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MEMORANDUM

DATE: May 1, 2020

TO: Michael Gutierrez, President
Executive Council
Senior Leadership Team
Budget Committee Tri-Chairs

FROM: Carrie Bray, Vice President of Administrative Services

SUBJECT: 2020-21 Budget Planning Guidance

REFERENCES: June 20, 2019 Budget Planning Guidance
March 5, 2020 Mid-Year Budget Update
SCC Financial Resource Plan

In accordance with the SCC Financial Resource Plan, this memorandum will set our fiscal guidance for the 2020-21 budget year. Included in this memorandum is an estimate of the funding available and a summary of planned expenditures to meet our College commitments. Those commitments include: Operational Base Budgets, Program Plans, Unit Plans, and other College programs and services.

This has been a difficult budget to develop given the current and expected future state of our economy resulting from the pandemic caused by COVID-19. I appreciate the input and support of our Executive Staff and Budget Committee Tri-Chairs. Such great work has been done over the several years I have been here, and long before that. My desire would be to continue to fund ongoing efforts at no less than the level funded in 2019-20. But, given the uncertainty of funding levels the District and College will receive for next fiscal year, our Chancellor indicated in his 4/15/2020 email to the College that we are planning for the possibility of 5% to 15% reductions in the General Fund. The effect on categorical funding is also unknown at this time. As a result of this uncertainty, the current SCC budget for 2020-21 is at a conservative level with funding amounts less than the prior year.

The funding shown on the following pages are the initial allocations to begin the year. In late August or early September, we will have more information about our expected revenue, and can adjust, where possible. The goal is to be able to increase allocations, not reduce further, hence the conservative estimates to begin the year with.

Also indicated in the Chancellor's 4/15/2020 email is notice that current year General Fund reductions are still a possibility. In response and to help with funding for next year, the typical college discretionary fund (CDF) division carryover of 50% of the remaining budget at year end is being suspended. Therefore, you will not see a carryover of CDF funds posted in 2020-21. The goal is, when our funding levels starts rebounding, to resume this practice of carrying over 50% of remaining CDF budgets. I will work with the Managers if a division or department has been putting funds aside for a specific purpose, and to lose the carryover would substantially harm the operations of that division. If these cases exist, exceptions will be considered.

The Governor's May Revision of the 2020-21 State budget for California Community Colleges will be issued soon, but again, it will not be until later on that we will have a clearer picture of our funding level.

CARES Act

A bit of good news is SCC is receiving \$3,973,019 in funding from the Higher Education Emergency Relief Fund authorized under the Coronavirus Aid, Relief, and Economic Security (CARES) Act. This funding is designated for direct emergency cash grants for students whose lives and education have been disrupted by COVID-19. While the CARES Act includes nearly \$14 billion for postsecondary education students and institutions, the first distribution of \$6.28 billion, must be used for student expenses for COVID-19 related disruptions to their education—including expenses like course materials and technology, food, housing, health care, and childcare.

The California Department of Education (CDE) announced that the second round of funding earmarked in the Higher Education Emergency Relief Fund is intended to help colleges and universities make important investments to ensure learning continues when unexpected circumstances arise, the funds may be used to expand remote learning programs, build technology capacity, and train faculty and staff to operate in a remote learning environment so institutions can pivot quickly. The allocation to SCC is also \$3,973,019 for this portion.

These dollar amounts are not included on the attached schedules since they are restricted in their use.

