


San Diego CCD 2021-22 Q2

Submitted by Kelly Henwood

Approved by Kelly Henwood

Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Instructional Salaries	\$135,227	\$75,217	179.78%	\$578,591	23.37%	\$443,364
2000 - Non-Instructional Salaries	\$728,120	\$215,880	337.28%	\$1,660,618	43.85%	\$932,498
3000 - Employee Benefits	\$440,592	\$129,765	339.53%	\$998,191	44.14%	\$557,599
4000 - Supplies and Materials	\$2,653	\$2,808	94.48%	\$21,600	12.28%	\$18,947
5000 - Other Operating Expenses and Services	\$216,932	\$43,227	501.84%	\$332,515	65.24%	\$115,583
6000 - Capital Outlay	\$165,776	\$26,403	627.87%	\$203,100	81.62%	\$37,324
7000 - Other Outgo	\$0	\$483,844	0%	\$3,721,874	0%	\$3,721,874
Indirect Costs	\$32,487	\$24,260	133.91%	\$186,618	17.41%	\$154,131
Totals	\$1,721,787	\$1,001,404	171.94%	\$7,703,107	 22.35%	\$5,981,320

Corrective Action Plan *

Corrective Action: As part of the CAEP Road show, the goals, plans, and gaps in services for CAEP consortium, including with member partnership for the SDUSD collaboration has been shared at SDCCE the largest consortium member agency. This includes a re-emphasis on the purpose of CAEP funds so that SDCCE programs and participatory governance can be re-acquainted and assist with spend down of funds appropriately. this was a recommendation in the last effectiveness survey. As of the time of this report this included 6 presentations by the end of Q2 focused on use of resources. (See CAEP Road Show PPT used by SDCCE) Other process steps includes a new "CAEP Funding Request Form" developed by SDCCE and shared with Managers to assist with tracking and accountable and to facilitate new requests. (See copy of Form) SDCCE Programs and Leadership has been advised of expenditure deficits. This includes clarification on whether the full CAEP request will be fulfilled by departments that are underspent. Part of the corrective action plan includes a focus on the following new projects that will assist with costs allocations and expenditures. There will be short, medium and long term goals associated. Note: that one concern is the viability of adding more contract personnel due to restricted categoricals and district CBA that doesnt currently allow for restricted employess except temporary NANCE. See list of upcoming Projects as of the time of this Report: 1)Strategic Enrollment Management Plan (SEMP) including the following key areas directly related to the current CAEP plan and the new strat plan: 1) Onboarding 2) Marketing and Outreach 3) Student Centered Scheduling 4) Transitions 5) New Programs 2)Hiring Transition Navigators (NANCE Positions) to focus on SDUSD/SDCOE young adult Transition populations. Another focused on

reentry partnership with Second Chance and another focused on nonprofit partners such as Somali Bantu and other agencies. 3) Digital Equity and Inclusion Planning that will include nonclassroom assignment cross programmatically (see Proposed Plan) 4) Marketing this includes several aspects utilizing contractors. One is a project with the District marketing campaign- (See information from PIO office). The other is revamping of the website landing page (Project Proposal is coming via SEMP). 5) A continuation of the Distance Education mentoring project. (See plan from Faculty DE Coordinator). 6) Projects related to HSDP/HSEP (ASE): this includes 1) hiring a temporary staff with the HSDP faculty to support the program (see plan from ASE Dept faculty) and 2) hiring a transcript evaluator.

Additional Comments

SDCCE is at 46% of expenditures for the annual allocation. As of Q2 SDCE was only at 22% of our active funds. This means that SDCCE has still approximately a full year allocation from being on target for expenditure levels. Some planned CAEP costs were spent with HEERF funds.

Summary of under expenditures from budget plans Overall:

2000: unfilled personnel positions due to turnover. However caution on contract position because of district CBA not allowing for "restricted" classified staff with categorical funds which is a risk due to step and benefits increases that may surpass funding in allocation trends.

4000 Supplies and materials nothing has been billed for since Q1.

5000 Other Operating – looks like there have been no new expenses since Q1.

7000/Indirect (eg Other Outgo) –only 2k has been charged since Q1. Accounting as spoke to the district about this.

Department Specific expenditures:

Admin Services Personnel - Budgeted approximately 250k for salaries and benefits - Expended approximately \$30,991 as of 12/31/21. waiting for response on unfilled positions in Admin Services including: Vacancies - New hires - Personnel Changes - and estimated timelines for filling or changes in hiring plans. Admin Services Non-Personnel: Budgeted approximately 79k for Nonpersonnel items. Expended \$56k has been expended as of 12/31/21. Admin Services Professional Development for STAR Conference – no costs have been incurred

Allocation Year 2019-20 Closeout

I have reviewed the fiscal reports for my agency and confirmed that all funds for this allocation year have been spent.

2019-20 Reverted Funds:

\$0

San Diego Unified 2021-22 Q2

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Object Code	Year to Date (YTD) Expenditure	YTD Forecast	% Expended of YTD Forecast	Project Budget	% Expended of Project Budget	Budget Remaining
1000 - Instructional Salaries	\$299,305	\$191,782	156.07%	\$767,126	39.02%	\$467,821
2000 - Non-Instructional Salaries	\$89,663	\$55,476	161.63%	\$221,902	40.41%	\$132,239
3000 - Employee Benefits	\$145,739	\$100,977	144.33%	\$403,907	36.08%	\$258,168
4000 - Supplies and Materials	\$3,353	\$35,431	9.46%	\$141,725	2.37%	\$138,372
5000 - Other Operating Expenses and Services	\$2,784	\$12,547	22.19%	\$50,186	5.55%	\$47,402
6000 - Capital Outlay	\$0	\$0	100%	\$0	100%	\$0
7000 - Other Outgo	\$0	\$0	100%	\$0	100%	\$0
Indirect Costs	\$20,339	\$11,601	175.32%	\$46,405	43.83%	\$26,066
Totals	\$561,183	\$407,813	137.61%	\$1,631,251	34.4%	\$1,070,068

Additional Comments

Not Entered

Allocation Year 2019-20 Closeout

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2019-20 Reverted Funds:

\$0



California Community Colleges

