Agenda

- Attendance Methods
  - Weekly, Daily, Positive Attendance
- State Apportionment
- Hourly Instructional Budget
- 2011-2012 Targets

Attendance Accounting Methods and Calculating FTES

- Weekly Attendance
  - The most common method of attendance collection for credit classes (classes that meet the full term)
  - Weekly Census FTES Calculation
    - WSCH = # of active students x # weekly contact hrs x 17.5
    - Sum of all actual contact hours for all students / 525 = FTES

- Daily Attendance
  - Method of attendance collection for credit courses scheduled to run less than full-term (shorter than the full term)
  - Daily Census FTES Calculation
    - DSCH = # of active students x length of each meeting x # of meetings / 525

- Positive Attendance
  - Method of attendance collection for:
    - credit classes scheduled irregularly
    - credit classes with less than 5 meetings
    - credit classes intended for in-service training of police and fire
    - all non-credit courses
  - Positive Attendance FTES Calculation
    - (Sum of all actual instructional hours for all students) / 525

FTES Calculations
FTES by Attendance Accounting Method

TIP - FTES Calculators

TIP - FTES Calculators are available on the Academic Services website at www.lbcc.edu/oas

State Apportionment

- Chancellors Office sets total state apportionment for each district.
- Rates per FTES
  - Different for each credit-type
    - Credit: $4,564.83
    - Non-Credit: $2,744.76
    - Enhanced Non-Credit: $3,232.07

Planning the 1300 Account Instructional Hourly Budget

- 2010-2011 Apportionment: 20,906
- 2011-2012 Apportionment: 19,618
  - Change: -1,288 (6.2% reduction)
- Target FTES for the class schedule: 19,906
  - Change: +1,000 (4.8% reduction)
- Budget Advisory Committee recommended the following distribution of Credit/Non-Credit FTES for 2011-2012:
  - Credit: 19,681.87
  - Non-Credit: 85.99
  - Enhanced Non-Credit: 138.80
  - Total: 19,906.66

2011-2012 State Apportionment
Instructional Hourly Budget

- Hourly instruction is charged to an account called the "1300 account"
- Supports Full-Time Overload and Part-Time workload

- The budget from the previous year is used as a starting point for the new budget
  - Augmentations and replacements are not automatically included in the new budget

- The 1300 account budget is designed to support the college FTES target

1300 Account Budget Factors

- "Budget factors" are criteria that can impact the instructional hourly budget during its development
  - Examples:
    - Over-budget amount from the previous term
    - The cost of low-enrolled classes
    - New full-time faculty
    - Increase or reduction in base FTES
    - Full-time / Part-time ratio in Summer

Low Enrolled Classes

- What is considered a low enrolled class?
  - In general, classes with fewer than 20 students enrolled after census.
- Are there any exceptions?
  - Yes, there are "protected" classes
    - Classes that have a legal limit under 20 (Fork Lift, certain Nursing)
    - Team Sports in the PEIA subject are limited to specific team sizes
    - Honors classes is 15 rather than 20
    - Work Experience (WE) (CBIS71AD, 72AD, etc.)
    - Classes funded via grants (Fund 12) (PEA)

Summer 2011 - 1300 Account Instructional Hourly Budget

Fall 2011 - 1300 Account Instructional Hourly Budget

<table>
<thead>
<tr>
<th>Fall 2011 Adjustment Factors</th>
<th>Fall 2011 Original Budget</th>
<th>Fall 2011 Final Budget</th>
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</thead>
<tbody>
<tr>
<td>SCHOLL</td>
<td>597,062</td>
<td>597,062</td>
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<tr>
<td>MATH &amp; PHYSICS</td>
<td>590,067</td>
<td>590,067</td>
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<tr>
<td>ENG &amp; COMM</td>
<td>590,067</td>
<td>590,067</td>
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<tr>
<td>ART &amp; MUS</td>
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<td>590,067</td>
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<td>HUM &amp; NAT</td>
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<tr>
<td>BUS &amp; SOC</td>
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<td>590,067</td>
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<tr>
<td>COMM &amp; SCI</td>
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<td>590,067</td>
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<tr>
<td>SCIENCE &amp; TECH</td>
<td>590,067</td>
<td>590,067</td>
</tr>
<tr>
<td>COLLEGE TOTAL</td>
<td>590,067</td>
<td>590,067</td>
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</table>

