

Coastal Bend College



VISION 2020 Keeping Student Success In Sight

2018-2019

ANNUAL BUDGET



GOVERNANCE

| <u>Board of Trustees</u> | <u>Term Expiration</u> | <u>Title</u> |
|-------------------------------|------------------------|--------------|
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| Victor Gomez | 2022 | Secretary |
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Administration

| | |
|---------------------|---|
| Beatriz T. Espinoza | President |
| Shannon McCarron | Vice President Strategic Planning & Administration |
| Carry DeAtley | Vice President, Instruction & Economic Development |
| Guadalupe Ganceres | Executive Dean, Student Services |
| Julia T. Garcia | Dean, Workforce Training |
| Zachary Suarez | Dean, Academics |
| Miguel Aguilar | Director, Institutional Effectiveness & Accreditation |
| Kevin Behr | Director, Public Safety |
| Jacinto Colmenero | Director, Facilities |
| Madeline Madden | Executive Director, CBC Foundation |
| Audrey Ramirez | Human Resources Manager |
| Amador Ramirez | Director, Information Technology |



Mission Statement

Coastal Bend College is a student-centered community college committed to delivering superb educational and life enriching opportunities to its students and the communities it serves.

Strategic Goals

1. Offer a quality educational experience for all students.
2. Provide comprehensive student services to increase overall student success.
3. Engage students and staff in support of our communities.
4. Effectively and efficiently use resources to benefit our students.

Annual Goals

- Successful completion of the 5th year interim SACSCOC report
- Reach a full-time 6-year graduation rate of 50% in 5-8 years
- Establish a college dashboard to ensure focus on student success
- Continue to strengthen the financial stability of the college by reviewing programs and services from a ROI perspective
- Continue to contribute \$1m to Fund Balance
- Expand online learning- develop a guaranteed 2-year degree and formalized recruitment plan
- Develop plan to enhance the College's leadership and climate by engaging the external community and employee groups related to strategic priorities
- Conduct an annual climate survey with CBC employees
- Create and develop community partnerships

2018-19 Budget Overview

The 2017-18 operating budget was built on the following assumptions:

1. State Appropriations remain flat due to 2nd year of Legislative Biennium.
2. No increase in tuition or fees.
3. Slight decrease in property tax revenue although the tax rate remained flat.
4. Streamlined course fees to ensure they align with the student's course consumable supplies only.
5. Developed Instructional Technology Cost Center to properly reflect and measure the College's annual investment in instructional technology, which includes, but not limited to software, licenses, and equipment.

