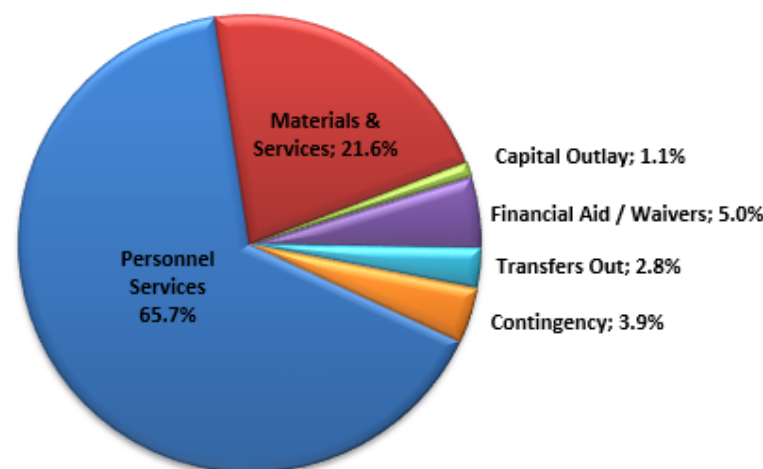
The 2019-20 budget includes a functional expense category for transfers out of \$482,218. Beginning with the 2018-19 budget, the College switched back to having a separate appropriation category for transfers out. The two years prior to that, the College included all transfers out as a departmental expense. However, that led to some confusion and inconsistencies with how other Oregon Community Colleges were reporting transfers out. Classifying the transfer out as a "Transfer Out" rather than a departmental expense is more appropriate and consistent with other colleges. A summary of the transfers out is provided on page 56 of the Proposed Budget.

This year, the transfers out budget includes three new transfers out of the General Fund. First, a \$15,000 transfer to the Building Reserve Fund account to set aside funding for much-needed deferred maintenance and equipment across campus, second, a \$5,000 transfer to the Faculty Professional Development Reserve fund as required under the latest Collective Bargaining Agreement with the faculty, and third, a \$5,000 transfer to the Athletic Playoff Travel Account reserve fund to set aside funds to assist athletic teams with travel costs in the event they earn their way to the playoffs.

The transfer to the Capital Projects Fund for the CTE Building increased by \$25,000 to a total of \$100,000. Although the majority of the funding for the CTE building construction/expansion is covered by EDA and State funding, the College must provide some funding for the project.

The portion transferred out of the general fund to the debt service fund increased by \$74,883. Please see page 57 for a breakdown of debt service payments by fund.

The detail of the College's General Fund expenditures by object are provided in the budget document on page 26. The graph above shows the percentages of total General Fund expenditures by object. Personnel Services comprises 65.7% of the College General Fund expenditures and it includes salaries, medical insurance, unemployment, workers comp and PERS. In total, PERS is approximately 9.6% of the College's total General Fund expenditures budget.



A number of personnel services (faculty and staff) reductions were made across the General Fund budget and many of those are identified in the Budget Assumptions/Highlights on pages 15-16 of the 2019-20 Proposed Budget. Again, summary descriptions of budget changes for each area are included throughout the 2019-20 Proposed Budget document.

Summary:

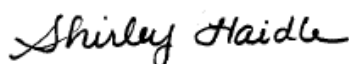
Overall, the 2019-20 budget and its preparation were difficult due to the fact that the amount of State FTE funding remains unknown. The College chose a funding level that was believed to be reasonable and somewhat likely, keeping in mind that, should actual funding come in at a lower or higher amount, adjustments will need to be made to compensate for the difference. It is critical that the college continue to invest resources to increase enrollment through added recruiting, retention and marketing efforts. Therefore, the College must position itself and focus resources in these areas.

While faced with increasing costs in a number of areas, the College is striving to meet student educational demands across the College and provide academic and support services necessary to achieve student success. The 2019-20 Proposed Budget provides the following:

- resources to provide quality educational programs across the college,
- resources to meet contractual costs and legal requirements,
- resources to improve recruiting and marketing efforts,
- resources to improve and increase services to students,
- resources to provide a vibrant student life on campus,
- resources to support major grant programs,
- resources to maintain the College campus facilities, and
- a balanced budget.

Although the budget is balanced and the College has resources to provide quality educational programs and services, we continue to be challenged by increasing costs for salaries, insurance, PERS rates and the need to maintain facilities and appropriate reserves. The College will continue to look for grants, partnerships, donors, and other support to help meet these challenges. In addition, the College is aggressively addressing enrollment efforts across the College district. Overall, the proposed budget is manageable, and it will ensure the College continues to promote student success.

Respectfully,



Shirley Haidle
Chief Financial Officer
Treasure Valley Community College

Budget Guiding Principles

1. Increase student enrollment and access through a coordinated college-wide effort and targeted recruitment.
2. Improve student retention and success.
3. Review, update and improve student and business processes for efficiency and effectiveness.
4. Improve student, staff, faculty and community relationships.
5. Maintain core instruction and support services.
6. Improve facilities and resource utilization, including technology and infrastructure, to remain current and competitive
7. Meet all recommendations of accreditation.
8. Practice good stewardship of all public funds and maintain Board approved reserves.

College Mission

TVCC is a comprehensive community college dedicated to promoting student success.

College Vision

TVCC will be an excellence-driven institution offering quality programs to ensure student success.

Equity Statement

At TVCC, we strive to be an equitable, inclusive community that provides a safe environment and embraces the dignity and worth of every person.

Diversity Statement

TVCC acknowledges that having a multicultural presence of faculty, staff, and students enriches dialogue, collaboration, education, and outreach. As an institution, it is imperative that our faculty, staff, and students have the experiences, perspective, and cultural competency to operate in an ever-changing environment, and that our business practices and community relations maintain a focus on connecting with communities and cultures outside our own. TVCC supports the institution-wide commitment to create and maintain a learning, teaching, and working environment free of discrimination and barriers. This requires the work of every member of the college community, including students, staff, instructors, administrators, alumni, and guests.

Fund Types

Community colleges and other governmental organizations establish their accounting systems on a fund basis. Each fund has its own self-balancing set of accounts from which financial statements can be prepared. The College separates resources and expenditures into various funds to ensure both control and accountability. The College's budget is segregated into the funds listed below:

General Fund

- * The General Fund is the College's primary operating fund. It accounts for all the financial operations of the College except those required to be accounted for in another fund.
- * Primary funding is state support (FTE), student tuition and fees, local property taxes and budgeted cash carried forward from the prior year.
- * This budget supports core College activities including Instruction, Instructional Support, Student Services, College Support Services, Plant Operations, Plant Additions, Financial Aid, Contingency and Unappropriated Ending Fund Balance.

Special Revenue Fund

- * The Special Revenue Fund is used to account for grants, contracts and other projects funded by federal, state, and local sources which are legally restricted for specific purposes. Budgets are based on historical data related to prior year activity plus any additional potential funding known at the time the budget is established. Transactions in the Special Revenue Fund usually require special financial reporting of all receipts and expenditures.
- * Resources budgeted in this fund are estimated income from federal, state, and local grants, contracts and other project funds.
- * Expenditures of these funds are restricted to the purpose outlined in the grant or contract documents.

Debt Service Fund

- * The Debt Service Fund accounts for the resources and payment of all long-term debt of the college district.
- * Resources are primarily transfers from other funds, but it can include other revenues dedicated to long-term debt including local property taxes for general obligation bond payments.

Capital Projects Fund

- * The Capital Projects Fund is used to account for the resources and expenditures related to large capital projects including new buildings, major campus repairs, and equipment.
- * Major sources of revenue include transfers from the general fund, bond proceeds, state matching funds and any other resources dedicated to capital construction projects.
- * Expenditures are for costs related to capital projects including new construction and remodeling of existing facilities and equipment.

Fund Types (continued)

Reserve Fund

- * The Reserve Fund is used to accumulate and account for funds for specific College purposes, and the fund is split into two categories; restricted reserve funds and unrestricted reserve funds.
- * The unrestricted reserve funds include vehicle, roof, lawnmower, copier, irrigation pump, and parking replacement, funds designated for HVAC, computing infrastructure, innovations, snow removal, building reserve, playoff travel, disabled student assistance, instructional equipment, professional development, PERS/unemployment, HRA, and aviation teachout funds.
- * Restricted accounts include student activities, faculty sabbatical, student capital, housing deposit forfeitures, nursing simulation, and Building Project donations.
- * Revenues are primarily budgeted transfers in from other funds, and expenditures are used for the specific purpose the account was established.

Auxiliary Fund

- * The Auxiliary Fund is an enterprise activity which accounts for the costs of providing goods or services recovered through customer charges in a manner similar to private business. This fund currently includes food services, housing services, bookstore services, printing services, transportation services, and the Caldwell Center.
- * Revenues are from user or customer sales and services.
- * Expenditures are for the cost of providing goods and services.

Agency Fund

- * The Agency Fund is used by various departments and student organizations for the purposes of club and other activities on campus.
- * Revenues come primarily from activities and specific fund-raisers organized by various departments and student groups on campus.
- * Expenditures are used for the facilitation of these related campus activities.

Financial Aid Fund

- * The Financial Aid Fund is a special revenue fund used to account for PELL, SEOG, college work study, student loans, Oregon opportunity grants, Oregon promise grants, and other special grants for approved eligible students.
- * Resources are provided by local, state, federal and private financial aid programs for students.
- * Expenditures are for the distribution of aid and support to students attending TVCC as required by the specific guidelines provided by the funding sources.

Organizational Units

The college is structured into the following organizational units:

Instruction

The Instructional unit's primary responsibility is to plan, schedule and implement credit courses, continuing education and other instructional programs such as workforce training, small business development center grant match, EMT, and others.

Student Services

The Student Services unit's purpose is to assist students and enhance their educational experience. Activities include admissions, advising, enrollment, testing, counseling, student records, financial aid, student life, compliance and athletics.

Financial Aid

Financial Aid provides resources for student financial aid match and waivers.

Plant Additions

Plant Additions provides resources for capital projects including remodeling and equipment.

Instructional Support

The Instructional Support unit is charged with providing services that support and enhance instruction. Services include the library, instructional administrative support and academic computer support services.

College Support

The College Support Services unit consists of administrative activities of the College. These services include Public Information, Printing, Board of Directors, President's Office, Human Resources, Business Office, Information Technology, Other General Costs, Development Office, Campus Security and Institutional Research.

Plant Operations and Maintenance

The Plant Operations and Maintenance unit ensures that College facilities are properly maintained and the College provides a safe and comfortable environment to learn and work.

Debt Service

Debt Service is used to account for long-term debt service payments.

Budget Process

The College, like most local governments in Oregon, is subject to Oregon's Local Budget Law (Chapter 294 of the Oregon Revised Statutes). The budget is prepared using the modified accrual basis of accounting which reports revenues when earned and expenditures when the associated liability is incurred. The annual budget begins July 1st and ends June 30th for each year.

Listed below are the required budgeting steps:

- Establish Budget Committee
- Appoint Budget Officer
- Prepare Proposed Budget
- Public Notice(s)
- Budget Committee Meeting(s)
- Budget Approval
- Publication of Summary Budget and Hearing
- Budget Hearing
- Adoption of Budget
- Budget Filed and Levy Certified

2019-20 Budget Calendar



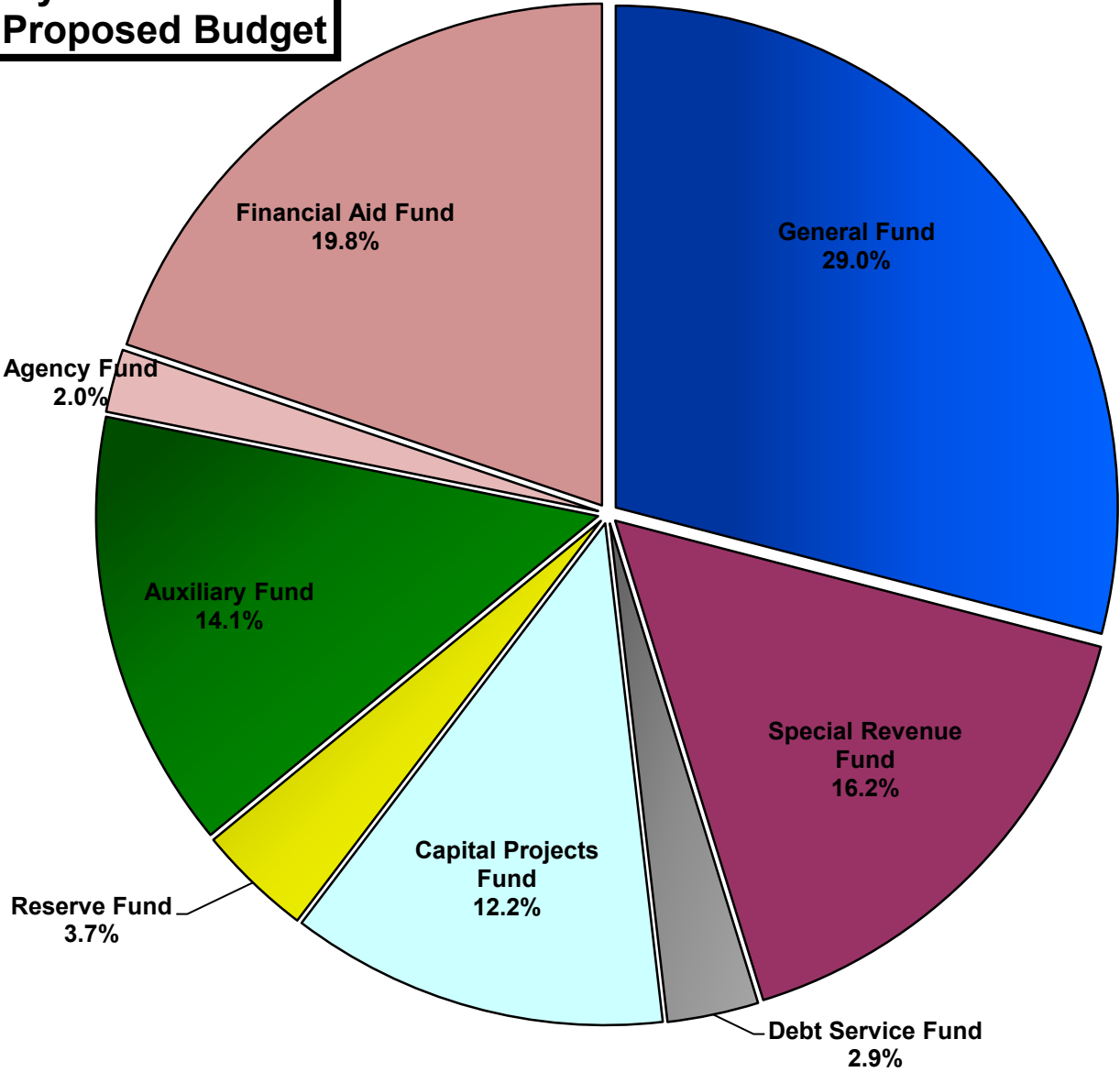
Budget Assumptions/Highlights

General Fund Resources - Highlights		
1 .	Increase in tuition due to enrollment and \$3/credit increase	\$163k
2 .	Increase in projected dual credit tuition	\$ 70k
3 .	Student fee revenue increase	\$ 15k
4 .	Increase in property tax revenue based on 2018-19 property tax assessments	\$114k
5 .	Net increase in State resources (FTE) based on \$590 Million statewide funding level	\$306k
6 .	Increase in interest earnings and miscellaneous income	\$ 29k
7 .	Reduction in Transfers-in from other funds (see page 56 for detail)	(\$330k)
8 .	Increase in budgeted Beginning Fund Balance	\$150k
General Fund Budget Changes / Highlights		
9 .	Mandated increase in PERS rates	(\$294k)
10 .	Title III positions required to be absorbed into general fund per grant agreements	(\$ 34k) <i>(salary and benefits)</i>
11 .	Replaced two FT Faculty positions with adjuncts	\$151k <i>(salary and benefits)</i>
12 .	Early retirement for three returning faculty savings in PERS	\$ 59k
13 .	Did not budget PT coordinator position in the Medical Assistant program	\$ 17k <i>(salary and benefits)</i>
14 .	Eliminated FT professional position in plant operations/outsourced electrical services	\$ 32k <i>(salary and benefits)</i>
15 .	Moved CTE recruiter position from grant-funded to general fund	(\$ 29k) <i>(salary and benefits)</i>

