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# **FY 2014 BUDGET**

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**BUNKER HILL COMMUNITY COLLEGE  
250 NEW RUTHERFORD AVENUE  
BOSTON, MASSACHUSETTS 02129-2925**

# FY2014 BUDGET ASSUMPTIONS

## I. BUDGETS

The following budgets are contained within this packet:

- A. Charlestown (General Operations). The Charlestown budget will contain general operational costs that are College-wide, as well as personnel and operating costs relating to Charlestown operations.
- B. Chelsea
- C. Satellite Operations
- D. Community Education (Non-Credit)
- E. Workforce Development

In addition, the following supporting materials are provided:

- FY2013 and FY2014 Consolidated Revenue Detail
- FY2013 and FY2014 Consolidated Expenditure Detail
- FY2014 Student Activities Budget  
(Separately displayed in this document but contained within the Charlestown budget)
- Plant Fund Budget and Projects
- FY2014 Projected Expenditures Over \$25,000
- FY2014 Grants Listing
- Staffing Levels
- Subsidiary Definitions

## II. REVENUE SOURCES

- A. The State appropriation for FY2014 is \$17,496,631. In addition, we have included \$1,697,569 of anticipated supplemental appropriations for collective bargaining increases. We are anticipating an additional \$2,282,913 from the Funding Formula Allocation. We also project \$1,117,138 in state supported out of state tuition retention (pursuant to Chapter 131 of the Acts of 2010). The total state support for FY2014 is projected to be \$21,477,113. The State appropriation for FY2013 was \$17,496,631 and the supplemental appropriation for collective bargaining was \$726,911. The total state support for FY2013 was \$18,223,542.
- B. Retained revenue from tuition and general course fees from credit courses is projected at \$40,953,477 compared to \$39,919,375 budgeted for FY2013. We project a 3% enrollment increase compared to the FY2013 budgeted enrollment. This enrollment increase is projected to generate \$1,034,102 in additional revenue.
- C. Other retained revenues for FY2014 are budgeted at \$2,005,000. The sources of other retained revenue consist of the following:
  - Other student fees \$740,000
  - Commissions \$765,000

- Interest \$350,000
- Grants Overhead \$150,000

- D. Non-credit tuition revenue is projected at \$650,000 compared to \$625,000 budgeted for FY2013.
- E. Revenue from Facility Rental is projected at \$50,000. The FY2013 budget was \$75,000.
- F. Revenue from Workforce Development contracts is projected at \$410,000 compared to \$375,000 budgeted for FY2013.

### III. OVERHEAD METHODOLOGY

Each stand-alone budget will be charged overhead for college-wide general operational costs contained in the Charlestown budget. Overhead covers those indirect costs not included in each stand-alone budget, e.g., business services, human resources, academic support, student records, and admissions.

The overhead rates for Chelsea, Community Education, and Workforce Development have been set at 24%, 40%, and 40%, respectively. The overhead assessed to each budget is calculated by multiplying the direct permanent salary cost by the overhead rate. The overhead charge is \$380,635 to Chelsea, \$89,093 to Community Education, and \$72,566 to Workforce Development. The overhead charge will only be collected if the ability to pay is there.

The percentages vary depending upon the degree and number of services provided by the Charlestown campus. For example, indirect plant costs (rent, utilities, maintenance, etc.) apply to Workforce Development and Community Education, because they are located on the Charlestown campus.

### IV. GENERAL ASSUMPTIONS

- A. The FY2014 Budget is built upon a base expenditure amount established for each budget and an allocation for approved Action Plans.
- B. The FY2014 base budget includes a Plant Fund of \$3,121,349. The sources of revenue that make up the Plant Fund are: \$2,427,349 from the fund balance and \$694,000 from the Foundation. These funds and allowable personnel costs will constitute capital adaptation and renewal expenditures of 5% of retained tuition and fee revenues and the state appropriation. The state requirement for capital adaptation and renewal expenditures is 5%. Planned projects are included in this packet.
- C. For each stand-alone budget, when revenue exceeds expenditures, the excess revenue will revert to Charlestown (General Operations).
- D. Personnel costs are distributed to each stand-alone budget based on the actual salaries for approved positions, or portions thereof, assigned to each budget.
- E. Student Activities will be funded based on a portion of general course fee revenue with adjustments made for uncollectible revenue and the level of the college's support from the state appropriation.

**V. CHARLESTOWN ASSUMPTIONS**

- A. The FY2014 retained revenue is projected at \$38,281,349. This includes retained tuition and general course fees of \$36,276,349 and other retained revenue of \$2,005,000 as listed in II C. This is an increase of \$886,418 from FY2013 budgeted revenue.
- B. The budget for Charlestown has been established at \$61,958,438. This is an increase of 5% over FY2013 budgeted expenditures.
- C. The Charlestown expenditure budget will consist of all general College expenses not assigned to the stand alone budgets in addition to personnel and operational costs that relate to Charlestown.
- D. The Student Activities budget, as developed and submitted by the Student Government Association, is incorporated in the Charlestown budget. The FY2014 budget is \$1,293,919. This is an increase of \$54,506 over FY2013 budgeted expenditures.

**VI. CHELSEA ASSUMPTIONS**

- A. Retained revenue comprises about 81% of Chelsea's budget. The remaining 19% comes from the State appropriation that the College allocates to Chelsea. Chelsea's retained revenue from tuition and general course fees is projected at \$3,477,135. This is an increase of \$72,923 compared to FY2013 budgeted revenue.
- A. The Chelsea direct expenditures have been established at \$3,678,176. This is an increase of 11% over FY2013 budgeted expenditures. The overhead expense is \$380,635 and we expect to transfer 100% of this to Charlestown. Therefore, total expenses are \$4,058,811. An operating surplus of \$209,506 will be transferred to the Charlestown budget.
- C. In FY2013, the college allocated \$787,348 from the state appropriation to Chelsea. For FY2014, Chelsea will receive \$699,865 from the State appropriation, as well as \$91,317 from the Funding Formula Allocation.