FY 2018-19 PLANNING & BUDGET CALENDAR

| | |
|------------------|---|
| SEPTEMBER | <p>Board sets and adopts M&O, I&S Tax Rates</p> <p>Fall Employee In-Service</p> <p>Board reviews and revises Local Policy (if needed)</p> <p>Board attends ACCT</p> <p>FY 2019 Budget opens in Colleague; Budget Managers review for accuracy</p> |
| OCTOBER | <p>Budget Managers begin annual Program Review Process</p> <p>Board considers approval of revisions to course fees for Spring 2019</p> |
| NOVEMBER | <p>Board considers approval of 2018 certified annual tax roll by County Tax Assessor's Office</p> <p>Annual Wildlife Calendar Reception</p> |
| DECEMBER | <p>Annual Audit presented to Board for Review and Approval</p> <p>FY 2017-18 Annual Investment Report presented to Board</p> <p>First Quarter Investment Report presented to Board as required by PFIA</p> <p>Annual SACSCOC Meeting</p> <p>Board considers approval of 2019-20 Academic Calendar</p> <p>Program Reviews due to area Vice President</p> <p>CBC Beeville hosts annual Evening with Santa</p> <p>Fall CBC Professional Nurse Pinning and Candle Lighting Ceremony</p> |
| JANUARY | <p>86th State Legislative Session Convenes</p> <p>Scheduling of annual budget sessions for FY2019-20 begin</p> <p>Board considers approval of revisions to tuition and fees for 2019-20</p> <p>Board sets 2019 annual strategic goals</p> <p>Spring term begins</p> |
| FEBRUARY | <p>Annual Budget Sessions: Mid-year review and 2019-20 build begins</p> <p>ACCT National Legislative Summit</p> <p>Spring Employee In-Service</p> |
| MARCH | <p>Second Quarter Investment Report presented to Board as required by PFIA</p> <p>FY 2019-20 Contracts presented to Board for review and approval</p> <p>Board attends BOTI</p> <p>President's Leadership Team reviews and prioritizes Annual Funding Requests based on Program Review results</p> |
| APRIL | <p>Spring Fest at Campus Sites</p> <p>Student Award Banquets</p> |
| MAY | <p>86th State Legislative Session Adjourns (Assuming no Special Sessions)</p> <p>FY2019-2020 Revenue Assumptions are complete</p> <p>Spring Professional Nurse Pinning and Candle Lighting Ceremony</p> |
| JUNE | <p>Annual Planning & Budget Workshop</p> <p>Board considers possible approval of FY2019-20 Annual Operating Budget</p> <p>Third Quarter Investment Report presented to Board as required by PFIA</p> |
| JULY | <p><i>No regular session scheduled.</i></p> |
| AUGUST | <p>Board considers action to approve Proposed Tax Rate, Planning Calendar & Schedule Public Hearings</p> <p>Certification of Debt Collection Rate for 2018 Tax Year/Statement of Excess for 2018</p> <p>Cougar Days- Student Orientation at Campus Sites</p> <p>Fall Term Begins.</p> |

FY 2018-19 Annual Operating Budget

| Functional Areas/Departments | FY 19 Orig Budget | 1718 Budget | Variance |
