



**Bunker Hill  
Community College**

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# **FY 2013 BUDGET**

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

# FY2013 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:

- FY2012 and FY2013 Consolidated Revenue Detail
- FY2012 and FY2013 Consolidated Expenditure Detail
- FY2013 Student Activities Budget  
(Separately displayed in this document but contained within the Charlestown budget)
- Plant Fund Budget and Projects
- FY2013 Projected Expenditures Over \$25,000
- FY2013 Grants Listing
- Staffing Levels
- Subsidiary Definitions

## II. REVENUE SOURCES

- A. The State appropriation for FY2013 is \$17,496,631. In addition we project \$806,642 in state supported out of state tuition retention (pursuant to Chapter 131 of the Acts of 2010). The State appropriation for FY2012 was \$17,496,631.
- B. Retained revenue from tuition and general course fees from credit courses is projected at \$39,919,375 compared to \$38,635,553 budgeted for FY2012. Actual FY2012 receipts were \$38,969,019. Revenue is based on a 3% enrollment increase.
- C. Other retained revenues for FY2013 are budgeted at \$1,960,000. The sources of other retained revenue consist of the following:

• Other student fees	\$725,000
• Commissions	\$750,000
• Interest	\$350,000
• Overhead	\$135,000

- D. Non-credit tuition revenue is projected at \$625,000 compared to \$573,669 budgeted for FY2012. Actual FY2012 receipts were \$609,516.
- E. Revenue from Facility Rental is projected at \$75,000. The FY2012 budget was \$105,000. Actual FY2012 receipts were \$73,180.
- F. Revenue from Workforce Development contracts is projected at \$375,000 compared to \$460,000 budgeted for FY2012. Actual FY2012 receipts were \$332,525.

### **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 \$278,542 to Chelsea, \$76,080 to Community Education, and \$72,587 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 FY2013 Budget is built upon a base expenditure amount established for each budget and an allocation for approved Action Plans.
- B. The FY2013 base budget includes a Plant Fund of \$3,158,983. The sources of revenue that make up the Plant Fund are: \$843,169 from the FY2012 Plant Fund balance; and, \$2,315,814 from the Fund Balance. 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 FY2013 retained revenue is projected at \$37,394,924. This includes retained tuition and general course fees of \$35,434,924 and other retained revenue of \$1,960,000 as listed in II C. This is an increase of \$570,021 from FY2012 budgeted revenue. Actual FY2012 receipts were \$36,467,308.
- B. The budget for Charlestown has been established at \$59,200,782. This is an increase of 8% over FY2012 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 FY2013 budget is \$1,239,413, an increase of \$131,852 over FY2012 budgeted expenditures. The actual FY2012 expenditures were \$1,070,401.

**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 \$3,404,212. This is an increase of \$568,562 compared to FY2012 budgeted revenue. Actual FY2012 receipts were \$3,362,862. An operating surplus of \$1,034,975 was transferred to the Charlestown budget.
- A. The Chelsea direct expenditures have been established at \$3,319,470. This is an increase of 11% over FY2012 budgeted expenditures. The overhead expense is \$278,542 and we expect to transfer 100% of this to Charlestown. Therefore, total expenses are \$3,598,012. An operating surplus of \$593,549 will be transferred to the Charlestown budget.
- C. In FY2012, the college allocated \$787,348 from the state appropriation to Chelsea. For FY2013, Chelsea will again receive \$787,348 from the State appropriation.

**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 \$1,080,239. Actual FY2012 receipts were \$1,048,775. An operating surplus of \$745,745 was transferred to the Charlestown budget.
- B. Satellite Operations expenditures have been established at \$400,305. An operating surplus of \$679,934 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 \$625,000. This is an increase of \$51,301 over FY2012 budgeted revenue. Actual FY2012 receipts were \$609,516. An operating surplus of \$108,247 was transferred to the Charlestown budget.
- D. The Community Education direct expenditures have been established at \$525,108. The overhead expense is \$76,080. We expect to transfer 100% of the overhead expense to Charlestown. Therefore, total expenses are \$601,188. An operating surplus of \$23,812 will be transferred to the Charlestown budget.
- 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 \$375,000 from Workforce Development contracts. This is a decrease of \$85,000 under FY2012 budgeted revenue. Actual FY2012 receipts were \$332,525. A subsidy of \$30,703 was transferred to the Workforce Development budget to cover expenses in excess of revenue. The total FY2012 revenue was \$363,228.
- B. The Workforce Development direct expenditures have been established at \$366,446. The overhead expense is \$72,587 and we expect to transfer \$8,554 of the overhead expense to Charlestown. Therefore, total expenses are \$375,000.
- 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.

