

SPECIAL JOINT MEETING OF THE`
 OKLAHOMA CITY COMMUNITY COLLEGE BOARD OF REGENTS
 AND THE
 SOUTH OKLAHOMA CITY AREA SCHOOL DISTRICT BOARD OF TRUSTEES
 June 8, 2020

AGENDA ITEM 5:

Presentation/Overview of the Fiscal Year 2021 Staffing Plan, Tuition, and Budgets

SUMMARY OF FISCAL YEAR (FY) 2021 STAFFING PLAN

COMPENSATION AND BENEFITS PLAN

- The cost of salaries and benefits is estimated to be \$39,553,123 for E&G and \$1,902,525 for Auxiliary for a total cost the amount of \$41,455,648.
- The current benefits program for employees will be continued for Fiscal Year 2021. The benefits program includes:

| Benefit | Projected FY 2021 OCCC Costs | Cost Difference over FY 2020 |
|--------------------------------------|---|---|
| Oklahoma Teachers' Retirement System | \$4,711,957 | \$(484,493) |
| Health Insurance (self-funded) | \$3,285,316 | \$15,933 |
| Dental Insurance | \$227,673 | \$21,567 |

- For Fiscal Year 2021, the employee Health Insurance Plans will continue to be administered through Blue Cross Blue Shield of Oklahoma. OCCC will continue to support the health plan wellness program through Blue Cross and the Telemedicine feature that allows employees to visit with a doctor or order prescriptions anywhere in the world. Employees are only responsible for their co-pay for this added benefit. Additionally, OCCC will continue to offer a voluntary prescription mail order program administered through CRX, International.
- The College's monthly health premium will increase by 11.7%. The cost is \$657 per employee per month for Blue Preferred and \$642 for Blue Choice. The college will continue to offer the \$600 contribution for the fiscal year into the health savings incentive for employees that enroll in the high deductible health plan option.
- Dental rates will increase by 10%. The cost to the College for coverage is \$39.12 per employee per month.
- For Fiscal Year 2021, the employee 403(b) contributions will remain unchanged.
- The Group Life and Long Term Disability insurance costs will not increase.

Staffing Requirements

- Considerations
 - Accomplish the Fiscal Year 2021 Annual Plan.
 - Preserve the intellectual and skill capacity needed to continue to meet enrollment levels in Fiscal Year 2021.
- Summary of Educational and General (E&G) Budget Staffing Requirements for Fiscal Year 2021

| <u>Fiscal Year 2021 Staffing Plan</u> | FY 2020 FTE* | FY 2021 FTE* | Net Change | Net Cost |
|--|-------------------------|-------------------------|-----------------------|----------------------|
| Full-Time Faculty | 138 | 138 | 0 | \$(929,694) |
| Adjunct Faculty | 307 | 266 | -41 | \$(972,258) |
| Exempt Staff | 131 | 149 | 18 | \$561,137 |
| Non-Exempt Staff (Hourly) | 220 | 180 | -40 | \$(3,120,393) |
| Student Employment Program | 67 | 67 | 0 | \$0 |
| Totals | 863 | 800 | -63 | \$(4,461,208) |

* FTE is “full-time equivalent.” For example, two 0.5 FTE positions = 1 FTE position

- The net overall decrease of 63 FTE in faculty and staff reflects all of the changes made over the course of Fiscal Year 2020, including the increased cost of health benefits, the FLSA changes, the removal of funding from positions in the staffing plan that will not be filled in Fiscal Year 2021, the savings from positions that will be filled at a lower salary due to faculty retirements, and the Reduction in Force. The resulting total salary and benefit cost reduction is \$4,461,208.00.
- Other factors that impact the \$4,461,208 total cost reduction include 7 Student Affairs positions that will remain in the E&G budget but with another funding source, and the transfer of 2 FTE in the Testing Center from the E&G to the Auxiliary Budget.

The Reduction in Force had the following impact:

- 31 positions were removed from the Staffing Plan with a salary and benefit cost savings of \$1,805,836.00.
- 30 positions will remain in the Staffing Plan but without funding, and with a cost savings of \$1,927,665.00. These positions will not be filled in Fiscal Year 2021.