|---|--------------------------|----------------------|-------------------|
| Revenue | | | |
| Ad Valorem Taxes | \$ 2,870,299 | \$ 3,029,251 | \$ (158,952) |
| State Appropriations | \$ 7,164,841 | \$ 7,164,843 | \$ (2) |
| Tuition & Fees | \$ 11,129,373 | \$ 10,312,355 | \$ 817,018 |
| Facilities Rental | \$ 181,000 | \$ 202,000 | \$ (21,000) |
| Indirect Costs | \$ 75,000 | \$ 83,000 | \$ (8,000) |
| Miscellaneous Income | \$ 77,350 | \$ 78,600 | \$ (1,250) |
| Auxiliary-Bookstore Commissions | \$ 100,000 | \$ 100,000 | \$ - |
| Auxiliary-Campus Housing Revenue | \$ 770,000 | \$ 774,900 | \$ (4,900) |
| Auxiliary-Child Care Center Revenue | \$ 155,000 | \$ 155,000 | \$ - |
| Auxiliary-Managed Printing Revenue | \$ 65,000 | \$ 29,694 | \$ 35,306 |
| Auxiliary- Student ID Cards | \$ 5,600 | \$ 800 | \$ 4,800 |
| Auxiliary-Student Activities | \$ 11,250 | \$ 25,900 | \$ (14,650) |
| Auxiliary- Vending Income | \$ 11,000 | \$ 10,000 | \$ 1,000 |
| Revenue Total | \$ 22,615,713 | \$ 21,966,343 | \$ 649,370 |
| Expense | | | |
| College Reserves | \$ 225,000 | \$ 208,719 | \$ 16,281 |
| Contribution to Reserves | \$ 1,000,000 | \$ 1,000,000 | \$ - |
| Provision- COLA Set Aside | \$ 200,000 | | \$ 200,000 |
| Provision- SACS Incentive | \$ 350,000 | \$ 350,000 | \$ - |
| Provision- 60x30TX | \$ 125,000 | \$ - | \$ 125,000 |
| Provision- Technology | \$ 171,513 | \$ - | \$ 171,513 |
| Provision- Instructional Furniture Upgrades | \$ 175,000 | \$ - | \$ 175,000 |
| Provisions/Reserves Total | \$ 2,246,513 | \$ 1,558,719 | \$ 687,794 |
| Academic Support | | | |
| Distance Learning | \$ 82,258 | \$ 88,040 | \$ (5,782) |
| Dual Enrollment | \$ 136,473 | \$ 138,754 | \$ (2,281) |
| Library | \$ 258,135 | \$ 260,052 | \$ (1,917) |
| Academic Support Total | \$ 476,866 | \$ 486,846 | \$ (9,980) |
| Institutional Support | | | |
| Administrative Services | \$ 119,000 | \$ 112,430 | \$ 6,570 |
| Board of Trustees | \$ 60,000 | \$ 61,000 | \$ (1,000) |
| Business Services | \$ 404,469 | \$ 374,948 | \$ 29,521 |
| Campus Sites | \$ 359,684 | \$ 346,207 | \$ 13,477 |
| Computer Programming | \$ 528,578 | \$ 812,426 | \$ (283,848) |
| Foundation | \$ 167,577 | \$ 170,221 | \$ (2,644) |
| Human Resources | \$ 141,476 | \$ 126,240 | \$ 15,236 |
| Information Technology Services | \$ 543,019 | \$ 771,726 | \$ (228,707) |
| Institutional Effectiveness | \$ 91,500 | \$ 90,114 | \$ 1,386 |
| Institutional Expenses | \$ 2,998,145 | \$ 2,873,082 | \$ 125,063 |
| President's Office | \$ 361,419 | \$ 361,409 | \$ 10 |
| Print & Mail | \$ 72,478 | \$ 75,697 | \$ (3,219) |
| Professional Development | \$ 132,500 | \$ 57,001 | \$ 75,499 |
| Public Relations | \$ 238,712 | \$ 204,080 | \$ 34,632 |
| SACS | \$ 23,500 | \$ 17,150 | \$ 6,350 |
| Title IX | \$ 9,000 | \$ 8,978 | \$ 22 |