# FY2013 CHARLESTOWN BUDGET

*Bunker Hill Community College*

	FY2012 BUDGET	FY2012 ACTUAL	FY2013 BUDGET	CHANGE	PCT.
AA Personnel, Overtime	24,361,329	23,456,059	26,185,658	1,824,329	7%
BB Professional Development, Travel, Employee Expenses	125,814	128,338	154,945	29,131	23%
CC Adjunct Faculty, Tutors, Part-Time Help	12,141,100	12,617,077	13,311,334	1,170,234	10%
DD Employee Benefits/Costs	3,404,797	2,999,189	3,019,956	(384,841)	-11%
EE Administrative Expenses/Advertising, Travel	2,652,391	2,279,009	2,870,630	218,239	8%
FF Instructional, Facilities, Activities Exp	882,293	906,378	1,063,267	180,974	21%
GG Utilities, Rentals	1,686,800	1,536,705	1,687,800	1,000	0%
HH Auditors, Attorneys, Consultants	748,088	493,128	719,628	(28,460)	-4%
JJ Facilities Contracts, Operational Services	1,223,970	1,279,588	1,357,006	133,036	11%
KK Equipment Purchase	1,096,002	358,989	1,382,944	286,942	26%
LL Lease/Purchase & Equipment Maint	658,311	677,965	741,914	83,603	13%
MM Day Care	0	240	0	0	0%
NN Facilities Renovation & Operational Services	1,563,195	1,320,762	1,534,563	(28,632)	-2%
PP Grants and Subsidies	50,000	50,000	50,000	0	0%
RR Benefit Programs/Scholarships	445,246	395,138	502,367	57,121	13%
UU Information Technology & Telecommunications	3,558,641	3,186,993	4,618,770	1,060,129	30%
Transfer to Plant	249,321	249,321	0	(249,321)	-100%
<b>Total</b>	<b>54,847,298</b>	<b>51,934,879</b>	<b>59,200,782</b>	<b>4,353,484</b>	<b>8%</b>
Subsidy to other Budgets	0	30,703	0	0	0%
<b>Total (Including Subsidy)</b>	<b>54,847,298</b>	<b>51,965,582</b>	<b>59,200,782</b>	<b>4,353,484</b>	<b>8%</b>
<b>Funding of Charlestown</b>					
Retained Revenue	36,824,903	36,467,308	37,394,924	570,021	2%
Facilities Rental	105,000	73,180	75,000	(30,000)	-29%
Overhead Transfer to Charlestown	372,356	307,677	363,176	(9,180)	-2%
Transfer from Fund Balance	0	0	2,634,193	2,634,193	100%
Surplus Funds Received From Other Budgets	786,613	1,888,967	1,297,295	510,682	65%
Supplemental Appropriation	0	283,780	726,911	726,911	100%
State Appropriation	16,709,283	16,709,283	16,709,283	0	0%
Federal Stimulus Funds (ARRA)	49,143	18,979	0	(49,143)	-100%
<b>Funding Available</b>	<b>54,847,298</b>	<b>55,749,175</b>	<b>59,200,782</b>	<b>4,353,484</b>	<b>8%</b>
<b>Charlestown Net Gain/(Loss)</b>	<b>0</b>	<b>3,783,594</b>	<b>0</b>		<b>0%</b>

