

2014-2015



SF

SANTA FE  
COLLEGE

.....  
The smart choice.



Employee  
Budget  
Workshop

June 16, 2014

SF SANTA FE  
COLLEGE

# **INTRODUCTION**

**and**

# **ANNOUNCEMENTS**

# INTRODUCTIONS

## Time and Attendance Implementation Committee

*Delia Carr*

*Cathy Hyde*

*Lola Christian*

*Tim Modisette*

*Deborah Crumpton*

*Angie Siekers*

*Lisa Davis*

*Marie Thomas*

*David Diefendorf*

*Dianne Wilkinson*

*Cheryl Farrell*

*Tyffany Wishart*

*Sue Harris*

# TIME AND ATTENDANCE PROCESS

- 1. Implementation Committee charged**
- 2. Representative supervisors invited to discuss concepts**
- 3. President received report**
- 4. President meets with committee**
- 5. Career Service current and future executive council members meet with President and committee representatives**
- 6. Implementation commences with training of supervisors and career service employees together**

# INTRODUCTIONS



# ANNOUNCEMENTS

## ➤ Fall 2014 Convocation

### ■ **When:**

*Friday, August 22, 2014 at  
9:00a.m.*

### ■ **Where: *Fine Arts Hall***

# BUDGET PLANNING WITH

## *RESPECT for*

- *Students*
- *Employees*

# AGENDA

- **Santa Fe's Planning/Budgeting Process**
- **College Mission/Vision/Values/Goals**
- **DRAFT Strategic Plan Themes**
- **Student Fees**
- **Historical General Operating Data**
- **2014-2015 Proposed Operating Budget**
- **2014-2015 Proposed Salary & Benefits**



# PROCESS

*Developed as a component of College Planning*

**Trustees Retreat**

**Strategic Planning Discussion at each Board Meeting**

**Employee → Department → Division Involvement  
College Forums/Senate/Career Service Council/  
Student Government**

**Advisory Committees**

- Salary and Benefits
- Professional Development
- Technology

# PROCESS

**Advisory Committees (Programs)**

**College Resource and Planning Council (RPC)**

**President's Budget Committee**

**College wide Faculty & Staff Meetings**

*Board of Trustees Final Review, Decision  
and Approval*

# MISSION STATEMENT

**In keeping with our values and goals, Santa Fe College, a comprehensive public institution of higher education serving North Central Florida and beyond, adds value to the lives of our students and enriches our community through excellence in teaching and learning, innovative educational programs and student services, and community leadership and service.**

# VALUES

**Santa Fe College is a dynamic, innovative learning community committed to**

- *Academic excellence, academic freedom, and intellectual pursuit*
- *Individual, social, and global responsibility*
- *Honesty, integrity, and civility*
- *Cultural diversity and equity*
- *Collaboration with our community*
- *Open Access*
- *Life long learning*
- *Assessment, accountability, and improvement*
- *Sustainable use of environmental, social and economic resources*