FY 2018-19 Annual Operating Budget

| Functional Areas/Departments | FY 19 Orig Budget | 1718 Budget | Variance |
|-------------------------------------|--------------------------|---------------------|---------------------|
| Institutional Support Total | \$ 6,251,057 | \$ 6,462,709 | \$ (211,652) |
| Instruction | | | |
| Accounting | \$ 55,068 | \$ 56,478 | \$ (1,410) |
| Allied Health | \$ 141,750 | \$ 144,082 | \$ (2,332) |
| Auto Mechanics | \$ 47,950 | \$ 50,575 | \$ (2,625) |
| Biology | \$ 351,651 | \$ 386,662 | \$ (35,011) |
| Business Administration | \$ 77,855 | \$ 12,480 | \$ 65,375 |
| Business Management | \$ 25,070 | \$ 18,100 | \$ 6,970 |
| Business Technology | \$ 11,620 | \$ 60,435 | \$ (48,815) |
| Chemistry | \$ 12,600 | \$ - | \$ 12,600 |
| Child Development | \$ 66,625 | \$ 72,752 | \$ (6,127) |
| Computer Info. Technology | \$ 80,000 | \$ 119,603 | \$ (39,603) |
| Contingency: Overload/Adjunct | \$ 175,000 | \$ 250,369 | \$ (75,369) |
| Continuing Education | \$ 53,250 | \$ 32,114 | \$ 21,136 |
| COSC Instruction | \$ 35,882 | \$ 72,303 | \$ (36,421) |
| Cosmetology | \$ 281,552 | \$ 273,464 | \$ 8,088 |
| Criminal Justice | \$ 88,503 | \$ 115,989 | \$ (27,486) |
| Dental Hygiene | \$ 418,718 | \$ 405,051 | \$ 13,667 |
| Developmental English | \$ 42,349 | \$ 79,935 | \$ (37,586) |
| Developmental Math | \$ 117,531 | \$ 115,171 | \$ 2,360 |
| Drafting | \$ 68,038 | \$ 60,938 | \$ 7,100 |
| Economics | \$ 77,358 | \$ 49,829 | \$ 27,529 |
| Education | \$ 3,600 | \$ - | \$ 3,600 |
| English | \$ 276,005 | \$ 301,963 | \$ (25,958) |
| Foreign Languages | \$ 53,687 | \$ 72,050 | \$ (18,363) |
| Geography | \$ 3,600 | \$ 3,600 | \$ - |
| Geology | \$ 5,400 | \$ 3,600 | \$ 1,800 |
| Government | \$ 130,302 | \$ 153,299 | \$ (22,997) |
| History | \$ 128,153 | \$ 157,302 | \$ (29,149) |
| Humanities | \$ 14,700 | \$ 76,958 | \$ (62,258) |
| Instructional Administration | \$ 479,761 | \$ 484,158 | \$ (4,397) |
| Instructional Technology | \$ 105,000 | \$ - | \$ 105,000 |
| Kinesiology | \$ 100,156 | \$ 95,596 | \$ 4,560 |
| Law Enforcement | \$ 50,897 | \$ 75,946 | \$ (25,049) |
| Learning Frameworks (EDUC 1300) | \$ 153,000 | \$ 126,520 | \$ 26,480 |
| Mathematics | \$ 122,263 | \$ 109,053 | \$ 13,210 |
| Medical Records Specialist | \$ 68,558 | \$ 65,188 | \$ 3,370 |
| Mobile Instructional Units | \$ 18,144 | \$ 18,844 | \$ (700) |
| Nursing Aid | \$ 104,600 | \$ 72,900 | \$ 31,700 |
| Oil & Gas Technology | \$ 47,967 | \$ 47,567 | \$ 400 |
| Performing Arts | \$ 17,220 | \$ 16,240 | \$ 980 |
| Philosophy | \$ 50,500 | \$ 5,400 | \$ 45,100 |
| Pre-Engineering | \$ 3,600 | \$ 1,900 | \$ 1,700 |
| Psychology | \$ 144,062 | \$ 150,294 | \$ (6,232) |
| Radiology | \$ 239,040 | \$ 206,350 | \$ 32,690 |
| Registered Nursing | \$ 394,318 | \$ 327,293 | \$ 67,025 |
| Sociology | \$ 9,000 | \$ 9,000 | \$ - |

