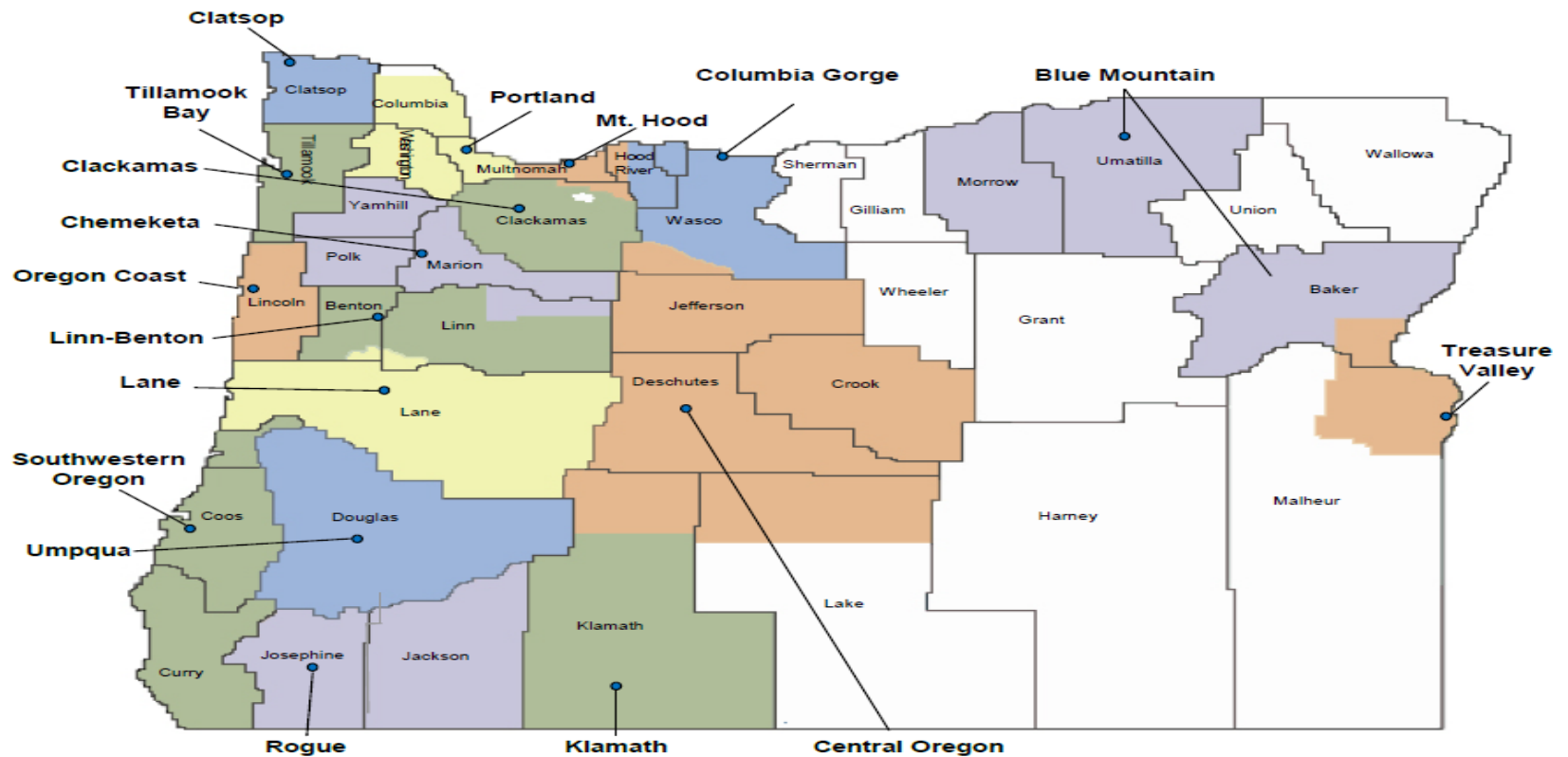


**TREASURE VALLEY  
COMMUNITY COLLEGE**

**Public Document  
2023-24**

***Adopted Budget***

# Oregon Community Colleges and Community College Districts



## Table of Contents

	<u>Page</u>		<u>Page</u>
<b>General Information:</b>			
• Board and Budget Committee Members	1	• Other Funds:	42
• Budget Message	2	o Special Revenue Fund	43
• Budget Guiding Principles	9	o Debt Service Fund	45
• College Statements	10	o Capital Projects Fund	47
• Fund Types	11	o Reserve Fund	49
• Organizational Units	13	o Auxiliary Fund	51
• Budget Process	14	o Agency Fund	53
• Budget Assumptions/Highlights	15	o Financial Aid Fund	55
 <b>Fund Budgets:</b>		 <b>Other Budget Information:</b>	
• Summary of All Funds	17	• Summary of Interfund Transfers	57
• General Fund Resources & Requirements	19	• Debt Service Payment Schedule	58
o General Fund Resources	21		
o General Fund Requirements by Function	23	• Legal Information and Forms	
o General Fund Requirements by Object	25	o Budget Resolutions	59
o General Fund Appropriation Categories	28	o Notice of Property Tax and Certification of	
o Instruction by Department	29	Intent to Impose a Tax (ED-50)	62
o Instructional Support by Department	31	o Notice of Budget Hearing (CC-1)	63
o Student Services by Department	33		
o College Support Services by Department	35	• Budget Publicaitons	
o Plant Operations & Maintenance By Dept.	37	o Notice of Budget Committee Meeting	65
o Plant Additions by Department	38	o Notice of Budget Hearing (CC-1)	66
o Financial Aid by Department	39		
o Other Appropriation Categories by Dept.	40	• Glossary and Terms	67

**Treasure Valley Community College**  
650 College Blvd.  
Ontario, OR 97914

**Board of Education Members**

**Position No.**

**Term Expires**

Dirk DeBoer - Chair	1	2025
Betty Carter	2	2023
Cheryl Cruson	3	2023
Roger Findley	4	2025
Stephen Crow	5	2023
Ken Hart	6	2025
Mark Wettstein - Vice Chair	7	2023

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	2025
Mike Blackaby	2023
Darlene McConnell	2024
Mike McLaughlin	2023
Jed Myers	2025
Torie Ramirez	2023
Prudence Sherman	2025

**Executive Officer**

Dr. Dana Young, President

**Budget Officer**

Shirley Haidle, Vice President of Administrative Services



May 16, 2023

## **Treasure Valley Community College 2023-24 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 the College staff and faculty who helped develop the 2023-24 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 2023-24 budget is a projection of both revenues and expenses and 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, taking into account 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, state, national, and global level, while maintaining progressive attitudes regarding change within our own college and community.

The College strives to efficiently and effectively utilize available resources to provide quality educational services to students. At the same time, the College seeks to find alternative resources to minimize increasing costs for students. Both the college administration and the board of education continue to be concerned about 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.

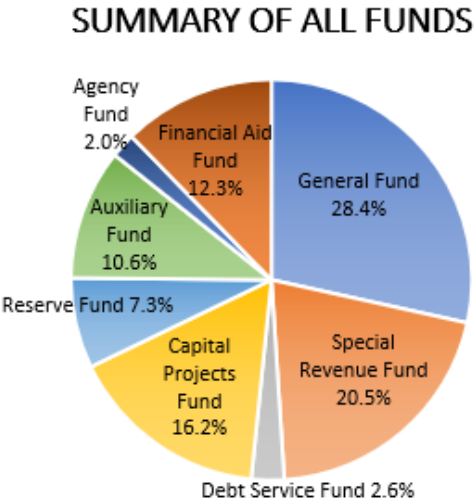
Administration uses conservative but realistic and informed revenue projections. Expenditures are budgeted, based on information known at the time the budget is prepared, to maximize services to students while providing a quality education and a positive learning experience. Still, the College recognizes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

The college, like every person and every entity, has experienced the tumultuous impacts of the COVID-19 pandemic, both short- and long-term during the past three years. Enrollment at the college decreased during the COVID crisis but Federal stimulus dollars received helped substantially in offsetting lost revenue across the college. These funds were a one-time infusion to recover lost revenue and additional costs incurred as a result of the pandemic and are no longer available to aid in balancing the budget as we move forward.

This budget will be used to set the level of appropriations that the College is budgetarily required to adhere to. Because of the stimulus funding received, the 2023-24 budget shows a higher beginning fund balance than the \$1.25k goal established by the board of directors. This amount will be necessary to carry the college into the next biennium assuming a moderate enrollment projection of neither an increase or a decrease for 2023-24 to offset the unpredictability being experienced in an effort to return to pre-pandemic enrollment levels.

**Budget Development:**

Although the General Fund is only 28.4% of the 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 purposes 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. The expenditures for non-General Funds are limited to the resources available in the account. When creating other non-General Fund budgets, the College budgets for the maximum amount the fund is either projected to receive or may receive. The Special Revenue Fund is a good example as it contains budget allocation for the College’s HEP, CAMP, Department of Corrections, 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.



Because this budget covers the first year of the state’s 2023-25 biennium, our state funding is very difficult to accurately predict since we will not know the level of state funding that will be available until the 2023 Oregon legislative session wraps up as late as the end of June, 2023. In addition, no one is able to predict the changes in the state funding that are dependent on the comparison of TVCC’s reimbursable FTE to the other 16 community colleges in the state. The college has elected to budget state funding at a 6.4% increase which we believe is a conservative option. This is the level of funding included in the governors revenue budget, which is a 2% reduction from the state-recommended Legislative Fiscal Office (LFO) current service level amount. It is significantly less than the amount submitted to the legislature by the Higher Education Coordinating Commission (HECC) so we feel that it is a conservative estimate, given the information we have available at the time this budget is being prepared. As noted above the amount we will ultimately receive is based on our enrollment trends and property taxes as compared to the other 16 community colleges in the state. Because enrollment was slightly up for the 2021-22 fiscal year and flat so far for the 2022-23 fiscal year, the college is hopeful that enrollment will continue to be at least flat going into the 2023-24 fiscal year. Tuition and fees have been budgeted using neither an increase or a decrease in enrollment to be

conservative. The college's administration met with various constituency groups across campus, including students, to discuss enrollment and tuition and fee rates.

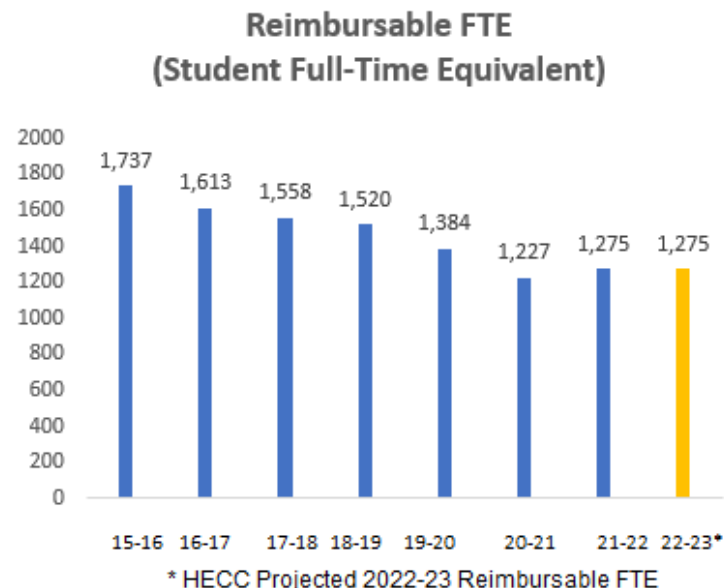
The budget presented here was developed over the last year with significant college-wide participation. In this process, budget managers were instructed to log any requests for additional funding through the College's online strategic planning system, whether for new positions or additional materials and services. It was made clear that no requests for budget increases would be funded unless they were included as a strategic plan request. The College Planning and Budget Committee, with representative membership from all employee groups, college divisions, and Associated Student Government, met in January, February, and March 2023 to discuss enrollment projections, as well as various other assumptions and was asked to prioritize the requests from the strategic planning system. The prioritized list that emerged from this exercise was utilized by the administration to develop the final numbers proposed in this budget document.

The 2023-24 budget was prepared using TVCC's 5-year forecasting model and underlying assumptions including neither an increase or decrease in enrollment, a \$3 per credit increase in tuition, and a \$1 per credit increase in the Universal Fee. As discussed above, state funding for the 2023-25 biennium was projected at 6.4% higher than the amount included in the 2022-23 budget which is in line with the governor's revenue budget for community colleges. The federal stimulus dollars, which are now depleted, were one-time infusions to cover actual expenditures incurred and revenues lost and cannot be included as a revenue stream to sustain the college in future years. However, with the help of these funds, we have budgeted in anticipation of beginning the year with an increased carryover from 2022-23. The focus on building this budget is to be able to carry the college through the next three to four years while maintaining at least a \$1.25M fund balance at the end of that period. This budget allows for continuing to build up some of the college's reserve funds that could quite possibly be needed sooner rather than later, should enrollment not rebound as quickly as projected.

### **General Fund Resources Highlights:**

In developing the 2023-24 General Fund budget, administration looks to identify the total available resources the College can reasonably anticipate receiving. State resources (FTE reimbursement) accounts for approximately 50.8% of total general fund revenues. Because this is the first year of the 2023-25 biennium, the FTE funding cannot be easily projected and we are hopeful that the amount used to develop this budget is conservative enough to carry us through but, if it does come in at a substantially different amount, other revenues and expenses will need to be reviewed and adjusted as necessary.

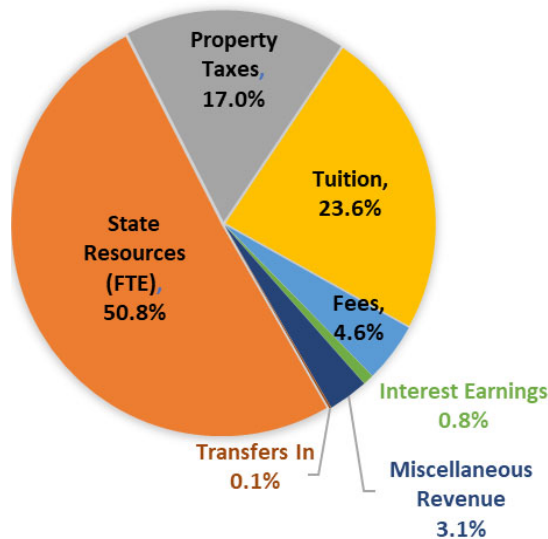
Because approximately 79% of the college's general fund revenues are tied to enrollment through tuition and fee revenues and the State support payment through the distribution formula, any change in enrollment impacts the College's total resources. We continue to focus on



student recruitment, student retention, and increasing reimbursable State FTE in subsequent years. After researching the job markets and assessing the need for employees in our region, amounts have been included in the 2023-24 budget to help begin the implementation and growth of new and innovative programs as well as a significant infusion in marketing in an effort to increase enrollment.

### **General Fund Revenues:**

The budget for 2023-24 includes total General Fund resources in the amount of \$21,547,131 which represents an increase of \$1.9M over the prior year's budget of \$19,624,120. Of this increase, \$300,000 is a result of the increased beginning fund balance anticipated due to the federal stimulus funding received in past years which is being carefully managed to extend these one-time funds out to the future as far as possible. The remaining \$1.6M increase in revenue includes \$1.2M in enrollment-related revenues, between state funding and tuition and fees. 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 left shows the percentage of each revenue source budgeted for 2023-24.