Budget Assumptions/Highlights (continued)

General Fund Budget Changes / Highlights (continued)			
16 .	Increase in Aviation program costs to offset the costs of the fixed wing program startup costs prior to being approved by the VA.		(\$75k)
17 .	Increased waivers by 3% to compensate for \$3 increase in tuition		(\$20k)
18 .	Increased transfer out to Debt Service Fund for scheduled debt payments		(\$75k)
19 .	Increased Transfer out to Capital Projects Fund for CTE building		(\$25k)
20 .	Added Transfer out to Professional Development Reserve Fund		(\$ 5k)
21 .	Added Transfer out to Athletic Playoff Travel Reserve Fund		(\$ 5k)
22 .	Added Transfer out to Builidng Reserve Fund for deferred maintenance and equipment		(\$15k)
General Fund Carryover			
23 .	Returned budgeted General Fund Beginning Fund Balance to \$1,250,000		
Personnel - Faculty & Staff Information			
24 .	FacultyTop of Scale 1.5% = (\$18k)	Faculty Insurance & Other Benefits = (\$10k)	From 3 furlough days to 2 = (\$13k)
25 .	Classified raise up to 2.0% =(\$16k)	Classified Insurance & Other Benefits = \$0	
26 .	Professional raise 1.0% = (\$23k)	Professional Insurance & Other Benefits = \$0	
27 .	Administrative raise 1.0% = (\$6k)	Administrative Insurance & Other Benefits = \$0	From 3 furlough days to 2 = (\$4k)

**Summary of All Funds
2019-20 Proposed Budget**



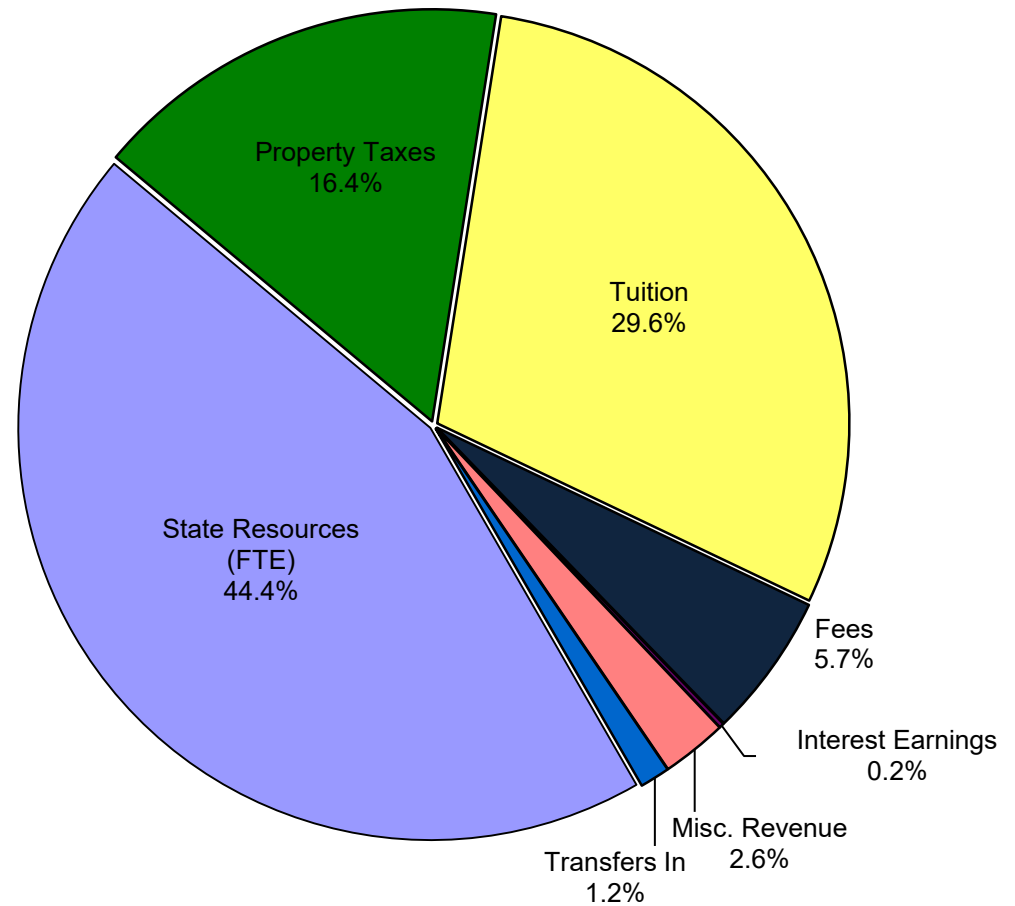
Summary of All Funds 2019-20 Budget

No.	Fund Title	2018-19 Final Budget	2019-20 Adopted Budget	Percent of 2019-20 Budget
11	General Fund	\$16,870,422	\$17,387,755	29.0%
12	Special Revenue Fund	8,570,000	9,686,415	16.2%
13	Debt Service Fund	1,695,583	1,758,363	2.9%
14	Capital Projects Fund	7,310,000	7,285,000	12.2%
15	Reserve Fund	3,070,911	2,215,000	3.7%
21	Auxiliary Fund	9,090,000	8,460,000	14.1%
31	Agency Fund		1,215,000	2.0%
32	Financial Aid Fund	11,925,000	11,850,000	19.8%
Total		<u>\$58,532,196</u>	<u>\$59,857,533</u>	<u>100.0%</u>

General Fund

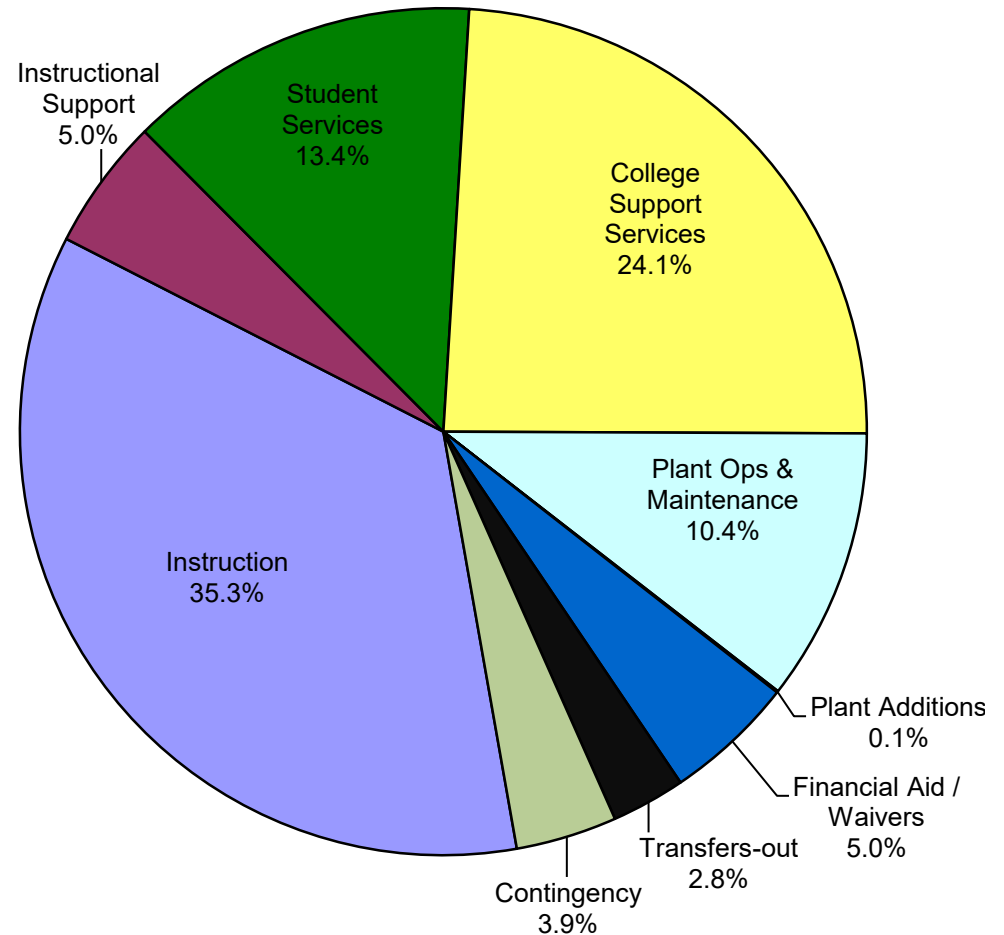
General Fund Resources:

State Resources (FTE)	\$ 7,166,139
Property Taxes	2,648,221
Tuition	4,776,045
Fees	913,350
Interest Earnings	30,000
Misc. Revenue	414,000
Transfers In	190,000
Beginning Balance	1,250,000
Total Resources	<u><u>\$ 17,387,755</u></u>



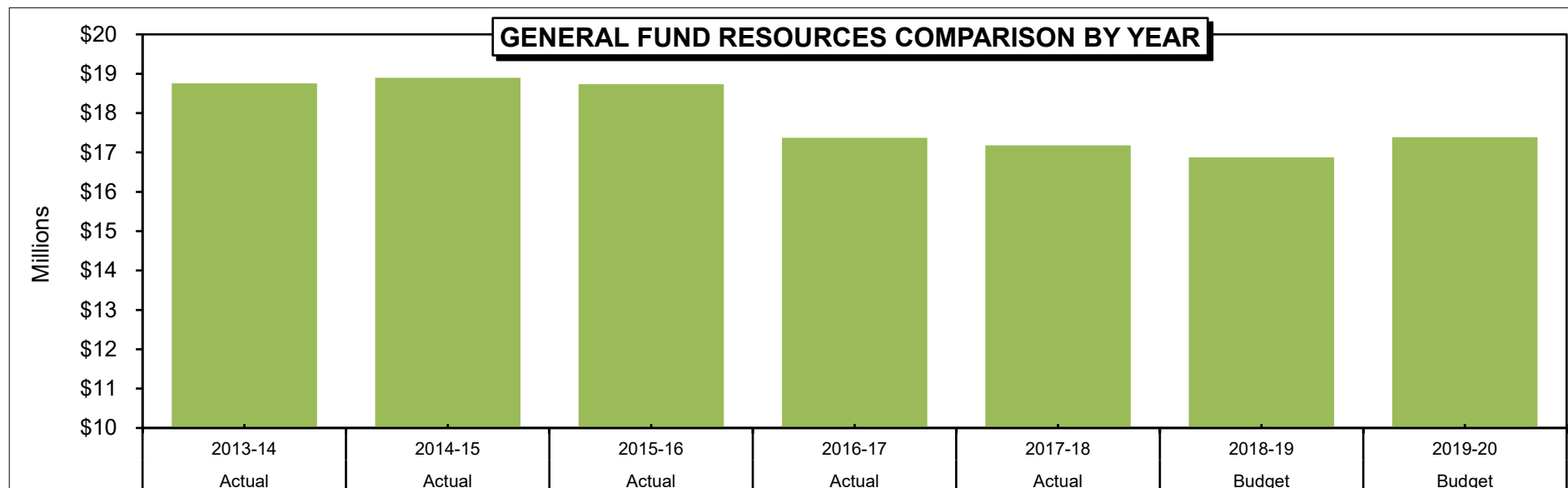
General Fund Requirements:

Instruction	\$ 6,031,999
Instructional Support	856,983
Student Services	2,296,037
College Support Services	4,116,601
Plant Ops & Maintenance	1,782,876
Plant Additions	10,000
Financial Aid / Waivers	851,064
Transfers-out	482,218
Contingency	659,977
Unappropriated Ending Fund Balance	300,000
Total Requirements	<u>\$ 17,387,755</u>



General Fund Resources

- * General fund resources consist of State resources (FTE reimbursement), property taxes, tuition, fees, interest income, miscellaneous revenue, transfers and beginning fund balance.
- * Based on total community college State support of \$590 million and the state distribution formula, the College anticipates an increase of \$306k over what was included in the 2018-19 budget. The increase is based on the additional overall funding, net of decreases due to the enrollment declines over the past three years, all apportioned out between the 17 Oregon community colleges based on their somewhat complicated funding formula.
- * The College anticipates property tax revenues to increase by \$114k due to the annual assessments being allowed to increase up to 3% per year. In addition, a wind turbine farm is being added to the tax roles in Baker County.
- * Recognizing the enrollment declines over the last few years nation-wide and in the State of Oregon, the College is projecting 2019-20 enrollment to remain flat based on the enrollment for 2018-19 coming in fairly flat. In addition, there is a \$3 per credit increase in tuition built in to this budget as well as an increase in anticipated tuition from the College's dual credit programs. Overall, tuition is projected to increase by \$233k from budgeted 2018-19 tuition revenues.
- * Student fee revenue is projected to increase by \$15k from the 2018-19 budget due to estimates based on the prior year's actual amounts.
- * Interest Earnings are anticipated to increase by \$10K due to rising interested rates and available cash flow changes. Because of ongoing increases in the number of grants applied for and received by the College and the related administrative fees associated with them, miscellaneous income is expected to increase by \$10k.
- * Transfers in decreased from the 2018-19 budget by \$330k. The reduction of transfers in includes reducing the Bookstore transfer by \$20k, the HRA Reserve transfer by \$50k, the Aviation program transfers by \$160k, and the Caldwell Center transfer by \$100k. A summary of the General Fund transfers in is provided on
- * The Beginning Fund Balance is projected to be \$1,250,000 which is \$150k above the \$1,100,000 that was budgeted in 2018-19.