**VII. Satellite Operations Assumptions**

- A. Funding of Satellite Operations will come from tuition and fees generated by courses offered at the Satellite locations.
- B. Tuition and fee revenue and other student fees are projected at \$1,200,000. This is an increase of 119,761 over FY2013 budgeted revenue.
- B. Satellite Operations expenditures have been established at \$430,645. An operating surplus of \$769,355 will be transferred to the Charlestown budget.

## **VIII. COMMUNITY EDUCATION ASSUMPTIONS**

- C. Revenue from non-credit tuition and fees for Community Education is projected at \$650,000. This is an increase of \$25,000 over FY2013 budgeted revenue.
- D. The Community Education direct expenditures have been established at \$622,140. The overhead expense is \$89,093. We expect to transfer \$27,860 of the overhead expense to Charlestown. Therefore, total expenses are \$650,000.
- E. In addition to providing non-credit course offerings, Community Education serves as a feeder for workforce development and credit courses.

## **IX. WORKFORCE DEVELOPMENT ASSUMPTIONS**

- A. Projected revenue is \$410,000 from Workforce Development contracts. This is an increase of \$35,000 over FY2013 budgeted revenue.
- B. The Workforce Development direct expenditures have been established at \$395,727. The overhead expense is \$72,566 and we expect to transfer \$14,273 of the overhead expense to Charlestown. Therefore, total expenses are \$410,000.
- C. Changing program activity within this budget will require adjustments as new contracts are negotiated. Any increases in expenditures will be offset by similar increases in revenue.

# FY2014 CHARLESTOWN BUDGET

*Bunker Hill Community College*

	FY2013 BUDGET	FY2014 BUDGET	CHANGE	PCT.
AA Personnel, Overtime	26,185,658	28,190,647	2,004,989	8%
BB Professional Development, Travel, Employee Expenses	154,945	260,330	105,385	68%
CC Adjunct Faculty, Tutors, Part-Time Help	13,311,334	14,778,223	1,466,889	11%
DD Employee Benefits/Costs	3,019,956	2,431,356	(588,600)	-19%
EE Administrative Expenses/Advertising, Travel	2,870,630	2,998,735	128,105	4%
FF Instructional, Facilities, Activities Exp	1,063,267	1,201,348	138,081	13%
GG Utilities, Rentals	1,687,800	1,782,955	95,155	6%
HH Auditors, Attorneys, Consultants	719,628	688,580	(31,048)	-4%
JJ Facilities Contracts, Operational Services	1,357,006	1,687,773	330,767	24%
KK Equipment Purchase	1,382,944	397,798	(985,146)	-71%
LL Lease/Purchase & Equipment Maint	741,914	808,458	66,544	9%
MM Client Services	0	2,000	2,000	0%
NN Facilities Renovation & Operational Services	1,534,563	1,607,100	72,537	5%
PP Grants and Subsidies	50,000	50,000	0	0%
RR Benefit Programs/Scholarships	502,367	552,840	50,473	10%
UU Information Technology & Telecommunications	4,618,770	4,520,295	(98,475)	-2%
Transfer to Plant	0	0	0	0%
<b>Total</b>	<b>59,200,782</b>	<b>61,958,438</b>	<b>2,757,656</b>	<b>5%</b>
Subsidy to other Budgets	0	0	0	0%
<b>Total (Including Subsidy)</b>	<b>59,200,782</b>	<b>61,958,438</b>	<b>2,757,656</b>	<b>5%</b>
<b>Funding of Charlestown</b>				
Retained Revenue	37,394,924	38,281,342	886,418	2%
Facilities Rental	75,000	50,000	(25,000)	-33%
Overhead Transfer to Charlestown	363,176	422,768	59,592	16%
Transfer from Fund Balance	2,634,193	1,439,537	(1,194,656)	-45%
Transfer from Foundation	0	100,000	100,000	-
Surplus Funds Received From Other Budgets	1,297,295	978,860	(318,435)	-25%
Supplemental Appropriation	726,911	1,697,569	970,658	134%
State Appropriation	16,709,283	16,796,766	87,483	1%
Funding Formula Allocation	0	2,191,596	2,191,596	-
Federal Stimulus Funds (ARRA)	0	0	0	0%
<b>Funding Available</b>	<b>59,200,782</b>	<b>61,958,438</b>	<b>2,757,656</b>	<b>5%</b>
<b>Charlestown Net Gain/(Loss)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>