SOURCE OF FUNDS:

The College Discretionary Fund (CDF) allocation for 2020-21 is almost equal to our mid-year allocation for 2019-20. The caveat for fiscal year 2020-21 is the offset that will occur to our CDF. All four colleges in our District are tasked with earmarking a reduction of General Fund, unrestricted classified and management expenses of 10%. As shown in the pie chart included in the 3/5/2020 Mid-Year Budget Update memo, only 2% of our budget is discretionary. Sixty percent is unrestricted salaries. For SCC, we are asked to reduce our classified salaries by \$1,183,082 and our management salaries by \$386,467. This savings will be achieved by attrition, and not by any layoffs. Given this, any reduction not achieved will be a direct reduction to our CDF funding. Therefore, you will see this amount on the attached schedule, reduced by the small amount of salary savings to be realized as of 7/1/2020. Reductions on the certificated side are not a direct link to this budget, and are therefore not covered in this memo or on the attached schedules. Historically, enrollment growth is the critical

component needed to ensure that our base funding allocation will remain stable or potentially grow in future years to meet demands. Being 100% remote for the summer term, and the possibility of being remote in fall, the effect upon enrollment is unknown, and any change will have a direct effect on our College Discretionary Fund (CDF) allocation.

- Instructional Related (IR) funds are derived directly from College Store profits. We are outsourcing our College Store to Follett Corporation, effective 6/1/2020. The financial return to the college is unknown at this time, but we are anticipating the same funding amount of \$170,000 to help fund related expenditures. Although this full amount is reflected on the revenue side, a reduced amount is shown for commitments. Again, the hope is this can be increased later in the year.
- Lottery funding estimated for the College remains constant at \$443,863.
- The College received a total allocation of \$499,087 in out-of-state tuition funding for the 2017-18 fiscal year. These funds are being distributed in equal installments of \$124,772 over the four fiscal years FY18-FY21 to ensure that there is adequate funding to meet the needs of the college. An additional allocation of \$880,669 was received in 2018-19 and \$946,440 in 2019-20. These additional allocations are also being distributed over four years. A conservative estimate for the upcoming fiscal year is also included, which is not the typical practice.
- State Instructional Equipment and Library Materials (SIEF) allocated in 2019-20 was minimal and is an unreliable funding source. Some years, the District Budget Committee has voted to allocate all the funding to Scheduled Maintenance/Scheduled Repair (SMSR), which is why a revenue estimate for next year is not included.
- The estimated allocation of non-instructional equipment funding for the 2020-21 fiscal year is conservative, as the funding amount is unknown at this time, and the dollar amount varies by year.
- Partnership for Excellence (PFE) projected funding remains constant for this time of year and is set at \$452,272.
- There were not any remaining funds from last year's budget, which is why 'PY Unallocated Funds – Carryover' dollar amount is \$0.
- The College is estimating \$947,368 in carryover funds that will be used to fund our institutional commitments. The itemized list includes savings expected to occur as an outcome of us working remotely and not incurring certain expenses. Also making up this amount is an estimate of \$600,000 in CDF carryover expected at year end.

The College continues to integrate the use of available and allowable categorical funding into our overall budget planning process. For 2020-21, the amount of categorical funding along with other District/Other funds totaled \$884,538, a decrease of \$32,316. These funds will be used in conjunction with a total of \$774,036 (a decrease of \$463,815) from the General Fund (GENFD) to fund the 2020-21 Program Plans. The large decrease in General Fund allocated to the program plans is a result of these plans initially being funded at 85% of last year. This is another area that we hope to increase the funding level, if the revenue sources are there to support it.

In order to fund the college operations shown on the attached schedule, even at a lower funding level than last year, it is estimated we will need to draw \$415,454 out of reserves. Most, if not all, of our reserves are earmarked for specific projects, so the funds used to support next fiscal year will mean those dollars are not available to help fund certain projects the campus has planned on.

COMMITMENTS:

Our SCC commitments have been reduced to coincide with the expected reduction in revenues. The base-level funding typically provided for College Discretionary Fund (CDF) allocations and Instructionally Related (IR) will begin at 80% of base. This is going to be hard for divisions and departments to absorb, and tough decisions will need to be made to adjust to this reduction. Because of the Lottery funds available from prior years, the full lottery base will be allocated. This will allow areas to continue to purchase instructional supplies. The College will meet institutional commitments, as outlined on the attached schedule that includes summer school; Child Development Center Overrun; extended sick leave backfill; modernization project/swing space projects; Achieving the Dream; and other commitments. New to this section are expenses the college typically covers from the discretionary fund received, but not typically displayed on this schedule. In an effort to be all inclusive and transparent, these items have been added to the schedule and include things from life guard costs, maintenance and repairs to postage and college repair work orders. Also included in this section are projects that have begun and are in such a phase of completion that it would not be prudent to discontinue the funding to allow completion. The ability to fund new projects this upcoming year will be almost non-existent given the current economic forecast.