Summer 2011 and Fall 2011 Loaded 1300 Account Budgets

- Summer 2011 and Fall 2011 schedules in PeopleSoft were built based on the 1300 account budget (2nd run)
- An estimated expense report based on the schedule of classes in PeopleSoft on July 28, 2011 became the final 1300 account budget for Summer 2011 and Fall 2011
Spring 2012 Class Schedule in PeopleSoft

- The standard practice when starting a new term in PeopleSoft is to copy the previous term.
- Spring 2011 was copied to Spring 2012.
- Spring 2012 in PeopleSoft is initially very similar to Spring 2011.
- Spring 2011 included a large number of one-time augmented classes that are not automatically budgeted for Spring 2012.
- The goal was for departments to remove these one-time augmented classes from the Spring 2012 schedule.

Spring 2012 1300 Account Instructional Hourly Budget

Spring 2011 School Funding

- $4,000,000
- $3,000,000
- $2,000,000
- $1,000,000

Summary of 2011-2012 Adjusted 1300 Account Instructional Hourly Budget

<table>
<thead>
<tr>
<th>P.S. School</th>
<th>2011-2012 Original Budget</th>
<th>One-Time Augmentations</th>
<th>One-Time Replacements</th>
<th>2011-2012 Adjusted Budget</th>
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<tbody>
<tr>
<td>BUS SOC SCI</td>
<td>$2,359,208</td>
<td>$39,259</td>
<td>$40,621</td>
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<td>CA AP SCI</td>
<td>$1,037,270</td>
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<td>HEALTH SCI</td>
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<td>LANG ART</td>
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<td>LIBRARY</td>
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<td>STUD BUSC</td>
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<td>TRADE IND</td>
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<td>$720,818</td>
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<td>Total</td>
<td>$9,484,377</td>
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<td>$9,592,260</td>
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<td>Success Ch. Total</td>
<td>$386,560</td>
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<tr>
<td>Grand Total</td>
<td>$10,861,867</td>
<td>$82,962</td>
<td>$82,962</td>
<td>$11,044,829</td>
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2011-2012 Targets
Targets

- What are they!
  - Class Size Average (CSA)
    - What is the average size of each class?
    - Combined classes are treated as one class.
    - Goal depends on class type (25-40)
  - Hourly Cost/FTES
    - How much does each FTES cost?
    - Actual Expenses / Hourly Workload
  - WSCH/FTEF
    - How many weekly student contact hours per faculty?
    - Weekly Student Contact Hours / Full-Time Equivalent Faculty
    - Standard Goal 525

FTES Targets

- Total FTES
  - Total FTES goal to achieve base
- Hourly FTES
  - Amount of FTES generated by hourly workload, overload & part-time
  - Related to hourly budget (1300 account)
- FTES by Credit Type
  - Credit, Non-Credit, Enhanced Non-Credit

Spring 2012 Targets

Where are they listed? On the Academic Services Website at: www.lbcc.edu/oas

Spring 2012 Targets - FTES

<table>
<thead>
<tr>
<th>School</th>
<th>Total FTES</th>
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</thead>
<tbody>
<tr>
<td>BUS SOCSCI</td>
<td>2,278.95</td>
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<tr>
<td>CREAT ARTS</td>
<td>1,435.65</td>
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<tr>
<td>HEALTH SCI</td>
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<td>LIBRARY</td>
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<td>PHYS EDUC</td>
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<td>STU SERV</td>
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<tr>
<td>TRADE IND</td>
<td>120.28</td>
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<tr>
<td>LANG ARTS</td>
<td>1,571.59</td>
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Spring 2012 Total FTES Target by School
Conclusion

- Academic Services website
- Enrollment Management Targets
- FTES Calculators
- Slides for this presentation

www.lbcc.edu/oas