## FY2014 CHELSEA BUDGET

*Bunker Hill Community College*

	FY2013 BUDGET	FY2014 BUDGET	CHANGE	PCT.
AA Personnel, Overtime	1,378,294	1,585,980	207,686	15%
BB Professional Development, Travel, Employee Expenses	8,700	12,000	3,300	38%
CC Adjunct Faculty, Tutors, Part-Time Help	1,284,703	1,423,089	138,386	11%
DD Employee Benefits/Costs	1,600	1,600	0	0%
EE Administrative Expenses/Advertising, Travel	10,500	14,950	4,450	42%
FF Instructional, Facilities Supplies	76,725	58,628	(18,097)	-24%
GG Rent, Utilities, Gas	161,000	167,000	6,000	4%
HH Auditors, Attorneys, Consultants	21,500	22,000	500	2%
JJ Facilities Contracts, Operational Services	17,320	39,740	22,420	129%
LL Lease/Purchase & Equipment Maint	76,070	77,014	944	1%
NN Facilities Renovation & Operational Services	237,265	254,675	17,410	7%
UU Information Technology & Telecommunications	45,792	21,500	(24,292)	-53%
<b>Total - Direct Costs</b>	<b>3,319,470</b>	<b>3,678,176</b>	<b>358,706</b>	<b>11%</b>
<b>Overhead Expense</b>	<b>278,542</b>	<b>380,635</b>		
<b>Overhead Transfer to Charlestown</b>	<b>278,542</b>	<b>380,635</b>		
<b>TOTAL CHELSEA OPERATING COSTS</b>	<b>3,598,012</b>	<b>4,058,811</b>	<b>460,799</b>	<b>13%</b>
<b>Funding of Chelsea Operations</b>				
Retained Revenue	3,404,212	3,477,135	72,923	2%
Facilities Rental	0	0	0	0%
Supplemental Appropriation	0	0	0	0%
Formula Funding Allocation	0	91,317	91,317	-
State Appropriation	787,348	699,865	(87,483)	-11%
<b>Funding Available</b>	<b>4,191,561</b>	<b>4,268,317</b>	<b>76,756</b>	<b>2%</b>
<b>Surplus To Charlestown</b>	<b>593,549</b>	<b>209,506</b>	<b>(384,043)</b>	<b>-65%</b>
<b>Subsidy From Charlestown</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Chelsea Net Revenue</b>	<b>3,598,012</b>	<b>4,058,811</b>	<b>460,799</b>	<b>13%</b>

## FY2014 SATELLITE OPERATIONS BUDGET

*Bunker Hill Community College*

	FY2013 BUDGET	FY2014 BUDGET	CHANGE	PCT.
AA Personnel, Overtime	17,805	17,805	0	0%
BB Professional Development, Travel, Employee Expenses	0	0	0	0%
CC Adjunct Faculty, Tutors, Part-Time Help	370,500	392,840	22,340	6%
EE Administrative Expenses/Advertising, Travel	0	0	0	0%
FF Instructional Supplies	10,000	12,500	2,500	25%
GG Rental	0	0	0	0%
JJ Trainers/Lecturers	0	5,000	5,000	-
KK Equipment Purchase	0	0	0	0%
LL Equip Maint	0	0	0	0%
UU Information Technology & Telecommunications	2,000	2,500	500	25%
<b>Total - Direct Costs</b>	<b>400,305</b>	<b>430,645</b>	<b>30,340</b>	<b>8%</b>
<b>Overhead Expense</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Overhead Transfer to Charlestown</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>TOTAL OPERATING COSTS</b>	<b>400,305</b>	<b>430,645</b>	<b>30,340</b>	<b>8%</b>
<b>Funding Available*</b>	<b>1,080,239</b>	<b>1,200,000</b>	<b>119,761</b>	<b>11%</b>
<b>Surplus to Charlestown</b>	<b>679,934</b>	<b>769,355</b>	<b>89,421</b>	<b>13%</b>
<b>Subsidy From Charlestown</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Net Revenue</b>	<b>400,305</b>	<b>430,645</b>	<b>30,340</b>	<b>8%</b>

\*Retained Credit Tuition & General Course Fees



## FY2014 COMMUNITY EDUCATION BUDGET

*Bunker Hill Community College*

	FY2013 BUDGET	FY2014 BUDGET	CHANGE	PCT.
AA Personnel, Overtime	188,685	222,733	34,048	18%
BB Professional Development, Travel, Employee Expenses	1,358	1,058	(300)	-22%
CC Adjunct Faculty, Tutors, Part-Time Help	214,000	248,021	34,021	16%
EE Administrative Expenses/Advertising, Travel	19,065	25,565	6,500	34%
FF Instructional Supplies	67,000	81,500	14,500	22%
GG Space Rental	3,000	3,000	0	0%
HH Auditors, Attorn, Consult	0	5,000	5,000	-
JJ Trainers/Lecturers	30,000	30,000	0	0%
UU Information Technology & Telecommunications	2,000	5,263	3,263	163%
<b>Total - Direct Costs</b>	<b>525,108</b>	<b>622,140</b>	<b>97,032</b>	<b>18%</b>
<b>Overhead Expense</b>	<b>76,080</b>	<b>89,093</b>	<b>13,013</b>	<b>17%</b>
<b>Overhead Transfer to Charlestown</b>	<b>76,080</b>	<b>27,860</b>	<b>(48,220)</b>	<b>-63%</b>
<b>TOTAL OPERATING COSTS</b>	<b>601,188</b>	<b>650,000</b>	<b>48,812</b>	<b>8%</b>
<b>Funding Available</b>	<b>625,000</b>	<b>650,000</b>	<b>25,000</b>	<b>4%</b>
<b>Surplus To Charlestown</b>	<b>23,812</b>	<b>0</b>	<b>(23,812)</b>	<b>-100%</b>
<b>Net Revenue</b>	<b>601,188</b>	<b>650,000</b>	<b>48,812</b>	<b>8%</b>