The 2020-21 Programs Plans are funded initially at 85% of last year's dollar amounts. The only two exceptions are Information Technology and Media Services. Given the nature of technology and audio visual equipment, to hold off additional funding in these areas may put the college further behind on these fronts, making it harder to accomplish the task we expect to be able to do with this equipment. Where reductions from the originally requested Program Plan amounts could be made, they were. The initial General Fund amount of \$774,036, along with Categorical and District/Other funds of \$884,538 are being used to support this year's Program Plans. As you will note on the schedule, Marketing and Philanthropy are not funded, as those two departments were transitioned during our current fiscal year to reporting to the District Office. As a result, the college will no longer fund these departments, but we are expected to experience a further reduction in our CDF due to this transition.

To determine the level of funding for the 2020-21 Maintenance of Effort (MOE) one-time only funding requests, I was not able to meet with each dean requesting an MOE augmentation and the appropriate Vice President and Associate Vice President to discuss their requests. These conversations have always been beneficial, but the rush to move to remote operations took precedence. I was able to work with our Associate Vice President, Instruction, Gabriel Meehan, and she in turn with her Deans, and I am grateful for the funding of Perkins and Strong Workforce that will be available this year. Use of these categorical funds to get us through next year allows for funding of MOE at a total of \$327,466, with 56% of the funding coming from the unrestricted general fund. This represents a decrease in funding of \$24,310.

The initial Budget Committee allocation is \$175,000 for 2020-21, \$75,000 less than the typical funding amount for Unit Plan requests. I am grateful to the Budget Committee Tri-Chairs for all the work they do on this committee for the college and for walking through this budget with me. I look forward to the recommendation that will be made to the President that the College can consider as we move forward in these difficult times.

ATTACHMENTS:

2019-23 Budget Plan: Source of Funds and Commitments
2020-21 MOE Summary Sheet
2020-21 Program Plan Funding Detail
2020 Department of Finance Budget Change Letters and May Revision

SCC Budget Plan
2019-2023
Source of Funds and Commitments

Source of Funds	19-20 Mid-Year	20-21 Plan	Projected 2021-22	Projected 2022-23
College Discretionary Fund (CDF)	2,338,533	2,315,618	2,315,618	2,315,618
CDF 10% Budget Reduction		(1,266,661)	(1,139,995)	(911,996)
Instructionally Related (IR)	170,000	170,000	170,000	170,000
State Lottery Funds (14-15PDF 443,863)	710,323	443,863	443,863	443,863
Out of State Tuition				
12-13 PDF (0)				
13-14 PDF (0)				
14-15 PDF (0)				
15-16 PDF (331,502, \$82,876ea for 4 years)				
16-17 PDF (321,814, \$80,453ea for 4 years)	80,454			
17-18 PDF (499,087, \$124,772ea for 4 years)	124,772	124,772		
18-19 PDF (880,669, \$220,167ea for 4 years)	220,167	220,167	220,167	
19-20 PDF (946,440, \$236,610 ea for 4 years)	236,610	236,610	236,610	236,610
20-21 PDF		80,000	80,000	80,000
Instructional Equip & LM				
12-13 PDF (78,867)				
13-14 PDF (150,923)				
14-15 PDF (1,039,535)				
15-16 PDF (1,041,253)	-			
16-17 PDF (1,007,432)				
17-18 PDF (383,312 allocated to FY19)				
18-19 PDF (0)				
19-20 PDF (92,639)	92,639			
20-21 PDF				
Non-Instructional Equipment				
12-13 PDF (0)				
13-14 PDF (0)				
14-15 PDF (84,310)				
15-16 PDF (142,030)				
16-17 PDF (140,507)				
17-18 PDF (140,507)				
18-19 PDF (78,971)				
19-20 PDF (61,641)	61,641			
20-21 PDF		45,000		
Partnership for Excellence (PFE)	485,472	452,272	452,272	452,272
Subtotal	4,520,611	2,821,641	2,778,535	2,786,367
Other Funding				
Categorical Integration	916,854	884,538	857,000	857,000
Capital Outlay Reserves	357,220	415,454	50,000	50,000
PY Unallocated Funds-Carry-Over from 2019-20	4,195	0	-	-
Savings in 2019-20 Due to COVID-19				
Travel Budget (\$233,000 unspent, as of 3/27/2020)		26,868		
Bus rental expenses unincurred, as of 3/27/2020		43,000		
50% MOE funds unspent as of 3/27		64,500		
Move CDF funds to Lottery		115,000		
2019-20 IT Program Plan Savings		43,000		
2019-20 Media Services Program Plan savings		55,000		
Institutional Carry-Over (CDF)	726,042	600,000	200,000	200,000
Subtotal	2,004,311	2,247,360	1,107,000	1,107,000
Total Funds Available	6,524,922	5,069,001	3,885,535	3,893,367
Change from 2020-21 Plan			(1,183,466)	(1,175,634)