Tuition, Fees, and State Resources are based on the number of students that attend TVCC classes. As stated earlier, flat enrollment numbers, a \$3 per credit increase in tuition, and a \$1 per credit increase in the Universal Fee were assumed in building this budget. These increases, together with projections of the final tuition and fee amounts for the 2022-23 fiscal year, result in an increase of \$184,057 in total tuition and fees budgeted in 2023-24.

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. All of the Oregon community colleges have experienced similar reductions in reimbursable FTE over the last ten years and particularly steep reductions materialized in the last three years as a result of the pandemic. TVCC anticipates that its reimbursable FTE numbers will be relatively flat. However, with enrollment beginning to fluctuate, both up and down, in the last several months, at all Oregon community colleges, it is difficult to predict TVCC’s position in relation to the other colleges. This budget assumes that TVCC’s position will not change substantially. The governor’s revenue budget amount was used to predict state funding at an increase of \$987k.

Local property tax revenues during 2023-24 are projected to increase by \$168k over the amount that was budgeted in 2022-23. This increase is based on the a 3% increase in tax assessments based on the past several years’ experience. Budgeted interest increased by \$115k as a result of larger cash balances on hand because of one-time stimulus dollars and higher interest rates. Miscellaneous revenue increased by \$170k as a result of anticipated increases in indirect costs/administrative fees from the increased number of grants that the College anticipates receiving during the 2023-24 fiscal year.

### **General Fund Expenditures:**

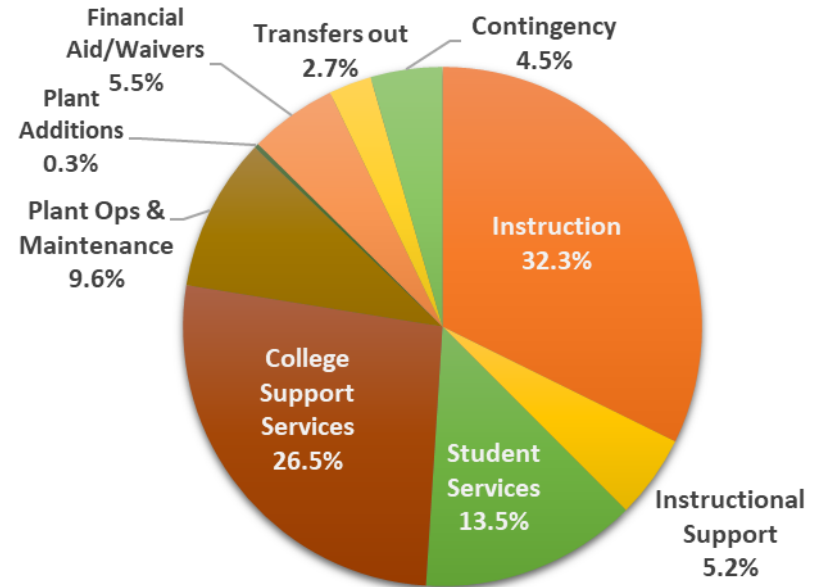
The “Budget Assumptions/Highlights” on page 15-16 of the 2023-24 budget provide more summary information about expenditure changes. Also, more detailed information is provided for each area throughout the budget document. The 2023-24 budget includes a minimum of a 3% raise for all employee groups and PERS expenses increased by \$116k. These items contributed to increases across all areas of the college.

The instructional budget had a net increase of \$542k and comprises 32.3% of the total General Fund budget. The majority of this increase comes as a result of a new collective bargaining agreement (CBA) that was reached between the faculty and the board of education. A revised salary schedule was included in the CBA that resulted in substantial changes in salaries and benefits as compared to the budgeted amounts for 2022-23. An increase was also made to fund a full-time math instructor in the 2023-24 budget, if needed. Increases were offset slightly as a result of the replacement of a long-time faculty member by a new faculty member at a lower rate for the entire year in the 2023-24 budget as opposed to only 2/3 of the year in the 2022-23 budget.

The Instructional Support budget increased by \$197k partially due to the addition of a full-time dean of instruction position for ½ of the fiscal year. Two full-time professional positions that were budgeted using grant funds in the 2022-23 budget are beginning to be absorbed back into the general fund in the 2023-24 budget. In addition, costs of software and licenses used in the instructional areas continue to increase each year. Overall, Instruction and Instructional support constitute 37.8% of the 2023-24 General Fund budget.

The Student Services budget, comprising 13.5% of the General Fund, increased by a total of \$271k. Approximately half of this increase (\$129k) was the addition of budgeted dollars athletics. Costs of travel, supplies, and officials for the thirteen athletic teams have risen substantially in the last several years and particularly in the last several months. In addition, the Northwest Athletic Conference (NWAC) that the college competes in has mandated that many of the athletic events be streamed which is an added expense. The costs of using charter buses has also been more costly than was originally included in the 2022-23 budget. However, it is still felt that utilizing charter buses was the right decision as the costs of running our own fleet were becoming increasingly higher, the risk of liability is significantly lower by using charters, and finding drivers for our own fleet had become extremely difficult. Also added to the student services budget for 2023-24 was the replacement of a registrar assistant with an official registrar and the addition of part-time hours in the admissions and testing departments.

The College Support Services budget increased by a total of \$722k and comprises 26.5% of total general fund expenses. The 2023-24 budget includes an infusion of \$150k of additional dollars to be invested in intentional marketing strategies in an attempt to compete with area colleges in attracting students to TVCC. Property and liability insurance premiums have risen significantly in recent years as have fees for



audit services, accreditation fees, elections costs, shipping fees, and other items. The Information Technology (IT) budget increased by \$162k due to the college’s continued investment in the implementation of new cybersecurity measures as well as general increases in costs for materials and services such as software and licensing. Additionally, salaries and benefits in the IT department were increased more than in other areas of the college due to the increasing demand and related costs in the immediate area for employees with these skills.

The Plant Operations budget increased by \$91k due to increasing costs of utilities, and nearly all other costs involved in maintaining and operating a facility the size of TVCC. Together Plant Operations and Plant Additions make up 9.9% of the total general fund expenses.

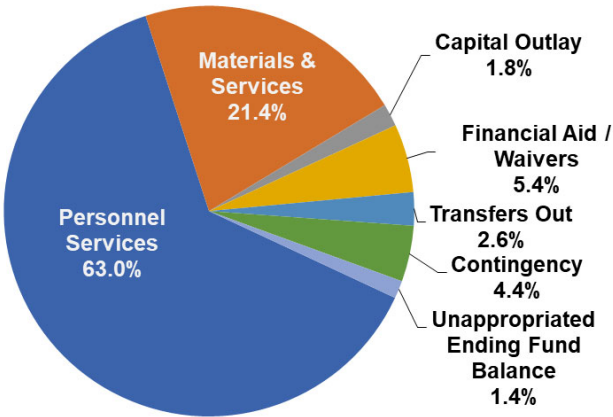
The Financial Aid Waivers budget increased by nearly \$100k. Approximately \$32k of the increase was to offset the \$3 per credit tuition increase in the 2023-24 fiscal year. The remaining \$68k increase was due to the fact that the college will be required to provide a 25% match for Federal College Work Study and Supplemental Educational Opportunity Grants awarded to students. This requirement has been waived for a number of years but the qualification to continue the waiver was not met for the 2023-24 fiscal year.

The 2022-23 budget includes a functional expense category for transfers out of \$566k. This is in line with the prior year’s budgeted transfers out of \$565k. Please see page 57 for a breakdown of transfers out by fund.

The details of the College’s General Fund expenditures by object are provided in the budget document on page 26. The graph below shows the percentages of total General Fund expenditures by object. Personnel Services comprise 63.0% of the College General Fund expenditures and it includes salaries, medical insurance, unemployment, workers comp and PERS. In total, PERS is approximately 11.4% of the College’s total General Fund expenditures budget.

**Summary:**

Overall, the 2023-24 budget and its preparation were complicated by the unknown status of state funding for Oregon’s community college as well as the uncertainty the local, state, federal, and global economy. The impact of the COVID-19 pandemic continues to impact enrollment as well as all areas of revenue going forward. Increasing enrollment, locating additional funding sources through grants and other opportunities, and/or reducing expenses continue to be a delicate balancing act. The large carryover of fund balance is a result of one-time funding and will eventually be depleted unless enrollment and other sources of income are increased or expenses are decreased. In order to increase enrollment, it is our belief that we need to invest a certain amount of funds in marketing. We also need to identify, establish, and maintain new or existing programs that will fit the needs of our community and be attractive to the students that we serve, resulting in the opportunity for our students to be able to find good paying jobs after completing our programs.



We are very excited as we begin to make final plans to move toward the construction of a new Nursing and Allied Health Professions Center on campus. Healthcare is definitely an area in need of trained professionals and we are looking forward to expanding our offerings of programs to meet the needs of our community.

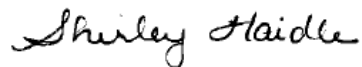
It is hoped that the state funding budgeted at the level we have, along with the decision to budget tuition and fees based on flat enrollment as compared to the 2022-23 actual enrollment numbers, will be conservative enough to preclude budget adjustments having to be made later in the year to compensate for lower actual revenues. As always, the College will continually monitor the enrollment numbers as well as all of the actual income and expense amounts as they become known. In addition, we will revisit the budget often to be sure that, should any additional adjustments need to be made, they will be made in a timely manner. It is critical that the college continue to invest resources to increase enrollment through added recruiting, retention, and marketing efforts.

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 2023-24 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 invest in implementing programs that are desirable to our student population,
- resources to improve and increase services to students,
- resources to provide a vibrant and safe student life on campus,
- resources to improve cybersecurity and other IT processes,
- resources to provide modest increases in salaries for all employee classifications
- resources to maintain or increase reserves for the future,
- 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 cognizant of 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 will ensure the college continues to promote student success.

Respectfully,

A handwritten signature in cursive script, reading "Shirley Haidle".

Shirley Haidle, CPA  
VP of Administrative Services/Budget Officer

## **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.

## **Shared Values Statement**

At TVCC, we strive to support diversity and to be an equitable, inclusive community that provides a safe environment and embraces the dignity and worth of every person. We acknowledge that a multicultural presence of faculty, staff, and students enriches dialogue, collaboration, education, and outreach. As an institution, it is vital that our faculty, staff, and students have the experience, perspective, and cultural competency to operate in an ever-changing environment. Our business practices and community relations maintain a focus on connecting with communities and cultures.

TVCC supports the institution-wide commitment to create and maintain a learning, teaching, and working environment free of discrimination and barriers. This requires the effort of every member of the community college.

## **Civility Statement**

Within Treasure Valley Community College, civility is defined as a demonstration of mutual respect -- for people, for their roles, for their knowledge and expertise. Civility requires cooperation, tolerance, acceptance, inclusiveness, kindness, courtesy and patience. It will be expressed not only in the words we choose, but in our tone, demeanor, and actions. All members of the TVCC community are responsible for and expected to exemplify and promote civility.

TVCC is committed to creating and maintaining a positive learning and working environment. While it is understood that disagreement will, and should, occur in a collegiate setting, open communication, intellectual integrity, mutual respect for differing viewpoints, freedom from unnecessary disruption, and a climate of civility are important values that we embrace.

## **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
- \* The reserve funds include vehicle, roof, lawnmower, copier, irrigation pump, and parking replacement, funds designated for HVAC, computing infrastructure, Caldwell Center, innovations, snow removal, deferred maintenance/building reserve, athletics playoff travel, disabled student assistance, instructional equipment, professional development, PERS/unemployment, HRA, aviation teachout funds, presidential search and vacation funds, student activities, faculty sabbatical, student capital, housing deposits forfeited, and nursing simulation.
- \* 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 tuition, fees, 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, several state and federal grants, 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, accessibility and accomodation services, counseling, student records, financial aid, student life, multicultural program, athletics, and international services.