- 40 Adjunct FTEs were removed from the Staffing Plan, representing a reduction of 400 course sections.
- 32 Employees in the E&G Budget were impacted by the Reduction in Force with a total cost savings of 1,689,854.00.
- 5 of the 32 employees were offered and have accepted transfers to vacant positions in the College.

**OKLAHOMA CITY COMMUNITY COLLEGE
EDUCATIONAL AND GENERAL OPERATING BUDGET
ESTIMATED SOURCES OF FUNDS FISCAL YEAR 2021**

| Source | Fiscal Year 2020 Budget | Fiscal Year 2021 Budget | Incr / (Decr) from FY 2020 |
|---|----------------------------|----------------------------|-------------------------------|
| State Allocations | \$ 21,999,670 | \$ 21,247,931 | \$ (751,739) |
| Student Tuition & Fees | 29,755,437 | 22,599,559 | (7,155,878) |
| Prior Year Student Fee Collections | 2,000,000 | 2,000,000 | - |
| Technical Education Reimbursement | 4,000,000 | 4,000,000 | - |
| Public Service | 95,000 | 95,000 | - |
| Auxiliary Transfer - Theater | 146,897 | - | (146,897) |
| Auxiliary Transfer - E & G Operations | 231,150 | 613,928 | 382,778 |
| Other Income | 785,000 | 582,000 | (203,000) |
| Total Estimated Revenues | \$ 59,013,154 | \$ 51,138,418 | \$ (7,874,737) |
| Plus: Projected Carryover & Reserves 6/30/20 | 9,000,000 | 11,500,000 | 2,500,000 |
| Total Estimated Revenues & Carryover | \$ 68,013,154 | \$ 62,638,418 | \$ (5,374,737) |
| Less: Projected Reserves 6/30/20 | (1,750,000) | (2,000,000) | (250,000) |
| Total Available for Expenditure | \$ 66,263,154 | \$ 60,638,418 | \$ (5,624,737) |

**OKLAHOMA CITY COMMUNITY COLLEGE
SUMMARY OF TUITION AND MANDATORY FEES
FISCAL YEAR 2021**

| | Current for FY 2020 | Proposed for FY 2021 | \$\$ Increase / Decrease | % Increase / Decrease |
|--|------------------------|-------------------------|-----------------------------|--------------------------|
| Resident Tuition & Mandatory Fees : | | | | |
| Tuition - Resident | \$ 100.84 | \$ 100.84 | \$ - | 0.0% |
| Mandatory Fees (Note 1) | <u>34.45</u> | <u>34.45</u> | <u>-</u> | <u>0.0%</u> |
| Total Resident Tuition & Mandatory Fees | <u>\$ 135.29</u> | <u>\$ 135.29</u> | <u>\$ -</u> | <u>0.0%</u> |
| Non-Resident Tuition & Mandatory Fees : | | | | |
| Tuition - Non-Resident | \$ 191.70 | \$ 191.70 | \$ - | 0.0% |
| Mandatory Fees (Note 1) | 34.45 | 34.45 | - | 0.0% |
| Tuition - Resident | <u>100.84</u> | <u>100.84</u> | <u>-</u> | <u>0.0%</u> |
| Total Non-Resident Tuition & Mandatory Fees | <u>\$ 326.99</u> | <u>\$ 326.99</u> | <u>\$ -</u> | <u>0.0%</u> |
| (Note 1) | | | | |
| Mandatory Fees : | | | | |
| Library Fee | \$ 2.00 | \$ 2.00 | \$ - | - |
| Assessment Fee | 1.00 | 1.00 | - | - |
| Technology Fee | 5.00 | 5.00 | - | - |
| Security Fee | 5.00 | 5.00 | - | - |
| Facility Use Fee | 14.30 | 14.30 | - | - |
| Student Activity Fee | <u>7.15</u> | <u>7.15</u> | <u>-</u> | <u>-</u> |
| Total Mandatory Fees | <u>\$ 34.45</u> | <u>\$ 34.45</u> | <u>\$ -</u> | <u>0.0%</u> |