General Fund Resources

Resources	Historical Data			2019-20		
	Actual		Final Budget 2018-19	Proposed Budget	Approved Budget	Adopted Budget
	2016-17	2017-18				
State Resources (FTE)	7,151,363	6,990,369	6,859,600	7,166,139	7,166,139	7,166,139
Property Taxes	2,247,642	2,470,572	2,534,000	2,648,221	2,648,221	2,648,221
Tuition	4,804,944	4,676,565	4,543,022	4,776,045	4,776,045	4,776,045
Fees	1,100,823	895,950	898,800	913,350	913,350	913,350
Interest Earnings	14,216	28,760	20,000	30,000	30,000	30,000
Miscellaneous Revenue	421,315	406,689	395,000	414,000	414,000	414,000
Transfers In	570,000	457,574	520,000	190,000	190,000	190,000
Beginning Balance	1,064,660	1,250,701	1,100,000	1,250,000	1,250,000	1,250,000
Total Resources	17,374,963	17,177,180	16,870,422	17,387,755	17,387,755	17,387,755

General Fund Requirements by Function

- * The Instructional budget increase is a net number due to reductions in full-time faculty salaries and benefits for one retirement and one resignation as well as the elimination of PERS expenses for three full-time faculty. Offsetting these savings were an overall 4% increase in PERS costs, moving the Rodeo program from Student Services to Instruction, replacing the two faculty positions with adjuncts, increased insurance benefits, and increased internal transportation costs.
- * The Instructional Support budget increase is due to the general fund absorbing the remaining 60% of the cost of a full time career and technical education recruiter position formally funded through grant funds. The increase also includes the 4% overall increase in PERS costs and the internal transportation costs increases.
- * The increase in the Student Services budget is the result of 25% of a grant-funded multi-cultural position being absorbed by the general fund as a condition of the Title III grant, as well as the 4% overall increase in PERS costs and increased internal transportation
- * The College Support Services budget decrease is a net number comprised of several different increases and decreases. The Information Technology budget increased due to rising costs in the industry as well as a grant-funded help desk position that is being absorbed in the general fund as a condition of the Title III grant. 33% was absorbed in the 2018-19 budget and the percentage was increased to 50% for the 2019-20 budget. This was in addition to the increase in personnel costs due to the 4% overall increase in PERS. Other General Costs saw a decrease due to internal transportation costs being charged to each department rather than 100% here.
- * The Plant Operations budget increase is due, in part, to the 4% overall increase in PERS costs. The addition of repair and maintenance costs on security and plant operations vehicles previously charged to Other General Costs increased this budget while savings were budgeted for the outsourcing of electrical services following the retirement of a full time professional electrician position.
- * The increase in the Financial Aid/Waivers budget is to partially offset the \$3 per credit increase in tuition.
- * The Transfers out budget increase is due to the addition of three new transfers out for deferred maintenance and equipment costs, faculty professional development reserves, and athletics playoff travel. The transfer to the Capital Projects Fund for the CTE Building and the to the Debt Service Fund increased.

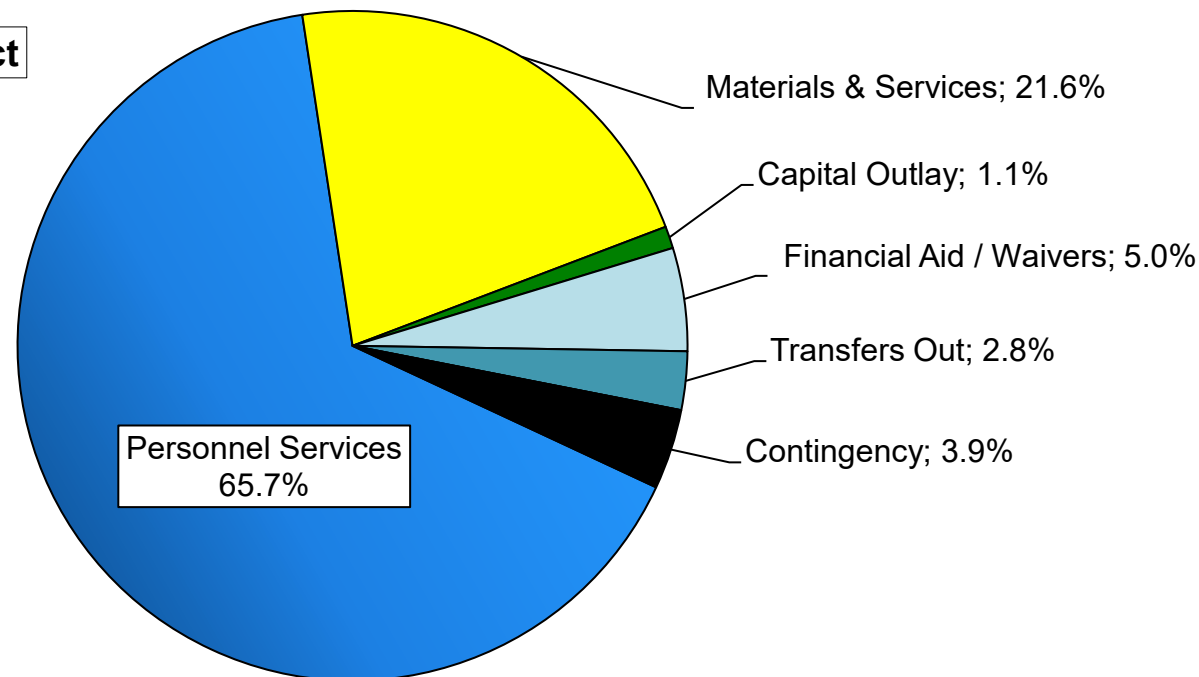
General Fund Requirements by Function

Function	Historical Data			2019-20		
	Actual		Final Budget 2018-19	Proposed Budget	Approved Budget	Adopted Budget
	2016-17	2017-18				
Instruction	6,689,994	6,315,010	5,937,481	6,031,999	6,031,999	6,031,999
Instructional Support	707,908	670,530	794,380	856,983	856,983	856,983
Student Services	2,092,567	2,165,150	2,281,140	2,296,037	2,296,037	2,296,037
College Support Services	3,798,769	3,981,879	4,126,750	4,116,601	4,116,601	4,116,601
Plant Ops & Maintenance	1,888,975	1,862,324	1,712,450	1,782,876	1,782,876	1,782,876
Plant Additions	184,541	130,850	10,000	10,000	10,000	10,000
Financial Aid/Waivers	761,509	795,575	830,886	851,064	851,064	851,064
Transfers out	-	-	357,335	482,218	482,218	482,218
Contingency	-	-	520,000	659,977	659,977	659,977
Unappropriated Ending Fund Balance	1,250,700	1,255,862	300,000	300,000	300,000	300,000
Total Requirements	17,374,963	17,177,180	16,870,422	17,387,755	17,387,755	17,387,755

General Fund Requirements by Object

- * Personnel services budget increase of \$20,395 is a net amount of decreases from faculty and professional staff retirements, resignations, and from moving transportation employees into a separate newly-created transportation fund. These decreases are offset by the costs of hiring adjuncts to replace two of the faculty, and by a 4% overall increase in PERS costs.
- * Materials and Services budget increased by \$211,900 resulting from increased transportation costs being charged to individual departments for which a portion of the expense formerly resided in personnel as noted above. There are also normal increasing costs in IT, legal and professional, and contracted services as well as additional costs in instruction which are offset by addition of new course fees included in revenues.
- * The increase in the Financial Aid/Waivers budget was due to the \$3 per credit increase in tuition.
- * Transfers out were adjusted to the required amounts for debt service payments and per the CBA contract. Transfers out to the athletic playoff travel reserve fund, the professional development reserve fund and the building reserve fund were added. Increases were made in transfers out to the debt service fund and the capital projects fund.

Expenditures by Object



General Fund Requirements by Object

Object	Historical Data			2019-20		
	Actual		Final Budget 2018-19	Proposed Budget	Approved Budget	Adopted Budget
	2016-17	2017-18				
Personnel Services	11,698,725	11,431,025	11,198,460	11,218,855	11,218,855	11,218,855
Materials & Services	3,427,453	3,399,247	3,481,973	3,693,873	3,693,873	3,693,873
Capital Outlay	143,512	123,150	181,768	181,767	181,767	181,767
Financial Aid / Waivers	601,228	795,575	830,886	851,064	851,064	851,064
Transfers Out	253,345	172,321	357,335	482,219	482,219	482,219
Debt Service	-	-	-	-	-	0
Contingency	-	-	520,000	659,977	659,977	659,977
Unappropriated Ending Fund Balance	1,250,700	1,255,862	300,000	300,000	300,000	300,000
Total Requirements	17,374,963	17,177,180	16,870,422	17,387,755	17,387,755	17,387,755

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General Fund Appropriation Categories

INSTRUCTION: (28)

Classroom General
Agriculture
Art
Business Education
Computer Information Systems
English & Speech
Rodeo
Industrial Education (Welding)
Criminal Justice
Math
Music
Natural Resources
Nursing
Physical Education
Science
Social Science
Summer Programs
Dual Credit
Addiction Studies
ABS/Developmental Education
Continuing Education
EMT Training
Community Education
BizCenter Match
Workforce Training Center
Automated Control Systems
Aviation
Medical Assistant

INSTRUCTIONAL SUPPORT: (4)

VP of Academic Affairs
Executive Dean of CTE
Academic Computer Support Services
Library

STUDENT SERVICES: (25)

Mgmt. of Student Services
Counseling/Guidance
Registration & Admissions
Student Records
Financial Aid Administration
Student Activities/Programs
Athletics
Sports Complex
Enrollment Services
Diversity Services
Individual Sports Programs (13)
Testing Center
Compliance Officer

FINANCIAL AID: (2)

Financial Aid Match
College Waivers

COLLEGE SUPPORT SERVICES: (12)

Public Information
Printing
Board of Education
President's Office
Human Resources
Business Office
Information Technology
Other General Costs
Development Office
Campus Security
Switchboard
Institutional Research

PLANT OPS & MAINTENANCE: (2)

Utilities
Plant Operations

PLANT ADDITIONS (1)

Plant Additions

OTHER: (3)

Transfers to other Funds
Contingency
Unappropriated Ending Fund Balance

Instruction by Department

The Instructional budgets increased by a net total of \$94,518 or 1.6% which includes increases from the transfer of the Rodeo program from Student Services in the amount of \$153,419, the overall 4% increase in PERS costs, and the increase in transportation costs being charged to individual departments. The increases were offset by faculty retirements and resignations being replaced by adjuncts.

- 1101 Classroom General budget increased due to the difference between the adopted budget and the operating budget being posted here as a place holder until final state funding levels are known.
- 1106 The English and Speech net budget decrease is retirement benefits savings from one faculty retirement under PERS while continuing to teach.
- 1108 The rodeo budget was moved from student services to instruction for the 2019-20 fiscal year.
- 1111 The Math Department net budget decrease was in salary and benefits due to one faculty fully retiring and being replaced by adjuncts as well as retirement benefits savings from one faculty retiring under PERS while continuing to teach.
- 1112 The Music Department net budget decrease was due to running the program entirely with adjunct faculty.
- 1113 The Natural Resources budget increase is a result of higher transportation costs being charged to individual departments.
- 1116 The Science Department budget increase is a result of higher transportation costs being charged to individual departments.
- 1117 Social Science's budget decreased due to one faculty resigning and being replaced by adjuncts as well as retirement benefits savings from one faculty retiring under PERS while continuing to teach.
- 1165 Aviation program costs were increased to offset the costs of the fixed wing program startup costs prior to being approved by the Veteran's Administration.
- 1166 The Medical Assistant Program budget was decreased for salary and benefit costs due to a part-time coordinator position not being budgeted for this year.

Instruction by Department

Department		Historical Data			2019-20 Budget		
		Actual		Final Budget 2018-19	Proposed Budget	Approved Budget	Adopted Budget
		2016-17	2017-18				
1101	Classroom General	917,601	809,027	660,426	713,755	713,755	713,755
1102	Agriculture	350,924	340,166	346,673	342,893	342,893	342,893
1103	Art	262,600	154,687	155,209	158,136	158,136	158,136
1104	Business Education	292,728	313,872	307,780	317,062	317,062	317,062
1105	Computer Information Systems	132,884	136,628	76,052	67,636	67,636	67,636
1106	English & Speech	609,449	630,115	483,923	458,791	458,791	458,791
1108	Rodeo				153,419	153,419	153,419
1109	Industrial Education	205,597	119,912	95,850	96,400	96,400	96,400
1110	Criminal Justice	34,577	22,440	26,975	26,919	26,919	26,919
1111	Math	715,733	706,727	718,914	601,605	601,605	601,605
1112	Music	225,444	220,045	151,490	141,430	141,430	141,430
1113	Natural Resources	135,754	125,439	144,013	148,526	148,526	148,526
1114	Nursing	751,779	661,955	760,207	764,336	764,336	764,336
1115	Physical Education	132,024	125,008	116,537	122,875	122,875	122,875
1116	Science	707,088	706,298	682,686	701,102	701,102	701,102
1117	Social Science	456,859	477,515	478,468	413,624	413,624	413,624
1119	Summer Programs	301,526	327,498	200,194	204,806	204,806	204,806
1125	Dual Credit	36,077	29,576	92,425	95,618	95,618	95,618
1127	Addiction Studies	9,452	10,666	13,350	13,780	13,780	13,780
1130	ABS/Developmental Ed	59,062	21,527	20,128	18,584	18,584	18,584
1137	Continuing Education	16,795	-	-	-	-	-
1138	EMT Training	16,393	26,036	21,968	22,505	22,505	22,505
1140	Community Education	23,427	-	-	-	-	-
1155	BizCenter Match	53,509	54,998	56,016	57,496	57,496	57,496
1156	Workforce Training	172,245	119,197	116,697	117,917	117,917	117,917
1162	Automated Control Systems	56,150	96,233	87,368	89,297	89,297	89,297
1165	Aviation	14,317	66,096	20,523	96,208	96,208	96,208
1166	Medical Assistant	-	13,349	103,609	87,279	87,279	87,279
	Total Instruction	6,689,994	6,315,010	5,937,481	6,031,999	6,031,999	6,031,999

Instructional Support by Department

The Instructional Support budgets increased by a total \$62,603 or 7.9%.