### **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 Effectiveness.

### **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.

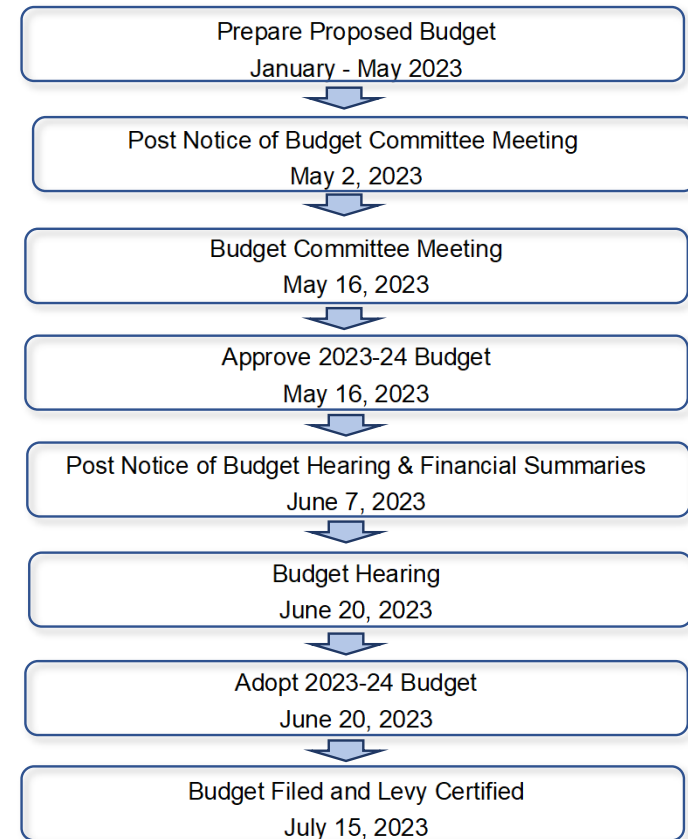
## Budget Process

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

## 2023-24 Budget Calendar



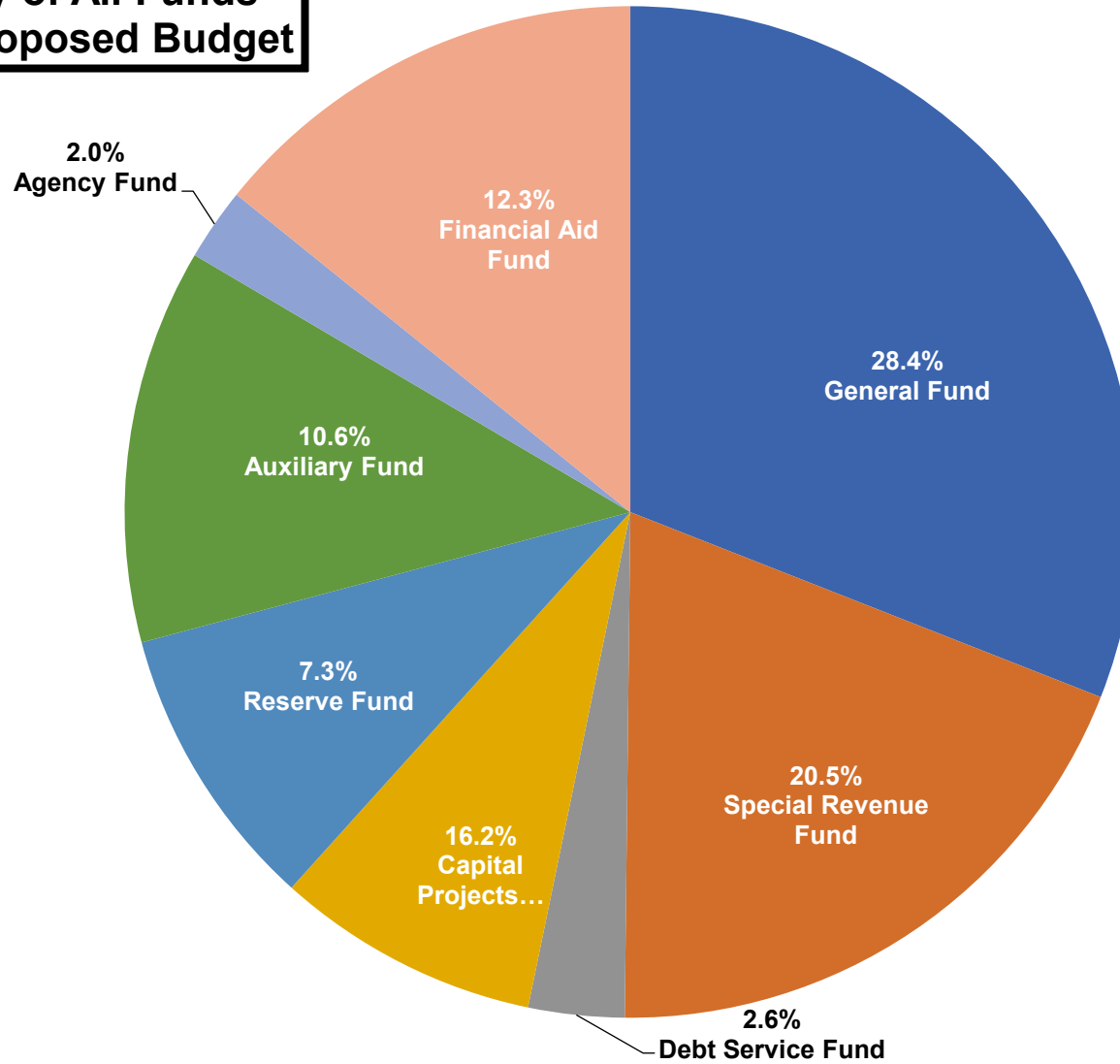
## Budget Assumptions/Highlights

General Fund Resources - Highlights		
1 .	This budget includes a \$3/credit increase in tuition and a \$1/credit increase in the universal fee for 2023-24. It also assumes the enrollment will neither increase or decrease but remain flat with the number of credits enrolled in during the 2022-23 fiscal year. The total increase in tuition and fees is calculated based on the actual amounts received to date during the 2022-23 fiscal year.	\$184k
2 .	Increase in property tax revenue based on 3% increase in property tax assessments and no change in the collectibility rate from the prior year.	\$168k
3 .	Increase in State resources (FTE) of 6.4% based on the Governor's Revenue Budget (GRB). The increase is from the actual amount received from the state during 2022-23 and not on the budgeted amount.	\$987k
4 .	Increase in projected indirect costs to be received from the Department of Corrections, aviation flights, and other large new grants such as CAMP, Renewable Energy, etc., anticipated during 2023-24.	\$170k
5 .	Increase in interest income as a result of higher interest rates and higher amounts of cash on hand.	\$115k
General Fund Budget Changes / Highlights		
6 .	2022-23 retroactive salary increase to place faculty on new salary schedule as negotiated	(\$243k) <i>(salary and benefits)</i>
7 .	2022-23 retroactive negotiated one-time stipends faculty on salary schedule/2% stipends for faculty above schedule	(\$ 13k) <i>(salary and benefits)</i>
8 .	2023-24 3% salary increase for faculty on salary schedule	(\$ 98k) <i>(salary and benefits)</i>
9 .	2023-24 decrease in one-time stipends for faculty on salary schedule	\$ 15k <i>(salary and benefits)</i>
10 .	2023-24 2% stipends for faculty above salary schedule	(\$ 7k) <i>(salary and benefits)</i>
11 .	Savings from 1 FT faculty retirement for 2/3 year replaced by new faculty lower on salary schedule	\$ 13k <i>(salary and benefits)</i>
12 .	Fund 1 FT Math faculty position in the 2023-24 budget, if necessary	(\$ 125k) <i>(salary and benefits)</i>
13 .	Investment in Information Technology salaries to retain staff and be more competitive in the region	(\$ 48k) <i>(salary and benefits)</i>
14 .	Addition of two FT IT Help Desk Positions	(\$ 128k) <i>(salary and benefits)</i>
15 .	Reinstatement of 5th FT nursing faculty position	(\$ 116k) <i>(salary and benefits)</i>
16 .	Added 1 FT instructional dean position for 1/2 fiscal year	(\$ 76k) <i>(salary and benefits)</i>
17 .	Added a portion of 2 grant-funded FT professional positions beginning to be absorbed into the general fund	(\$ 32k) <i>(salary and benefits)</i>
18 .	Added 2 PT classified positions in student services (testing proctor and communications specialist)	(\$ 33k) <i>(salary and benefits)</i>
19 .	2022-23 retroactive 1% increase FT and PT classified staff to be comparable to faculty increase	(\$ 14k) <i>(salary and benefits)</i>
20 .	2023-24 3% increase for FT and PT classified staff to be in compliance with mandated minimum wage	(\$ 45k) <i>(salary and benefits)</i>
21 .	2022-23 retroactive 2% increase FT and PT professional staff salaries to be comparable to faculty increase	(\$ 65k) <i>(salary and benefits)</i>
22 .	2023-24 3% increase for FT and PT professional staff salaries	(\$115k) <i>(salary and benefits)</i>
23 .	2022-23 retroactive 2% increase Administrative salaries to be comparable to faculty increase	(\$ 19k) <i>(salary and benefits)</i>
24 .	2023-24 3% increase for Administrative salaries	(\$ 29k) <i>(salary and benefits)</i>
25 .	Increase in PERS rates for the 2023-25 biennium	(\$116k)

## Budget Assumptions/Highlights (continued)

General Fund Budget Changes / Highlights (continued)		
26 .	Increased student tuition waivers by 3% to compensate for \$3 increase in tuition	(\$32k)
27 .	Substantial investment in marketing to be more competitive and increase current market share	(\$150k)
28 .	Increase in athletics budget to cover rising costs in travel and supplies for all sports	(\$100k)
29	HUDL service required by NWAC for streaming athletic events	(\$10k)
30 .	Increase in IT for investment in cybersecurity protection and increased ongoing costs	(\$53k)
31 .	Implementation of the state mandated paid family medical leave act (PFMLA)	(\$26k)
32 .	Increase in property insurance premiums	(\$50k)
33 .	Increase in utilities	(\$25k)
34 .	Reinstatement of required 25% match for Federal Work Study and Supplemental Educational Opportunity Grants	(\$68k)
35 .	Increase in audit fees	(\$70k)
General Fund Carryover		
36 .	Increased beginning fund balance temporarily due to one-time COVID-19 funding (received in 2020-21 and 2021-22) to be used to offset expenses in 2023-24. This increase brings the budgeted beginning fund balance to \$2.75M.	\$300k
Personnel - Faculty & Staff Information		
37 .	Faculty raises = \$105k (3% + Stipends)	Faculty Insurance & Other Benefits = \$0
38 .	Classified raises = \$45k (3%)	Classified Insurance & Other Benefits = \$0
39 .	Professional raises = \$115k (3%)	Professional Insurance & Other Benefits = \$0
40 .	Administrative raises = \$29k (3%)	Administrative Insurance & Other Benefits = \$0

**Summary of All Funds  
2023-24 Proposed Budget**



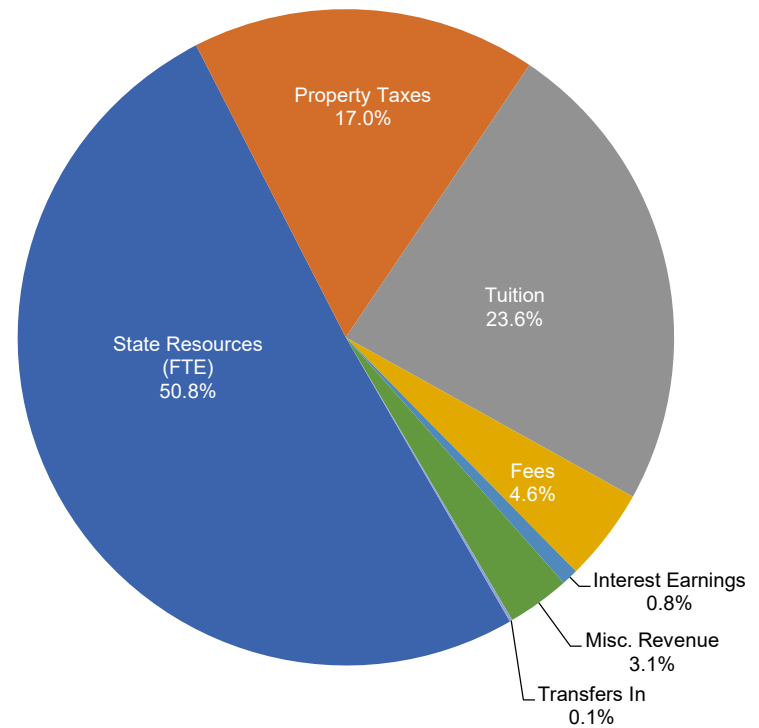
## Summary of All Funds 2023-24 Budget

No.	Fund Title	2022-23		2023-24 Adopted Budget	Percent of 2023-24
		Final	Budget		
11	General Fund	\$19,624,120		\$21,547,131	28.4%
12	Special Revenue Fund	12,170,110		15,551,700	20.5%
13	Debt Service Fund	1,943,912		1,995,213	2.6%
14	Capital Projects Fund	5,350,000		12,300,000	16.2%
15	Reserve Fund	5,812,000		5,527,000	7.3%
21	Auxiliary Fund	8,000,000		8,000,000	10.6%
31	Agency Fund	1,472,867		1,499,279	2.0%
32	Financial Aid Fund	9,000,000		9,320,000	12.3%
Total		<u>\$63,373,009</u>		<u>\$75,740,323</u>	<u>100.0%</u>

## General Fund

### General Fund Resources:

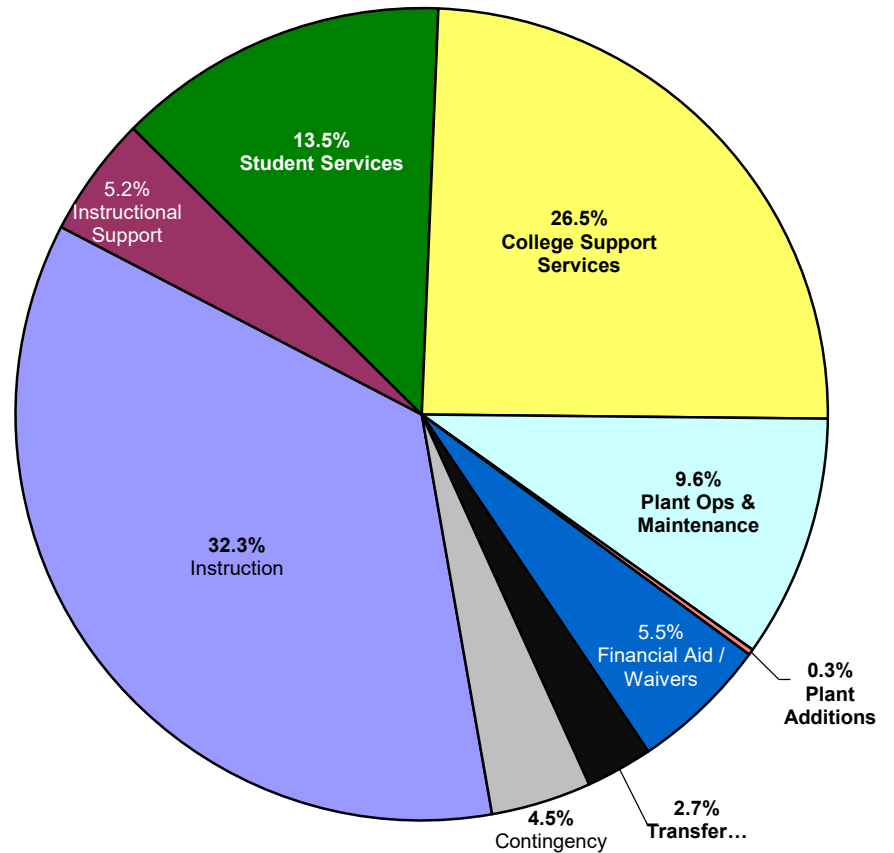
State Resources (RFTE)	\$	9,547,053
Property Taxes		3,192,523
Tuition		4,442,624
Fees		856,431
Interest Earnings		154,296
Misc. Revenue		579,203
Transfers In		25,000
Beginning Balance		2,750,000
<b>Total Resources</b>	<b>\$</b>	<b><u>21,547,131</u></b>



2023-24 Treasure Valley Community College

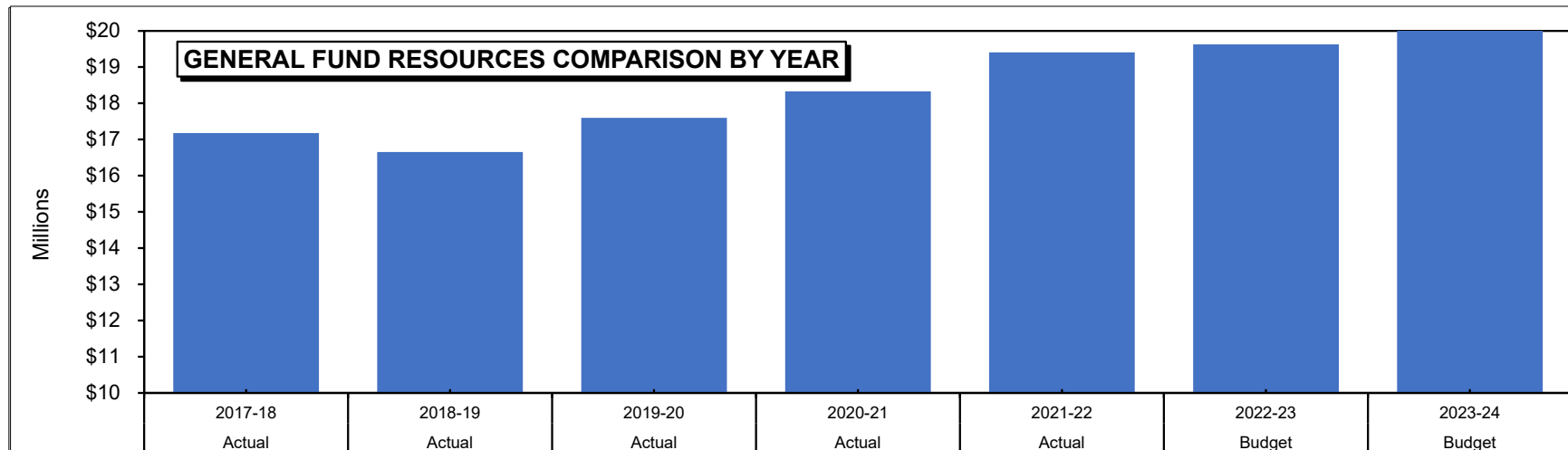
**General Fund Requirements:**

Instruction	\$ 6,861,594
Instructional Support	1,106,257
Student Services	2,871,925
College Support Services	5,638,744
Plant Ops & Maintenance	2,034,131
Plant Additions	60,000
Financial Aid / Waivers	1,158,411
Transfers Out	566,068
Contingency	950,000
Unappropriated Ending Fund Balance	300,000
<b>Total Requirements</b>	<b>\$ 21,547,131</b>