**OKLAHOMA CITY COMMUNITY COLLEGE
EDUCATIONAL AND GENERAL OPERATING BUDGET
BY OBJECT OF EXPENDITURE
FISCAL YEAR 2021 BUDGET**

| Object | Fiscal Year 2020 Budget | Fiscal Year 2021 Budget | Incr / (Decr) from FY 2020 |
|---|-----------------------------|-----------------------------|-------------------------------|
| Salaries, Wages & Benefits | \$ 44,014,331 | \$ 39,553,123 | \$ (4,461,208) |
| Non-Personnel Expenses | 16,343,277 | 15,812,214 | (531,063) |
| Restricted Contingency | 3,045,895 | 2,338,050 | (707,846) |
| Unrestricted Contingency | 2,859,651 | 2,935,031 | 75,380 |
| Total Educational and General Operating Budget | <u>\$ 66,263,154</u> | <u>\$ 60,638,418</u> | <u>\$ (5,624,737)</u> |

**OKLAHOMA CITY COMMUNITY COLLEGE
EDUCATIONAL AND GENERAL OPERATING BUDGET
BY FUNCTION OF EXPENDITURE
FISCAL YEAR 2021 BUDGET**

| Function | Fiscal Year 2020 Budget | Fiscal Year 2021 Budget | Incr / (Decr) from FY 2020 |
|---|-----------------------------|-----------------------------|-------------------------------|
| 11 Instruction | \$ 34,734,548 | \$ 30,483,378 | \$ (4,251,170) |
| 13 Public Service | - | - | - |
| 14 Academic Support | 1,775,190 | 1,681,294 | (93,896) |
| 15 Student Services | 7,071,376 | 6,618,192 | (453,184) |
| 16 Institutional Support | 8,140,657 | 8,211,608 | 70,951 |
| 17 Operation & Maintenance of Plant | 10,820,983 | 10,136,993 | (683,990) |
| 18 Scholarships & Tuition Waivers | 3,720,400 | 3,506,953 | (213,447) |
| Total Educational & General Operating Budget | <u>\$ 66,263,154</u> | <u>\$ 60,638,418</u> | <u>\$ (5,624,737)</u> |

**OKLAHOMA CITY COMMUNITY COLLEGE
EDUCATIONAL AND GENERAL OPERATING BUDGET
BY OBJECT OF EXPENDITURE
FISCAL YEAR 2021 BUDGET**

| Object | Fiscal Year 2020 Budget | Fiscal Year 2021 Budget | Incr / (Decr) from FY 2020 |
|---|-----------------------------|-----------------------------|-------------------------------|
| Salaries, Wages & Benefits | \$ 44,014,331 | \$ 39,553,123 | \$ (4,461,208) |
| Services | 10,812,450 | 11,062,519 | 250,069 |
| Materials & Supplies | 3,260,203 | 2,815,581 | (444,622) |
| Fixed Assets | 1,348,784 | 1,507,857 | 159,072 |
| Other | 4,471,675 | 4,216,750 | (254,925) |
| Travel | 260,205 | 239,941 | (20,265) |
| Utilities | 2,095,506 | 1,242,647 | (852,859) |
| Total Educational and General Operating Budget | <u>\$ 66,263,154</u> | <u>\$ 60,638,418</u> | <u>\$ (5,624,737)</u> |

Staffing Requirements

▪ Considerations

- Accomplish the Fiscal Year 2021 Annual Plan.
- Preserve the intellectual and skill capacity needed to continue to meet enrollment levels in Fiscal Year 2021.