1201 VP of Academic AffairsI budget increased due to the difference between the adopted budget and the operatiang budget being posted here as a place holder until final state funding levels are known.

1202 Executive Dean of CTE increased a a result of absorbing the cost of a full time career and technical education recruiter position formally funded through grant funds.

Instructional Support by Department

Department	Historical Data			2019-20		
	Actual		Final Budget 2018-19	Proposed Budget	Approved Budget	Adopted Budget
	2016-17	2017-18				
1201 VP of Academic Affairs	222,473	225,273	236,656	248,522	248,522	248,522
1202 Executive Dean of CTE	197,507	93,557	201,706	247,584	247,584	247,584
1207 Academic Computer Support	-	65,577	65,577	69,225	69,225	69,225
1210 Library	287,928	286,123	290,441	291,652	291,652	291,652
Total Instructional Support	707,908	670,530	794,380	856,983	856,983	856,983

Student Services by Department

The Student Services budgets increased by a total \$14,897 or .7%.

- 1301** VP of Student Services budget increased due to the difference between the adopted budget and the operating budget being posted here as a place holder until final state funding levels are known.
- 1302** Counseling/Guidance decreased by \$18k due to a decrease in tutor hours and a decrease in purchases of tests since there is a large inventory on hand.
- 1303** Registration & Admissions budget increased by \$13k as a result of the increase in PERS costs, and higher transportation costs for admissions recruiters being charged to individual departments.
- 1307** Athletics budget increased by \$74k due to higher transportation costs being charged to individual departments.
- 1308** The Rodeo budget was moved from the student services sector to instruction for the 2019-20 fiscal year.
- 1319** Diversity budget was added as a result of the addition of 25% of the multi-cultural position as required by the Title III grant.

Student Services by Department

Department	Historical Data			2019-20 Budget		
	Actual		Final Budget 2018-19	Proposed Budget	Approved Budget	Adopted Budget
	2016-17	2017-18				
1301 Management of Student Services	134,316	121,679	154,757	187,187	187,187	187,187
1302 Counseling/Guidance	107,364	85,390	103,572	85,171	85,171	85,171
1303 Registration & Admissions	317,174	403,851	482,174	495,365	495,365	495,365
1304 Student Records	90,115	91,105	98,917	102,685	102,685	102,685
1305 Financial Aid Administration	302,499	311,051	307,221	312,427	312,427	312,427
1306 Student Activities/Programs	121,692	87,543	88,651	92,196	92,196	92,196
1307 Athletics	359,361	348,688	370,280	444,440	444,440	444,440
1308 Rodeo	115,304	138,813	130,518	-	-	-
1314 Sports Complex	9,880	576	11,000	11,000	11,000	11,000
1315 Enrollment Services	65,776	73,926	99,787	103,188	103,188	103,188
1319 Diversity Services	4,658	-	-	17,411	17,411	17,411
1320 Baseball - Men	43,139	48,776	42,994	45,129	45,129	45,129
1321 Basketball - Men	32,840	37,490	33,858	34,682	34,682	34,682
1322 Basketball - Women	36,808	36,750	33,858	34,682	34,682	34,682
1323 Cross Country - Men	11,902	13,009	13,100	16,138	16,138	16,138
1324 Cross Country - Women	11,810	13,009	13,100	14,685	14,685	14,685
1327 Soccer - Men	30,027	31,729	34,014	34,995	34,995	34,995
1328 Soccer - Women	27,923	24,335	34,014	34,995	34,995	34,995
1329 Softball - Women	34,750	36,681	33,111	33,992	33,992	33,992
1330 Tennis - Men	13,361	11,720	14,763	15,230	15,230	15,230
1331 Tennis - Women	12,872	12,554	14,763	15,230	15,230	15,230
1332 Track - Men	17,955	19,092	17,007	17,102	17,102	17,102
1333 Track - Women	16,601	18,001	17,007	17,102	17,102	17,102
1334 Volleyball - Women	28,795	29,534	36,465	37,558	37,558	37,558
1345 Testing Center	83,896	74,563	91,209	89,945	89,945	89,945
1347 Compliance Officer	61,749	95,286	5,000	3,500	3,500	3,500
Total Student Services	2,092,567	2,165,150	2,281,140	2,296,037	2,296,037	2,296,037

College Support Services by Department

The College Support Services budgets decreased by a total \$10,149 or -.2%.

1502 Printing decreased in materials and services to balance the budget at the lower state funding level.

1504 The President's Office budget increase was made to more accurately reflect increased salary, PERS, and other benefits costs for the department.

1507 Information Support Services (IT) budget increased by over \$34k. This was due, in part, to the general fund absorbing a portion of an IT help desk position which was formally paid from the Title III grant budget. IT costs for materials and services such as software and licensing have increased again this year as well.

1508 The decrease for Other General Costs of over \$104k is a net number including an increase for the difference between the adopted budget and the operating budget being posted here as a place holder until final state funding levels are known, and a decrease due to the transportation costs being moved to an auxiliary fund.

1514 The Institutional Research budget decreased by the cost of the NWACC accreditation visit during 2018-19.

College Support Services by Department

Department	Historical Data			2019-20 Budget		
	Actual		Final Budget 2018-19	Proposed Budget	Approved Budget	Adopted Budget
	2016-17	2017-18				
1501 Public Information	163,688	195,513	220,818	226,310	226,310	226,310
1502 Printing	23,822	71,874	105,150	96,150	96,150	96,150
1503 Board of Education	46,410	43,386	49,268	49,268	49,268	49,268
1504 President's Office	286,349	307,841	312,224	356,203	356,203	356,203
1505 Human Resources	109,906	245,602	244,059	249,991	249,991	249,991
1506 Business Office	671,730	557,305	561,108	582,074	582,074	582,074
1507 Information Technology	1,372,161	1,387,226	1,511,740	1,546,633	1,546,633	1,546,633
1508 Other General Costs	581,007	546,847	536,153	425,340	425,340	425,340
1510 Development Office	156,522	159,531	156,905	157,863	157,863	157,863
1511 Campus Security	175,568	183,882	167,837	172,201	172,201	172,201
1512 Switchboard	30,652	27,696	28,498	32,699	32,699	32,699
1514 Institutional Research	180,954	205,178	232,990	221,869	221,869	221,869
Total College Support Services	3,798,769	3,931,879	4,126,750	4,116,601	4,116,601	4,116,601

Plant Operations & Maintenance by Department

The Plant Operations & Maintenance budgets increased by a total of \$70,426 or 4.1%.

1601 The Utilities budget remained unchanged from the prior year.

1602 The Plant Operations budget increased by over \$70k as a result of higher PERS costs and the cost of repairing and servicing the security and plant facilities vehicles were moved here from other general costs as part of the setup of the transportation fund. Additionally, one full time professional position was not refilled and will be covered through the outsourcing of electrical

Department	Historical Data			2019-20 Budget		
	Actual		Final Budget 2018-19	Proposed Budget	Approved Budget	Adopted Budget
	2016-17	2017-18				
1601 Utilities	501,062	485,259	522,000	522,000	522,000	522,000
1602 Plant Operations	1,387,913	1,377,065	1,190,450	1,260,876	1,260,876	1,260,876
Total Plant Operations and Maintenance	1,888,975	1,862,324	1,712,450	1,782,876	1,782,876	1,782,876

Plant Additions by Department

1650 The Plant Additions budget is used to perform small construction and renovations across campus each year. The Plant Additions account includes \$10,000 for College repair and remodeling costs.

Department	Historical Data			2019-20 Budget		
	Actual		Final Budget 2018-19	Proposed Budget	Approved Budget	Adopted Budget
	2016-17	2017-18				
1650 Plant Additions	184,541	10,000	10,000	10,000	10,000	10,000
Total Plant Additions	184,541	10,000	10,000	10,000	10,000	10,000

Financial Aid by Department

1802 College Waivers budget increased by \$20k due to the corresponding \$3/credit tuition increase in the 2019-20 fiscal year.

Department	Historical Data			2019-20 Budget		
	Actual		Final Budget 2018-19	Proposed Budget	Approved Budget	Adopted Budget
	2016-17	2017-18				
1801 Financial Aid Match	2,565	50,000	36,000	36,000	36,000	36,000
1802 College Waivers	758,945	745,575	794,886	815,064	815,064	815,064
Total Financial Aid	761,510	795,575	830,886	851,064	851,064	851,064

Other Appropriation Categories by Department

Transfer to Sabbatical Reserve	\$10,000
Transfer to Faculty Professional Development Reserve	5,000
Transfer to IT Reserve - Computing Infrastructure	50,000
Transfer to Innovation Reserve	25,000
Transfer to Buildings Reserve	15,000
Transfer to Athletic Playoff Travel Reserve	5,000
Transfer to Debt Service Fund	272,218
Transfer to Capital Projects	100,000
Total Transfers Out	<u>\$482,218</u>

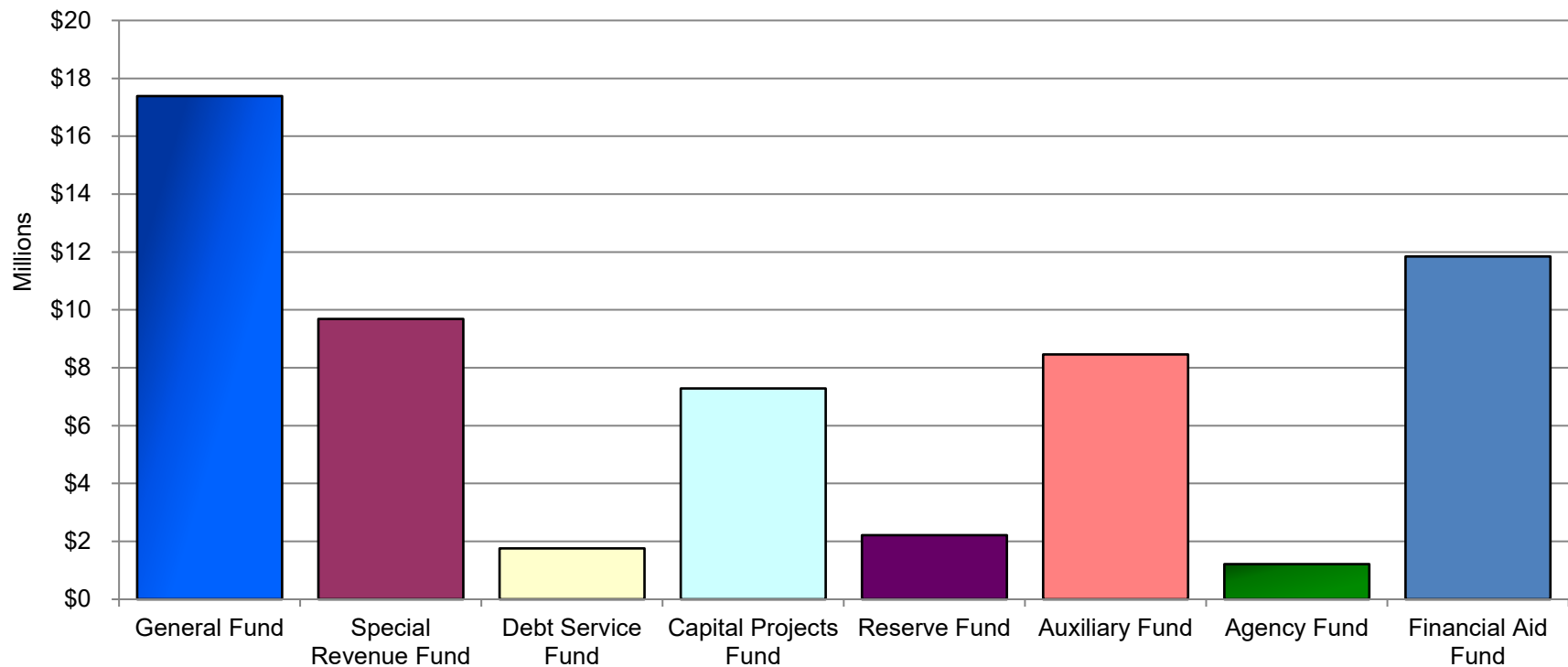
Department	Historical Data			2019-20 Budget		
	Actual		Final Budget 2018-19	Proposed Budget	Approved Budget	Adopted Budget
	2016-17	2017-18				
1917 Transfers Out	-	-	357,335	482,218	482,218	482,218
1901 Contingency	-	-	520,000	659,977	659,977	659,977
1990 Ending Fund Balance	1,064,660	1,250,700	300,000	300,000	300,000	300,000
Total Other	1,064,660	1,250,700	1,177,335	1,442,195	1,442,195	1,442,195

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2019-20 Treasure Valley Community College