SCC Budget Plan
2019-2023
Source of Funds and Commitments

<i>Commitments</i>	Mid Year 2019-20	Requested 2020-21	Allocated 2020-21	Change	Projected 2021-22	Projected 2022-23
CDF bases	1,775,993	1,775,993	1,420,794	(355,199)	1,598,394	1,775,993
Instructionally Related (IR) bases	194,870	194,870	155,896	(38,974)	175,383	194,870
Lottery bases	232,800	232,800	232,800	-	232,800	232,800
Subtotal	2,203,663	2,203,663	1,809,490	(394,173)	2,006,577	2,203,663
<i>Institutional</i>						
Summer School	35,000	35,000	30,000	(5,000)	35,000	35,000
Child Development Center Overrun	20,000	40,000	35,000	(5,000)	40,000	40,000
Extend Sick Lv Backfill - Mgmt/Staff	20,000	20,000	20,000	-	20,000	20,000
Custodial Supplies	380,000	380,000	360,000	(20,000)	360,000	360,000
Achieving The Dream	30,000	30,000	27,000	(3,000)	30,000	35,000
Financial Aid Federal Audit Penalty	30,000	-	-	-	-	-
Ergomic Costs	25,000	25,000	25,000	-	25,000	25,000
ADA Costs	10,000	10,000	10,000	-	10,000	10,000
Sustainability	25,000	25,000	15,000	(10,000)	15,000	20,000
Life Guards	-	-	5,000	5,000	5,000	5,000
Fuel / Hunt & Sons(10k use to be coded to t	-	-	20,000	20,000	20,000	20,000
White Paper - JC Paper Co. / Nelson Suppl	-	-	8,000	8,000	8,000	8,000
Duplicating Print	-	-	30,000	30,000	30,000	30,000
Medical Stand By Srvc / Sports Security	-	-	10,000	10,000	10,000	10,000
Shred-it USA	-	-	1,000	1,000	1,000	1,000
Pest Control / Ecolab Pest Elimination	-	-	2,000	2,000	2,000	2,000
Maintenance & Repairs for College	-	-	122,000	122,000	122,000	122,000
Pitney Bow - Copies Maint - Boom Lift	-	-	50,000	50,000	50,000	50,000
Ricoh Copies (Not Repo Graphics)	-	-	7,000	7,000	7,000	7,000
Music Royalty (ascap / seac inc / BMI)	-	-	9,000	9,000	9,000	9,000
Postage	-	-	40,000	40,000	40,000	40,000
College Repairs (work orders)	-	50,000	40,000	(10,000)	(8,000)	(6,400)
PROJECTS:						
Davis Center Freeway Indicator Signs	13,000	-	-	-	-	-
Union Stadium	-	-	-	-	-	-
Counseling Project	25,000	-	-	-	-	-
Business Building - B130, B150/151 & B152	113,000	173,000	30,000	(143,000)	-	-
Swing Space - South Lot Shuttle	120,000	120,000	30,000	(90,000)	45,000	50,000
Mohr Hall Construction Contingency	200,000	-	-	-	-	-
Mohr Hall Type II Backfill-phase 1 funding	50,000	-	-	-	-	-
Mohr Hall Type II Backfill-phase 2 funding	-	100,000	50,000	-	-	-
Accreditation Visit Budget	9,552	22,810	17,810	(5,000)	22,810	15,299