## 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.
- \* Because the total amount of state resources (FTE reimbursement) to be allocated to all community colleges will not be known until the end of the current legislative session in June or July, and the actual amount received by each college is calculated using a formula based on several different factors, it is impossible to determine this number with any confidence of accuracy. The Governor's Revenue Budget anticipates an increase of approximately 6.4% which is far less than the amount requested by the Higher Education Coordinating Commission on behalf of Community Colleges. It was decided to use that number for this budget, hoping that it is the most conservative. This increase was applied to the 2022-23 amount that was actually received and not on the amount that was budgeted to arrive at the \$987k increase.
- \* The College anticipates property tax revenues to increase by approximately \$168k. Annual assessments are allowed by statute to increase up to 3% per year, which is the percentage used to calculate the amount budgeted for 2023-24. The increase is larger than a straight 3% because it is calculated using the actual amount expected to be received in 2022-23 which was slightly more than the budgeted amount.
- \* While it appears that the College's enrollment has begun to level off and is even trending towards a slight increase for 2022-23, this budget maintains a conservative approach and includes neither an increase or a decrease in enrollment but does include a \$3 per credit increase in tuition and a \$1 per credit increase in the universal fee. The result of these two increases amounts to approximately \$184k in additional tuition and fees for 2023-24.
- \* With interest rates inching higher and larger available cash balances as a result of COVID-19 federal stimulus dollars received in recent years, we have budgeted an increase of \$115k in interest earnings. The budget for miscellaneous income has increased by \$170k as a result of anticipated increases in administrative fees from anticipated large grants as well as the aviation program.
- \* The Beginning Fund Balance is projected to be \$2,750,000 based on one-time infusion of COVID-19 stimulus dollars received in the last few years that are being carried forward to offset expenses while the College works diligently to increase enrollment back to pre-COVID levels and more.



## General Fund Resources

Resources	Historical Data			2023-24		
	Actual		Final Budget 2022-23	Proposed Budget	Approved Budget	Adopted Budget
	2020-21	2021-22				
<b>State Resources (FTE)</b>	7,818,535	8,457,415	8,559,663	9,547,053	9,547,053	9,547,053
<b>Property Taxes</b>	2,720,236	2,824,965	3,024,199	3,192,523	3,192,523	3,192,523
<b>Tuition</b>	4,276,940	4,255,573	4,370,275	4,442,624	4,442,624	4,442,624
<b>Fees</b>	789,030	738,156	744,723	856,431	856,431	856,431
<b>Lost Revenue from COVID-19</b>	925,801	526,982	-	-	-	-
<b>Interest Earnings</b>	36,095	52,246	40,223	154,296	154,296	154,296
<b>Miscellaneous Revenue</b>	371,820	387,516	410,036	579,203	579,203	579,203
<b>Transfers In</b>	6,993	12,500	25,000	25,000	25,000	25,000
<b>Beginning Balance</b>	1,385,948	2,151,441	2,450,000	2,750,000	2,750,000	2,750,000
<b>Total Resources</b>	<b>18,331,398</b>	<b>19,406,794</b>	<b>19,624,120</b>	<b>21,547,131</b>	<b>21,547,131</b>	<b>21,547,131</b>

## General Fund Requirements by Function

- \* Instruction budgets increased by of \$541,505 . There are two full-time additional faculty positions included in this budget. Additionally, faculty and staff salary increases and benefit increases were included in all areas of the budget, including instruction.
- \* Instructional Support budgets increased by \$196,999 which includes the addition of a full-time instructional dean for 1/2 year and the absorption of portions of two full time professional positions formally funded through grant funds. In addition, the academic computer support budget increased as a result of increased costs in technology used by faculty and students.
- \* The budgets in the Student Services function increased by \$270,714 as a result of hiring a full time registrar to replace a full-time registrar assistant, a part-time communications specialist in admissions and adding additional hours to part-time positions in the testing center. In addition, costs for charter buses, travel, and supplies in all departments but most significantly in the athletics and recruiting areas, have increased substantially as a result of inflation.
- \* Increases in the College Support Services function amounted to \$721,889. This includes a \$150,000 investment in marketing in an effort to compete with area colleges for the recruiting of new students and programs as well as mandated increases for administration of the Oregon Paid Family Medical Leave starting in the 2023-24 fiscal year. Employees in the IT department are becoming more and more difficult to retain as salaries being paid in our region for these services have increased substantially. The College's continued investment in implementing new cybersecurity measures and increases in IT costs for materials and services such as software and licensing have also contributed to the overall increase in College Support Services. Property and liability insurance premium and audit fees as well as many other materials and services saw significant increases.
- \* The Plant Operations and Plant Additions budgets increased a total of \$90,866 as a result of several items, including 3% salary increases across the board as well as an increase in general maintenance and operating costs due to rising prices from vendors as a result of inflation. The utilities budget also increased in an effort to keep up with rising costs due to inflation.
- \* The increase in the College Waivers budget is due to the corresponding \$3/credit tuition increase in the 2023-24 budget. Additionally, The College will be required to provide a 25% match for Federal College Workstudy and Supplemental Educational Opportunity Grants (SEOG) awarded to students. This requirement has been waived for the last several years but the qualification to continue the waiver was not met for the 2023-24 fiscal year.
- \* Transfers out were adjusted to the required amounts for debt service payments including bond fees and other costs. Other transfers out are similar to annual transfers to reserve funds for items designated by the board.

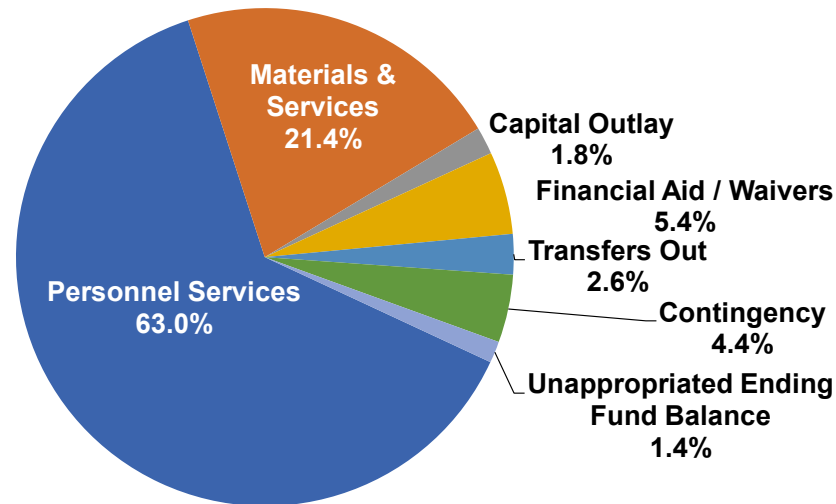
## General Fund Requirements by Function

Function	Historical Data			2023-24		
	Actual		Final Budget 2022-23	Proposed Budget	Approved Budget	Adopted Budget
	2020-21	2021-22				
Instruction	5,245,452	5,697,991	6,320,089	6,861,594	6,861,594	6,861,594
Instructional Support	655,881	844,654	909,258	1,106,257	1,106,257	1,106,257
Student Services	1,987,316	2,177,462	2,601,210	2,871,925	2,871,925	2,871,925
College Support Services	3,922,684	4,294,968	4,916,855	5,638,744	5,638,744	5,638,744
Plant Ops & Maintenance	1,810,391	1,804,060	1,943,265	2,034,131	2,034,131	2,034,131
Plant Additions	33,410	34,274	60,000	60,000	60,000	60,000
Financial Aid/Waivers	954,824	982,688	1,058,674	1,158,411	1,158,411	1,158,411
Transfers out	1,570,000	609,768	564,768	566,068	566,068	566,068
Contingency	-	-	950,000	950,000	950,000	950,000
Unappropriated Ending Fund Balance	2,151,441	2,960,927	300,000	300,000	300,000	300,000
<b>Total Requirements</b>	<b>18,331,398</b>	<b>19,406,794</b>	<b>19,624,120</b>	<b>21,547,131</b>	<b>21,547,131</b>	<b>21,547,131</b>

## General Fund Requirements by Object

- \* Personnel services budget increase of \$1,310,234 is a combination of increases for both the 2022-23 fiscal year and the 2023-24 fiscal year. The 2022-23 budget, as adopted included 2% increases for faculty, administration and professional staff and 3% increases for classified staff. All employees ended up receiving 4% increases for fiscal year 2022-23 with the faculty receiving more in order for them to be placed on the new salary schedule agreed to as part of their collective bargaining process. On top of that, the 2023-24 budget includes a 3% increase for all faculty and staff.
- \* Materials and Services, Financial Aid/Waivers, and Transfers Out budgets show a combined net increase of \$612,777 consisting of various increases and decreases across all budget areas as further described on page 23 as well as outlined in the budget message on pages 2 through 8.

**Expenditures by Object**



## General Fund Requirements by Object

Object	Historical Data			2023-24		
	Actual		Final Budget 2022-23	Proposed Budget	Approved Budget	Adopted Budget
	2020-21	2021-22				
Personnel Services	9,937,297	10,926,475	12,274,302	13,584,536	13,584,536	13,584,536
Materials & Services	3,368,504	3,713,655	4,208,162	4,605,684	4,605,684	4,605,684
Capital Outlay	349,334	229,040	268,214	382,432	382,432	382,432
Financial Aid / Waivers	954,824	958,518	1,058,674	1,158,411	1,158,411	1,158,411
Transfers Out	1,570,000	618,168	564,768	566,068	566,068	566,068
Contingency	-	-	950,000	950,000	950,000	950,000
Unappropriated Ending Fund Balance	2,151,441	2,960,938	300,000	300,000	300,000	300,000
<b>Total Requirements</b>	<b>18,331,398</b>	<b>19,406,794</b>	<b>19,624,120</b>	<b>21,547,131</b>	<b>21,547,131</b>	<b>21,547,131</b>

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## General Fund Appropriation Categories

### INSTRUCTION: (28)

Classroom General  
Agriculture/Animal Sci/Crop Sci  
Art  
Business Education  
CIS/Cybersecurity  
English & Speech  
Livestock Center  
Rodeo  
Welding/Fabrication  
Criminal Justice  
Math  
Music  
Natural Resources/Wildland Fire  
Nursing/Allied Health  
Physical Education  
Science  
Social Science  
Summer Programs  
Dual Credit  
Addiction Studies  
ABS/Developmental Education  
ESL  
EMT Training  
BizCenter Match  
Workforce Training Center  
IMAC/AG Mechanics Technology  
Aviation  
Medical Assistant

### INSTRUCTIONAL SUPPORT: (4)

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

### STUDENT SERVICES: (25)

Mgmt. of Student Services  
Accessibility and Accomodation Services  
Registration & Admissions  
Student Records  
Financial Aid Administration  
Student Activities/Programs  
Athletics  
Sports Complex  
Enrollment Services  
Multicultural Services  
Individual Sports Programs (13)  
Testing Center  
International Services

### 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 Effectiveness

### 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**

Instruction budgets increased by \$541,505 or 8.6% in total. Individual departments within instruction had increases mainly as a result of a new Collective Bargaining Agreement between the College and the TVEA Faculty union. A revised salary schedule for faculty was agreed upon and getting each faculty placed on that schedule resulted in substantial changes in salaries and benefits as compared to the budgeted amounts for 2022-23. These increases are further described on page 15.

**1111** Fund full-time math instructor in the 2023-24 budget, if needed.

**1114** A fifth nursing instructor position was added to this year's budget in anticipation of increased enrollment in the nursing programs.

**1107** Livestock center budget was separated out from the rodeo budget to simplify tracking and reporting.

**1108** Livestock center budget was separated out from the rodeo budget to simplify tracking and reporting.

2023-24 Treasure Valley Community College

**Instruction by Department**

Department	Historical Data			2023-24		
	Actual		Final Budget 2022-23	Proposed Budget	Approved Budget	Adopted Budget
	2020-21	2021-22				
1101 Classroom General	529,716	670,334	807,806	827,355	827,355	827,355
1102 Agriculture	237,831	322,128	380,175	400,916	400,916	400,916
1103 Art	154,881	158,472	137,681	147,564	147,564	147,564
1104 Business Education	325,623	332,929	341,381	359,021	359,021	359,021
1105 Computer Information Systems	46,061	49,187	165,396	169,812	169,812	169,812
1106 English & Speech	492,028	445,340	401,220	404,913	404,913	404,913
1107 Livestock Center	-	-	-	91,175	91,175	91,175
1108 Rodeo	201,626	213,079	211,246	125,183	125,183	125,183
1109 Welding/Fabrication	111,900	137,588	145,251	156,152	156,152	156,152
1110 Criminal Justice	30,623	30,935	31,274	31,656	31,656	31,656
1111 Math	419,278	467,474	476,902	619,602	619,602	619,602
1112 Music	79,042	121,466	141,629	145,962	145,962	145,962
1113 Natural Resources	129,654	139,190	223,977	237,321	237,321	237,321
1114 Nursing	693,876	698,942	810,176	908,828	908,828	908,828
1115 Physical Education	115,623	110,980	129,985	135,739	135,739	135,739
1116 Science	618,241	601,064	621,099	649,116	649,116	649,116
1117 Social Science	390,329	390,039	412,730	435,142	435,142	435,142
1119 Summer Programs	246,539	251,153	267,580	271,225	271,225	271,225
1125 Dual Credit	32,441	68,649	93,007	94,219	94,219	94,219
1127 Addiction Studies	-	251	400	400	400	400
1130 ABS/Developmental Ed	(808)	11,788	18,848	19,651	19,651	19,651
1135 ESL	-	32,310	16,698	17,760	17,760	17,760
1138 EMT Training	12,166	19,749	22,874	23,087	23,087	23,087
1155 BizCenter Match	57,347	58,233	59,444	62,218	62,218	62,218
1156 Workforce Training	121,134	132,298	135,297	139,287	139,287	139,287
1162 IMAC/Ag Mechanics Technology	79,514	94,740	104,961	115,823	115,823	115,823
1165 Aviation	37,047	54,661	67,867	68,751	68,751	68,751
1166 Medical Assistant	83,740	85,012	95,184	203,716	203,716	203,716
<b>Total Instruction</b>	<b>5,245,452</b>	<b>5,697,991</b>	<b>6,320,089</b>	<b>6,861,594</b>	<b>6,861,594</b>	<b>6,861,594</b>

## **Instructional Support by Department**

The Instructional Support budgets increased by \$196,999 or 21.67%.