*To be reviewed  
during 2014-15*

# STRATEGIC PLAN

## THEMES

*Access*

*Connection*

*Direction*

*Achievement*

**DRAFT**

# *RESPECT FOR STUDENTS*

# Student Tuition & Fees

*Proposed increase*

**Student Activities Fee**

**.30 cents/per credit hour**

**to fund Volleyball**

**No other increases**

# *Historical Financial Data*

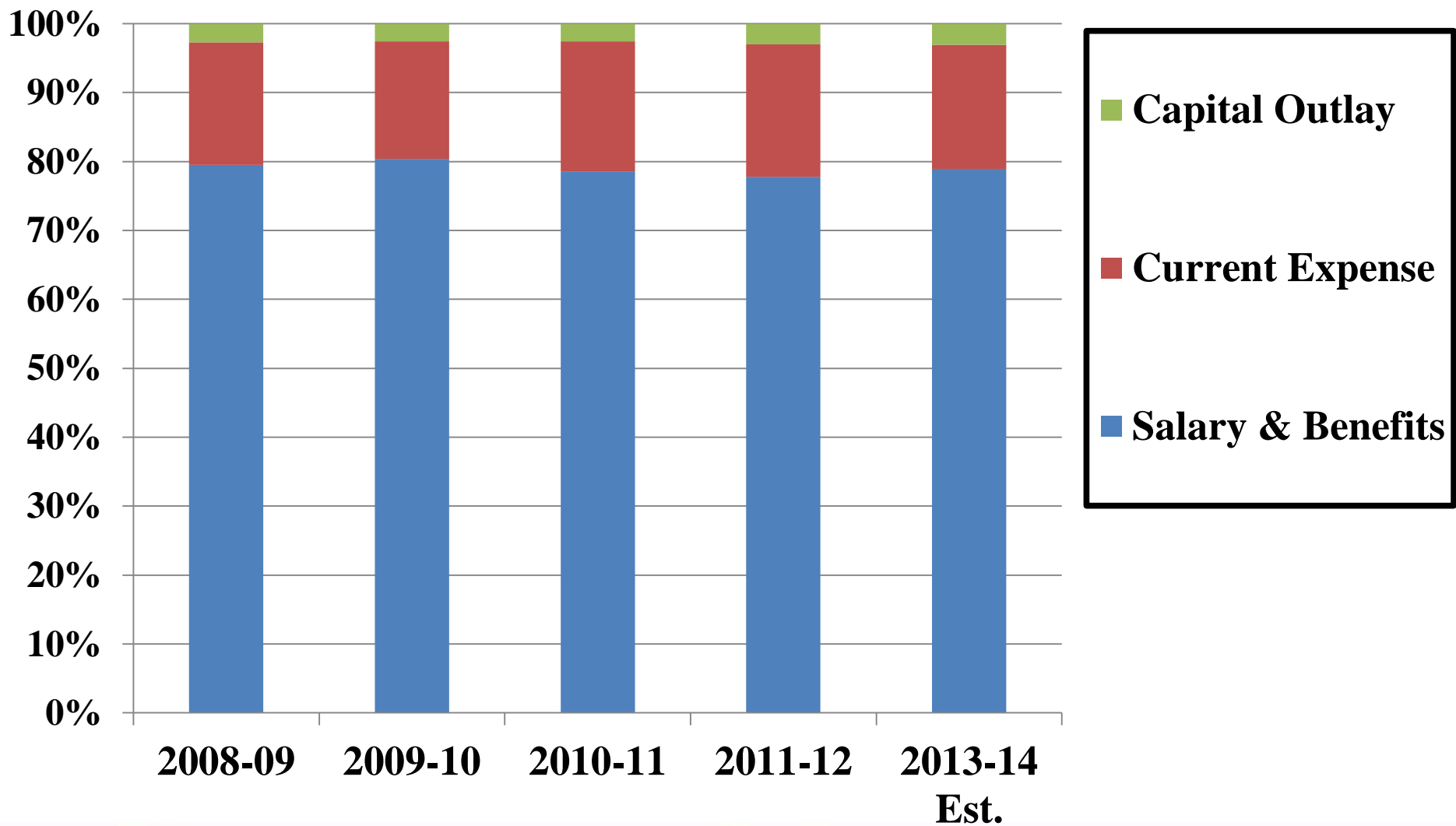


# REVENUES

## *Major Changes in 2014-2015 Recurring Revenues*

	<u>2013-2014</u>	<u>2014-2015</u>	<u>\$ Change</u>
• State Appropriations	\$ 35,341,108	\$ 35,684,807	\$ 343,699
• Student Fees	34,373,745	33,477,946	< 895,799 >
• Interest Income	550,000	550,000	0
• All Other	<u>3,215,971</u>	<u>3,704,293</u>	<u>488,322</u>
<b>TOTAL</b>	<u>\$ 73,480,824</u>	<u>\$ 73,417,046</u>	<u>&lt; \$ 63,778 &gt;</u>