▪ Summary of Auxiliary Budget Staffing Requirements for Fiscal Year 2021

| <u>Fiscal Year 2021 Staffing Plan</u> | FY 2020 FTE* | FY 2021 FTE* | Net Change | Net Cost |
|--|-------------------------|-------------------------|-----------------------|------------------|
| Full-Time Faculty | 0 | 0 | 0 | \$0 |
| Adjunct Faculty | 4 | 3 | -1 | \$(4,831) |
| Exempt Staff | 8 | 10 | 2 | \$215,019 |
| Non-Exempt Staff (Hourly) | 19 | 16 | -3 | \$21,491 |
| Student Employment Program | 10 | 10 | 0 | \$0 |
| Totals | 41 | 39 | -2 | \$231,679 |

* FTE is “full-time equivalent.” For example, two 0.5 FTE positions = 1 FTE position

- The net overall decrease of 2 FTE reflects all of the staffing changes made in the Auxiliary Budget over the course of Fiscal Year 2020. Despite the net decrease of 2 FTE, the cost of salaries and benefits is projected to increase by \$231,679. This cost increase is attributable to several factors including the transfer of 2 Testing Center FTE from E&G to Auxiliary, adjustments to fund Enterprise Services, and adjustments necessitated by the underestimates of staff salaries needed to operate Food Service that were projected in the Fiscal Year 2020 Budget.

The Reduction in Force likewise affected the Auxiliary Budget as follows:

- One (1) Exempt and two (2) Non-Exempt positions were removed from the staffing plan with a total cost savings of \$145,986.00.
- 3 incumbent employees were impacted.
- As previously mentioned, 2 FTE from the Test Center were transferred from E&G to the Auxiliary Budget.

**OKLAHOMA CITY COMMUNITY COLLEGE
ESTIMATED SOURCES AND USES OF AUXILIARY BUDGET
FISCAL YEAR 2021**

| | FY 2020 <u>Adjusted Budget</u> | Fiscal Year 2021 <u>Budget</u> | Incr / (Decr) <u>from FY 2020</u> |
|--|-----------------------------------|-----------------------------------|--------------------------------------|
| Estimated Revenues : | | | |
| Student Store Sales | \$ 3,555,000 | \$ 2,875,770 | \$ (679,230) |
| Assessment Fee | - | 161,930 | 161,930 |
| Facility Use Fee | 2,935,415 | 2,315,658 | (619,757) |
| Student Activity Fee | 1,467,709 | 1,157,831 | (309,878) |
| Cafeteria/Catering & Vending | 659,600 | 475,715 | (183,885) |
| Coffee Shop Commissions | - | 24,000 | 24,000 |
| Business Training | - | 150,000 | 150,000 |
| VPAC - Theater Sales / Rentals | 300,000 | 50,000 | (250,000) |
| Print Shop | - | 120,000 | 120,000 |
| Testing and Assessment | - | 150,000 | 150,000 |
| Other Revenues | <u>230,000</u> | <u>175,000</u> | <u>(55,000)</u> |
| Total Estimated Revenues | 9,147,724 | 7,655,904 | (1,491,820) |
| Projected Carryover | <u>2,700,000</u> | <u>7,700,000</u> | <u>5,000,000</u> |
| Total Available for Expenditure | <u>\$ 11,847,724</u> | <u>\$ 15,355,904</u> | <u>\$ 3,508,180</u> |
| Estimated Expenditures : | | | |
| Student Store Operations/TEK Spot | \$ 3,151,603 | \$ 2,675,770 | \$ (475,833) |
| Student - Programs & Projects | 462,297 | 401,227 | (61,070) |
| Revenue Bond Debt Service | 1,771,673 | 1,636,746 | (134,927) |
| Recreation & Fitness | 429,146 | 373,002 | (56,144) |
| College Union/Cafeteria & Catering | 883,411 | 641,087 | (242,324) |
| Business Training | 109,575 | 86,744 | (22,831) |
| Enterprise Services | - | 115,446 | 115,446 |
| Visual Performing Arts - Programming | 200,142 | 16,000 | (184,142) |
| Visual Performing Arts - Operations | 67,828 | 40,000 | (27,828) |
| Student Activity Fee - Theater | 206,654 | - | (206,654) |
| Student Activities | 203,894 | 25,000 | (178,894) |
| Print Shop Services | - | 100,000 | 100,000 |
| Testing and Assessment | - | 293,965 | 293,965 |
| Special Events | 335,670 | 335,670 | - |
| Other Expenses | 82,139 | 34,600 | (47,539) |
| Utilities | 70,500 | 70,500 | - |
| Transfer to E&G - E & G Operations | 231,150 | 613,928 | 382,778 |
| Transfer to Capital - Facility Use Fee | 1,163,745 | 678,915 | (484,830) |
| Contingency - General | <u>2,478,297</u> | <u>7,217,304</u> | <u>4,739,008</u> |
| Total Expenditures | <u>\$ 11,847,724</u> | <u>\$ 15,355,904</u> | <u>\$ 3,508,180</u> |