## FY2013 CHELSEA BUDGET

*Bunker Hill Community College*

	FY2012 BUDGET	FY2012 ACTUAL	FY2013 BUDGET	CHANGE	PCT.
AA Personnel, Overtime	992,284	1,126,694	1,378,294	386,010	39%
BB Professional Development, Travel, Employee Expenses	7,300	4,774	8,700	1,400	19%
CC Adjunct Faculty, Tutors, Part-Time Help	1,393,795	1,223,054	1,284,703	(109,092)	-8%
DD Employee Benefits/Costs	1,600	1,408	1,600	0	0%
EE Administrative Expenses/Advertising, Travel	11,100	4,360	10,500	(600)	-5%
FF Instructional, Facilities Supplies	54,075	38,068	76,725	22,650	42%
GG Rent, Utilities, Gas	150,000	140,388	161,000	11,000	7%
HH Auditors, Attorneys, Consultants	23,015	21,500	21,500	(1,515)	-7%
JJ Facilities Contracts, Operational Services	17,320	16,180	17,320	0	0%
LL Lease/Purchase & Equipment Maint	68,480	63,789	76,070	7,590	11%
NN Facilities Renovation & Operational Services	226,533	203,868	237,265	10,732	5%
UU Information Technology & Telecommunications	42,620	18,932	45,792	3,172	7%
<b>Total - Direct Costs</b>	<b>2,988,122</b>	<b>2,863,015</b>	<b>3,319,470</b>	<b>331,348</b>	<b>11%</b>
<b>Overhead Expense</b>	<b>238,148</b>	<b>252,219</b>	<b>278,542</b>	<b>40,394</b>	<b>17%</b>
<b>Overhead Transfer to Charlestown</b>	<b>238,148</b>	<b>252,219</b>	<b>278,542</b>	<b>40,394</b>	<b>17%</b>
<b>TOTAL CHELSEA OPERATING COSTS</b>	<b>3,226,270</b>	<b>3,115,234</b>	<b>3,598,012</b>	<b>371,742</b>	<b>12%</b>
<b>Funding of Chelsea Operations</b>					
Retained Revenue	2,835,650	3,362,862	3,404,212	568,562	20%
Facilities Rental	0	0	0	0	0%
Supplemental Appropriation	0	0	0	0	0%
State Appropriation	787,348	787,348	787,348	0	0%
<b>Funding Available</b>	<b>3,622,998</b>	<b>4,150,210</b>	<b>4,191,561</b>	<b>568,563</b>	<b>16%</b>
<b>Surplus To Charlestown</b>	<b>396,728</b>	<b>1,034,975</b>	<b>593,549</b>	<b>196,821</b>	<b>50%</b>
<b>Subsidy From Charlestown</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Chelsea Net Revenue</b>	<b>3,226,270</b>	<b>3,115,234</b>	<b>3,598,012</b>	<b>371,742</b>	<b>12%</b>

## FY2013 SATELLITE OPERATIONS BUDGET

*Bunker Hill Community College*

	FY2012 BUDGET	FY2012 ACTUAL	FY2013 BUDGET	CHANGE	PCT.
AA Personnel, Overtime	8,306	165	17,805	9,499	114%
BB Professional Development, Travel, Employee Expenses	0	0	0	0	0%
CC Adjunct Faculty, Tutors, Part-Time Help	233,500	293,577	370,500	137,000	59%
EE Administrative Expenses/Advertising, Travel	0	0	0	0	0%
FF Instructional Supplies	10,000	9,288	10,000	0	0%
GG Rental	0	0	0	0	0%
JJ Trainers/Lecturers	0	0	0	0	0%
KK Equipment Purchase	0	0	0	0	0%
LL Equip Maint	0	0	0	0	0%
UU Information Technology & Telecommunications	0	0	2,000	2,000	100%
<b>Total - Direct Costs</b>	<b>251,806</b>	<b>303,030</b>	<b>400,305</b>	<b>148,499</b>	<b>59%</b>
<b>Overhead Expense</b>	<b>0</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>0%</b>
<b>TOTAL OPERATING COSTS</b>	<b>251,806</b>	<b>303,030</b>	<b>400,305</b>	<b>148,499</b>	<b>59%</b>
<b>Funding Available*</b>	<b>590,000</b>	<b>1,048,775</b>	<b>1,080,239</b>	<b>490,239</b>	<b>83%</b>
<b>Surplus to Charlestown</b>	<b>338,194</b>	<b>745,745</b>	<b>679,934</b>	<b>341,740</b>	<b>101%</b>
<b>Subsidy From Charlestown</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Net Revenue</b>	<b>251,806</b>	<b>303,030</b>	<b>400,305</b>	<b>148,499</b>	<b>59%</b>