# ACTUAL EXPENDITURES





**SANTA FE COLLEGE**

**2014-2015**

**Proposed Operating Budget**

**(Fund 1)**

**Recommendations are  
contingent upon  
approval of the  
College's  
Board of Trustees**

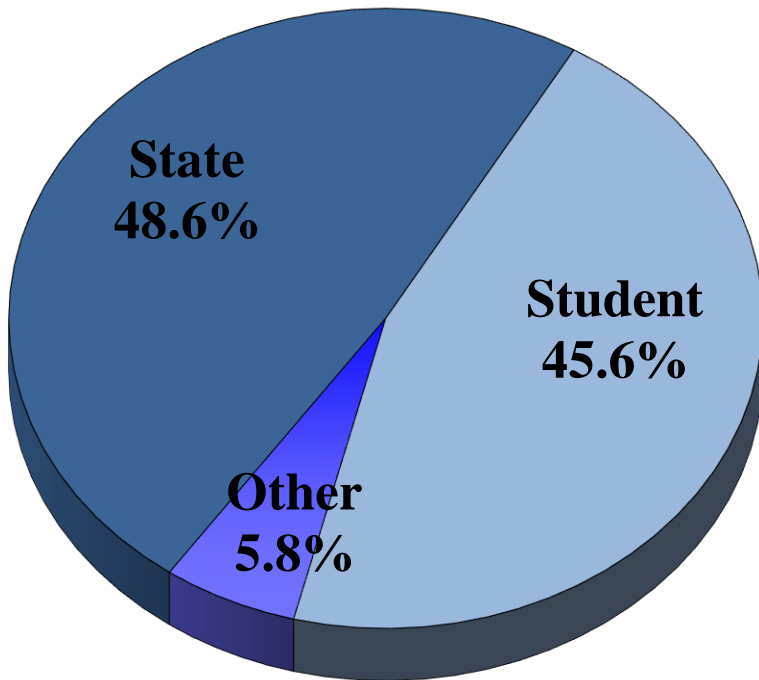
# SUMMARY of Funds Available

## 2014-2015

<b>Projected Recurring Revenue:</b>	<b>\$ 73,417,046</b>
<b>Projected Non-Recurring Revenue:</b>	<b><u>99,332</u></b>
	<b><u>\$ 73,516,378</u></b>
<b>Carry forward (Fund Balance) from prior years available to expend:</b>	<b><u>\$ 20,501,708</u></b>

# PROJECTED REVENUE BY SOURCE

## 2014-2015



**State**      \$ 35,684,807

**Student**      33,477,946

**Other**      4,254,293

\$ 73,417,046

# 2014-2015

## BUDGETED RECURRING REVENUE AND EXPENDITURE ALLOCATIONS

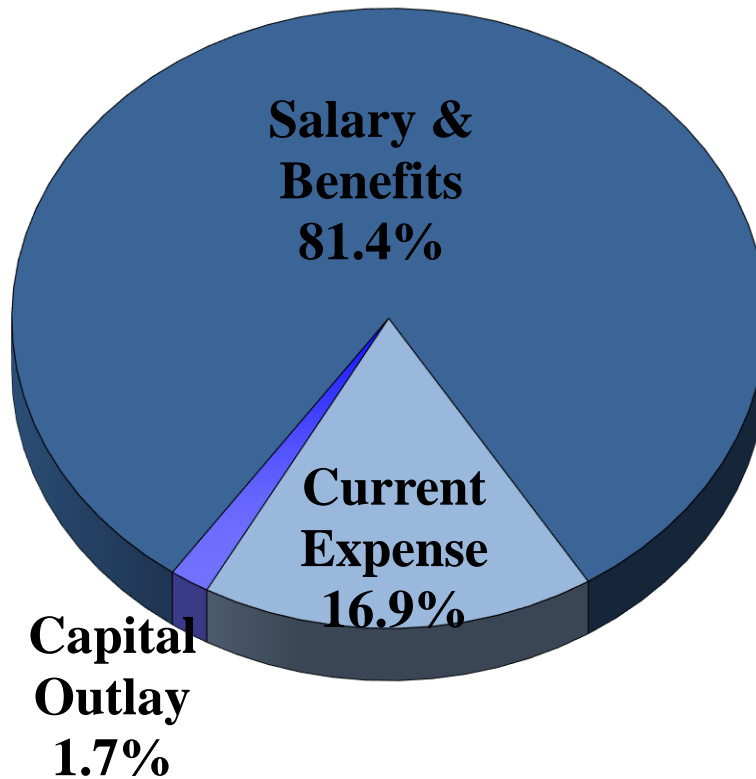
**Budgeted Projected *Recurring* Revenue** **\$73,417,046**

**Budgeted Projected General *Recurring*  
Operating Expenses** **\$75,477,098**

**Planned use of Fund Balance for recurring  
allocations this Fiscal Year** **<\$ 2,060,052>**

# BUDGETED RECURRING EXPENDITURES BY CATEGORY

## 2014-2015



Salary & Benefits*	\$ 61,438,886
Current Expense	12,746,816
Capital Outlay	<u>1,291,396</u>
	<u><u>\$ 75,477,098</u></u>