- 1201** The increase in the VP of Academic Affairs budget includes the addition of a full-time dean of instructional services position to begin mid-year. This, combined with the increases in salaries and benefits for current employees make up the total increase..
- 1202** The increase in the Dean of CTE budget consists of a portion of two full-time professional positions that were budgeted in grant funds in the 2022-23 budget but need to begin being absorbed back into the general fund beginning with the 2023-24 fiscal year. Also, an additional \$2.5k was budgeted as a result of rental fees of the fairgrounds being increased.
- 1207** Academic Computer Support budget increased as a result of increased costs in licensing of software used by faculty and students.

## Instructional Support by Department

Department	Historical Data			2023-24		
	Actual		Final Budget 2022-23	Proposed Budget	Approved Budget	Adopted Budget
	2020-21	2021-22				
1201 VP of Academic Affairs	213,645	257,491	337,823	445,149	445,149	445,149
1202 Dean of CTE	190,045	273,514	236,993	312,527	312,527	312,527
1207 Academic Computer Support	24,904	87,458	90,700	96,500	96,500	96,500
1210 Library	227,287	226,191	243,742	252,082	252,082	252,082
<b>Total Instructional Support</b>	<b>655,881</b>	<b>844,654</b>	<b>909,258</b>	<b>1,106,257</b>	<b>1,106,257</b>	<b>1,106,257</b>

## Student Services by Department

The Student Services budgets increased by a total of \$270,714 or 10.4%.

**1303** Reinstated part-time communications specialist

**1304** Hired an official registrar to replace a retiree that was a registrar assistant under the direct supervision of the VP for Student Services.

**1307** Increased general athletics budget for charter bus increases as well as other increased travel costs which have gone up substantially due to inflation. NWAC mandates that our sporting events be streamed so an amount was added for the streaming equipment and service.

**1345** Additional hours budgeted for testing center part-time employees in order to offer hours required for testing services.

## Student Services by Department

Department	Historical Data			2023-24		
	Actual		Final Budget 2022-23	Proposed Budget	Approved Budget	Adopted Budget
	2020-21	2021-22				
1301 Management of Student Services	180,964	180,484	167,208	179,902	179,902	179,902
1302 Access & Accomodation Services	95,341	79,362	130,622	148,069	148,069	148,069
1303 Registration & Admissions	477,660	405,698	522,776	553,513	553,513	553,513
1304 Student Records	92,910	82,160	108,690	148,940	148,940	148,940
1305 Financial Aid Administration	286,817	287,230	411,587	392,690	392,690	392,690
1306 Student Activities/Programs	68,784	70,698	72,731	76,415	76,415	76,415
1307 Athletics	348,182	440,864	530,742	660,095	660,095	660,095
1314 Sports Complex	6,463	3,806	11,000	11,000	11,000	11,000
1315 Enrollment Services	83,523	113,157	121,818	126,477	126,477	126,477
1319 Multicultural Services	15,367	96,921	96,136	100,062	100,062	100,062
1320 Baseball - Men	67,206	63,870	53,585	58,089	58,089	58,089
1321 Basketball - Men	12,121	36,175	38,577	41,454	41,454	41,454
1322 Basketball - Women	25,844	32,023	38,446	41,314	41,314	41,314
1323 Cross Country - Men	10,411	24,854	15,499	16,207	16,207	16,207
1324 Cross Country - Women	10,079	2,218	15,499	16,207	16,207	16,207
1327 Soccer - Men	23,668	35,296	29,270	33,648	33,648	33,648
1328 Soccer - Women	23,735	34,647	32,613	37,203	37,203	37,203
1329 Softball - Women	36,290	49,394	34,540	36,061	36,061	36,061
1330 Tennis - Men	13,858	10,812	15,896	16,636	16,636	16,636
1331 Tennis - Women	12,877	9,227	15,896	16,636	16,636	16,636
1332 Track - Men	15,847	19,224	18,681	19,420	19,420	19,420
1333 Track - Women	15,119	21,333	18,204	18,912	18,912	18,912
1334 Volleyball - Women	19,965	38,211	35,112	36,594	36,594	36,594
1345 Testing Center	42,403	38,292	62,333	79,132	79,132	79,132
1347 International Services	1,882	1,506	3,750	7,250	7,250	7,250
<b>Total Student Services</b>	<b>1,987,316</b>	<b>2,177,462</b>	<b>2,601,210</b>	<b>2,871,925</b>	<b>2,871,925</b>	<b>2,871,925</b>

## College Support Services by Department

Total College Support Services budgets increased by \$721,889 or 14.7%.

- 1501** Intentional investment in marketing strategies to attempt to compete with area colleges in attracting students to TVCC.
- 1505** Increase Human Resources support employee from half-time to full-time. Mandated increase for administration of the Oregon Paid Family Medical Leave starting in the 2023-24 fiscal year.
- 1507** While other budgets in the College Support Services function had slight increases and decreases, the Information Support Services (IT) budget increased by \$162,276. Employees in the IT department are becoming more and more difficult to retain as salaries being paid in our region for these services have increased substantially. The College's continued investment in implementing new cybersecurity measures and increases in IT costs for materials and services such as software and licensing have also contributed to the overall increase in this department.
- 1508** Large increases in property and liability insurance premiums, audit fees, elections cost, and shipping fees as well as smaller increases across the board.
- 1514** Costs for accreditation are included in this budget and they continue to increase as well as travel costs to attend meetings related to accreditation and other Institutional Effectiveness issues.

**College Support Services by Department**

Department	Historical Data			2023-24		
	Actual		Final Budget 2022-23	Proposed Budget	Approved Budget	Adopted Budget
	2020-21	2021-22				
1501 Public Information	163,733	244,526	268,689	428,797	428,797	428,797
1502 Printing	73,552	103,816	105,150	105,150	105,150	105,150
1503 Board of Education	51,950	59,181	63,018	64,368	64,368	64,368
1504 President's Office	336,600	390,950	415,948	437,392	437,392	437,392
1505 Human Resources	271,061	310,462	334,892	417,078	417,078	417,078
1506 Business Office	485,826	551,928	640,339	651,426	651,426	651,426
1507 Information Technology	1,767,732	1,784,024	1,987,371	2,149,647	2,149,647	2,149,647
1508 Other General Costs	312,679	259,646	474,558	719,881	719,881	719,881
1510 Development Office	133,294	133,727	106,541	107,023	107,023	107,023
1511 Campus Security	159,185	192,632	249,015	260,877	260,877	260,877
1512 Switchboard	23,857	25,925	27,552	29,019	29,019	29,019
1514 Institutional Effectiveness	143,216	238,151	243,783	268,087	268,087	268,087
<b>Total College Support Services</b>	<b>3,922,684</b>	<b>4,294,968</b>	<b>4,916,855</b>	<b>5,638,744</b>	<b>5,638,744</b>	<b>5,638,744</b>

## Plant Operations & Maintenance by Department

The Plant Operations & Maintenance budgets increased by a total of \$90,866 or 4.68%.

**1601** The Utilities budget increased by 4.4% over the prior year in an effort to try to keep up with rising costs due to inflation.

**1602** Plant Operations is showing an increase partially due to 3% salary increases across the board as well as an increase in general maintenance and operating costs expected due to rising prices from vendors as a result of inflation.

Department	Historical Data			2023-24		
	Actual		Final Budget 2022-23	Proposed Budget	Approved Budget	Adopted Budget
	2020-21	2021-22				
1601 Utilities	479,070	524,721	575,234	600,234	600,234	600,234
1602 Plant Operations	1,331,321	1,279,339	1,368,031	1,433,897	1,433,897	1,433,897
<b>Total Plant Operations and Maintenance</b>	<b>1,810,391</b>	<b>1,804,060</b>	<b>1,943,265</b>	<b>2,034,131</b>	<b>2,034,131</b>	<b>2,034,131</b>

## Plant Additions by Department

**1650** The Plant Additions budget is used to perform small construction and renovations across campus each year. The Plant Additions budget remains the same as the prior year.

Department	Historical Data			2023-24		
	Actual		Final Budget 2022-23	Proposed Budget	Approved Budget	Adopted Budget
	2020-21	2021-22				
1650 Plant Additions	33,410	34,274	60,000	60,000	60,000	60,000
<b>Total Plant Additions</b>	<b>33,410</b>	<b>34,274</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>	<b>60,000</b>

## Financial Aid by Department

**1801** The College will be required to provide a 25% match for Federal College Workstudy and Supplemental Educational Opportunity Grants (SEOG) awarded to students. This requirement has been waived for the last several years but the qualification to continue the waiver was not met for the 2023-24 fiscal year.

**1802** The increase in the College Waivers budget is due to the corresponding \$3/credit tuition increase in the 2023-243 fiscal year.

Department	Historical Data			2023-24		
	Actual		Final Budget 2022-23	Proposed Budget	Approved Budget	Adopted Budget
	2020-21	2021-22				
1801 Financial Aid Match	6,556	8,577	20,000	88,577	88,577	88,577
1802 College Waivers	948,268	974,111	1,038,674	1,069,834	1,069,834	1,069,834
<b>Total Financial Aid</b>	<b>954,824</b>	<b>982,688</b>	<b>1,058,674</b>	<b>1,158,411</b>	<b>1,158,411</b>	<b>1,158,411</b>

## Other Appropriation Categories by Department

Transfer to Sabbatical Reserve	\$10,000
Transfer to Non-Faculty Professional Development Reserve	5,000
Transfer to IT Reserve - Computing Infrastructure	100,000
Transfer to Innovation Reserve	25,000
Transfer to Buildings Reserve	130,000
Transfer to Lawnmower Replacement Reserve	10,000
Transfer to Athletic Playoff Travel Reserve	10,000
Transfer to Debt Service Fund	276,068
Total Transfers Out	<u>\$566,068</u>

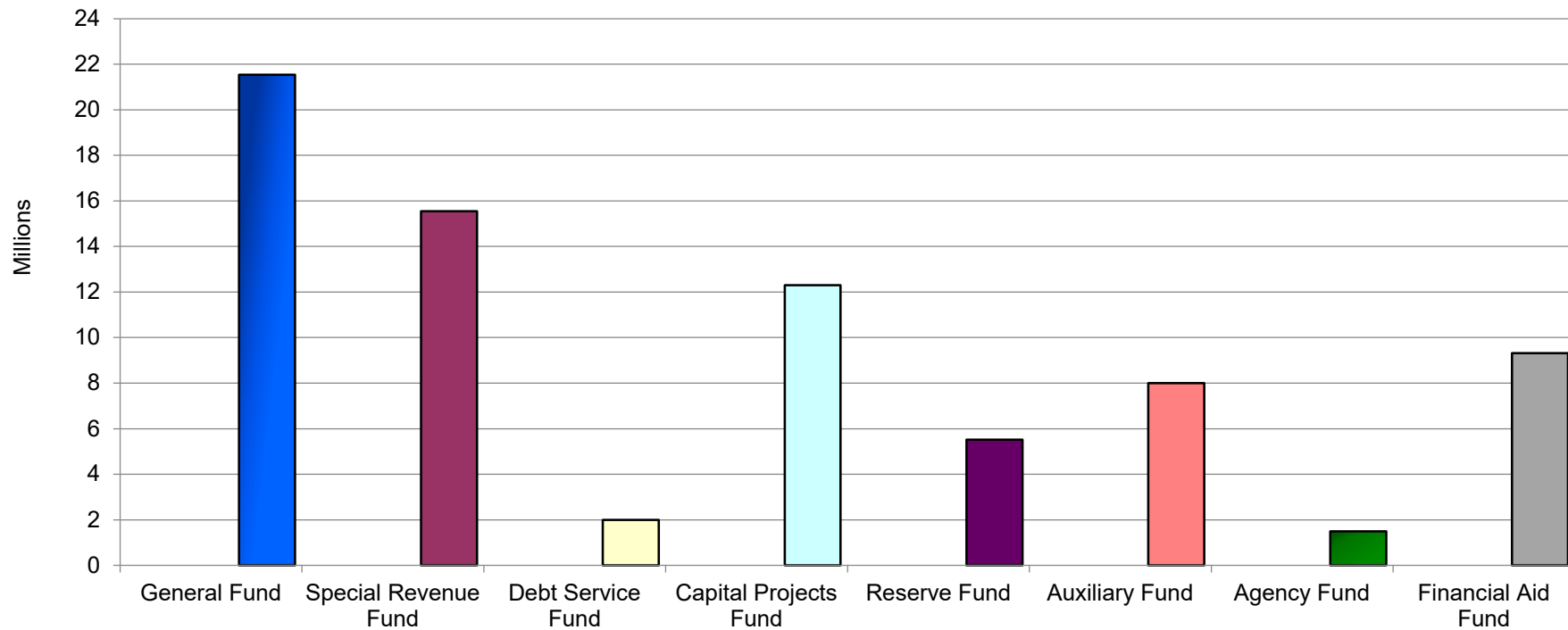
Department	Historical Data			2023-24		
	Actual		Final Budget 2022-23	Proposed Budget	Approved Budget	Adopted Budget
	2020-21	2021-22				
1917 Transfers Out	1,570,000	609,768	564,768	566,068	566,068	566,068
1901 Contingency	-	-	950,000	950,000	950,000	950,000
1990 Ending Fund Balance	2,151,441	2,960,927	300,000	300,000	300,000	300,000
<b>Total Other</b>	<b>3,721,441</b>	<b>3,570,695</b>	<b>1,814,768</b>	<b>1,816,068</b>	<b>1,816,068</b>	<b>1,816,068</b>

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2023-24 Treasure Valley Community College