Title 9 - Sand Volleyball	1	1	1	-	-	-
11th Avenue Annual Rent	36,000	37,107	37,107	-	38,085	39,093
11th Avenue Remodel	115,000	-	-	-	-	-
Subtotal	1,256,553	1,067,918	1,030,918	13,000	936,895	946,992
<i>Students</i>						
Student Access Cards	3,000	3,000	3,000	-	3,000	3,000
International Student Center	30,000	30,000	30,000	-	30,000	30,000
Financial Aid Overpayment/R2T4	125,000	125,000	75,000	(50,000)	75,000	75,000
Bus Rent-Field Trips/Athletic Travel	70,000	70,000	70,000	-	70,000	70,000
Post Season Competition	55,000	55,000	55,000	-	55,000	55,000
Event Security	25,000	25,000	25,000	-	25,000	25,000
Subtotal	308,000	308,000	258,000	(50,000)	258,000	258,000
<i>Program Plans</i>						
IT Resource/Replacement	623,184	567,040	515,452	(51,588)	515,452	515,452
President's Fund for Innovation & Excellence	15,000	15,000	12,750	(2,250)	12,750	12,750
Honors	25,700	37,235	21,845	(15,390)	21,845	21,845
Writing Center	74,900	96,969	63,665	(33,304)	63,665	63,665
Staff Development Incl CDI + EI	81,434	80,000	69,219	(10,781)	69,219	69,219
Distance Education	48,100	134,935	40,885	(94,050)	40,885	40,885
Safety, Security & Environment	81,300	311,250	69,105	(242,145)	69,105	69,105
Non-Instruct Equip & Infrastructure	125,000	5,061,450	106,250	(4,955,200)	106,250	106,250
Library Materials	92,000	92,000	78,200	(13,800)	78,200	78,200
Archive Librarian (.4 FTE)	27,418	46,092	23,305	(22,787)	23,305	23,305
Tutoring	614,480	724,013	522,308	(201,705)	522,308	522,308
Marketing/Outreach Advertising	110,000	197,500	-	(197,500)	-	-
AV Media Services	216,190	178,970	131,340	(47,630)	131,340	131,340
Articulation	5,000	5,000	4,250	(750)	4,250	4,250
Philanthropy	15,000	27,350	-	(27,350)	-	-
Subtotal	2,154,706	7,574,804	1,658,574	(5,916,230)	1,658,574	1,658,574
Total Commitments	5,922,922	11,154,385	4,756,982	(6,397,403)	4,860,046	5,067,229
Total Funds Available	6,524,922	5,069,001	5,069,001	-	3,885,535	3,893,367
Balance of Funds Available	602,000	(6,085,384)	312,019	(6,397,403)	(974,511)	(1,173,862)
<i>Budget Committee Allocation</i>						
Budget Committee Allocation	250,000	250,000	175,000	(75,000)	250,000	250,000
MOE	351,776	711,649	267,821	(443,828)	270,000	270,000
Funding of MOE by Perkins & SWP	-	-	(131,149)	-	-	-
Future Year Allocation	224	(7,047,033)	347	(5,878,575)	(1,494,511)	(1,693,862)