\* Contracted Personnel of \$2 million included in Salary & Benefits



# BUDGETED RECURRING EXPENDITURE ALLOCATIONS

\$75,477,098

**Salary and Benefits**

**\$ 61,438,886**

**Current Expenses**

<i>Utilities &amp; Communications</i>	<i>3,128,159</i>
<i>Professional &amp; Other Contracted Services</i>	<i>2,339,870</i>
<i>Educational &amp; Office Materials &amp; Supplies</i>	<i>2,146,509</i>
<i>Bad Debt &amp; Financial Processing Fees</i>	<i>1,130,655</i>
<i>Insurance (Property, WC, GL, etc.)</i>	<i>956,361</i>
<i>Software</i>	<i>812,743</i>
<i>Repairs &amp; Maintenance, Materials &amp; Supplies</i>	<i>703,570</i>
<i>Professional Development/Scholarships</i>	<i>601,105</i>

# BUDGETED RECURRING EXPENDITURE

## ALLOCATIONS cont.

<i>Library Resources</i>	<i>273,000</i>
<i>Printing</i>	<i>227,163</i>
<i>Freight &amp; Postage</i>	<i>157,681</i>
<b>Capital Outlay</b>	<b>1,291,396</b>



**SANTA FE COLLEGE**

**2014-2015**

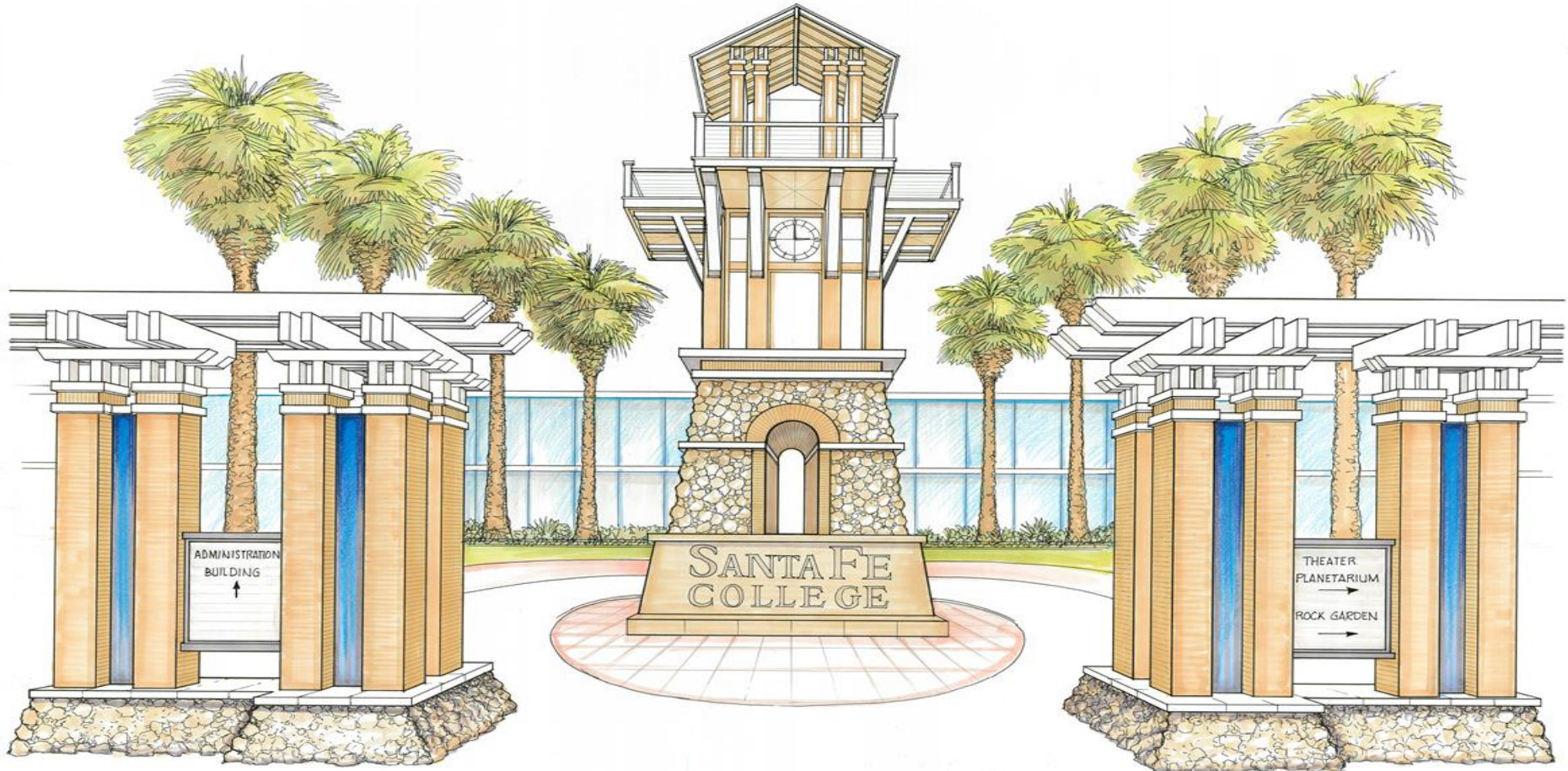
**Baccalaureate Programs**

**(Budget Included in Operating Budget)**

# BACCALAUREATE PROGRAMS

- **Current Programs Operational**
  - **BAS Clinical Laboratory Sciences**
  - **BAS Health Services Administration**
  - **BS Early Childhood Education**
  - **BS Nursing**
  - **BAS Supervision & Organizational Management (with area concentrations including our first \$10,000 degree)**
  - **BAS Industrial Biotechnology (Fall Term 2013)**
- **Additional Degrees budgeted for start up 2014-15**
  - **BAS Multimedia and Video Production (Fall Term 2014)**
- **Additional Degrees on hold at State**
  - **BAS Information Systems Technology**
  - **BAS Health Informatics and Information Management**

# 2014-2015 CONSTRUCTION PROJECTS



**Funds for  
Construction Projects  
CANNOT be used for  
any other purpose!**

# 2014-2015 CONSTRUCTION PROJECTS

- **PECO Appropriations (State Funds)**
  - **General Maintenance** **\$ 430,302**