FY 2018-19 Annual Operating Budget

| Functional Areas/Departments | FY 19 Orig Budget | 1718 Budget | Variance |
|---|--------------------------|---------------------|-------------------|
| Speech Communications | \$ 118,630 | \$ 121,100 | \$ (2,470) |
| TSI Boot Camp | \$ 1,400 | \$ 2,210 | \$ (810) |
| Visual Arts | \$ 134,025 | \$ 140,966 | \$ (6,941) |
| Vocational Nursing | \$ 823,868 | \$ 758,603 | \$ 65,265 |
| Welding | \$ 283,520 | \$ 276,912 | \$ 6,608 |
| Instruction Total | \$ 6,313,346 | \$ 6,257,142 | \$ 56,204 |
| <u>Operations & Maintenance</u> | | | |
| Building Maintenance | \$ 444,313 | \$ 451,942 | \$ (7,629) |
| Custodial Services | \$ 626,812 | \$ 629,603 | \$ (2,791) |
| Grounds | \$ 187,060 | \$ 172,658 | \$ 14,402 |
| Joe Hunter Field | \$ 36,000 | \$ 16,650 | \$ 19,350 |
| Physical Plant | \$ 388,180 | \$ 352,683 | \$ 35,497 |
| Public Safety | \$ 153,028 | \$ 142,728 | \$ 10,300 |
| Soccer Field | \$ 27,000 | \$ 25,000 | \$ 2,000 |
| Utilities | \$ 764,500 | \$ 760,700 | \$ 3,800 |
| Vehicles | \$ 17,500 | \$ 13,250 | \$ 4,250 |
| Operations & Maintenance Total | \$ 2,644,393 | \$ 2,565,214 | \$ 79,179 |
| <u>Public Service</u> | | | |
| Barnhart Workshops | \$ 9,000 | \$ 9,000 | \$ - |
| Kids College | \$ 50,960 | \$ 60,200 | \$ (9,240) |
| Public Service Total | \$ 59,960 | \$ 69,200 | \$ (9,240) |
| <u>Student Services</u> | | | |
| Admissions/Registrar | \$ 199,587 | \$ 207,030 | \$ (7,443) |
| Dean, Student Services | \$ 146,451 | \$ 164,824 | \$ (18,373) |
| Financial Aid | \$ 257,416 | \$ 253,216 | \$ 4,200 |
| Grants Management | \$ 30,000 | \$ 10,525 | \$ 19,475 |
| Quality Enhancement Plan | \$ 13,000 | \$ 13,000 | \$ - |
| Recruitment | \$ 35,750 | \$ 35,700 | \$ 50 |
| Student Development | \$ 85,725 | \$ 93,618 | \$ (7,893) |
| Student Success Center | \$ 117,100 | \$ 111,172 | \$ 5,928 |
| Testing Center | \$ 138,315 | \$ 129,700 | \$ 8,615 |
| Student Services Total | \$ 1,023,344 | \$ 1,018,785 | \$ 4,559 |
| <u>Auxiliary</u> | | | |
| Athletics | \$ 704,434 | \$ 678,604 | \$ 25,830 |
| Bee Campus | \$ 1,000 | \$ 1,000 | \$ - |
| Campus Housing | \$ 469,100 | \$ 481,105 | \$ (12,005) |
| Child Care Center | \$ 221,219 | \$ 230,764 | \$ (9,545) |
| Club Sponsor | \$ 13,400 | \$ 11,000 | \$ 2,400 |
| Auxiliary Contingency | \$ 20,000 | \$ 4,841 | \$ 15,159 |
| Commencement | \$ 17,000 | \$ 35,500 | \$ (18,500) |
| Phi Theta Kappa | \$ 21,400 | \$ 25,200 | \$ (3,800) |
| Simon Michael Gallery | \$ 6,150 | \$ 6,000 | \$ 150 |
| Student Government | \$ 1,500 | | \$ 1,500 |
| Student Life | \$ 70,926 | \$ 69,031 | \$ 1,895 |
| Auxiliary Total | \$ 1,546,129 | \$ 1,543,045 | \$ 3,084 |
| <u>Institutional Scholarships</u> | \$ 760,869 | \$ 644,000 | \$ 116,869 |
| <u>Debt Service</u> | \$ 843,236 | \$ 835,433 | \$ 7,803 |

FY 2018-19 Annual Operating Budget

| Functional Areas/Departments | FY 19 Orig Budget | 1718 Budget | Variance |
|--|--------------------------|----------------------|-------------------|
| <u>Unexpended Plant Fund- Restricted</u> | \$ 450,000 | \$ 525,250 | \$ (75,250) |
| <i>Expense Total</i> | \$ 22,615,713 | \$ 21,966,343 | \$ 649,370 |

FY 2018-19 Grants Contracts- Restricted

| Grant | FY 19 Orig Budget | FY18 Budget | Variance |
|-------------------------------------|--------------------------|---------------------|-------------------|
| 2017 ATX CRSM Grant | \$ 206,000 | \$ 206,000 | \$ - |
| Carl D. Perkins | \$ 386,033 | \$ 410,065 | \$ (24,032) |
| Educational Talent Search | \$ 633,203 | \$ 633,203 | \$ - |
| Hurricane Harvey Relief Grant | \$ 17,800 | \$ 17,800 | \$ - |
| JET Grant: Welding | \$ 272,196 | \$ 272,196 | \$ - |
| Nursing Shortage Reduction | \$ 484,263 | \$ 270,000 | \$ 214,263 |
| Upward Bound | \$ 403,824 | \$ 403,824 | \$ - |
| Upward Bound Rural | \$ 263,937 | \$ 257,500 | \$ 6,437 |
| Total Grants & Contracts | \$ 2,667,256 | \$ 2,470,588 | \$ 196,668 |