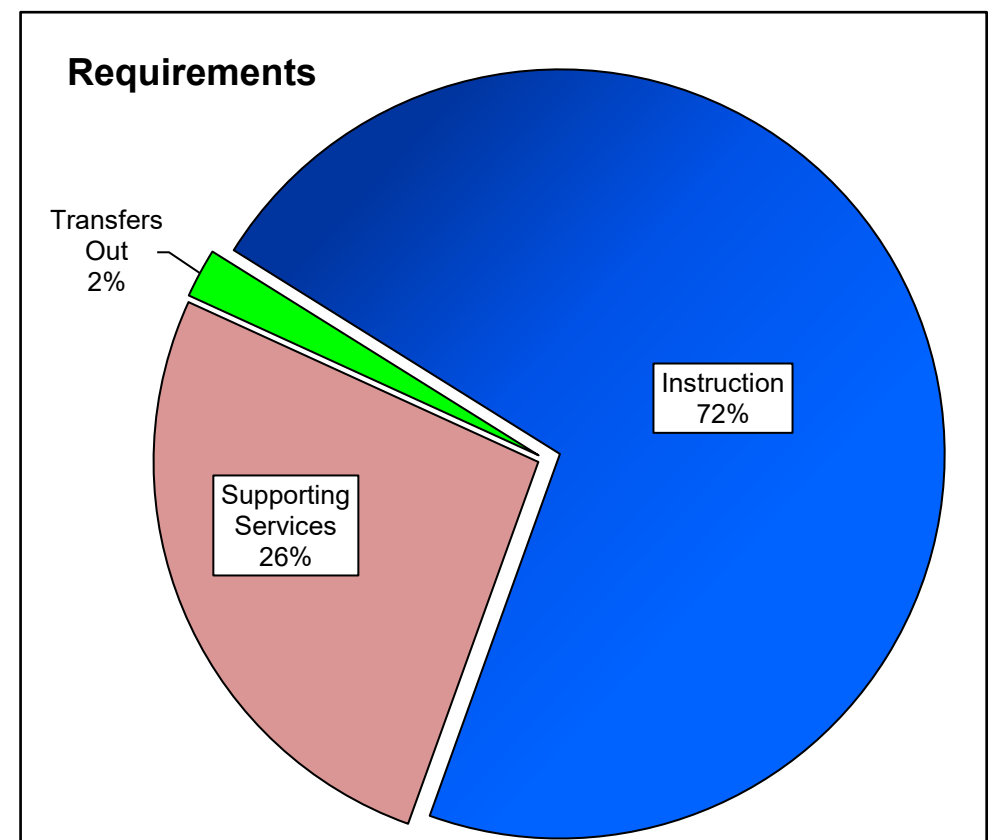
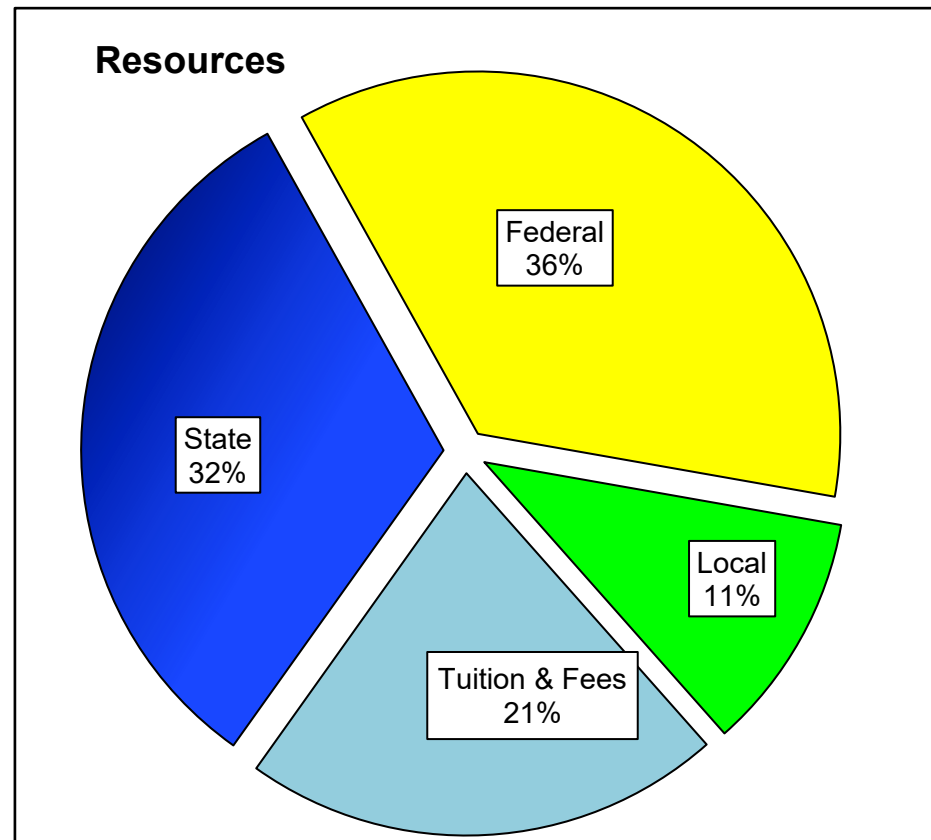
Other Funds

General Fund	\$17,387,755	29.0%
Special Revenue Fund	9,686,415	16.2%
Debt Service Fund	1,758,363	2.9%
Capital Projects Fund	7,285,000	12.2%
Reserve Fund	2,215,000	3.7%
Auxiliary Fund	8,460,000	14.1%
Agency Fund	1,215,000	2.0%
Financial Aid Fund	11,850,000	19.8%
Total	\$59,857,533	100.0%



Special Revenue Fund

- * Resources budgeted in this fund are the estimated income from grants and contracts with local, state and federal agencies. This includes the Carl Perkins, HEP, CAMP and Title III grants as well as numerous other smaller grants and projects.
- * Requirements in this fund are budgeted as indicated by those responsible for specific grant supervision following all grant guidelines. Budgets for multiple year grants and projects are based on historical data related to prior year grant activity.



Special Revenue Fund

	Historical Data			2019-20 Budget		
	Actual		Final Budget 2018-19	Proposed Budget	Approved Budget	Adopted Budget
	2016-17	2017-18				
Resources						
Local	84,531	195,442	1,000,000	1,000,000	1,000,000	1,000,000
Tuition & Fees	3,450	1,169,591	2,020,000	2,000,000	2,000,000	2,000,000
State	2,197,006	2,207,516	3,000,000	3,000,000	3,000,000	3,000,000
Federal	975,869	1,711,365	2,500,000	3,354,290	3,354,290	3,354,290
Beginning Balance	73,892	83,224	50,000	332,125	332,125	332,125
Total	3,334,748	5,367,138	8,570,000	9,686,415	9,686,415	9,686,415
Requirements						
Instruction	2,631,537	4,119,992	6,385,000	6,936,336	6,936,336	6,936,336
Supporting Services	619,987	964,072	2,125,000	2,550,079	2,550,079	2,550,079
Transfers Out	-	114,241	60,000	200,000	200,000	200,000
Unappropriated Ending Fund Balance	83,224	168,833	-	-	-	-
Total	3,334,748	5,367,138	8,570,000	9,686,415	9,686,415	9,686,415

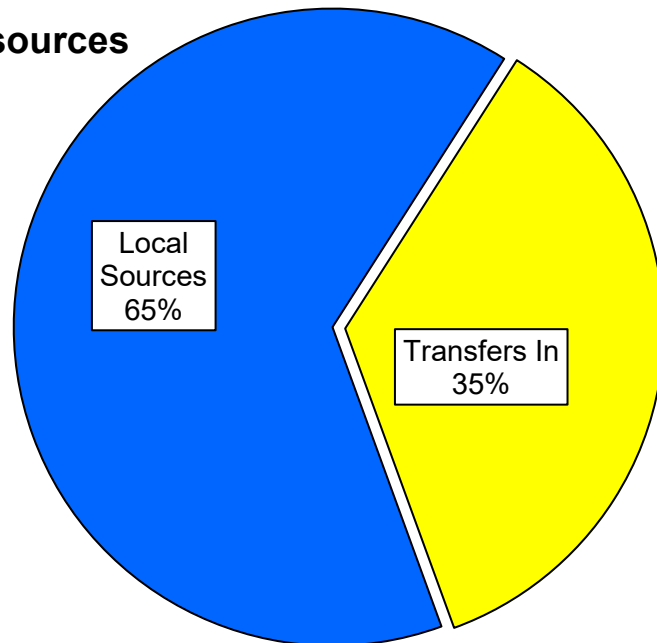
Debt Service Fund

- * Resources budgeted in this fund are transfers from other funds and other local sources.
- * Requirements in this fund are budgeted interest and principal payments for approved debt service

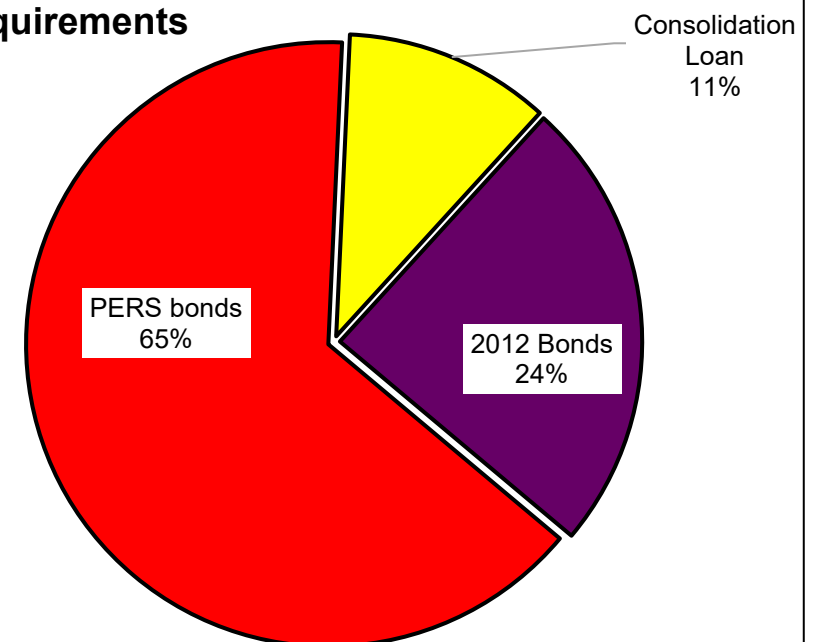
Debt service payments:

	<u>2019-20</u>
PERS bonds	1,136,145
Consolidation Loan	194,118
2012 Bonds	428,100
Total	<u>\$1,758,363</u>

Resources



Requirements

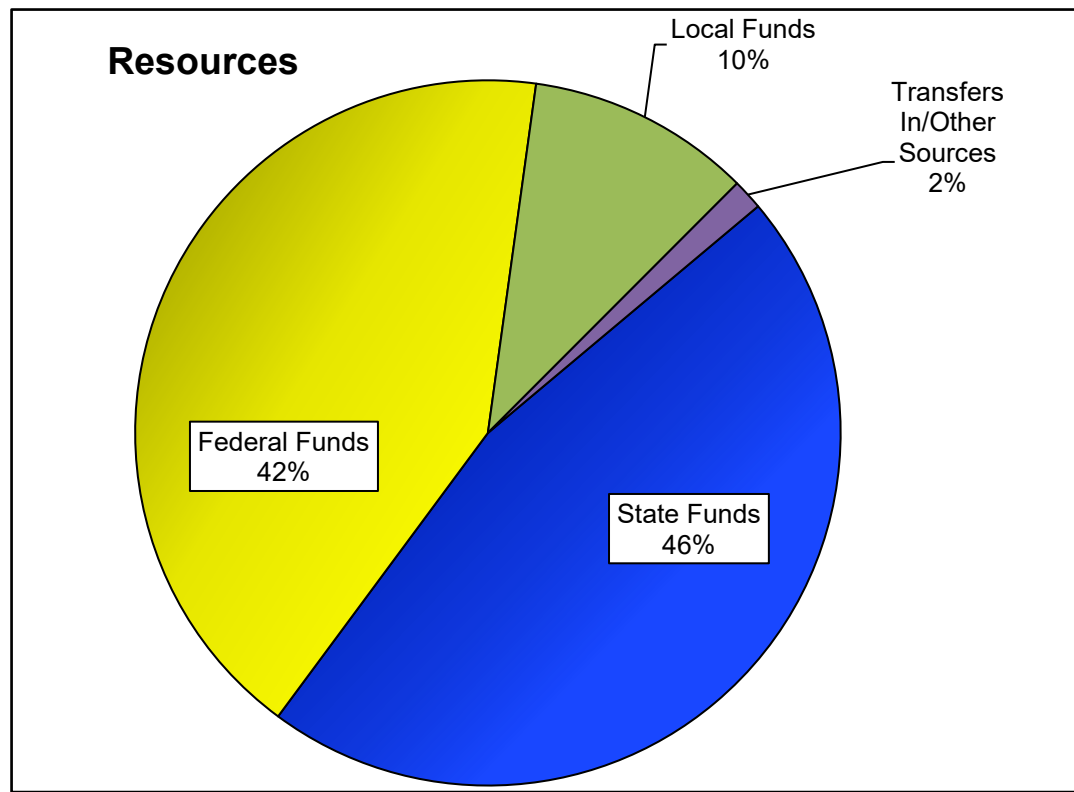


Debt Service Fund

	Historical Data			2019-20 Budget		
	Actual		Final Budget 2018-19	Proposed Budget	Approved Budget	Adopted Budget
	2016-17	2017-18				
Resources						
Local Sources	1,024,417	1,070,827	1,081,145	1,136,145	1,136,145	1,136,145
Transfers In	791,873	576,262	614,718	622,218	622,218	622,218
Beginning Balance	-	-	-	-	-	0
Total	1,816,290	1,647,089	1,695,863	1,758,363	1,758,363	1,758,363
Requirements						
Debt Service	1,816,290	1,647,089	1,695,863	1,758,363	1,758,363	1,758,363
Transfers Out	-	-	-	-	-	-
Unappropriated Ending Fund Balance	-	-	-	-	-	-
Total	1,816,290	1,647,089	1,695,863	1,758,363	1,758,363	1,758,363

Capital Projects Fund

- * The Capital Projects Fund is used to account for resources and expenditures for capital construction and major remodeling projects and/or purchasing capital equipment.
- * Resources come from Federal, State or local grant and tax funds and loan proceeds dedicated or designated for capital projects.
- * Expenditures are for approved capital projects for which the funds were specifically designated.
- * The 2019-20 Capital Projects budget includes appropriations for the Vo Tech building remodel and construction.

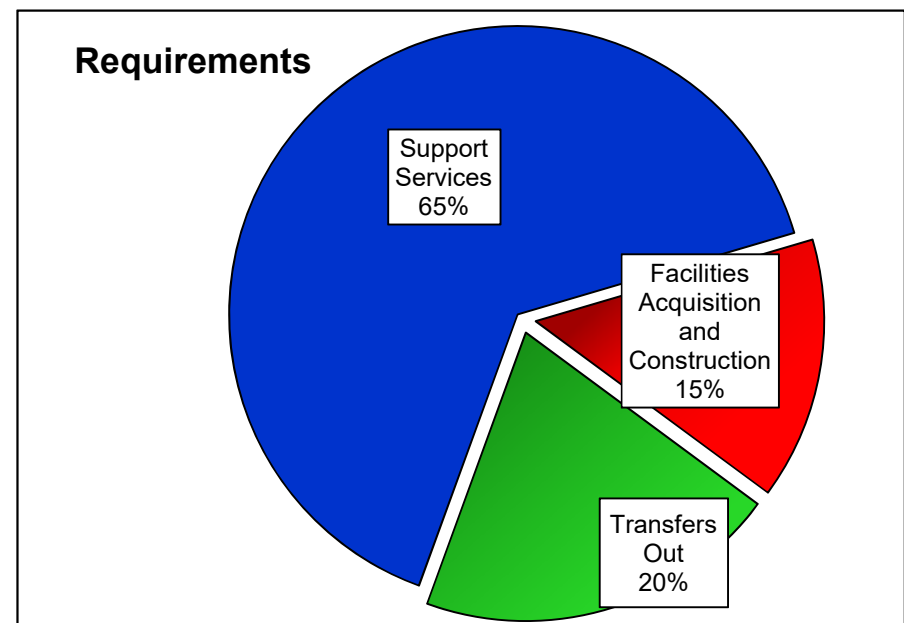
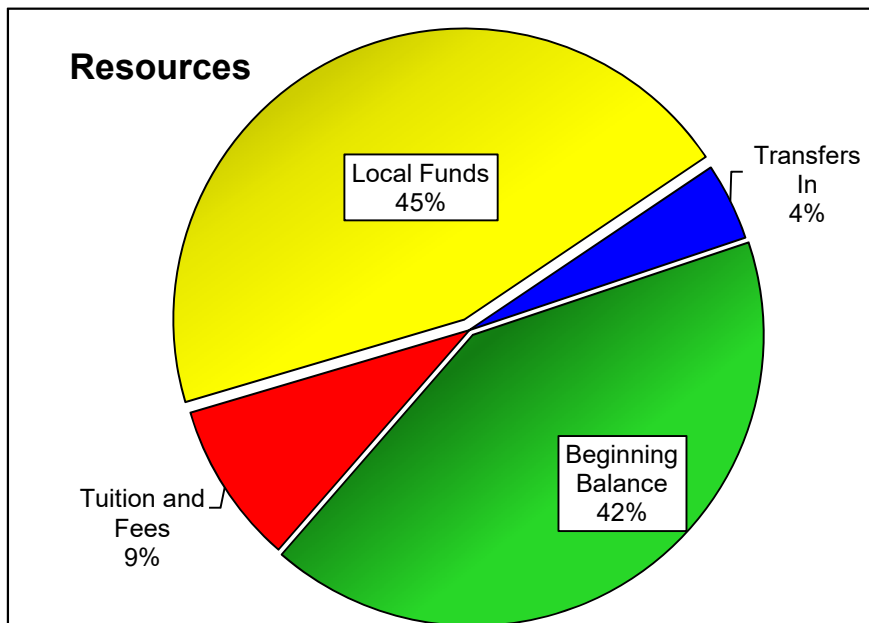