\*Retained Credit Tuition & General Course Fees



## FY2013 COMMUNITY EDUCATION BUDGET

*Bunker Hill Community College*

	FY2012 BUDGET	FY2012 ACTUAL	FY2013 BUDGET	CHANGE	PCT.
AA Personnel, Overtime	153,873	139,357	188,685	34,812	23%
BB Professional Development, Travel, Employee Expenses	1,358	1,560	1,358	0	0%
CC Adjunct Faculty, Tutors, Part-Time Help	221,025	255,685	214,000	(7,025)	-3%
EE Administrative Expenses/Advertising, Travel	28,103	11,315	19,065	(9,038)	-32%
FF Instructional Supplies	12,000	28,938	67,000	55,000	458%
GG Space Rental	3,600	0	3,000	(600)	-17%
JJ Trainers/Lecturers	40,000	8,957	30,000	(10,000)	-25%
UU Information Technology & Telecommunications	500	0	2,000	1,500	300%
<b>Total - Direct Costs</b>	<b>460,459</b>	<b>445,811</b>	<b>525,108</b>	<b>64,649</b>	<b>14%</b>
<b>Overhead Expense</b>	<b>61,549</b>	<b>55,458</b>	<b>76,080</b>	<b>14,531</b>	<b>24%</b>
<b>Overhead Transfer to Charlestown</b>	<b>61,549</b>	<b>55,458</b>	<b>76,080</b>	<b>14,531</b>	<b>24%</b>
<b>TOTAL OPERATING COSTS</b>	<b>522,008</b>	<b>501,269</b>	<b>601,188</b>	<b>79,180</b>	<b>15%</b>
<b>Funding Available</b>	<b>573,699</b>	<b>609,516</b>	<b>625,000</b>	<b>51,301</b>	<b>9%</b>
<b>Surplus To Charlestown</b>	<b>51,691</b>	<b>108,247</b>	<b>23,812</b>	<b>(27,879)</b>	<b>-54%</b>
<b>Net Revenue</b>	<b>522,008</b>	<b>501,269</b>	<b>601,188</b>	<b>79,180</b>	<b>15%</b>

## FY2013 WORKFORCE DEVELOPMENT BUDGET

*Bunker Hill Community College*

	FY2012 BUDGET	FY2012 ACTUAL	FY2013 BUDGET	CHANGE	PCT.
AA Personnel, Overtime	202,613	204,156	179,718	(22,895)	-11%
BB Professional Development, Travel, Employee Expenses	1,720	1,143	1,720	0	0%
CC Adjunct Faculty, Tutors, Part-Time Help	92,656	92,208	92,656	0	0%
DD Employee Benefits/Costs	0	0	0	0	0%
EE Administrative Expenses/Advertising, Travel	11,039	5,098	8,039	(3,000)	-27%
FF Instructional Supplies	15,000	15,510	20,000	5,000	33%
JJ Trainers/Lecturers	61,756	45,009	61,756	0	0%
LL Lease/Purchase & Equipment Maint	557	104	557	0	0%
RR Benefits Programs/Scholarships	0	0	0	0	0%
UU Information Technology & Telecommunications	2,000	0	2,000	0	0%
<b>Total - Direct Costs</b>	<b>387,341</b>	<b>363,228</b>	<b>366,446</b>	<b>(20,895)</b>	<b>-5%</b>
<b>Overhead Expense</b>	<b>81,045</b>	<b>81,612</b>	<b>72,587</b>	<b>(8,458)</b>	<b>-10%</b>
<b>Overhead Transfer to Charlestown</b>	<b>72,659</b>	<b>0</b>	<b>8,554</b>	<b>(64,105)</b>	<b>-88%</b>
<b>TOTAL OPERATING COSTS</b>	<b>460,000</b>	<b>363,228</b>	<b>375,000</b>	<b>(85,000)</b>	<b>-18%</b>
<b>Funding Available</b>	<b>460,000</b>	<b>332,525</b>	<b>375,000</b>	<b>(85,000)</b>	<b>-18%</b>
<b>Surplus to Charlestown</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Subsidy from Charlestown</b>	<b>0</b>	<b>30,703</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>Net Revenue</b>	<b>460,000</b>	<b>363,228</b>	<b>375,000</b>	<b>(85,000)</b>	<b>-18%</b>