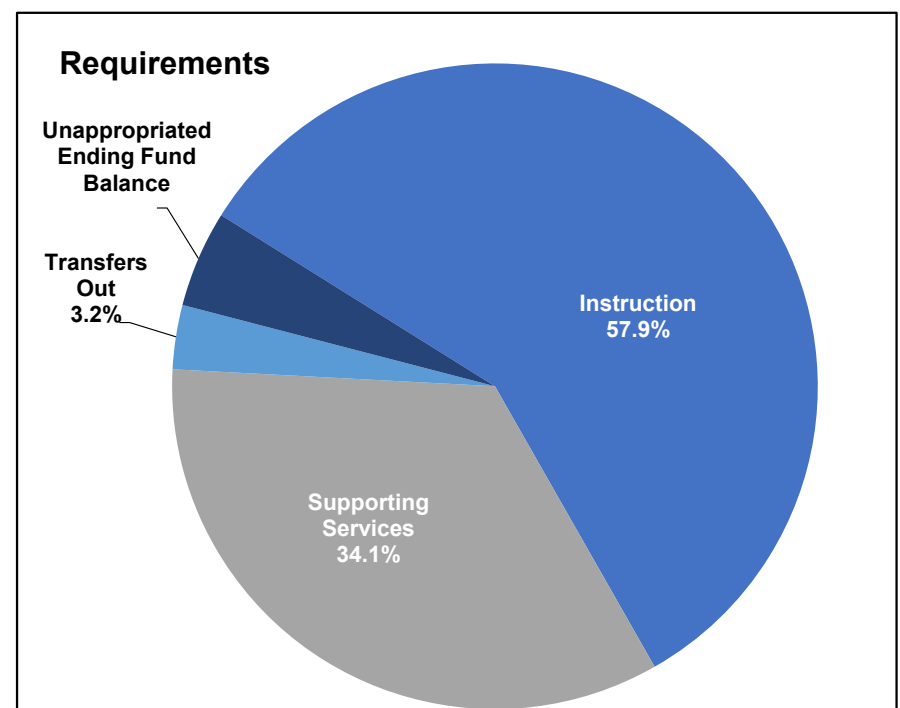
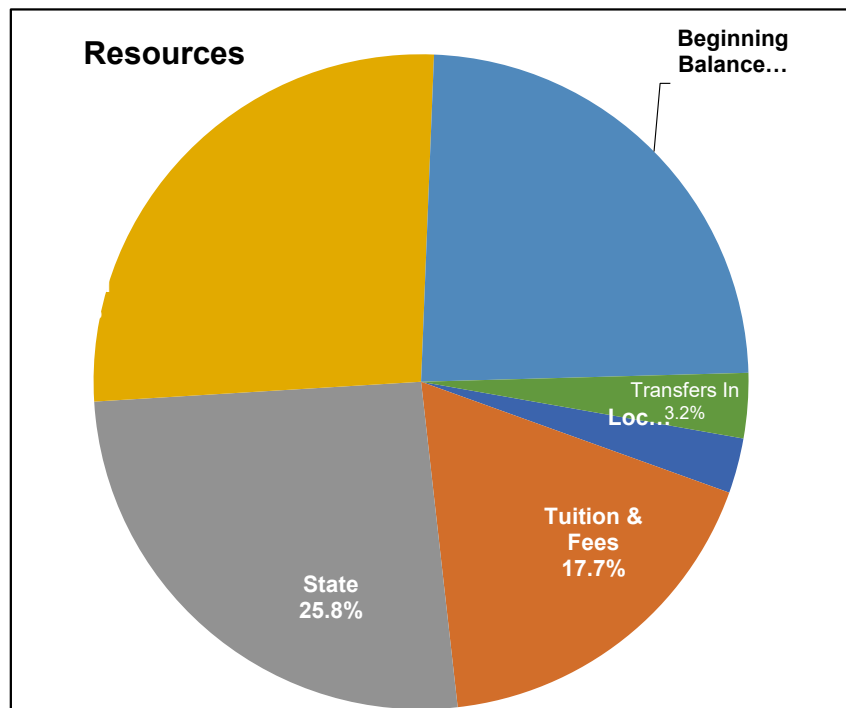
**Other Funds**

General Fund	\$21,547,131	28.4%
Special Revenue Fund	15,551,700	20.5%
Debt Service Fund	1,995,213	2.6%
Capital Projects Fund	12,300,000	16.2%
Reserve Fund	5,527,000	7.3%
Auxiliary Fund	8,000,000	10.6%
Agency Fund	1,499,279	2.0%
Financial Aid Fund	9,320,000	12.3%
<b>Total</b>	<b>\$75,740,323</b>	<b>100.0%</b>



## Special Revenue Fund

- \* Resources budgeted in this fund are the estimated income from grants and contracts with local, state and federal agencies. This includes large federal and state grants such as Perkins, HEP, CAMP, Department of Corrections, and Renewable Energy, as well as numerous other smaller federal, state, and local 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

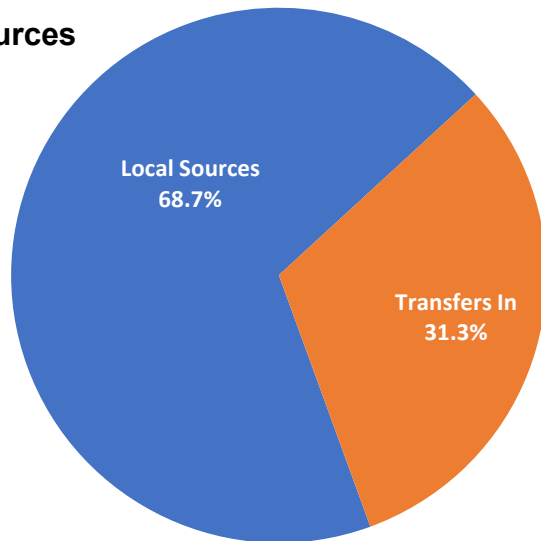
	Historical Data			2023-24		
	Actual		Final Budget 2022-23	Proposed Budget	Approved Budget	Adopted Budget
	2020-21	2021-22				
<b>Resources</b>						
Local	529,494	421,755	700,000	423,000	423,000	423,000
Tuition & Fees	1,143,221	449,615	2,725,110	2,755,110	2,755,110	2,755,110
State	3,315,514	2,763,011	3,925,000	4,015,670	4,015,670	4,015,670
Federal	4,590,164	3,305,434	3,570,000	4,136,125	4,136,125	4,136,125
Transfers In	0	-	500,000	500,000	500,000	500,000
Beginning Balance	677,438	1,633,855	750,000	3,721,795	3,721,795	3,721,795
<b>Total</b>	<b>10,255,831</b>	<b>8,573,670</b>	<b>12,170,110</b>	<b>15,551,700</b>	<b>15,551,700</b>	<b>15,551,700</b>
<b>Requirements</b>						
Instruction	4,836,944	4,559,713	8,289,982	9,000,000	9,000,000	9,000,000
Supporting Services	3,785,032	1,587,154	3,380,128	5,300,000	5,300,000	5,300,000
Transfers Out	-	-	500,000	500,000	500,000	500,000
Unappropriated Ending Fund Balance	1,633,855	2,426,803	0	751,700	751,700	751,700
<b>Total</b>	<b>10,255,831</b>	<b>8,573,670</b>	<b>12,170,110</b>	<b>15,551,700</b>	<b>15,551,700</b>	<b>15,551,700</b>

## Debt Service Fund

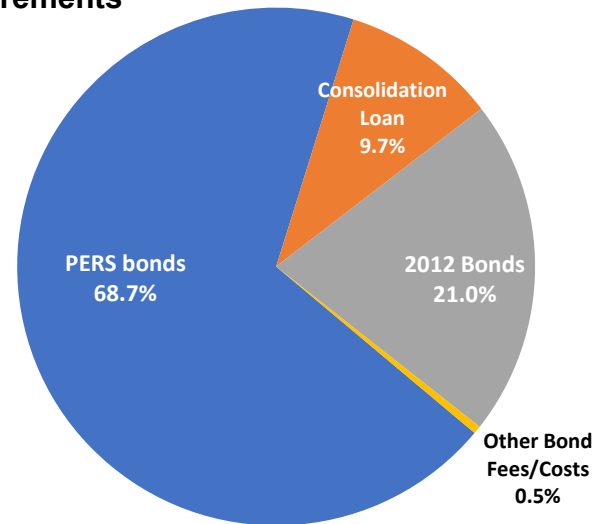
- \* Resources budgeted in this fund are transfers from other funds and other local sources.
- \* Requirements in this fund are budgeted interest, principal, and other fees and costs for approved debt service payments.

Debt service payments:		2023-24
PERS Bonds		1,371,145
Consolidation Loan		194,118
2012 Housing Bonds		419,950
Other Bond Fees/Costs		10,000
Total		<u><u>\$1,995,213</u></u>

Resources



Requirements

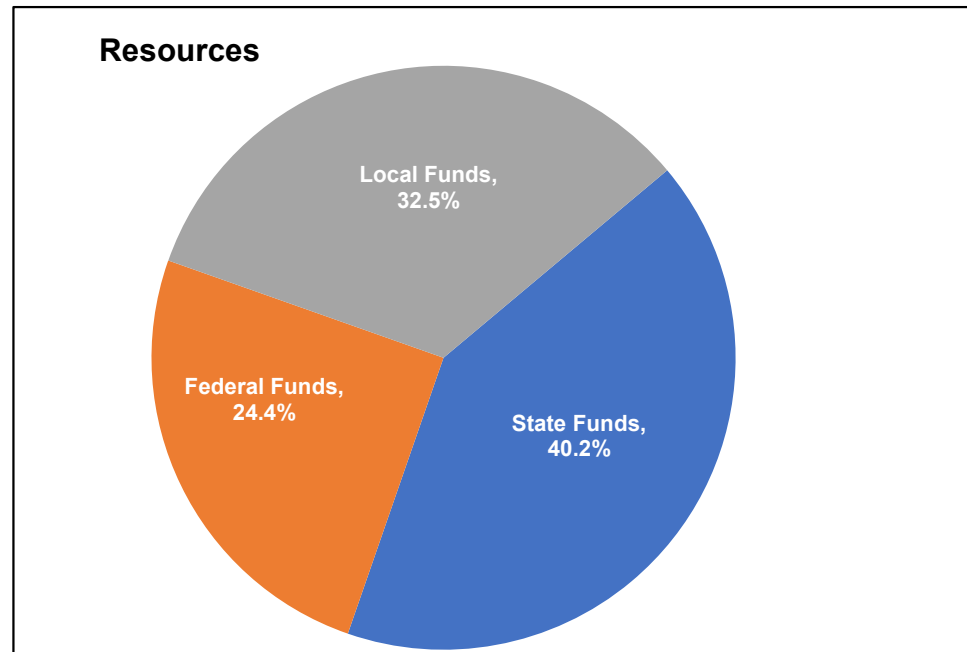


## Debt Service Fund

	Historical Data			2023-24		
	Actual		Final Budget 2022-23	Proposed Budget	Approved Budget	Adopted Budget
	2020-21	2021-22				
<b>Resources</b>						
Local Sources	1,189,012	1,251,145	1,311,144	1,371,145	1,371,145	1,371,145
Transfers In	623,000	622,768	632,768	624,068	624,068	624,068
Beginning Balance	-	-	-	-	-	-
<b>Total</b>	<b>1,812,012</b>	<b>1,873,913</b>	<b>1,943,912</b>	<b>1,995,213</b>	<b>1,995,213</b>	<b>1,995,213</b>
<b>Requirements</b>						
Debt Service	1,812,012	1,873,913	1,943,912	1,995,213	1,995,213	1,995,213
Transfers Out	-	-	-	-	-	-
Unappropriated Ending Fund Balance	-	-	-	-	-	-
<b>Total</b>	<b>1,812,012</b>	<b>1,873,913</b>	<b>1,943,912</b>	<b>1,995,213</b>	<b>1,995,213</b>	<b>1,995,213</b>

## 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 2023-24 Capital Projects Fund budget includes appropriations for the Nursing and Allied Health Professions Center. Architectural and Engineering costs have begun and actual construction is expected to begin early in 2024.

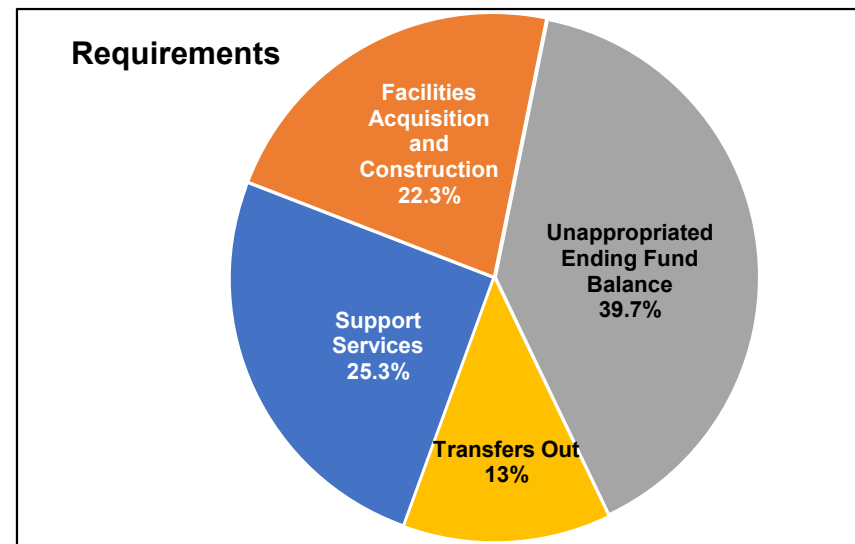
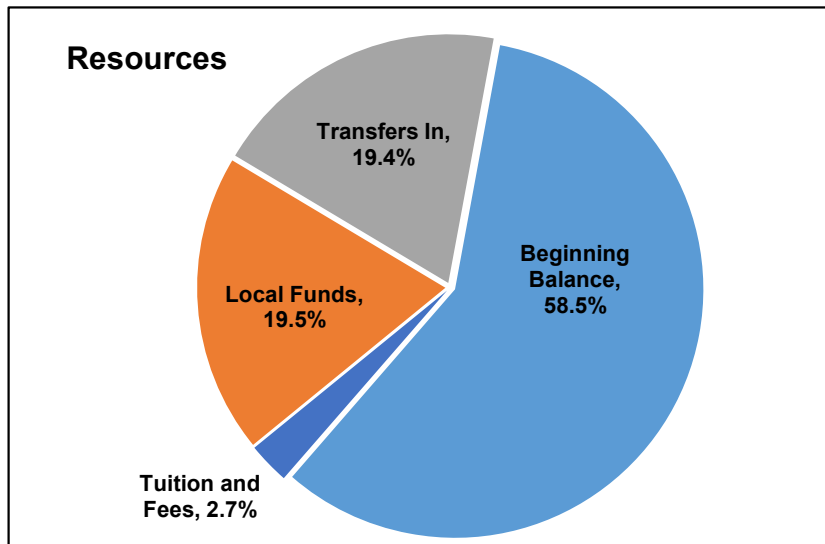


## Capital Projects Fund

	Historical Data			2023-24		
	Actual		Final Budget 2022-23	Proposed Budget	Approved Budget	Adopted Budget
	2020-21	2021-22				
<b>Resources</b>						
State Funds	435,700	-	2,000,000	4,950,000	4,950,000	4,950,000
Federal Funds	1,104,066	-	2,000,000	3,000,000	3,000,000	3,000,000
Local Funds	678,742	(81,100)	1,000,000	4,000,000	4,000,000	4,000,000
Transfers In/Other Sources	310,000	-	200,000	200,000	200,000	200,000
Beginning Balance	60,707	463,321	150,000	150,000	150,000	150,000
<b>Total</b>	<b>2,589,215</b>	<b>382,221</b>	<b>5,350,000</b>	<b>12,300,000</b>	<b>12,300,000</b>	<b>12,300,000</b>
<b>Requirements</b>						
Facilities Acquisition and Construction	2,125,894	227,233	5,150,000	12,100,000	12,100,000	12,100,000
Debt Service	-	-	-	-	-	-
Transfers Out	-	-	200,000	200,000	200,000	200,000
Unappropriated Ending Fund Balance	463,321	154,988	-	-	-	-
<b>Total</b>	<b>2,589,215</b>	<b>382,221</b>	<b>5,350,000</b>	<b>12,300,000</b>	<b>12,300,000</b>	<b>12,300,000</b>

## Reserve Fund

- \* Periodically, reserve funds are established by the board of trustees to accumulate funds from a specific source in order to be prepared for known or unknown expenses and/or legislative mandates that may come up in the future.
- \* 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. The student capital projects fee of \$1 per credit which began in the 2019-20 fiscal year is included in this fund as well as nursing fees which are accumulating for the eventual purchase of new equipment for the nursing program.
- \* Requirements will be used for the specific purposes for which the accounts were established.