Capital Projects Fund

	Historical Data			2019-20 Budget		
	Actual		Final Budget 2018-19	Proposed Budget	Approved Budget	Adopted Budget
	2016-17	2017-18				
Resources						
State Funds	-	-	4,000,000	3,300,000	3,300,000	3,300,000
Federal Funds	-	-	3,000,000	3,000,000	3,000,000	3,000,000
Local Funds	-	-	35,000	735,000	735,000	735,000
Transfers In/Other Sources	-	1,616,326	75,000	100,000	100,000	100,000
Beginning Balance	-	-	200,000	150,000	150,000	150,000
Total	-	1,616,326	7,310,000	7,285,000	7,285,000	7,285,000
Requirements						
Facilities Acquisition and Construction	-	1,452,302	7,310,000	7,285,000	7,285,000	7,285,000
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	-	-	-	-
Unappropriated Ending Fund Balance	-	164,024	-	-	-	-
Total	-	1,616,326	7,310,000	7,285,000	7,285,000	7,285,000

Reserve Fund

- * The Reserve Fund includes both restricted and unrestricted accounts and more information is provided on page 8 in the fund type descriptions. The majority of the fund balance in the Reserve Fund currently resides in the Unemployment, Nursing Simulation, and Aviation Teach-Out accounts.
- * The overall reduction in the reserve fund is to better align budget with proceeds and anticipated expenditures. The College continues to utilize reserve funds in a prudent and anticipated manner as we manage the increases in PERS and capital related costs associated with IT and infrastructure.
- * Resources come from the General Fund in the form of transfers as well as PERS and Medical insurance charges to all areas. Aviation flight lab fees also come into this fund to build up funds for teaching out the classes should there be any unforeseen emergencies encountered in the program.
- * Requirements will be used for the specific purposes for which the accounts were established.

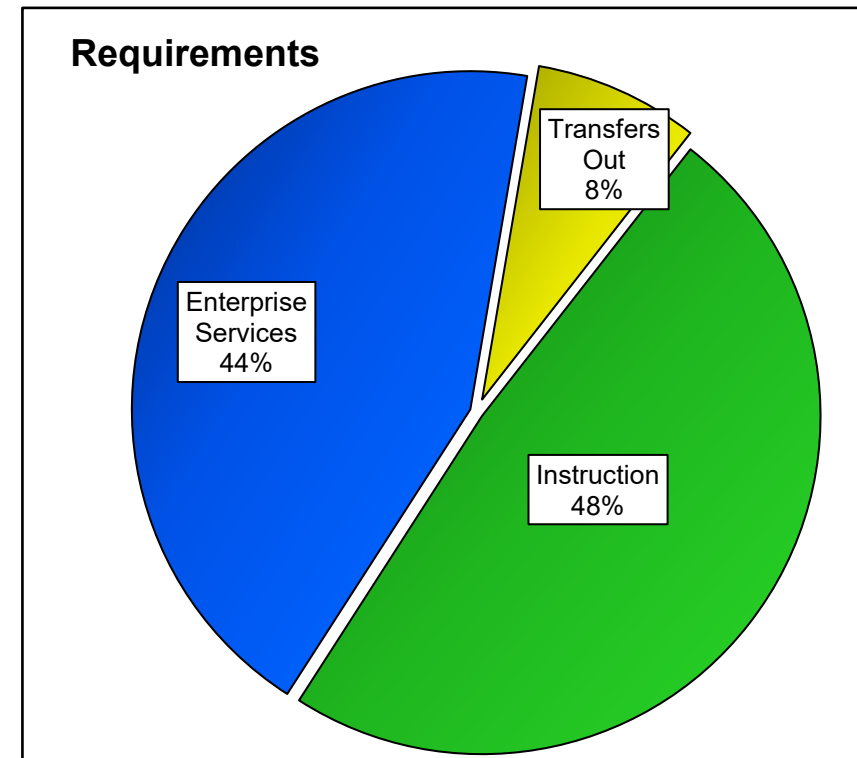
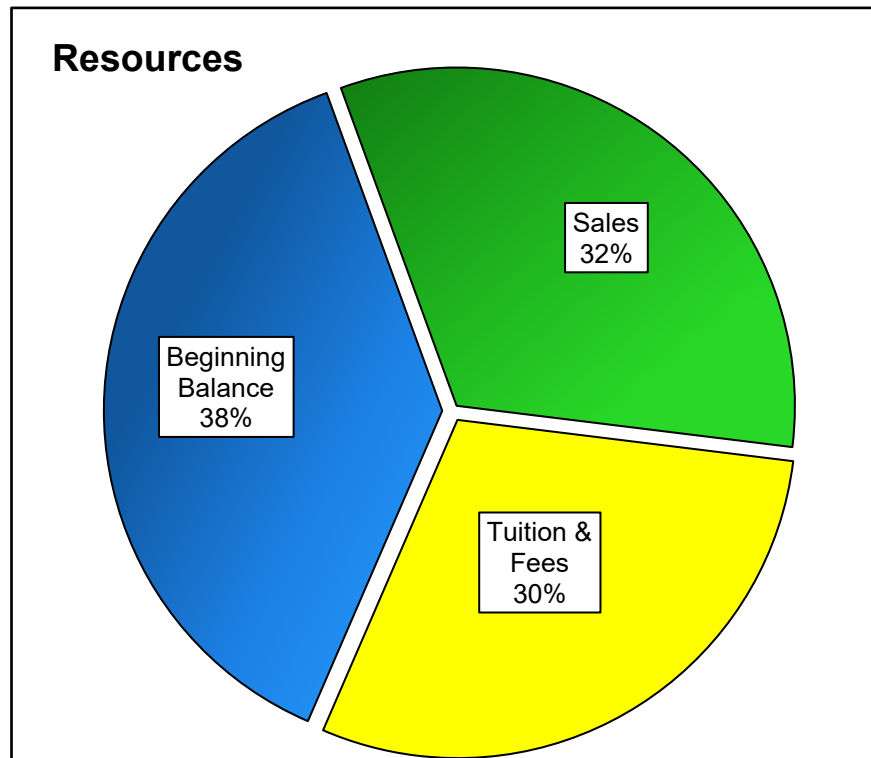


Reserve Fund

	Historical Data			2019-20 Budget		
	Actual		Final Budget 2018-19	Proposed Budget	Approved Budget	Adopted Budget
	2016-17	2017-18				
Resources						
Tuition and Fees	70,750	60,900	165,000	200,000	200,000	200,000
Local Funds	816,845	942,048	1,900,000	1,000,000	1,000,000	1,000,000
Transfers In	50,000	50,000	85,000	95,000	95,000	95,000
Beginning Balance	1,254,697	1,174,927	920,911	920,000	920,000	920,000
Total	2,192,292	2,227,875	3,070,911	2,215,000	2,215,000	2,215,000
Requirements						
Support Services	528,033	714,282	1,250,000	905,000	905,000	905,000
Facilities Acquisition and Construction	-	124,438	640,000	205,000	205,000	205,000
Transfers Out	489,332	354,274	252,383	285,000	285,000	285,000
Unappropriated Ending Fund Balance	1,174,927	1,034,881	928,528	820,000	820,000	820,000
Total	2,192,292	2,227,875	3,070,911	2,215,000	2,215,000	2,215,000

Auxiliary Fund

- * The Auxiliary Fund includes food services, housing services, bookstore services, printing services, transportation services, and the Caldwell Center accounts.
- * The creation of a new auxiliary account to pull transportation expenses out of the general fund and charge individual departments for use of campus vehicles resulted in increases in sales revenue and in enterprise expenses.
- * The budgeted amounts for expenditures have been budgeted fairly flat other than the addition of the transportation services account as noted above.

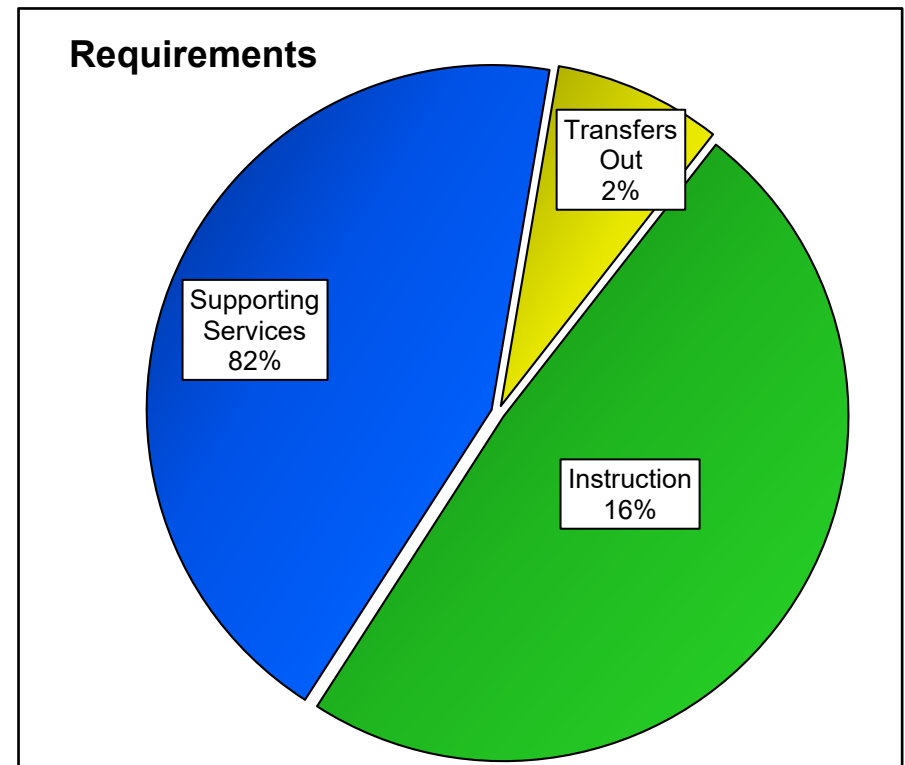
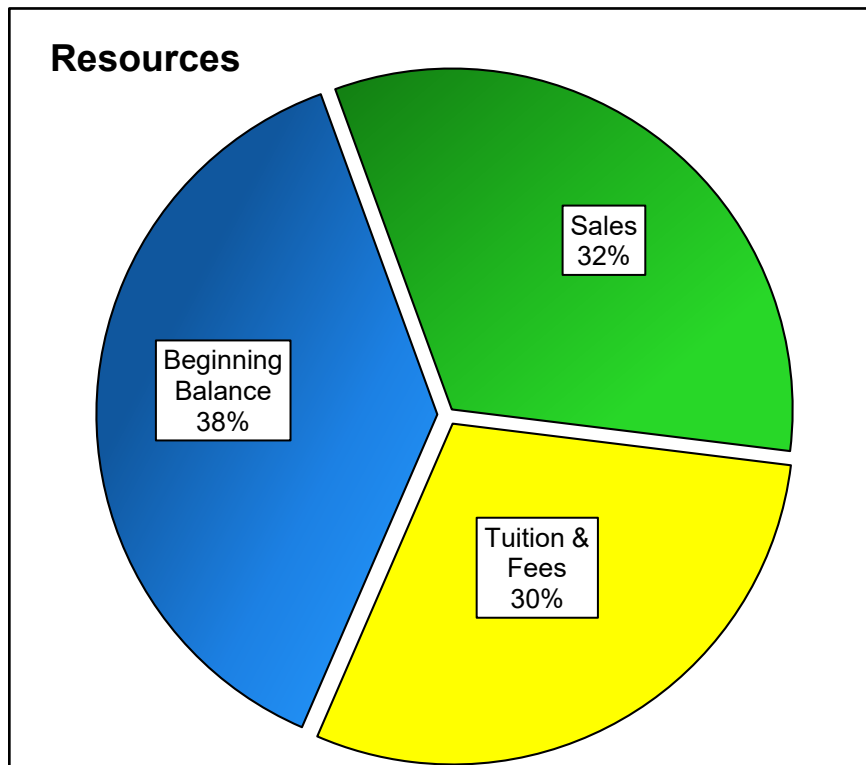


Auxiliary Fund

	Historical Data			2019-20 Budget		
	Actual		Final Budget 2018-19	Proposed Budget	Approved Budget	Adopted Budget
	2016-17	2017-18				
Resources						
Sales	1,813,624	1,659,573	2,500,000	2,750,000	2,750,000	2,750,000
Tuition & Fees	2,121,711	1,289,809	3,000,000	2,500,000	2,500,000	2,500,000
Beginning Balance	3,906,756	3,443,214	3,590,000	3,210,000	3,210,000	3,210,000
Total	7,842,091	6,392,596	9,090,000	8,460,000	8,460,000	8,460,000
Requirements						
Instruction	1,636,396	751,740	2,750,000	2,500,000	2,500,000	2,500,000
Enterprise Services	2,074,481	1,869,685	2,000,000	2,245,000	2,245,000	2,245,000
Transfers Out	688,000	443,000	625,000	405,000	405,000	405,000
Unappropriated Ending Fund Balance	3,443,214	3,328,171	3,715,000	3,310,000	3,310,000	3,310,000
Total	7,842,091	6,392,596	9,090,000	8,460,000	8,460,000	8,460,000

Agency Fund

- * The Agency Fund includes various departments and student organizations.
- * The college has not budgeted for the Agency Fund for the past several years but, after noting that other Oregon Community Colleges budget for their agency funds, it was determined that TVCC would again budget this fund.