## FY2012 and FY2013 CONSOLIDATED REVENUE DETAIL

*Bunker Hill Community College*

DESCRIPTION	FY2012 Budget	FY2012 Actual	FY2013 Budget	Change	Pct.
<b>RETAINED TUITION &amp; FEES</b>					
Credit Tuition and General Course Fees	38,635,553	38,969,019	39,919,375	1,283,822	3%
Non-Credit Tuition and Fees	573,699	609,516	625,000	51,301	9%
SUB-TOTAL - Retained Tuition & Fees	39,209,252	39,578,535	40,544,376	1,335,124	3%
<b>OTHER REVENUES</b>					
Other Student Fees	580,000	696,526	725,000	145,000	25%
Commissions	750,000	723,052	750,000	0	0%
Interest	150,000	369,091	350,000	200,000	133%
Overhead - Grants	135,000	121,257	135,000	0	0%
Overhead - Transfer to Charlestown*	372,356	307,677	369,222	(3,134)	-1%
Miscellaneous	0	0	0	0	0%
SUB-TOTAL - Other Revenue	1,987,356	2,217,603	2,329,222	341,866	17%
Workforce Development Contracts**	460,000	363,228	375,000	(85,000)	-18%
Facility Rentals	105,000	73,180	75,000	(30,000)	-29%
<b>RETAINED REVENUE TOTAL</b>	41,761,608	42,232,546	43,323,598	1,561,990	4%
<b>STATE APPROPRIATION</b>	17,496,631	17,496,631	17,496,631	0	0%
<b>FEDERAL STIMULUS FUNDS (ARRA)</b>	49,143	18,979	0	(49,143)	-100%
<b>SUPPLEMENTAL APPROPRIATION</b>	0	283,780	726,911	726,911	100%
<b>Transfer from Fund Balance</b>	0	0	2,634,193	2,634,193	100%
<b>TOTAL REVENUE</b>	59,307,382	60,031,936	64,181,333	4,873,951	8%
<b>Total Expenditures</b>	59,307,382	56,248,343	64,181,333	4,873,951	8%
<b>Surplus/(Deficit)</b>	0	3,783,594	0	0	0%

\*FY12 Overhead from Chelsea is \$252,219, Community Education is \$55,458, and Workforce Development is \$81,612.

\*FY13 Overhead from Chelsea is \$278,542, Community Education is \$76,080, and Workforce Development is \$72,587.

\*\*FY12 Actual includes a \$30,703 subsidy from the Charlestown campus.