  - **Institute of Public Safety** **\$ 8,100,000**
  
- **Capital Improvement Fees** **\$ 3,140,000**
  
- **Next Major Construction Project.....**
  - **Expansion of Downtown Center to Campus**

# VISION OF IPS EXPANSION





# VISION OF FUTURE DOWNTOWN CENTER



WALKER

SF SANTA FE  
COLLEGE

**2014-2015**

**Proposed**

**Salary & Benefits**

# **RESPECT FOR EMPLOYEES BUILT ON**

- **Culture of collegiality**
- **Shared governance**

# SALARY & BENEFIT SUPPORT HISTORY

- **Health Insurance-Employee benefit covered 100%**  
*Proposed to continue for 2014-15*
- **Life Insurance – Coverage 1.5 X Annual Base Salary paid 100% by College.**
- **Sick and Vacation Leave-Board of Trustees offers maximum earnings set forth in statute up to 42 days.**
- **Designation of Holidays- Board authorizes an average of 22 PAID College Holidays**

# **SALARY & BENEFIT SUPPORT HISTORY**

- **Sick Leave Pool Program**
- **Terminal Leave Payouts-Maximum for payouts limited by statutes. Board of Trustees determines payout up to maximum and currently SF pays at maximum limits.**
- **Holiday pay- Authorized by Board of Trustees to be paid at double time which is above what law requires.**

# **SALARY & BENEFIT SUPPORT HISTORY**

- **Santa Fe Fee Waivers for Employees & Dependents**
  - AA 60 Credit course hours \$5,896.20
  - BAS 60 Hours Upper Level \$7,004.40
- **UF Fee Waivers**
  - Full-time employees and their dependents
  - Adjunct employees
  - Fall 2013 used by 57 FT employees, 186 dependents & 61 adjuncts

# SALARY & BENEFIT SUPPORT HISTORY

- **Professional Development Scholarships/Opportunities**
- **Wellness Program- *Coordinating efforts between Blue Cross/Blue Shield & College-Blue Reward***
- **Employee Assistance Program**
- **Unlimited access to regional transit service (RTS) with valid SF ID**
- **Senate & Career Service Councils (Shared Governance)**
- **Grievance Policy & Procedure**