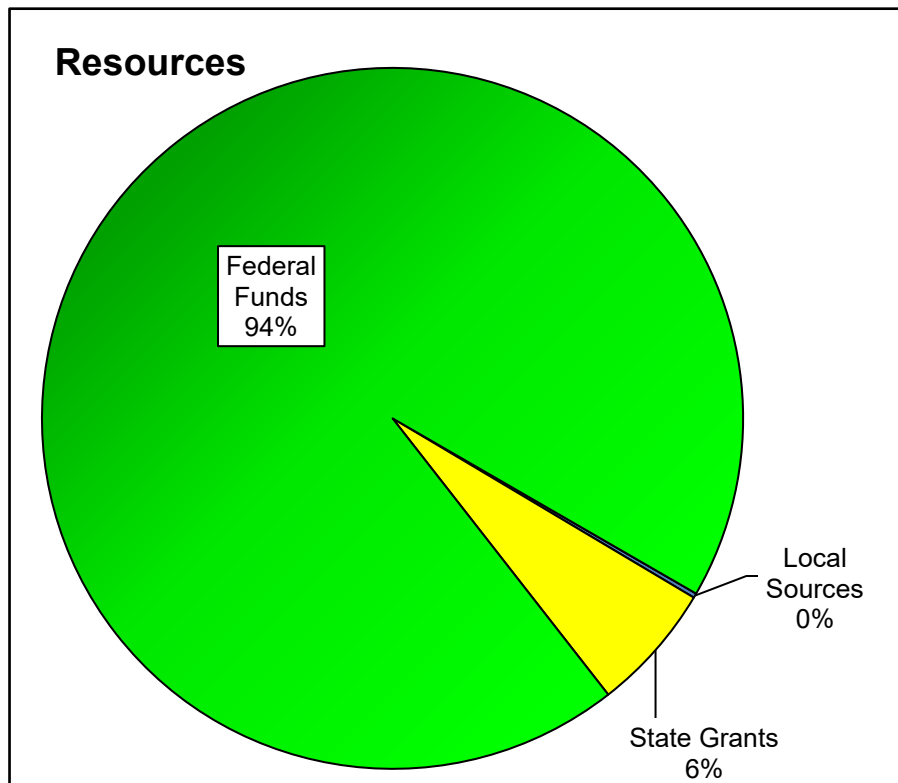


Agency Fund

	Historical Data			2019-20 Budget		
	Actual		Final Budget 2018-19	Proposed Budget	Approved Budget	Adopted Budget
	2016-17	2017-18				
Resources						
Fees	371,051	395,469	-	450,000	450,000	450,000
Local Funds	361,098	354,210	-	450,000	450,000	450,000
Transfers In	10,000	15,000		15,000	15,000	15,000
Beginning Balance	137,381	249,985	-	300,000	300,000	300,000
Total	879,530	1,014,664	-	1,215,000	1,215,000	1,215,000
Requirements						
Instruction	17,217	45,818	-	150,000	150,000	150,000
Supporting Services	602,328	598,482	-	750,000	750,000	750,000
Transfers Out	10,000	15,000	-	15,000	15,000	15,000
Unappropriated Ending Fund Balance	249,985	355,364	-	300,000	300,000	300,000
Total	879,530	1,014,664	-	1,215,000	1,215,000	1,215,000

Financial Aid Fund

- * Resources are provided by federal, state, local, and private financial aid programs received by the College.
- * Requirements are related to the same local, state, federal, and private financial aid programs administered by the College. Requirement guidelines are very specific and all are used for student financial support while attending classes at TVCC.



Financial Aid Fund

	Historical Data			2019-20 Budget		
	Actual		Final Budget 2018-19	Proposed Budget	Approved Budget	Adopted Budget
	2016-17	2017-18				
Resources						
Local Sources	-	-	25,000	25,000	25,000	25,000
State Grants	395,744	525,530	600,000	700,000	700,000	700,000
Federal Funds	9,905,546	8,320,088	11,300,000	11,125,000	11,125,000	11,125,000
Beginning Balance	-	-	-	-	-	-
Total	10,301,290	8,845,618	11,925,000	11,850,000	11,850,000	11,850,000
Requirements						
Supporting Services	10,301,290	8,844,859	11,925,000	11,850,000	11,850,000	11,850,000
Unappropriated Ending Fund Balance	-	759	-	-	-	-
Total	10,301,290	8,845,618	11,925,000	11,850,000	11,850,000	11,850,000

Summary of Interfund Transfers

<u>Department</u>	<u>Purpose of Transfer</u>	Transfers Out				Transfers In			
		General Fund	Auxiliary Fund	Special Revenue Fund	Reserve Fund	General Fund	Debt Service Fund	Reserve Fund	Capital Projects Fund
General Fund Transfers	Transfer to Sabbatical Reserve	(10,000)						10,000	
General Fund Transfers	Computing Infrastructure	(50,000)						50,000	
General Fund Transfers	Transfer to Innovations Reserve	(25,000)						25,000	
General Fund Transfers	Transfer to Professional Dev Reserve	(5,000)						5,000	
General Fund Transfers	Transfer to Athletics Playoff Travel	(5,000)						5,000	
General Fund Transfers	Transfer to Deferred Maintenance	(15,000)						15,000	
General Fund Transfers	Transfer to Debt Service Fund	(272,218)					272,218		
General Fund Transfers	Transfer to Capital Projects Fund	(100,000)							100,000
Bookstore	Auxiliary Fund Support for GF		(30,000)			30,000			
Print Shop	Auxiliary Fund Support for GF		(25,000)			25,000			
Caldwell Center	Auxiliary Fund Support for GF								
Student Housing	Debt Service Payment		(350,000)				350,000		
Caldwell Special Revenue	Aviation Helicopter								
Ontario Special Revenue	Aviation Fixed Wing								
Unemployment Reserve	Reserve Fund Support for GF				(35,000)	35,000			
HRA Reserve	Reserve Fund Support for GF				(50,000)	50,000			
PERS Reserve	Reserve Fund Support for GF				(50,000)	50,000			
Science Center Reserve	Debt Service Payment								
Totals		(482,218)	(405,000)	0	(135,000)	190,000	622,218	110,000	100,000

Debt Service Payment Schedule

	PERS Bonds	2017 Refinance	2012 Bonds	Totals
Resources:				
General Fund Transfer		194,118	78,100	272,218
Salary PERS Expenditures from Departments	1,136,145			1,136,145
Science Center Reserve Transfer				-
Student Housing Transfer			350,000	350,000
Total Resources	1,136,145	194,118	428,100	1,758,363
Payments:				
PERS Bonds	1,136,145			1,136,145
Bank of Eastern Oregon Consolidation Loan		194,118		194,118
Wells Fargo Bank Housing Bonds			428,100	428,100
Total Payments	1,136,145	194,118	428,100	1,758,363

TREASURE VALLEY COMMUNITY COLLEGE
Resolution No. 18-006

RESOLUTION ADOPTING THE BUDGET

BE IT RESOLVED, that the Board of Education of Treasure Valley Community College hereby adopts the budget for fiscal year **2019-20** in the total sum of **\$59,857,533** now on file in the office of the Chief Financial Officer, Business Office, Treasure Valley Community College, 650 College Blvd., Ontario, OR 97914.

RESOLUTION MAKING APPROPRIATIONS

BE IT RESOLVED, that the amount for the fiscal year beginning July 1, 2019, and for the purposes shown below are hereby appropriated for Treasure Valley Community College for the purpose indicated within the funds listed as follows:

GENERAL FUND:

Instruction	\$6,031,999
Instructional Support	856,983
Student Services	2,296,037
College Support	4,116,601
Plant Operations/Maintenance	1,782,876
Plant Additions	10,000
Financial Aid	851,064
Transfers Out/Other Uses	482,218
Contingency	659,977
Total General Fund Appropriations	<u>\$17,087,755</u>

SPECIAL REVENUE FUND:

Instruction	\$6,936,336
Instructional Support	2,550,079
Transfers Out/Other Uses	200,000
Total Special Revenue Fund Appropriations	<u>\$9,686,415</u>

Resolution No. 18-006 (continued)

Page 2 of 3

DEBT SERVICE FUND:

Debt Service	\$1,758,363
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CAPITAL PROJECTS FUND:

Facilities Acquisition and Construction	\$7,285,000
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RESERVE FUND:

Support Services	\$905,000
Facilities Acquisition and Construction	205,000
Transfers Out/Other Uses	285,000
Total Reserve Fund Appropriations	<u>\$1,395,000</u>

AUXILIARY FUND:

Instruction	\$2,500,000
Enterprise Services	2,245,000
Transfers / Other Uses	405,000
Total Auxiliary Fund Appropriations	<u>\$5,150,000</u>

AGENCY FUND:

Instruction	\$150,000
Supporting Services	750,000
Transfers / Other Uses	15,000
Total Agency Fund Appropriations	<u>\$915,000</u>

STUDENT FINANCIAL AID FUND:

Supporting Services	\$11,850,000
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TOTAL 2019-20 BUDGET APPROPRIATIONS	<u>\$55,127,533</u>
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Note: The difference between total appropriations of \$55,127,533 and the total budget of \$59,857,533 is the unappropriated ending fund balance of \$4,730,000.

Resolution No. 18-006 (continued)

Page 3 of 3

RESOLUTION IMPOSING AND CATEGORIZING TAXES – COMBINED

BE IT RESOLVED, that the Board of Education for Treasure Valley Community College hereby imposes the taxes provided for in the adopted budget at the rate of \$1.2235 per \$1,000 of assessed value for operations; and that these taxes are hereby imposed and categorized for tax year 2019-20 upon the assessed value of all taxable property within the College district.

Education

General Fund

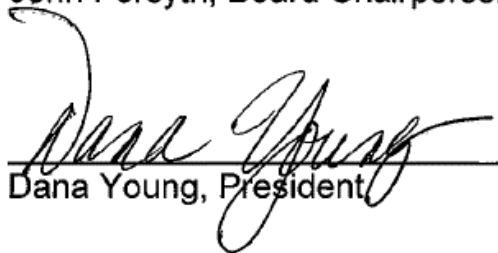
\$1.2235 / \$1,000



John Forsyth, Board Chairperson

6-18-19

Date



Dana Young, President

6-18-19

Date

June 18, 2019

Date Resolution Adopted

2019-20 Treasure Valley Community College

Notice of Property Tax and Certification of Intent to Impose a Tax on Property for Education Districts

To assessor of Malheur / Baker County

**FORM ED-50
2019-2020**

- File no later than JULY 15.
- Be sure to read instructions in the current Notice of Property Tax Forms and Instruction booklet.

☐ Check here if this is
an amended form.

The **Treasure Valley Community College** has the responsibility and authority to place the following property tax, fee, charge or assessment

District Name

on the tax roll of **Malheur / Baker** County. The property tax, fee, charge or assessment is categorized as stated by this form.

County Name

650 College Blvd

Ontario

OR 97914

Mailing Address of District

City

State

Zip

Date Submitted

Shirley Haidle

Chief Financial Officer

541-881-5842

shaidle@tvcc.cc

Contact Person

Title

Daytime Telephone

Contact Person E-mail

CERTIFICATION - You must check one box.

- ☒ The tax rate of levy amounts certified in Part I are within the tax rate or levy amounts approved by the budget committee.
- ☐ The tax rate of levy amounts certified in Part I were changed by the governing body and republished as required in ORS 294.456.

PART I: TOTAL PROPERTY TAX LEVY

Subject to
Education Limits
Rate - ~~mr~~ - Dollar Amount

1. Rate per \$1,000 or dollar amount levied (within permanent rate limit)	1	1.2235	Excluded from Measure 5 Limits Amount of Levy
2. Local option operating tax	2		
3. Local option capital project tax	3		
4a. Levy for bonded indebtedness from bonds approved by voters prior to October 6, 2001	4a.		
4b. Levy for bonded indebtedness from bonds approved by voters after October 6, 2001	4b.		
4c. Total levy for bonded indebtedness not subject to Measure 5 or Measure 50 (total of 4a + 4b)	4c.	\$0	

PART II: RATE LIMIT CERTIFICATION

5. Permanent rate limit in dollars and cents per \$1,000	1.2235
6. Election date when your new district received voter approval for your permanent rate limit	
7. Estimated permanent rate limit for newly merged/consolidated district	

PART III: SCHEDULE OF LOCAL OPTION TAXES - Enter all local option taxes on this schedule. If there are more than three taxes, attach a sheet showing the information for each.

Purpose (operating, capital project, or mixed)	Date voters approved local option ballot measure	First tax year levied	Final tax year to be levied	Tax amount - mr - rate authorized per year by voters

158-584-875-5 (Rev. 12-15)

(see the back for worksheet for lines 4a, 4b, and 4c)

File with your assessor no later than JULY 15, unless granted an extension in writing.