**OKLAHOMA CITY COMMUNITY COLLEGE
AUXILIARY OPERATING BUDGET
BY OBJECT OF EXPENDITURE
FISCAL YEAR 2021**

| Object | Fiscal Year 2020 Adjusted Budget | Fiscal Year 2021 Budget | Incr / (Decr) from FY 2020 |
|-------------------------------|-------------------------------------|-----------------------------|-------------------------------|
| Salaries, Wages & Benefits | \$ 1,670,846 | \$ 1,902,525 | \$ 231,679 |
| Non-Personnel expenses | 7,698,581 | 6,236,074 | (1,462,506) |
| Restricted Contingency | 919,672 | 1,143,167 | 223,495 |
| Unrestricted Contingency | 1,558,625 | 6,074,137 | 4,515,512 |
| Total Auxiliary Budget | <u>\$ 11,847,724</u> | <u>\$ 15,355,904</u> | <u>\$ 3,508,180</u> |

**OKLAHOMA CITY COMMUNITY COLLEGE
AUXILIARY NET MARGIN - SOURCES & USES
FISCAL YEAR 2021**

| <u>Description</u> | <u>Student Store</u> | <u>Student Facilities</u> | <u>Student Activity Fee</u> | <u>Cafeteria, Catering, Vending and Coffee Shop</u> | <u>Business Training</u> | <u>VPAC - Auditorium Rentals</u> | <u>Print Shop</u> | <u>Testing & Assessment Services</u> | <u>Spcl Events, Other, Utilities & Carryover</u> | <u>Total</u> |
|--|--------------------------|---------------------------|-----------------------------|---|--------------------------|----------------------------------|-------------------------|--|--|----------------------------|
| Fiscal Year 2021 Projection : | | | | | | | | | | |
| Estimated Revenue | \$ 2,875,770 | \$ 2,315,658 | \$ 1,157,831 | \$ 499,715 | \$ 150,000 | \$ 50,000 | \$ 120,000 | \$ 311,930 | \$ 7,875,000 | \$ 15,355,904 |
| Estimated Operating Exp's (excluding contingency) | <u>2,675,770</u> | <u>2,315,658</u> | <u>1,413,155.92</u> | <u>641,087</u> | <u>86,744</u> | <u>56,000</u> | <u>100,000</u> | <u>293,965</u> | <u>556,219</u> | <u>8,138,599</u> |
| Net Margin | <u>\$ 200,000</u> | <u>\$ 0</u> | <u>\$ (255,325)</u> | <u>\$ (141,372)</u> | <u>\$ 63,256</u> | <u>\$ (6,000)</u> | <u>\$ 20,000</u> | <u>\$ 17,965</u> | <u>\$ 7,318,781</u> | <u>\$ 7,217,304</u> |