## FY2014 WORKFORCE DEVELOPMENT BUDGET

*Bunker Hill Community College*

	FY2013 BUDGET	FY2014 BUDGET	CHANGE	PCT.
AA Personnel, Overtime	179,718	181,414	1,696	1%
BB Professional Development, Travel, Employee Expenses	1,720	1,500	(220)	-13%
CC Adjunct Faculty, Tutors, Part-Time Help	92,656	90,000	(2,656)	-3%
DD Employee Benefits/Costs	0	0	0	0%
EE Administrative Expenses/Advertising, Travel	8,039	12,600	4,561	57%
FF Instructional Supplies	20,000	36,000	16,000	80%
JJ Trainers/Lecturers	61,756	61,756	0	0%
LL Lease/Purchase & Equipment Maint	557	557	0	0%
RR Benefits Programs/Scholarships	0	0	0	0%
UU Information Technology & Telecommunications	2,000	11,900	9,900	495%
<b>Total - Direct Costs</b>	<b>366,446</b>	<b>395,727</b>	<b>29,281</b>	<b>8%</b>
<b>Overhead Expense</b>	<b>72,587</b>	<b>72,566</b>	<b>(21)</b>	<b>0%</b>
<b>Overhead Transfer to Charlestown</b>	<b>8,554</b>	<b>14,273</b>	<b>5,719</b>	<b>67%</b>
<b>TOTAL OPERATING COSTS</b>	<b>375,000</b>	<b>410,000</b>	<b>35,000</b>	<b>9%</b>
<b>Funding Available</b>	<b>375,000</b>	<b>410,000</b>	<b>35,000</b>	<b>9%</b>
<b>Surplus to Charlestown</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Subsidy from Charlestown</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Net Revenue</b>	<b>375,000</b>	<b>410,000</b>	<b>35,000</b>	<b>9%</b>

## FY2013 and FY2014 CONSOLIDATED REVENUE DETAIL

*Bunker Hill Community College*

DESCRIPTION	FY2013 Budget	FY2014 Budget	Change	Pct.
<b>RETAINED TUITION &amp; FEES</b>				
Credit Tuition and General Course Fees	39,919,375	40,953,477	1,034,102	3%
Non-Credit Tuition and Fees	625,000	650,000	25,000	4%
SUB-TOTAL - Retained Tuition & Fees	40,544,376	41,603,477	1,059,102	3%
<b>OTHER REVENUES</b>				
Other Student Fees	725,000	740,000	15,000	2%
Commissions	750,000	765,000	15,000	2%
Interest	350,000	350,000	0	0%
Overhead - Grants	135,000	150,000	15,000	11%
Overhead - Transfer to Charlestown*	369,222	422,768	53,546	15%
Miscellaneous	0	0	0	0%
SUB-TOTAL - Other Revenue	2,329,222	2,427,768	98,545	4%
Workforce Development Contracts**	375,000	410,000	35,000	9%
Facility Rentals	75,000	50,000	(25,000)	-33%
<b>RETAINED REVENUE TOTAL</b>	450,000	460,000	10,000	2%
<b>STATE APPROPRIATION</b>	17,496,631	17,496,631	0	0%
<b>FUNDING FORMULA ALLOCATION</b>	0	2,282,913	2,282,913	-
<b>FEDERAL STIMULUS FUNDS (ARRA)</b>	0	0	0	0%
<b>SUPPLEMENTAL APPROPRIATION</b>	726,911	1,697,569	970,658	134%
Transfer from Fund Balance	2,634,193	1,439,537	(1,194,656)	-45%
Transfer from Foundation	0	100,000	100,000	-
<b>TOTAL REVENUE</b>	64,181,333	67,507,895	3,326,561	5%
<b>Total Expenditures</b>	64,181,333	67,507,895	3,326,561	5%
<b>Surplus/(Deficit)</b>	0	0	0	0%

## FY2013 and FY2014 CONSOLIDATED EXPENDITURE DETAIL

*Bunker Hill Community College*

OPERATING EXPENSES		FY2013 Budget	FY2014 Budget	Change	Pct.
AA	Personnel, Overtime	\$27,950,160	\$30,198,579	\$2,248,419	8%
BB	Professional Development, Travel, Employee Expenses	\$166,723	\$274,888	\$108,165	65%
CC	Adjunct Faculty, Tutors, Part-Time Help	\$15,273,194	\$16,932,173	\$1,658,979	11%
DD	Employee Benefits/Costs	\$3,021,556	\$2,432,956	(\$588,600)	-19%
EE	Administrative Expenses/Advertising, Travel	\$2,908,234	\$3,051,850	\$143,616	5%
FF	Instructional Expenses	\$1,236,992	\$1,389,976	\$152,984	12%
GG	Utilities/Rent	\$1,851,800	\$1,952,955	\$101,155	5%
HH	Auditors, Attorn, Consult	\$741,128	\$715,580	(\$25,548)	-3%
JJ	Facilities Contracts, Operational Services, Trainers/Lecturers	\$1,466,082	\$1,824,269	\$358,187	24%
KK	Equipment Purchase	\$1,382,944	\$397,798	(\$985,146)	-71%
LL	Lease/Purch & Equip Maint	\$818,541	\$886,029	\$67,488	8%
MM	Client Services	\$0	\$2,000	\$2,000	-
NN	Facilities Renovation & Operational Services	\$1,771,828	\$1,861,775	\$89,947	5%
PP	Grants and Subsidies	\$50,000	\$50,000	\$0	0%
RR	Benefit Programs/Scholarships	\$502,367	\$552,840	\$50,473	10%
UU	Information Technology & Telecommunications	\$4,670,562	\$4,561,458	(\$109,104)	-2%
	Transfer to Plant	\$0	\$0	\$0	0%
	<b>Total Direct Costs</b>	<b>\$63,812,111</b>	<b>\$67,085,126</b>	<b>\$3,273,015</b>	<b>5%</b>
	<b>Overhead Transfer to Charlestown</b>	<b>\$369,222</b>	<b>\$422,768</b>	<b>\$53,546</b>	<b>15%</b>
	<b>Charlestown Subsidy to Other Budgets</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>0%</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>\$64,181,333</b>	<b>\$67,507,895</b>	<b>\$3,326,562</b>	<b>5%</b>

<b>Unrestricted Net Assets as of June 30, 2013 (Projected)</b>	<b>\$11,744,295</b>
Transfer to Plant Fund	\$2,427,349
Transfer to Operating Budget	\$1,439,537
<b>Unrestricted Net Assets as of June 30, 2014 (Projected)</b>	<b>\$7,877,409</b>