2019-20 Treasure Valley Community College

FORM CC-1

NOTICE OF BUDGET HEARING

A public meeting of the Board of Education of Treasure Valley Community College will be held on June 18, 2019 at 6:00 pm at the Treasure Valley Community College Campus in the Laura Moore Cunningham Science Center Boardroom, address: 650 College Blvd, Ontario, OR 97914. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2019 as approved by the Treasure Valley Community College Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at the Student Services Center on campus between the hours of 9 am and 5 pm. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the basis of accounting used during the preceding

Contact: Shirley Haidle

Telephone: 541-881-5842

Email: shaidle@tvcc.cc

FINANCIAL SUMMARY - RESOURCES

TOTAL OF ALL FUNDS	Actual Amount Last Year 2017-2018	Adopted Budget This Year 2018-2019	Approved Budget Next Year 2019-2020
Beginning Fund Balance	\$ 6,202,051	\$ 5,860,911	\$ 6,162,125
Current Year Property Taxes, other than Local Option Taxes	\$ 2,470,572	\$ 2,534,000	\$ 2,648,221
Current Year Local Option Property Taxes	\$ -	\$ -	
Tuition and Fees	\$ 8,488,284	\$ 11,707,967	\$ 10,839,395
Other Revenue from Local Sources	\$ 4,657,549	\$ 5,875,000	\$ 7,540,145
Revenue from State Sources	\$ 9,723,415	\$ 14,459,600	\$ 14,166,139
Revenue from Federal Sources	\$ 10,031,453	\$ 16,800,000	\$ 17,479,290
Interfund Transfers	\$ 2,715,162	\$ 1,294,718	\$ 1,022,218
All Other Budget Resources	\$ -	\$ -	\$ -
Total Resources	\$ 44,288,486	\$ 58,532,196	\$ 59,857,533

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION

Personnel Services	\$ 16,036,637	\$ 15,958,120	\$ 16,810,080
Materials & Services	\$ 7,710,923	\$ 13,332,433	\$ 14,084,166
Financial Aid	\$ 9,113,792	\$ 12,623,886	\$ 12,569,064
Capital Outlay	\$ 625,510	\$ 8,163,648	\$ 7,851,164
Debt Service	\$ 2,851,164	\$ 1,695,863	\$ 1,758,363
Interfund Transfers	\$ 1,604,411	\$ 1,294,718	\$ 1,387,219
Operating Contingency	\$ -	\$ 520,000	\$ 659,977
All Other Expenditures	\$ -	\$ -	\$ -
Unappropriated Ending Fund Balance & Reserves	\$ 6,346,049	\$ 4,943,528	\$ 4,737,500
Total Requirements	\$44,288,486	\$58,532,196	\$ 59,857,533

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY FUNCTION			
Instruction	\$ 11,232,560	\$ 15,072,481	\$ 15,618,335
FTE	79.0	67.8	69.8
Instructional Support	\$ 1,634,602	\$ 2,919,380	\$ 3,407,061
FTE	10.5	15.8	13.8
Student Services other than Student Financial Aid/Loans	\$ 4,633,317	\$ 4,281,140	\$ 5,291,037
FTE	19.0	18.0	20.0
Student Financial Aid/Loans	\$ 9,640,434	\$ 12,755,886	\$ 12,701,064
FTE	3.0	3.0	3.0
Support Serv. other than Facilities Acquisition and Construction	\$ 4,696,161	\$ 5,376,750	\$ 5,021,601
FTE	25.0	26.0	25.5
Facilities Acquisition and Construction	\$ 3,569,914	\$ 9,672,450	\$ 9,282,877
FTE	7.5	10.0	6.5
Interfund Transfers	\$ 926,515	\$ 1,294,718	\$ 1,387,218
Debt Service	\$ 1,647,089	\$ 1,695,863	\$ 1,758,363
Operating Contingency	\$ -	\$ 520,000	\$ 659,977
Unappropriated Ending Fund Balance and Reserves	\$ 6,307,894	\$ 4,943,528	\$ 4,730,000
Total Requirements	\$44,288,486	\$58,532,196	\$59,857,533
Total FTE	144.0	140.6	138.6

STATEMENT OF CHANGES IN ACTIVITIES AND SOURCES OF FINANCING			
<p>The College's total 2019-20 budget increased by approximately \$1,325k from the 2018-19 budget of which \$1,125k came from the decision to include the Agency Fund (student and faculty club accounts) in the budget again after having chosen not to include it for the past several years. The budget includes a \$3/credit increase to the General Fund for tuition with an assumption of enrollment remaining flat. The General Fund tuition and fees revenue budget increased by \$248k from the prior year due to the \$3/credit increase and a projected increase in dual enrollment tuition. The General Fund expense budget includes a 4% increase in the PERS costs for employees as well as reductions due to faculty and staff resignations and retirements and other staff reorganizations. The 2019-20 General Fund budget increased from 2018-19 by approximately \$517k. The Special Revenue Fund increased by \$1,116k for additional grants and contracts, both already awarded and potential. The Debt Service Fund budget increased by \$62k to account for all scheduled debt service payments while the Capital Projects Fund decreased by \$25k as funds are budgeted and spent for the expansion and new construction of the CTE Center building. The Reserve Fund budget decreased by \$856k as these funds have been decreasing over the last several years. Auxiliary Funds decreased \$630k which is a net number taking into consideration the addition of a transportation fund to more closely monitor actual transportation costs incurred, and decreases in transfers out to the general fund as well as decreased activity in the other areas. The Financial Aid Fund was decreased by \$75k in an effort to budget more closely to actual student financial aid activity.</p>			

PROPERTY TAX LEVIES			
	Rate or Amount Imposed Last Year 2017-2018	Rate or Amount Imposed This Year 2018-2019	Rate or Amount Approved Next Year 2019-20
Permanent Rate Levy (Rate Limit 1.2235 per \$1,000)	1.2235 per \$1,000	1.2235 per \$1,000	1.2235 per \$1,000

STATEMENT OF INDEBTEDNESS		
LONG TERM DEBT	Estimated Debt Outstanding July 1	Estimated Debt Authorized, But Not Incurred July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$11,540,216	\$0
Other Borrowings	\$1,386,750	\$2,832,250
Total	\$12,926,966	\$2,832,250

Notice of Budget Committee Meeting

Publication Dates:

May 3, 2019 and May 10, 2019

STATE OF OREGON)
:SS.
COUNTY OF MALHEUR)

PUBLIC NOTICE
TREASURE VALLEY COMMUNITY COLLEGE
NOTICE OF BUDGET COMMITTEE MEETING
A public meeting of the Budget Committee of Treasure Valley Community College and Baker Counties, State of Oregon, will be held at the Laura Moore Center Building, Hanigan Board Valley Community College campus, Ontario, Oregon.
The meeting will take place on the 3rd and 10th days of May 2019 at 5:00 PM.
The purpose of the meeting is to receive message and to receive comment on the budget. This is a public meeting of the Budget Committee will take place at the meeting and discuss programs with the Budget Committee.
A copy of the budget document is available on or after May 15, 2019 at the Student Services Center, between 10:00 AM and 4:00 PM.
Legal Number - 159053
Published: May 3, 10, 2019

AFFIDAVIT OF PUBLICATION

Kelly J. Jones being first
duly sworn, deposes and says: that (he) (she) is the Agent to the Publisher of the
ARGUS OBSERVER newspaper, a newspaper of general circulation as defined by
ORS 193.010, printed and published at the City of Ontario in the aforesaid
County and State and the hereto attached

NOTICE OF BUDGET MEETING L-159053

was printed and published correctly in the regular and entire issue of said
ARGUS OBSERVER for 2 issue(s), that the first was made on the
3rd day of May 2019 and the last publication thereof was
made on the 10th day of May 2019 that said publication
was made on each of the following dates, to wit:

05/03/2019 05/10/2019

Request of TVCC-LEGALS C/O SHIRLEY HAIDLE

By Argus Observer

Subscribed and sworn to before me this 10th day of May 2019

Dawnita Kay Haueter

Notary public in and for the County of Malheur, State of Oregon

My commission Expires: 7-10-2022



Notice of Budget Hearing

NOTICE OF BUDGET HEARING

A public meeting of the Board of Education of Treasure Valley Community College will be held on June 18, 2019 at 6:00 pm at the Treasure Valley Community College Campus in the Laura Moore Cunningham Science Center Boardroom, address: 650 College Blvd, Ontario, OR 97914. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2019 as approved by the Treasure Valley Community College Budget Committee. A summary of the budget is presented below. A copy of the budget may be inspected or obtained at the Student Services Center on campus between the hours of 9 am and 5 pm. This budget is for an annual budget period. This budget was prepared on a basis of accounting that is the same as the basis of accounting used during the preceding year.

Contact: Shirley Haidle

Telephone: 541-881-5842

Email: shaidle@tvcc.cc

TOTAL OF ALL FUNDS		FINANCIAL SUMMARY - RESOURCES	
		Actual Amount Last Year 2017-2018	Adopted Budget This Year 2018-2019
Beginning Fund Balance	\$6,202,051	\$5,860,911	\$6,162,125
Current Year Property Taxes, other than Local Option Taxes	\$2,470,572	\$2,534,000	\$2,648,221
Current Year Local Option Property Taxes	—	—	—
Tuition and Fees	\$8,488,284	\$11,707,967	\$10,839,395
Other Revenue from Local Sources	\$4,657,549	\$5,875,000	\$7,540,145
Revenue from State Sources	\$9,723,415	\$14,459,600	\$14,166,139
Revenue from Federal Sources	\$10,031,453	\$16,800,000	\$17,479,290
Interfund Transfers	\$2,715,164	\$1,294,718	\$1,022,218
All Other Budget Resources	—	—	—
Total Resources	\$44,288,486	\$58,532,196	\$59,857,533

FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION		Actual Amount Last Year 2017-2018	Adopted Budget This Year 2018-2019
Personnel Services	\$16,036,637	\$15,958,120	\$16,810,080
Materials & Services	\$7,710,923	\$13,332,433	\$14,084,166
Financial Aid	\$9,113,792	\$12,623,886	\$12,569,064
Capital Outlay	\$635,310	\$6,163,648	\$7,851,164
Debt Service	\$2,551,164	\$1,695,863	\$1,758,363
Interfund Transfers	\$1,604,411	\$1,294,718	\$1,387,219
Operating Contingency	—	\$500,000	\$659,977
All Other Expenditures	—	—	—
Unappropriated Ending Fund Balance & Reserves	\$6,346,048	\$4,943,528	\$4,730,590
Total Requirements	\$44,288,486	\$58,532,196	\$59,857,533

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY FUNCTION		Actual Amount Last Year 2017-2018	Adopted Budget This Year 2018-2019
Instruction	\$11,232,580	\$11,072,481	\$15,618,335
FTE	79.0	67.8	69.8
Instructional Support	\$1,634,602	\$2,919,380	\$3,407,061
FTE	10.8	15.8	13.8
Student Services other than Student Financial Aid/Loans	\$4,633,317	\$4,281,140	\$5,291,037
FTE	19.0	18.0	20.0
Student Financial Aid/Loans	\$9,640,434	\$12,755,886	\$12,701,064
FTE	3.0	3.0	3.0
Support Serv. other than Facilities Acquisition and Construction	\$4,696,161	\$5,376,750	\$5,021,601
FTE	25.0	26.0	25.5
Facilities Acquisition and Construction	\$3,569,914	\$9,672,450	\$9,282,877
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Debt Service	\$1,647,059	\$1,695,863	\$1,758,363
Operating Contingency	—	\$500,000	\$659,977
Unappropriated Ending Fund Balance and Reserves	\$6,307,894	\$4,943,528	\$4,730,000
Total Requirements	\$44,288,486	\$58,532,196	\$59,857,533
Total FTE	144.0	140.6	138.6

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PROPERTY TAX LEVIES

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Permanent Rate Levy (Rate Limit 1.2235 per \$1,000)	1.2235 per \$1,000	1.2235 per \$1,000	1.2235 per \$1,000

STATEMENT OF INDEBTEDNESS

	Estimated Debt Outstanding July 1	Estimated Debt Authorized, But Not Incurred July 1
General Obligation Bonds	\$0	\$0
Other Bonds	\$11,540,216	\$0
Other Borrowings	\$1,386,750	\$2,832,250
Total	\$12,926,966	\$2,832,250

Fiscal Number 171280 Publication Date: June 5, 2019

AFFIDAVIT OF PUBLICATION

Melissa S. Etland being first

duly sworn, deposes and says: that (he) (she) is the Agent to the Publisher of the

ARGUS OBSERVER newspaper, a newspaper of general circulation as defined by

ORS 193.010, printed and published at the City of Ontario in the aforesaid

County and State and the hereto attached

NOTICE OF BUDGET HEARING
L-171689

was printed and published correctly in the regular and entire issue of said

ARGUS OBSERVER for 1 issue(s), that the first was made on the

5th day of June 2019 and the last publication thereof was

made on the 5th day of June 2019 that said publication

was made on each of the following dates, to wit:

06/05/2019

Request of TVCC-LEGALS C/O SHIRLEY HAIDLE

By Argus Observer

Subscribed and sworn to before me this 5th day of June 2019

Dawnita Haueter

Notary public in and for the County of Malheur, State of Oregon

My commission Expires: 7-10-2022



Glossary of Terms

Appropriation

An authorization granted by the governing body to make expenditures and to incur obligations for specific purposes. Appropriations must be limited to a single fiscal year. Appropriations contained in the proposed budget are Instruction, Instructional Support, Student Services, College Support, Plant Operations, Plant Additions, Financial Aid, Transfers out, Contingency, Debt Service, Support Services and Facilities Acquisition & Construction.

Available Fund Balance

The Available Fund Balance is the residual amount of revenues vs. expenses at the end of the fiscal year. This amount is shown as carryover, to be utilized as revenue the following year.

Budget

A written report showing the local government's comprehensive financial plan for one fiscal year. It must include a balanced statement of actual revenues and expenditures during each of the last two years, plus estimated revenues and expenditures for the current and upcoming year.

Capital Outlay

Amount budgeted to purchase all land regardless of cost; machinery, furnishings, and equipment, including computer software, with a useful life of five years or more and an original cost of \$5,000 or more; land improvements, buildings, and building improvements with a useful life of five years or more and an original cost of \$50,000 or more.

Contingency

Appropriation budgeted to allow for unforeseen expenses occurring during the fiscal year. Money budgeted in Contingency can only be spent by a motion and approval of the College Board.

Current Revenue

Revenues expected to be received in the current fiscal year. This includes all sources of revenue except estimated beginning fund balances (Cash Carryover).

Fiscal Year

A 12-month period to which the annual operating budget applies. At the end of the period, the College must determine their financial position and the results of operations. A fiscal year for the College is July 1 through June 30.

FTE

Full-Time Equivalent, a measurement of student enrollment which converts the total number of hours carried by all part-time and full-time students into an equivalent number of full-time students, currently 510 clock hours. This number is used by the state to allocate FTE reimbursement funds to the College. FTE is also used to measure staff levels with 1.0 equating to a full-time staff member.

2019-20 Treasure Valley Community College

Materials & Services

Appropriation budgeted to pay for operating expenses such as supplies, utilities, travel, printing, postage and service contracts.

Maximum Assessed Value

The maximum taxable value limitation placed on real or personal property by the Oregon constitution. It can increase a maximum of 3 percent each year. The 3 percent limit may be exceeded if there are qualifying improvements made to the property such as a major addition or new construction.

Personnel Services

Appropriation budgeted to pay all costs related to staff salaries and fringe benefits.

Requirements

Expense items including salaries, supplies, equipment, fund transfers, and contingencies. Expenses grouped by types and totaled then represent appropriations.

Resources

Cash received in a single fiscal year and used to underwrite requirements (expenditures). Resources are composed of estimated beginning cash balances and current revenues received during the fiscal year.

Tax Rate

A permanent tax rate is an ad valorem property tax rate expressed in dollars per thousand of assessed value. No action of the local government (Board of Education) can increase this limit. This rate is levied against the assessed value of property to raise taxes for general operating purposes. The College's permanent tax rate limit was computed by the Oregon Department of Revenue because we were in existence prior to 1997-98 and the passage of ballot Measure 50. This is the maximum rate of ad valorem property taxes that the College can impose by Oregon law.

Transfer

An appropriation budgeted in one fund which is moved to finance activities in another fund. Transfers are shown as a requirement in the originating fund as a resource in the receiving fund.

Unappropriated Ending Fund Balance

An appropriation authorization which cannot be expended in the fiscal year in which it is budgeted. The purpose is to create cash reserves which may be used to finance activities in subsequent years.