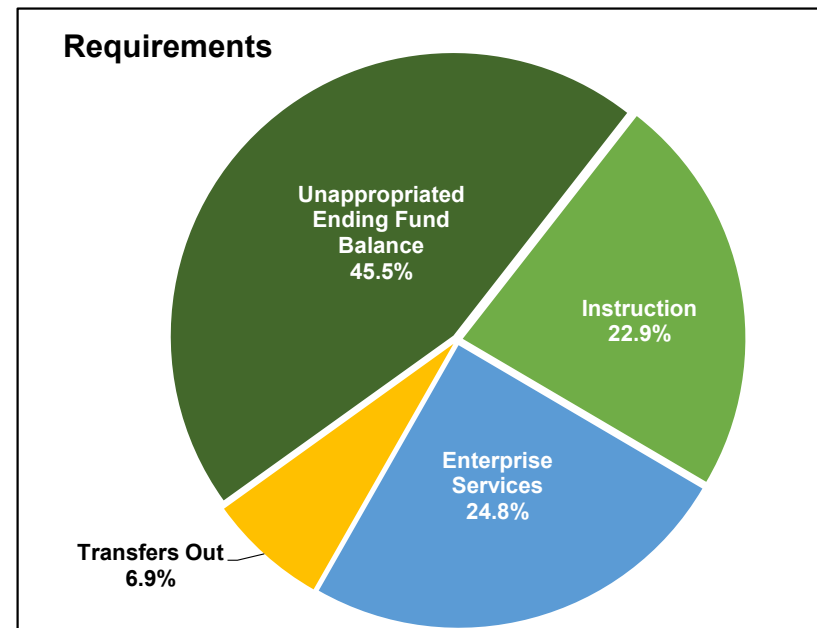
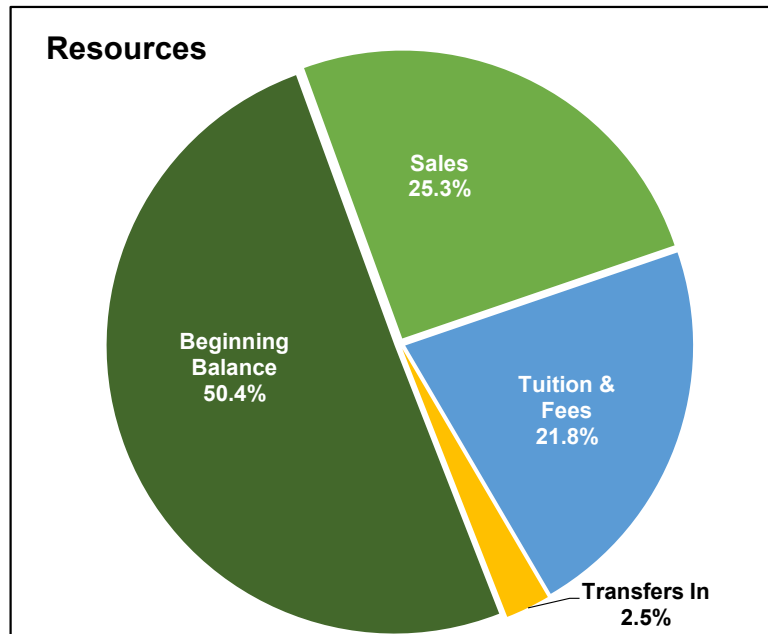


## Reserve Fund

	Historical Data			2023-24		
	Actual		Final Budget 2022-23	Proposed Budget	Approved Budget	Adopted Budget
	2020-21	2021-22				
<b>Resources</b>						
Tuition and Fees	217,798	105,299	175,000	150,000	150,000	150,000
Local Funds	1,101,418	1,100,600	1,200,000	1,075,500	1,075,500	1,075,500
State Sources	0	-	-	-	-	-
Transfers In	1,025,000	335,000	1,050,000	1,070,000	1,070,000	1,070,000
Beginning Balance	1,939,967	3,529,493	3,387,000	3,231,500	3,231,500	3,231,500
<b>Total</b>	<b>4,284,183</b>	<b>5,070,392</b>	<b>5,812,000</b>	<b>5,527,000</b>	<b>5,527,000</b>	<b>5,527,000</b>
<b>Requirements</b>						
Support Services	754,690	545,043	1,071,500	1,399,000	1,399,000	1,399,000
Facilities Acquisition and Construction	-	5,040.00	928,500	1,234,000	1,234,000	1,234,000
Transfers Out	-	-	700,000.00	700,000	700,000	700,000
Unappropriated Ending Fund Balance	3,529,493	4,520,309	3,112,000	2,194,000	2,194,000	2,194,000
<b>Total</b>	<b>4,284,183</b>	<b>5,070,392</b>	<b>5,812,000</b>	<b>5,527,000</b>	<b>5,527,000</b>	<b>5,527,000</b>

## Auxiliary Fund

- \* The Auxiliary Fund includes food services, housing services, bookstore services, printing services, transportation services, and the Caldwell Center accounts.
- \* Both revenues and expenditures are expected to be similar to the amounts budgeted in the previous year for all accounts.

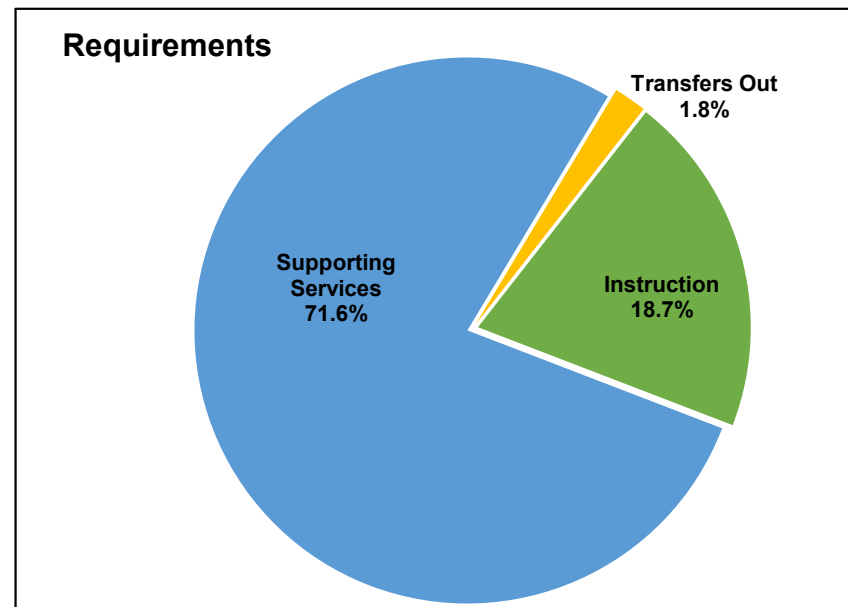
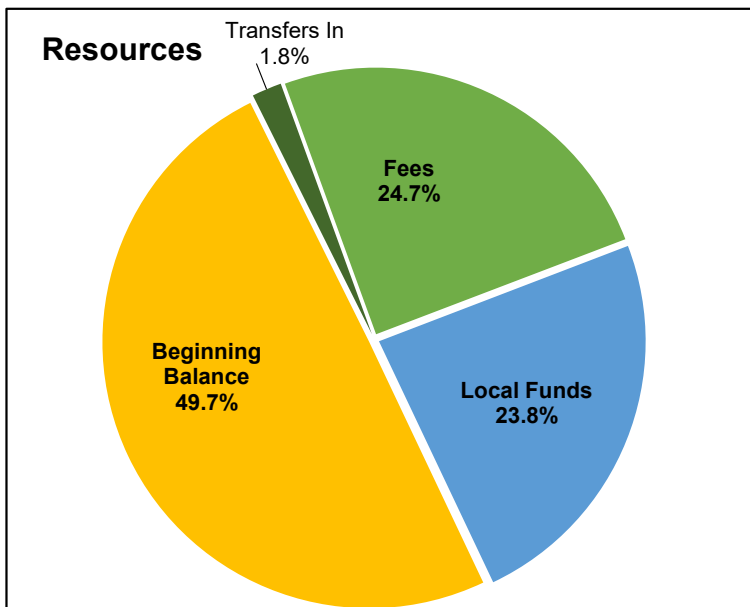


## Auxiliary Fund

	Historical Data			2023-24		
	Actual		Final Budget 2022-23	Proposed Budget	Approved Budget	Adopted Budget
	2020-21	2021-22				
<b>Resources</b>						
Sales	1,774,902	1,885,445	2,227,500	2,025,000	2,025,000	2,025,000
Tuition & Fees	1,716,260	1,458,729	1,597,795	1,745,000	1,745,000	1,745,000
Transfers In	-	-	200,000	200,000	200,000	200,000
Beginning Balance	3,293,074	3,810,868	3,974,705	4,030,000	4,030,000	4,030,000
<b>Total</b>	<b>6,784,236</b>	<b>7,155,042</b>	<b>8,000,000</b>	<b>8,000,000</b>	<b>8,000,000</b>	<b>8,000,000</b>
<b>Requirements</b>						
Instruction	935,691	935,438	1,597,795	1,832,500	1,832,500	1,832,500
Enterprise Services	1,689,677	1,581,112	1,984,894	1,982,600	1,982,600	1,982,600
Transfers Out	348,000	348,000	548,000	548,000	548,000	548,000
Unappropriated Ending Fund Balance	3,810,868	4,290,492	3,869,311	3,636,900	3,636,900	3,636,900
<b>Total</b>	<b>6,784,236</b>	<b>7,155,042</b>	<b>8,000,000</b>	<b>8,000,000</b>	<b>8,000,000</b>	<b>8,000,000</b>

## 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 campus-related activities.

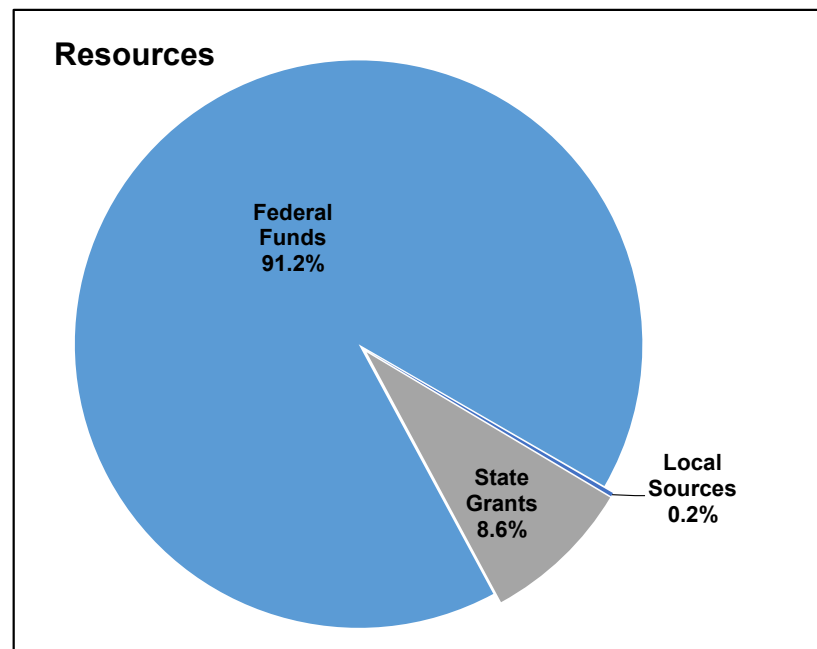


## Agency Fund

	Historical Data			2023-24		
	Actual		Final Budget 2022-23	Proposed Budget	Approved Budget	Adopted Budget
	2020-21	2021-22				
<b>Resources</b>						
Fees	453,103	417,475	422,000	371,000	371,000	371,000
Local Funds	285,528	207,599	312,800	356,350	356,350	356,350
Transfers In	-	-	25,000	27,000	27,000	27,000
Beginning Balance	517,606	767,722	713,067	744,929	744,929	744,929
<b>Total</b>	<b>1,256,237</b>	<b>1,392,796</b>	<b>1,472,867</b>	<b>1,499,279</b>	<b>1,499,279</b>	<b>1,499,279</b>
<b>Requirements</b>						
Instruction	53,024	61,761	270,000	280,000	280,000	280,000
Supporting Services	428,498	523,330	1,177,867	1,073,975	1,073,975	1,073,975
Transfers Out	6,993	12,500	25,000	27,000	27,000	27,000
Unappropriated Ending Fund Balance	767,722	795,205	-	118,304	118,304	118,304
<b>Total</b>	<b>1,256,237</b>	<b>1,392,796</b>	<b>1,472,867</b>	<b>1,499,279</b>	<b>1,499,279</b>	<b>1,499,279</b>

## 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.



## Financial Aid Fund

	Historical Data			2023-24		
	Actual		Final Budget 2022-23	Proposed Budget	Approved Budget	Adopted Budget
	2020-21	2021-22				
<b>Resources</b>						
Local Sources	-	-	20,000	20,000	20,000	20,000
State Grants	556,709	597,956	780,000	800,000	800,000	800,000
Federal Funds	6,390,686	7,183,546	8,200,000	8,500,000	8,500,000	8,500,000
Beginning Balance	-	-	-	-	-	-
<b>Total</b>	<b>6,947,395</b>	<b>7,781,502</b>	<b>9,000,000</b>	<b>9,320,000</b>	<b>9,320,000</b>	<b>9,320,000</b>
<b>Requirements</b>						
Supporting Services	6,947,395	7,781,502	9,000,000	9,320,000	9,320,000	9,320,000
Unappropriated Ending Fund Balance	-	-	-	-	-	-
<b>Total</b>	<b>6,947,395</b>	<b>7,781,502</b>	<b>9,000,000</b>	<b>9,320,000</b>	<b>9,320,000</b>	<b>9,320,000</b>

## Summary of Transfers

## Interfund

### Department

### Purpose of Transfer

### Transfers Out

### Transfers In

		General Fund	Auxiliary Fund	Special Revenue Fund	Agency 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	Transfer to Computing Infrastructure Reserve	(100,000)						100,000	
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 Reserve	(10,000)						10,000	
General Fund Transfers	Transfer to Deferred Maintenance/Bldg Reserve	(130,000)						130,000	
General Fund Transfers	Transfer to Lawnmower Reserve	(10,000)						10,000	
General Fund Transfers	Transfer to Debt Service Fund	(276,068)					276,068		
Agency Fund	Transfer to General Fund CBWCL Revenue				(25,000)	25,000			
Student Housing	Debt Service Payment		(348,000)				348,000		
Totals		(566,068)	(348,000)	-	(25,000)	25,000	624,068	290,000	-

## Debt Service Payment Schedule

	PERS Bonds	2017 Refinance	2012 Bonds	Other Fees/Costs	Totals
<b>Resources:</b>					
General Fund Transfer		194,118	71,950	10,000	276,068
Salary PERS Expenditures from Departments	1,371,145				1,371,145
Student Housing Transfer			348,000		348,000
<b>Total Resources</b>	<b>1,371,145</b>	<b>194,118</b>	<b>419,950</b>	<b>10,000</b>	<b>1,995,213</b>
<b>Payments:</b>					
PERS Bonds	1,371,145				1,371,145
Bank of Eastern Oregon Consolidation Loan		194,118			194,118
Wells Fargo Bank Housing Bonds			419,950		419,950
Other Debt Service Trustee Fees/Costs				10,000	10,000
<b>Total Payments</b>	<b>1,371,145</b>	<b>194,118</b>	<b>419,950</b>	<b>10,000</b>	<b>1,995,213</b>