## FY2014 STUDENT ACTIVITIES

*Bunker Hill Community College*

		FY2013 BUDGET	FY2014 BUDGET	Change	PCT.	OFFICE	CHELSEA CAMPUS	ATHLETICS	PROG COUNCIL	GOVT ASSOC	WBCC RADIO	CLUBS & ASSOC
AA	Personnel, Overtime	385,037	448,643	63,606	17%	258,938	0	189,705	0	0	0	0
BB	Prof Development, Travel, Employee Expenses	7,716	9,616	1,900	25%	1,500	0	6,866	0	1,250	0	0
CC	Adjunct Faculty, Tutors, Part-Time Help	186,826	147,826	(39,000)	-21%	0	0	138,226	0	0	4,000	5,600
DD	Employee Benefits/Costs	1,300	1,300	0	0%	1,300	0	0	0	0	0	0
EE	Administrative Expenses/Advertising, Travel	46,729	48,729	2,000	4%	9,700	0	25,579	700	6,800	0	5,950
FF	Activities Expense - Including TAP	304,098	325,098	21,000	7%	115,000	9,900	110,588	15,160	15,000	56,000	3,450
GG	Rental Fees	15,000	15,000	0	0%	0	0	15,000	0	0	0	0
HH	Consultants	38,090	39,190	1,100	3%	3,250	7,740	0	11,200	0	17,000	0
JJ	Athletic Services (Coaches & Referees)	71,955	72,855	900	1%	35,000	0	37,855	0	0	0	0
KK	Equipment Purchase	6,996	6,996	0	0%	6,996	0	0	0	0	0	0
LL	Lease/Purchase & Equipment Maintenance	41,866	43,866	2,000	5%	12,866	0	31,000	0	0	0	0
NN	Facilities Renovation & Operational Services	0	0	0	-	0	0	0	0	0	0	0
PP	Grants and Subsidies	50,000	50,000	0	0%	50,000	0	0	0	0	0	0
RR	Benefit Programs/Scholarships (Study Abroad)	82,000	82,000	0	0%	0	0	0	0	82,000	0	0
UU	Information Technology & Telecommunications	1,800	2,800	1,000	56%	2,800	0	0	0	0	0	0
<b>TOTAL Budgeted Expenditures</b>		<b>1,239,413</b>	<b>1,293,919</b>	<b>54,506</b>	<b>4%</b>	<b>497,350</b>	<b>17,640</b>	<b>554,819</b>	<b>27,060</b>	<b>105,050</b>	<b>77,000</b>	<b>15,000</b>

REVENUES/RESERVES	FY2013 BUDGET	FY2014 BUDGET
BEGINNING RESERVE BALANCE	1,612,569	1,253,240
Fees	880,084	880,084
Other Receipts	0	0
<b>TOTAL REVENUE</b>	<b>880,084</b>	<b>880,084</b>
EXPENDITURES from Operations	1,239,413	1,293,919
Expenditures from reserves	0	0
<b>ENDING RESERVE BALANCE</b>	<b>1,253,240</b>	<b>839,405</b>

\* Student Activities has budgeted \$50,000 in the PP Subsidiary for the Health & Wellness Center

\*\* Student Activities has budgeted \$10,000 in the RR Subsidiary for Student Emergency Assistance

## PLANT FUND ACTIVITY FOR FY2014

*BUNKER HILL COMMUNITY COLLEGE*

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<b>PROJECT DESCRIPTION:</b>	<b>BUDGET</b>
1. Smart Classroom Upgrades for 61 Rooms	\$150,000
2. Replace/Upgrade Locks/Closers for ADA Compliance	\$15,000
3. Upgrade Electrical System	\$50,000
4. Upgrade HVAC System	\$50,000
5. Upgrade Fire Alarm System	\$50,000
6. H Building Lease	\$709,227
7. Energy Project 3 Year Maintenance Agreement	\$86,059
8. Energy Project Debt Service	\$245,063
9. FAME and Culinary Arts Kitchen Upgrades	\$50,000
10. Health & Wellness Center Debt Service	\$694,000
11. Architectural Design Services	\$32,000
12. New Interior/Exterior Signage, Poster Holders, Banners - Charlestown	\$25,000
13. Window Blinds Replacement - Charlestown	\$25,000
14. AD HOC PROJECTS - Charlestown Campus	\$252,000
15. AD HOC PROJECTS - Chelsea Campus	\$40,000
16. B226 Tier Renovation	\$100,000
17. Sightlines Maintenance & Building Systems Data	\$15,000
18. Recycling Bins for Single Stream	\$15,000
19. Disability Services Renovation	\$300,000
20. M Building Computer Cabling Updrade	\$39,000
21. M Building Space Renewal	\$125,000
22. Veterans Center Freestanding Air Conditioner	\$15,000
23. New Fence for Parking Lots #1 and #2	\$15,000
24. E235 Area Cable Upgrade	\$17,000
25. Life Map Area Cable Upgrade	\$7,000
<b><u>TOTAL FOR FY 2014</u></b>	<b>\$3,121,349</b>
Transfer From Fund Balance	\$2,427,349
Transfer From Foundation	\$694,000
<b>Total Available FY2014</b>	<b>\$3,121,349</b>