SCC Maintenance of Effort
2020-21

MOE 2020-21						FY20-21 Funded MOE		
Divisions:	FY 20-21 Requested MOE	FY19-20 Funded MOE	FY18-19 Approved MOE	FY17-18 Approved MOE	General Fund @80% of Prior Year	SWP/Perkins	Total Funding	
Advanced Tech	\$ 37,160	\$ 20,000	\$ -	\$ 19,662	\$ 4,000	\$ 27,086	\$ 31,086	
Behavioral & Social Sciences	\$ 5,000	\$ -	\$ -	\$ -	\$ 4,000	\$ -	\$ 4,000	
Business & CIS	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Davis	\$ 20,850	\$ 17,500			\$ 14,000	\$ -	\$ 14,000	
Humanities & Fine Arts	\$ 112,502	\$ 51,840	\$ 41,807	\$ 39,957	\$ 41,472	\$ 16,000	\$ 57,472	
KHA	\$ 50,000	\$ 45,000	\$ 45,000	\$ 40,000	\$ 36,000	\$ -	\$ 36,000	
Language & Literature	\$ -	\$ -	\$ -	\$ 6,000	\$ -	\$ -	\$ -	
Learning Resource Center	\$ 60,492	\$ 49,686	\$ 48,977	\$ 48,966	\$ 37,763	\$ -	\$ 37,763	
Science & Allied Health	\$ 352,145	\$ 135,750	\$ 123,500	\$ 94,953	\$ 35,000	\$ 99,645	\$ 134,645	
Counseling	\$ 46,500	\$ -	\$ -	\$ -	\$ -	\$ 500	\$ 500	
Math, Science & Engineering	\$ -	\$ -	\$ 2,100	\$ 510	\$ -	\$ -	\$ -	
Student Leadership Dvlpm't	\$ -	\$ 4,000	xx	xx	\$ -	\$ -	\$ -	
Public Information Office	xx	\$ 3,000	xx	xx	\$ -	\$ -	\$ -	
IT Computer Services	\$ 20,000	\$ 15,000	xx	xx	\$ 12,000	\$ -	\$ 12,000	
Cultural Awareness Center	\$ -	\$ 10,000	\$ -	\$ -	\$ -	\$ -	\$ -	
Total	\$ 704,649	\$ 351,776	\$ 261,384	\$ 250,048	\$ 184,235	\$ 143,231	\$ 327,466	
Change from Prior Year	\$ 352,873	\$ 90,392	\$ 11,336	\$ (10,579)	\$ (167,541) 56%	\$ 143,231 44%	\$ (24,310)	

SCC Program Plans 2020-21

Funding at 85% of prior FY amount

Budget Year 2020-21											Total CAT + Other	GENFD - 85% of PY allocation	Pre- Purchased with PY Funds	Total Program Plan Funding	Requested Amount	Requested Amount less Funding
Program Plan	Perkins	BFAP	SEAP	DSPS	Foundation	Sage -HSI	Strong Workforce	Other								
Non Instructional Equipment											106,250			106,250	5,061,450	4,955,200
Safety Security & Environment								44,200			44,200	24,905		69,105	311,250	242,145
Honors			5,100		1,020						6,120	15,725		21,845	37,235	15,390
Articulation											-	4,250		4,250	5,000	750
Information Technology	204,230		61,574		462						266,266	249,186		515,452	567,040	51,588
Staff Development								69,219			69,219			69,219	80,000	10,781
Marketing - Moved to DO											-	-		-	197,500	197,500
Veteran's Resource Center											-	-		-	-	-
Library Materials								78,200			78,200	-		78,200	92,000	13,800
Tutoring	68,000		262,973					28,050			359,023	163,285		522,308	724,013	201,705
Philanthropy - Moved to DO											-	-		-	27,350	27,350
Writing Center			30,740								30,740	32,925		63,665	96,969	33,304
Media Production / AV											-	131,340		131,340	178,970	47,630
Distance Education			23,579				7,191				30,770	10,115		40,885	134,935	94,050
Archives											-	23,305		23,305	46,092	22,787
President's Fund for Innovation & Excellence											-	12,750		12,750	15,000	2,250
Program Totals	272,230	-	383,966	462	1,020	-	7,191	219,669	884,538	774,036	-	-	1,658,574	7,574,804	5,916,230	
Pre-buy																
PY Funding	132,697	-	409,985	11,227	1,200		103,311	258,434	916,854	1,237,851			2,154,705	2,719,309	677,790	
Change	139,533	-	(26,019)	(10,765)	(180)	-	(96,120)	(38,765)	(32,316)	(463,815)			(496,131)	4,855,495	5,238,440	
Funding @ 90% of last yr. except IT and Media Svcs	276,230	-	372,057	462	1,080	-	7,614	232,591	890,033	1,104,979			1,794,284	7,574,804	5,780,521	
Funding @ 100% of last yr. except IT and Media Svcs	320,271	-	440,859	462	1,200	-	8,460	258,434	1,029,686	1,180,182			2,009,754	7,574,804	5,565,050	