**TREASURE VALLEY COMMUNITY COLLEGE**  
**Resolution No. 22-004**  
**RESOLUTION ADOPTING THE BUDGET**

**BE IT RESOLVED**, that the Board of Education of Treasure Valley Community College hereby adopts the budget for fiscal year **2023-24** in the total sum of **\$75,740,323** now on file in the office of the Vice President of Administrative Services, 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, 2023, 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	\$6,861,594
Instructional Support	\$1,106,257
Student Services	\$2,871,925
College Support	\$5,638,744
Plant Operations/Maintenance	\$2,034,131
Plant Additions	\$60,000
Financial Aid	\$1,158,411
Transfers Out/Other Uses	\$566,068
Contingency	\$950,000
Total General Fund Appropriations	<u>\$21,247,131</u>

**SPECIAL REVENUE FUND:**

Instruction	\$9,000,000
Instructional Support	\$5,300,000
Transfers Out/Other Uses	\$500,000
Total Special Revenue Fund Appropriations	<u>\$14,800,000</u>

## Resolution No. 22-004 (continued)

Page 2 of 3

**DEBT SERVICE FUND:**

Debt Service	\$1,995,213
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**CAPITAL PROJECTS FUND:**

Facilities Acquisition and Construction	\$12,100,000
Transfers Out/Other Uses	200,000
Total Capital Projects Fund	\$12,300,000

**RESERVE FUND:**

Support Services	\$1,399,000
Facilities Acquisition and Construction	1,234,000
Transfers Out/Other Uses	700,000
Total Reserve Fund Appropriations	\$3,333,000

**AUXILIARY FUND:**

Instruction	\$1,832,500
Enterprise Services	1,982,600
Transfers / Other Uses	548,000
Total Auxiliary Fund Appropriations	\$4,363,100

**AGENCY FUND:**

Instruction	\$280,000
Supporting Services	1,073,975
Transfers / Other Uses	27,000
Total Agency Fund Appropriations	\$1,380,975

**STUDENT FINANCIAL AID FUND:**

Supporting Services	\$9,320,000
---------------------	-------------

<b>TOTAL 2023-24 BUDGET APPROPRIATIONS</b>	<b>\$68,739,419</b>
--	---------------------

*Note: The difference between total appropriations of \$68,739,419 and the total budget of \$75,740,323 is the unappropriated ending fund balance of \$7,000,904.*

**Resolution No. 22-004 (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 2023-24 upon the assessed value of all taxable property within the College district.


**Education**

General Fund

\$1.2235 / \$1,000

  
\_\_\_\_\_  
Dirk DeBoer, Board Chairperson

6-22-2023  
\_\_\_\_\_  
Date

  
\_\_\_\_\_  
Dr. Dana M Young, President

6/21/2023  
\_\_\_\_\_  
Date

June 20, 2023  
\_\_\_\_\_  
Date Resolution Adopted

# 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 2023-24

- 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

<u>650 College Blvd</u>	<u>Ontario</u>	<u>OR</u>	<u>97914</u>	
Mailing Address of District	City	State	Zip	Date Submitted
<u>Shirley Haidle</u>	<u>Vice President of Administrative Services</u>	<u>541-881-5842</u>		<u>shaidle@tvcc.cc</u>
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 -or- Dollar Amount

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

**Measure 5 Limits**  
Amount of Levy
**PART II: RATE LIMIT CERTIFICATION**

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

**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 -or- rate authorized per year by voters

150-504-075-6 (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.

**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 20, 2023 at 6:00 pm at the Laura Moore Cunningham Science Center, Hanigan Board Room, on the TVCC campus, 650 College Blvd., Ontario, Oregon. Attendance will be available to the public via zoom at <https://gotvcc.zoom.us/j/99186607789> or by telephone. Phone Number (long distance charges may apply) **1 253 215 8782** Meeting ID: 991 8660 7789 Passcode: 825677. The purpose of this meeting is to discuss the budget for the fiscal year beginning July 1, 2023 as approved by the Treasure Valley Community College Budget Committee. A summary of the budget is presented below. An electronic copy of the budget may be obtained by email to [shaidle@tvcc.cc](mailto:shaidle@tvcc.cc). This budget is for an annual budget period and 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](mailto:shaidle@tvcc.cc)**FINANCIAL SUMMARY - RESOURCES**

<b>TOTAL OF ALL FUNDS</b>	<b>Actual Amount Last Year 2021-2022</b>	<b>Adopted Budget This Year 2022-2023</b>	<b>Approved Budget Next Year 2023-2024</b>
Beginning Fund Balance	\$ 12,356,700	\$ 11,424,772	\$ 14,628,224
Current Year Property Taxes, other than Local Option Taxes	\$ 2,824,965	\$ 3,024,199	\$ 3,192,523
Current Year Local Option Property Taxes	\$ -	\$ -	
Tuition and Fees	\$ 7,424,847	\$ 10,034,903	\$ 10,320,165
Other Revenue from Local Sources	\$ 5,752,188	\$ 7,221,703	\$ 10,004,494
Revenue from State Sources	\$ 11,818,382	\$ 15,264,663	\$ 19,312,723
Revenue from Federal Sources	\$ 10,488,980	\$ 13,770,000	\$ 15,636,125
Interfund Transfers	\$ 970,268	\$ 2,632,768	\$ 2,646,068
All Other Budget Resources	\$ -	\$ -	\$ -
<b>Total Resources</b>	<b>\$ 51,636,329</b>	<b>\$ 63,373,008</b>	<b>\$ 75,740,323</b>

**FINANCIAL SUMMARY - REQUIREMENTS BY OBJECT CLASSIFICATION**

Personnel Services	\$ 14,789,116	\$ 20,263,744	\$ 19,600,659
Materials & Services	\$ 9,111,623	\$ 13,998,376	\$ 17,633,752
Financial Aid	\$ 8,791,254	\$ 9,948,674	\$ 10,418,411
Capital Outlay	\$ 951,431	\$ 6,449,223	\$ 14,200,316
Debt Service	\$ 1,873,913	\$ 1,943,912	\$ 1,995,213
Interfund Transfers	\$ 970,268	\$ 2,537,768	\$ 2,541,068
Operating Contingency	\$ -	\$ 950,000	\$ 950,000
All Other Expenditures	\$ -	\$ -	\$ -
Unappropriated Ending Fund Balance & Reserves	\$ 15,148,724	\$ 7,281,311	\$ 8,400,904
<b>Total Requirements</b>	<b>\$51,636,329</b>	<b>\$63,373,008</b>	<b>\$ 75,740,323</b>

FINANCIAL SUMMARY - REQUIREMENTS AND FULL-TIME EQUIVALENT EMPLOYEES (FTE) BY FUNCTION			
Instruction	\$ 11,254,903	\$ 16,477,866	\$ 17,974,094
FTE	66.0	68.0	69.8
Instructional Support	\$ 2,431,808	\$ 4,289,386	\$ 6,406,257
FTE	9.0	12.8	10.5
Student Services other than Student Financial Aid/Loans	\$ 4,281,904	\$ 5,763,971	\$ 5,928,500
FTE	19.0	19.0	18.0
Student Financial Aid/Loans	\$ 8,764,190	\$ 10,058,674	\$ 10,478,411
FTE	3.0	3.0	4.0
Support Serv. other than Facilities Acquisition and Construction	\$ 4,840,011	\$ 5,988,355	\$ 7,037,744
FTE	27.0	25.5	27.3
Facilities Acquisition and Construction	\$ 2,070,607	\$ 8,081,765	\$ 15,428,131
FTE	6.0	4.5	9.0
Interfund Transfers	\$ 970,268	\$ 2,537,768	\$ 2,541,068
Debt Service	\$ 1,873,913	\$ 1,943,912	\$ 1,995,213
Operating Contingency	\$ -	\$ 950,000	\$ 950,000
Unappropriated Ending Fund Balance and Reserves	\$ 15,148,724	\$ 7,281,311	\$ 7,000,904
<b>Total Requirements</b>	<b>\$51,636,329</b>	<b>\$63,373,008</b>	<b>\$75,740,323</b>
<b>Total FTE</b>	<b>130.0</b>	<b>132.8</b>	<b>138.6</b>

STATEMENT OF CHANGES IN ACTIVITIES AND SOURCES OF FINANCING
<p>The College's total overall budget for the 2023-24 fiscal year increased by approximately \$12.37M as compared to the 2022-23 budget. The 2023-24 General Fund budget increased by approximately \$1.92M partially due to an increase of \$413k in actual state FTE funding above what was budgeted for the 2022-23 year as well as an additional 6.4% increase amounting to \$574k anticipated for 2023-24, based on the Governor's Revenue Budget submitted to the legislature for the 2023-2025 biennium. In addition, the general fund budget includes an increase of \$184k as a result of a \$3/credit tuition increase and a \$1/credit universal fee with an assumption of flat enrollment, an increase in property taxes of \$168k, and increases in other revenues such as indirect costs from grants and increased interest earnings totaling \$285k. The expense side of the general fund budget includes increases in salaries and benefits for all employee groups; increases in student tuition waivers to account for the \$3 per credit increase in tuition; ongoing increases in institutional technology and cybersecurity costs; and other unfunded mandates such as increases in PERS rates, minimum wage, and Oregon paid family medical leave. The Special Revenue Fund increased by \$3.8M for additional grants and contracts, both already awarded and potential, including the Renewable Energy grant that we received from the state during 2022-23 that we will be spending during 2023-24, and the CAMP grant that has been reinstated for five years beginning with the 2023-24 fiscal year. The Debt Service Fund budget increased by \$51k to account for all scheduled debt service payments while the Capital Projects Fund increased by \$6.95M as we anticipate beginning the construction of a new Nursing and Allied Health Professions Center during the 2023-24 fiscal year. The Reserve Fund budget decreased by \$285k, the Auxiliary Fund budget totaled the same as the prior year, the Agency Fund budget increased by \$22k, and the Financial Aid Fund budget increased by \$320k over the prior year. Budgets for all funds were projected using the most current data available at the time they were created.</p>

PROPERTY TAX LEVIES			
	Rate or Amount Imposed Last Year 2020-2021	Rate or Amount Imposed This Year 2021-2022	Rate or Amount Approved Next Year 2022-2023
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 (PERS and Housing)	\$9,285,000	\$0
Other Borrowings	\$772,688	\$0
<b>Total</b>	<b>\$10,057,688</b>	<b>\$0</b>

## Notice of Budget Committee Meeting

### AFFIDAVIT OF PUBLICATION

STATE OF OREGON )  
:SS.  
COUNTY OF MALHEUR)

M. Brook Wain 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-628438

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

2nd day of May 2023 and the last publication thereof was

made on the 2nd day of May 2023 that said publication

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

05/02/2023

Request of TREASURE VALLEY COMMUNITY COLLEGE/LEGALS

By Argus Observer

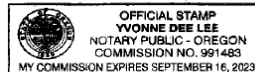
Subscribed and sworn to before me this 2nd day of May 2023

Yvonne Dee Lee

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

My commission Expires:

September 16, 2023



### TREASURE VALLEY COMMUNITY COLLEGE NOTICE OF BUDGET COMMITTEE MEETING

A public meeting of the Budget Committee of the Treasure Valley Community College district, of Malheur and Baker Counties, State of Oregon to discuss the budget for the fiscal year July 1, 2023 to June 30, 2024, will be held at the Laura Moore Cunningham Science Center Building, Room 115A, on the Treasure Valley Community College campus, 650 College Blvd., Ontario, Oregon. Attendance will also be available via zoom at

<https://gotvcc.zoom.us/j/91714985734?pwd=K3RXY1czbnpVa1NtbVBrckhFbUdxQT09>

or by telephone. Phone Number: (long distance charges may apply) 1 253 215 8782 or 1 669 900 6833  
Meeting ID: 917 1498 5734 Passcode: 646413

The meeting will take place on the 16<sup>th</sup> day of May, 2023 at 5:00 PM Mountain Time.

The purpose of the meeting is to receive the budget message and to receive comment from the public on the budget. This is a public meeting where deliberation of the Budget Committee will take place. Any person may appear at the meeting and discuss the proposed programs with the Budget Committee.

An electronic copy of the proposed budget document may be obtained on or after May 12, 2023 by email to [shaidle@tvcc.cc](mailto:shaidle@tvcc.cc).

POSTED ON TVCC WEBSITE

**TREASURE VALLEY COMMUNITY COLLEGE  
NOTICE OF BUDGET COMMITTEE MEETING**

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This notice was also posted on TVCC's website on 4/27/2023 at <https://www.tvcc.cc/news/budget-meeting-2023.cfm>

**Legal Number 628438** **May 2, 2023**

# Notice of Budget Hearing

## AFFIDAVIT OF PUBLICATION

STATE OF OREGON )  
 ) ss.  
COUNTY OF MALHEUR)

*Shirley Haidle* 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

BUDGET  
L-635812

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

7th day of June 2023 and the last publication thereof was

made on the 7th day of June 2023 that said publication

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

06/07/2023

Request of TREASURE VALLEY COMMUNITY COLLEGE/LEGALS

By Argus Observer

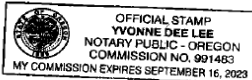
Subscribed and sworn to before me this 7th day of June 2023

*Yvonne Dee Lee*

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

My commission Expires:

*September 16, 2023*



## FORM CC-1

## NOTICE OF BUDGET HEARING

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Contact: Shirley Haidle

Telephone: 541-881-5842 Email: [shaidle@tvcc.cc](mailto:shaidle@tvcc.cc)

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TOTAL OF ALL FUNDS	Actual Amount Last Year 2021-2022	Adopted Budget This Year 2022-2023	Approved Budget Next Year 2023-2024
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Current Year Local Option Property Taxes	\$ -	\$ -	\$ -
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Other Revenue from Local Sources	\$ 5,752,188	\$ 7,221,703	\$ 11,004,494
Revenue from State Sources	\$ 11,818,382	\$ 15,264,663	\$ 20,187,590
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Interfund Transfers	\$ 970,268	\$ 2,632,768	\$ 2,846,068
All Other Budget Resources	\$ -	\$ -	\$ -
<b>Total Resources</b>	<b>\$ 51,636,329</b>	<b>\$ 63,373,008</b>	<b>\$ 75,740,323</b>

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<b>Total FTE</b>	<b>130.0</b>	<b>132.8</b>	<b>138.6</b>

STATEMENT OF CHANGES IN ACTIVITIES AND SOURCES OF FINANCING			
The College's total overall budget for the 2023-24 fiscal year increased by approximately \$12.37M as compared to the 2022-23 budget. The 2023-24 General Fund budget increased by approximately \$1.92M partially due to an increase of \$413K in actual state FTE funding above what was budgeted for the 2022-23 year as well as an additional 6.4% increase amounting to \$574 anticipated for 2023-24, based on the Governor's Revenue Budget submitted to the legislature for the 2023-2025 plenum. In addition, the general fund budget includes an increase of \$184K as a result of a \$3/credit tuition increase and a \$1/credit universal fee with an assumption of flat enrollment, an increase in property taxes of \$156K, and increases in other revenues such as indirect costs from grants and increased indirect assistance totaling \$285K. The revenue side of the general fund budget includes increases in salaries and benefits for all			

## 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.

## **2023-24 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.