**FY 14 Grant Award Listing (7/1/13 - 6/30/14) as of 6/12/13**

SOURCE OF FUNDS	GRANT NAME	CURRENT YEAR AWARD	DATES OF GRANT	PROJECT SUPERVISOR/ COORDINATOR
<b>I. Federal Grants</b>				
U. S. Department of Education 6119/6120-3403	TRIO/Student Support Services <b>(Year 3 of 5)</b>  <b>Total TRIO/Years 1-5 = \$1,348,252</b>	\$267,936	9/1/12-8/31/13	Nuri Chandler-Smith Margaret Bovill-Hawkins
U.S. Department of Education 6119/6120-3493	TRIO/Talent Search - Chelsea Campus <b>(Year 2 of 5)</b>  <b>Total Talent Search/Years 1-5 = \$1,150,000</b>	\$230,000	9/1/12-8/31/13	Vanessa Shannon Austin Gilliland
U.S. Department of Education 6119/6120-3494	TRIO/Talent Search - Chelsea Campus <b>(Year 3 of 5)</b>  <b>Total Talent Search/Years 1-5 = \$1,100,000</b>	\$180,000	9/1/13-8/31/14	Vanessa Shannon Austin Gilliland
U. S. Department of Health & Human Services 4-5400-6-1-NURS-5R090	Scholarships for Disadvantaged Nursing Students <b>(Year 1 of 4)</b>  <b>Total SDS/Years 1-4 = \$1,050,000</b>	\$250,000	9/30/13-6/30/14	Patti-Ann Collins Mary Folan Melissa Holster
National Science Foundation 6119/6120-3343	Rewarding Excellence for Leaders in Engineering, Computer Science, and IT <b>(REFLECT) (Year 2 of 3)</b>  <b>Total REFLECT/Years 1-3 = \$536,456</b>	\$195,850	6/1/13-5/31/14	Laurie McCorry JoDe Lavine
Northern VA Community College/ U. S. Department of State 6119/6120-3423	Community College Initiative Program	\$203,427	4/23/13-12/31/15	Valerie Smith Vilma Tafawa
	<b>Total FY 14 Federal Grants:</b>	<b>\$1,327,213</b>		
<b>II. State Grants</b>				
MA Department of Elementary & Secondary Education 6119/6120-3103	Perkins Allocation	\$459,579	9/1/12-8/31/13	Bogusia Wojciechowska Pat Crozier
MA Department of Elementary & Secondary Education 6119/6120-3134	Inclusive Concurrent Enrollment Partnership Programs for Students w/ Disabilities - Academic Year Program	\$25,000	7/1/13-8/31/13	Jan Bonnano Andrea Schwartz
MA Department of Elementary & Secondary Education 6119/6120-3153	MA Statewide DECA Program	\$40,000	12/10/12-8/31/13	Nuri Chandler-Smith Donna McFadden
MA Department of Elementary & Secondary Education 6119/6120-3164	MCAS Transitional Summer Program	\$13,000	7/1/13-8/31/13	Nuri Chandler-Smith Chad Fallon
MA Department of Elementary & Secondary Education 6119/6120-3254	Adult Basic Education/Chelsea	\$651,741	7/1/13-6/30/14	Vanessa Shannon Toni Borge
MA Department of Elementary & Secondary Education 6119/6120-3844	ABE Transitional Pathways to College	\$80,000	7/1/13-6/30/14	Vanessa Shannon Toni Borge
MA Department of Higher Education 7066-0015	Community College Workforce Training Incentive Grant (Workforce Development)	TBD	7/1/13-6/30/14	Les Warren

FY 14 Grant Award Listing (7/1/13 - 6/30/14) as of 6/12/13

SOURCE OF FUNDS	GRANT NAME	CURRENT YEAR AWARD	DATES OF GRANT	PROJECT SUPERVISOR/ COORDINATOR
<b>II. State Grants (continued)</b>				
MA Department of Higher Education 7066-0025	Vision Project Performance Incentive Grant I (Year 2 of 3)  Total Vision Project/Years 1-3 = \$437,576	\$132,529	9/1/12-8/31/13	James Canniff Steve Roller
MA Department of Higher Education 7066-0025	Vision Project Performance Incentive Grant II (Year 1 of 3)  Total Vision Project/Years 1-3 = \$430,904	\$203,000	9/1/12-8/31/13	James Canniff Steve Roller
U.S. Department of Labor through Quinsigamond Comm College 6119/6120-3063	MA Community College & Workforce Development Transformation Agenda (Year 2 of 3)  Total MCCWDTA/Years 1-3 = \$785,000	\$337,009	9/1/12-8/31/13	James Canniff Steve Roller
U.S. Department of Labor through Collin College, Texas 6119/6120-3073	National Information, Security, & Geospatial Technology Consortium (Year 2 of 3)  Total NISGTC/Years 1-3 = \$2,188,631	\$731,200	10/1/12-9/30/13	Bogusia Wojciechowska Paula Velluto
U.S. Department of Labor through Metro North REB 6119/6120-3083	CONNECT (Year 1 of 3)  Total CONNECT/Years 1-3 = \$533,037	\$177,678	7/1/12-6/30/14	Vanessa Shannon Wanda Montanez
University of MA/Boston 6119/6120-3442	Bridges to Baccalaureate	\$43,885	3/1/12-2/28/14	Laurie McCorry Greg Field
University of MA/Boston 6119/6120-3453	Louis Stokes Alliance for Minority Participation (LSAMP)	\$43,230	9/15/12-8/31/13	Laurie McCorry Greg Field
University of MA/Boston 6119/6120-3472	Boston Area Advanced Technological Education Connections (BATEC) (Year 2 of 4)  Total BATEC/Years 1-4 = \$320,000	\$169,380	9/1/11-8/31/13	Bogusia Wojciechowska Paula Velluto
Umass/Boston through Middlesex Community College 6119/6120-3433	ABLE4STEM	\$1,500	4/8/13-11/30/13	Laurie McCorry
	<b>Total FY 14 State Grants:</b>	<b>\$3,108,731</b>		
<b>III. Local Grants</b>				
City of Revere 6119/9120-3353	Revere Public Schools - ELL Summer School Program	\$8,440	7/1/13-8/31/13	Nuri Chandler-Smith Michael D'Entremont
	<b>Total FY 14 Local Grants:</b>	<b>\$8,440</b>		
<b>IV. Private/Foundation Grants</b>				
MA Competitive Partnership 6119/6120-3203	Matching Funds for Vision Project II Curriculum Alignment Activities	\$50,000	9/1/12-8/31/13	James Canniff Steve Roller
Metro North REB 6119/6120-3264	ABE/Adult Career Pathways	\$30,000	7/1/13-6/30/14	Vanessa Shannon Toni Borge