**OKLAHOMA CITY COMMUNITY COLLEGE
CAPITAL BUDGET
FISCAL YEAR 2021**

| | Fiscal Year 2020 Budget | Fiscal Year 2021 Budget | Incr. / (Decr.) from FY 20 (\$'s) | Incr. / (Decr.) from FY 20 (%) |
|---|----------------------------|----------------------------|--------------------------------------|-----------------------------------|
| Sources of Funds | | | | |
| Capital Funds Beginning Balance: | | | | |
| Total Beginning Balance: | \$ 7,070,923 | \$ 6,123,574 | \$ (947,349) | -13.4% |
| Estimated Revenues: | | | | |
| Contract Payment from District | \$ 3,000,000 | \$ - | \$ (3,000,000) | -100.0% |
| Facility Use Fee Transfer | 1,163,745 | 678,915 | (484,829) | -41.7% |
| Security Fee Transfer | 700,309 | 476,808 | (223,502) | -31.9% |
| Section 13 Offset Allocation | 1,082,340 | 1,039,624 | (42,716) | -3.9% |
| Total Estimated Revenues | \$ 5,946,394 | \$ 2,195,347 | \$ (3,751,047) | -63.1% |
| Total Sources of Funds Available | \$ 13,017,317 | \$ 8,318,921 | \$ (4,698,396) | -36.1% |
| Uses of Capital Funds : | | | | |
| Campus Wide Renovations & Improvements | \$ 13,017,317 | \$ 8,318,921 | \$ (4,698,396) | -36.1% |
| Total Uses of Funds | \$ 13,017,317 | \$ 8,318,921 | \$ (4,698,396) | -36.1% |

**SOUTH OKLAHOMA CITY AREA SCHOOL DISTRICT
OPERATING BUDGET
FY 2021**

| | <u>FY 2020 Budget</u> | <u>FY 2021 Budget</u> | <u>Incr / (Decr) from FY 2020</u> |
|--|---------------------------|---------------------------|---------------------------------------|
| Estimated Revenues: | | | |
| Operational Levy | \$ 4,330,073 | \$ 4,330,073 | \$ - |
| Incentive Levy | 2,046,183 | 2,046,183 | - |
| Building Levy | 2,118,973 | 2,118,973 | - |
| External Resource Development Income | 50,000 | - | (50,000) |
| Interest Income | 24,000 | 175,000 | 151,000 |
| Total Estimated Revenues | 8,569,228 | 8,670,228 | 101,000 |
| Projected Carryover & Reserves 6/30/2020 | | | |
| Operational Levy | 2,845,973 | 1,211,226 | (1,634,748) |
| Incentive Levy | 1,962,928 | 4,047,675 | 2,084,747 |
| Building Levy | 7,673,073 | 10,568,676 | 2,895,603 |
| Total Projected Carryover & Reserves | 12,481,975 | 15,827,576 | 3,345,602 |
| Total Estimated Revenues & Project Reserve Available for Expenditure | 21,051,202 | 24,497,804 | 3,446,602 |
| Less: Projected Reserve 6/30/2021 | | | |
| Operational Levy | 1,246,229 | 655,095 | (591,135) |
| Incentive Levy | 1,718,771 | 3,365,121 | 1,646,350 |
| Building Levy | 1,399,328 | 4,293,931 | 2,894,603 |
| Total Projected Reserves | 4,364,329 | 8,314,147 | 3,949,818 |
| Total Available for Expenditure | \$ 16,686,874 | \$ 16,183,657 | \$ (503,216) |
| Proposed Expenditures : | | | |
| Reimbursement to College for Providing: | | | |
| Technical Education Instruction | \$ 7,000,000 | \$ 4,000,000 | \$ (3,000,000) |
| Operation Levy | 664,744 | 791,203 | \$ 126,459 |
| Incentive Levy | 327,412 | 2,727,736 | \$ 2,400,325 |
| Building Levy | 8,392,718 | 8,476,718 | \$ 84,000 |
| External Resource Development | 50,000 | - | \$ (50,000) |
| Administrative Costs: | | | |
| Insurance - Errors & Omissions | 12,000 | 12,000 | - |
| Treasurer's Surety Bond (\$350,000 Bond maintained at same level as Oklahoma County Treasurer) | 6,000 | 6,000 | - |
| Sweep Fees | - | 38,000 | 38,000 |
| Audit | 9,000 | 9,000 | - |
| Attorney Fees | 177,000 | 75,000 | (102,000) |
| Board of County Commissioners | 42,000 | 42,000 | - |
| Other | 6,000 | 6,000 | - |
| Total Available for Expenditure | \$ 16,686,874 | \$ 16,183,657 | \$ (503,216) |