# Employee Benefits Paid by the College

Based on a Fulltime \$35,000/year salary:

Health Insurance (PPO Plan)	\$ 6,541
FICA/Medicare	2,678
Life Insurance	86
Retirement (Regular Class)	2,580
Plus EAP, Flex Spending and Tax Sheltered Annuity Administration	<u>75</u>

**Total Benefits Paid by College:**

**\$ 11,960**



# **SALARY & BENEFIT SUPPORT HISTORY**

***DURING RECESSION***

**1. No one has been released for only financial reasons in the fluctuating economic environment**

# **SALARY & BENEFIT SUPPORT HISTORY**

- 2. 2009 FT \$1,000 non-recurring salary supplement**
- 3. 2010 FT \$1,000 added to base salary (*raised all minimum pay grade salary ranges by same*) plus 5%**
- 4. 2011 FT Two steps added to base plus 2.5%**
- 5. 2012 FT Added 2% to base salary and \$500 non-recurring salary supplement**
- 6. 2013 FT Added 5% to base salary**

# SALARY & BENEFIT SUPPORT HISTORY

	2009/10 to 2013/14 Raises Recurring & One-Time			2009/10 to 2013/14 Raises Recurring		
	\$35,000 Base Salary 2008/09 & Paygrade Minimum \$32,000	\$ Change from Prior Year	% Change from Prior Year	\$35,000 Base Salary 2008/09 & Paygrade Minimum \$32,000	\$ Change from Prior Year	% Change from Prior Year
<b>2008/09</b>	<b>\$ 35,000</b>			<b>\$ 35,000</b>		
<b>2009/10</b>	36,000	1,000	2.9%	35,000	-	0.0%
<b>2010/11</b>	37,800	1,800	5.0%	37,800	2,800	8.0%
<b>2011/12</b>	39,401	1,601	4.2%	39,401	1,601	4.2%
<b>2012/13</b>	40,689	1,288	3.3%	40,189	788	2.0%
<b>2013/14</b>	<b>\$ 42,198</b>	1,509	3.7%	<b>\$ 42,198</b>	2,009	5.0%
<b>Total</b>		<b>7,198</b>	<b>20.6%</b>		<b>7,198</b>	<b>20.6%</b>

# **SALARY & BENEFIT SUPPORT HISTORY**

- 7. Adjunct rate increase from \$1,821 per 3 credit hour course in 2008/09 to \$2,061 in 2013/14.**
- 8. SF adjunct rate is in the top five of the 28 Florida Colleges.**
- 9. Part-time Professional/Career Service hourly rates increased 2-5% each of the last 5 years**

# **2014-2015 Principles Guiding Salary & Benefits Recommendations**

- 1. To retain the best & those most committed to student success .**
- 2. To recruit & employ the brightest & those most committed to student success.**

# RESPECT FOR EMPLOYEES

*2014-2015*

*Salary and Benefit*

*Recommendations to the District*

*Board of Trustees*

# FULL-TIME EMPLOYEES



# FULL-TIME EMPLOYEES

One-Time (Non-Recurring)

*\$500* Salary Supplement  
to be paid in November

**In addition a Recurring**

**2.0% increase effective  
July 1, 2014 for 12-month &  
August 22, 2014 for 9-month  
added to your 2013-14  
Base Salary**

# Career Service Reclassification Study

# PART-TIME EMPLOYEES

# PART-TIME EMPLOYEES

## *Proposed 2% Salary Increases*

### Adjuncts

- **2% Rate increase to \$2,103 per 3 credit hour course effective *Fall Term 2014***
  - *Lake City up to \$1,900 per 3 credit hour course*
  - *Central Florida \$1,770 per 3 credit hour course*
  - *St. Johns River \$1,750 per 3 credit hour course*

### Part-time Professional/Career Service Hourly Appointments

- **Up to 2% on 2013/14 Hourly Rate effective with *Fall 2014 reappointments***

# PART-TIME EMPLOYEES

## *Proposed Salary Increases*

### Contracted employees through “TempForce”

- Increase up to departments discretion BUT departments will need to cover *increase* within current operating budgets. May require a reduction in hours worked per contracted employee.

# RESPECT FOR...

- *Students*
- *Employees*

# Questions or Comments