**FY 14 Grant Award Listing (7/1/13 - 6/30/14) as of 6/12/13**

SOURCE OF FUNDS	GRANT NAME	CURRENT YEAR AWARD	DATES OF GRANT	PROJECT SUPERVISOR/ COORDINATOR
<b>IV. Private/Foundation Grants (continued)</b>				
Single Stop USA 6119/6120-3503	Single Stop Program	\$141,175	1/1/13-12/31/13	President Pam Y. Eddinger Bogusia Wojciechowska Kathleen O'Neill
Achieving the Dream, Inc./ Bill & Melinda Gates Foundation (6119/6120-3573)	The Catalyst Fund (Year 1 of 2) <b>Total Catalyst Fund/Years 1-2 = \$215,000</b>	\$107,500	11/1/12-10/31/13	James Canniff Lori Catalozzi
East Boston Neighborhood Health Center 6119/612-3754	AHCP/WIA Youth Skills Training Initiative	\$26,268	9/1/13-6/30/14	Laurie McCorry Debbie Latina
Tufts University 6119/6120-3803	Training in Education & Critical Research Skills (TEACRS)	\$16,007	9/1/12-8/31/13	Laurie McCorry Bob Steeper
Boston Private Industry Council 6119/6120-3863	Employment Research Data Collection	\$30,000	1/25/13-1/31/14	David Leavitt TBA
MA Life Sciences Center	MLSC Capital Grant	\$200,000	7/1/13-6/30/14	Laurie McCorry Belinda Kadambi
	<b>Total FY 14 Private/Foundation Grants:</b>	<b>\$600,950</b>		

**SUMMARY:**

<b>Total Active FY 14 Grants as of 6/12/13:</b>	
1. Total Federal Grants	\$ 1,327,213
2. Total State Grants	\$ 3,108,731
3. Total Local Grants	\$ 8,440
4. Total Private/Foundation Grants	\$ 600,950
<b>Total FY 14 Grants</b>	<b>\$ 5,045,334</b>

<b>Total Active Multi-Year Awards as of 6/12/13:</b>	
• TRIO/SSS (FY 11-15)	\$ 1,348,252
• TRIO/Talent Search (FY 12-16)	\$ 1,100,000
• Scholarships for Disadvantaged Nursing Students (FY 13-16)	\$ 1,050,000
• Computer Forensics ATE (FY 07-FY 13)	\$ 699,422
• REFLECT (FY 13-FY 15)	\$ 536,456
• Vision Project I (FY 12-FY 14)	\$ 437,576
• Vision Project II (FY 13-FY 15)	\$ 430,904
• Department of Labor/QCC (FY 12 - FY 14)	\$ 785,000
• Department of Labor/Collin College (FY 12 - FY 14)	\$ 2,188,631
• Department of Labor/Metro North REB (FY 13 - FY 15)	\$ 533,037
• BATEC III - National (FY 12-15)	\$ 320,000
• ASSECT (FY 10-12)	\$ 142,839
• SYNERGY (FY 10-12)	\$ 59,508
• ATD/Catalyst Fund (FY 13-14)	\$ 215,000
• Dreamkeepers Emergency Financial Assistance Program (FY 11-13)	\$ 75,000
<b>Total Active Multi-Year Awards</b>	<b>\$ 9,921,625</b>

**FY2014 EXPENDITURES OVER \$25,000**

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***Bunker Hill Community College***

<b>Vendor or Item</b>	<b>Type</b>	<b>Amount</b>
1. S & J Cleaners	College Cleaning - Charlestown & Chelsea	\$990,000
2. Campus Works	IT Support & Management	\$645,000
3. Securitas	College Security	\$540,000
4. Direct Energy	Electricity Supply - Charlestown & Chelsea	\$530,000
5. HESS	Natural Gas Supply - Charlestown & Chelsea	\$400,000
6. Red Thread	Faculty & Staff Office Furniture	\$350,000
7. Nstar	Electricity Distributor - Charlestown & Chelsea	\$342,000
8. Dell	Replacement Computers & Software Licensing	\$320,000
9. FAME	Food Services	\$300,000
10. Ellucian	Colleague Software Maintenance and 3rd Party Support	\$254,000
11. Presidio	Network Infrastructure Equipment	\$250,000
12. Perceptive Systems	ImageNow Maintenance, Licensing, & Maintenance	\$240,000
13. Boston Water & Sewer	Water and Sewer Contract	\$220,000
14. Peterson's Park Center	Tent Rental for Commencement	\$215,000
15. First Data	Credit Card Processing	\$200,000
16. University Information Systems	Internet, Web CT License & Hosting	\$180,000
17. Infinite Interpretations	Sign Language Interpreters	\$175,000
18. American Program Bureau	Compelling Conversation Series/Difficult Dialogue Series	\$160,000
19. Independent Taxi Owners Association	Student Transportation to and from Clinical Sites	\$145,000
20. Colligio	Network and VoIP Managed Services	\$140,000
21. Deschamps Printing	College Magazine & international Handbook	\$130,000
22. Central Paper	Paper Products for Central Services; College Wide Dist.	\$125,000
23. Accuplacer	On-Line Assessment Tests	\$120,000
24. Spire/CPR	College Catalog, Student Handbook, & Foundation Brochures	\$120,000
25. Apple Computer	Science Department Lab Equipment & Visual Media Arts Equipment	\$117,000
26. Flagship Press	Compelling Conversations, College Viewbook, & Credit Course Schedules	\$110,000
27. KPMG	Independent Auditor	\$110,000
28. Canon Business Solutions	Central Services Copier Lease	\$109,000
29. Johnson Controls	Maintenance - Security/Energy Systems	\$105,000
30. Allen Roche Group	College Advertising	\$100,000
31. Workplace Essentials	Restroom Services	\$100,000
32. Greater Talent Network	Compelling Conversation Series/Difficult Dialogue Series	\$100,000
33. EchoStore	Storage & Virtualization Equipment	\$98,000
34. Moodle Rooms	Learning Management System Host	\$90,000
35. Laerdal	Nursing Equipment	\$80,000
36. Pocket Nurse	RN Lab Supplies	\$79,000