Program Plan	CY Request	PY Request	Request Change	PY Funding Amount	CY Proposed Funding	Funding Change	
Non Instructional Equipment	5,061,450	270,000	4,791,450	125,000	106,250	(18,750)	
Safety Security & Environment	311,250	97,400	213,850	81,300	69,105	(12,195)	
Honors	37,235	36,188	1,047	25,700	21,845	(3,855)	
Articulation	5,000	5,000	-	5,000	4,250	(750)	
Information Technology	567,040	623,184	(56,144)	623,183	515,452	(107,731)	
Staff Development	80,000	207,810	(127,810)	81,434	69,219	(12,215)	
Marketing	197,500	261,000	(63,500)	110,000	-	(110,000)	Moved to reporting to DO in FY 20
Veteran's Resource Center	-	-	-	-	-	-	
Library Materials	92,000	79,000	13,000	92,000	78,200	(13,800)	
Tutoring	724,013	686,221	37,792	614,480	522,308	(92,172)	includes outside TPP funding
Basic Skills							
College Advancement	27,350	33,710	(6,360)	15,000	-	(15,000)	
Writing Center	96,969	93,563	3,406	74,900	63,665	(11,235)	
Media Production / AV	178,970	227,830	(48,860)	216,190	131,340	(84,850)	
Distance Education	134,935	55,985	78,950	48,100	40,885	(7,215)	
Archives	46,092	27,418	18,674	27,418	23,305	(4,113)	
Continuous QI	15,000	15,000	-	15,000	12,750	(2,250)	
TOTAL	7,574,804	2,719,309	4,855,495	2,154,705	1,658,574	(496,131)	

Excerpts from Department of Finance
2020 BUDGET CHANGE LETTERS AND MAY REVISION

Below are excerpts from the 3/24/2020 Department of Finance Budget Letter to State Department Directors and staff, which includes somewhat of an explanation related to our budget cuts. The full memo may be found here:

http://www.dof.ca.gov/twitterdocs/BL-20-08_Finance_Letters_and_May_Revision.pdf

... the virus continues to spread and is impacting nearly all sectors of California's economy. Among these impacts is a severe drop in economic activity, with corresponding negative effects on anticipated revenues. The impact on revenues could be immediate, affecting the 19-20 fiscal year, and will certainly produce impacts for the upcoming 2020-21 fiscal year and beyond.

As a result of the conditions noted above, the Department of Finance will now reevaluate all budget changes within the context of a workload budget, based on the merits of each proposal, and ultimately subject to the availability of funding.

Government Code Section 13308.05 defines a workload budget as "the budget year cost of currently authorized services, adjusted for changes in enrollment, caseload, or population, or all of these changes and any of the following:

- (a) Statutory cost-of-living adjustments.
- (b) Chaptered legislation.
- (c) One-time expenditures.
- (d) The full-year costs of partial-year programs.
- (e) Costs incurred pursuant to constitutional requirements.
- (f) Federal mandates.
- (g) Court-ordered mandates.
- (h) State employee merit salary adjustments.
- (i) State agency operating expense and equipment cost adjustments to reflect price increases."