**FY2014 EXPENDITURES OVER \$25,000**

**Bunker Hill Community College**

<b>Vendor or Item</b>	<b>Type</b>	<b>Amount</b>
37. Ikon Office Solutions	Toner Cartridges	\$75,000
38. Xerox	Central Services Copier Lease	\$70,000
39. New Horizons	Local and Long Distance Phone Service	\$70,000
40. National Grid	Natural Gas Distributor - Charlestown & Chelsea	\$70,000
41. Marsh Insurance	Malpractice and General Liability Insurance	\$60,000
42. Platform Solutions	McAfee Maintenance	\$60,000
43. Buyer Advertising	HR Advertising - Includes Globe, Herald, etc..	\$60,000
44. Telecheck	Check Processing	\$60,000
45. Moore	Nursing Equipment Maintenance	\$58,000
46. DL Peterson Trust	Vehicle Maintenance & Fuel	\$55,000
47. EBSCO	Library Subscription Services	\$55,000
48. Agent 0007	Student Activities Entertainment	\$50,000
49. WB Mason	College Wide Office Supplies	\$50,000
50. HigherOne	Refund Management Services	\$50,000
51. NelNet	Facts Payment System	\$50,000
52. CDWG	IT Equipment & Software	\$45,000
53. Casella	Trash Removal Contract	\$45,000
54. NOBLE	Library Materials	\$45,000
55. Terminal Four	Website Content Management/Hosting	\$41,000
56. Digication	Assessment and ePortfolio Management Software	\$40,000
57. XRI	X-Ray Machine Service Agreements	\$39,000
58. Bay Cove	Grounds Cleaning Services	\$38,000
59. Zogotech	Enrollment Management Reporting Module	\$35,000
60. WindStreet Energy	Renewable Electricity Supply	\$35,000
61. GE Capital	Info Tech Equipment Lease	\$35,000
62. Citizens	Bank Charges	\$35,000
63. Fleet Response	Shuttle Bus/Van Maintenance	\$33,000
64. Smarthinking	Online Tutoring Service	\$30,000
65. Seaport Graphics	Banners and Signage	\$30,000
66. High Output	A/V Rental for Special Events	\$30,000
67. Wright Express	Fuel for Vans and Buses	\$30,000
68. Phillips	Nursing Equipment Maintenance	\$26,500
69. Barnes N Noble	Textbook Assistance Program	\$25,000
70. Atlas Alarm	Maintenance Service	\$25,000
71. American Express	Credit Card Processing	\$25,000

This list is presented in accordance with the Board of Higher Education Standards for the Expenditures of Trust Funds. The Standards state: "Individual expenditures over the ceiling as specified by the Board of Trustees require the prior approval of the Board of Trustees." The Board has determined this to be \$25,000. The above items are actual or estimated amounts and are included in the budget for FY2014.

ACTUAL POSITIONS (by FTE)			
<u>Category</u>	<u>June 30, 2011</u>	<u>June 30, 2012</u>	<u>June 30, 2013 (Projected)</u>
Classified (CLA)	118.12	116.28	142.62
Classified (CLN)	7.60	7.60	7.60
Faculty (FAC)	143.20	135.21	152.00
Professionals (NUP)	63.86	72.33	88.86
Professionals (UNP)	<u>52.00</u>	<u>60.42</u>	<u>79.00</u>
	384.78	391.84	470.08
BUDGETED POSITIONS (by FTE)			
<u>Category</u>	<u>FY 12</u>	<u>FY13</u>	<u>FY14</u>
Classified (CLA)	122.86	132.39	140.91
Classified (CLN)	7.60	7.60	7.60
Faculty (FAC)	150.00	155.00	171.00
Professionals (NUP)	75.33	85.27	83.86
Professionals (UNP)	<u>67.00</u>	<u>76.84</u>	<u>81.00</u>
	422.79	457.10	484.37

## SUBSIDIARY DEFINITIONS

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*Bunker Hill Community College*

AA	Permanent full-time personnel, Overtime
BB	Professional Development, Travel, Employee Expenses
CC	Adjunct Faculty, Tutors, Part-Time Help
DD	Employee Benefits
EE	Advertising, Office Supplies, Travel, Commencement
FF	Academic Supplies (Library, Academic Departments); Transfer From Operations
GG	Utilities (Fuel Oil, Natural Gas, Electricity, Water, Sewage), Vehicle Fuel, Chemicals, Rent
HH	Attorneys, Consultants
JJ	Facilities Contracts, Operational Services, Trainers/Lecturers
KK	Equipment
LL	Debt Service, Leases, Maintenance Contracts
MM	Client Services
NN	Facilities Renovation & Operational Services
PP	Grants and Subsidies
RR	Benefit Programs, Scholarships
UU	Information Technology & Telecommunications