## FY2012 and FY2013 CONSOLIDATED EXPENDITURE DETAIL

*Bunker Hill Community College*

OPERATING EXPENSES		FY2012 Budget	FY2012 Actual	FY2013 Budget	Change	Pct.
AA	Personnel, Overtime	25,718,405	24,926,430	27,950,160	2,231,755	9%
BB	Professional Development, Travel, Employee Expenses	136,192	135,815	166,723	30,531	22%
CC	Adjunct Faculty, Tutors, Part-Time Help	14,082,076	14,481,601	15,273,194	1,191,118	8%
DD	Employee Benefits/Costs	3,406,397	3,000,597	3,021,556	(384,841)	-11%
EE	Administrative Expenses/Advertising, Travel	2,702,633	2,299,782	2,908,234	205,601	8%
FF	Instructional Expenses	973,368	998,182	1,236,992	263,624	27%
GG	Utilities/Rent	1,840,400	1,677,093	1,851,800	11,400	1%
HH	Auditors, Attorn, Consult	771,103	514,628	741,128	(29,975)	-4%
JJ	Facilities Contracts, Operational Services, Trainers/Lecturers	1,343,046	1,349,734	1,466,082	123,036	9%
KK	Equipment Purchase	1,096,002	358,989	1,382,944	286,942	26%
LL	Lease/Purch & Equip Maint	727,348	741,858	818,541	91,193	13%
MM	Day Care	0	240	0	0	0%
NN	Facilities Renovation & Operational Services	1,789,728	1,524,630	1,771,828	(17,900)	-1%
PP	Grants and Subsidies	50,000	50,000	50,000	0	0%
RR	Benefit Programs/Scholarships	445,246	395,138	502,367	57,121	13%
UU	Information Technology & Telecommunications	3,603,761	3,205,925	4,670,562	1,066,801	30%
	Transfer to Plant	249,321	249,321	0	(249,321)	-100%
	<b>Total Direct Costs</b>	<b>58,935,026</b>	<b>55,909,963</b>	<b>63,812,111</b>	<b>4,877,085</b>	<b>8%</b>
	<b>Overhead Transfer to Charlestown</b>	<b>372,356</b>	<b>307,677</b>	<b>369,222</b>	<b>(3,134)</b>	<b>-1%</b>
	<b>Charlestown Subsidy to Other Budgets</b>	<b>0</b>	<b>30,703</b>	<b>0</b>	<b>0</b>	<b>0%</b>
<b>TOTAL OPERATING EXPENSES</b>		<b>59,307,382</b>	<b>56,248,343</b>	<b>64,181,333</b>	<b>4,873,951</b>	<b>8%</b>

<b>Unrestricted Net Assets as of June 30, 2012</b>	<b>\$14,257,806</b>
Transfer to Plant Fund	\$3,158,983
Transfer to Operating Budget - Equipment	\$2,634,193
<b>Unrestricted Net Assets as of June 30, 2013 (Projected)</b>	<b>\$8,464,630</b>

## FY2013 STUDENT ACTIVITIES

*Bunker Hill Community College*

	FY2012 BUDGET	FY2012 ACTUAL	FY2013 BUDGET	Change	PCT.	OFFICE	CHELSEA CAMPUS	ATHLETICS	PROG COUNCIL	GOV'T ASSOC	WBCC RADIO	CLUBS & ASSOC
AA Personnel, Overtime	319,924	341,152	385,037	65,113	20%	196,579	0	188,458	0	0	0	0
BB Prof Development, Travel, Employee Expenses	8,609	5,084	7,716	(893)	-10%	200	0	6,266	0	1,250	0	0
CC Adjunct Faculty, Tutors, Part-Time Help	158,455	115,693	186,826	28,371	18%	39,000	0	138,226	0	0	5,600	4,000
DD Employee Benefits/Costs	1,000	1,278	1,300	300	30%	1,300	0	0	0	0	0	0
EE Administrative Expenses/Advertising, Travel	55,066	24,828	46,729	(8,337)	-15%	7,700	0	25,579	700	6,800	5,950	0
FF Activities Expense - Including TAP	251,661	299,293	304,098	52,437	21%	94,000	9,900	110,588	15,160	15,000	3,450	56,000
GG Rental Fees	17,000	5,710	15,000	(2,000)	-12%	0	0	15,000	0	0	0	0
HH Consultants	34,950	38,015	38,090	3,140	9%	2,150	7,740	0	11,200	0	0	17,000
JJ Athletic Services (Coaches & Referees)	66,880	65,837	71,955	5,075	8%	34,100	0	37,855	0	0	0	0
KK Equipment Purchase	24,000	0	6,996	(17,004)	-71%	6,996	0	0	0	0	0	0
LL Lease/Purchase & Equipment Maintenance	36,216	40,232	41,866	5,650	16%	10,866	0	31,000	0	0	0	0
PP Grants and Subsidies	50,000	50,000	50,000	0	0%	50,000	0	0	0	0	0	0
RR Benefit Programs/Scholarships (Study Abroad)	82,000	81,921	82,000	0	0%	0	0	0	0	82,000	0	0
UU Information Technology & Telecommunications	1,800	1,358	1,800	0	0%	1,800	0	0	0	0	0	0
<b>TOTAL Budgeted Expenditures</b>	<b>1,107,561</b>	<b>1,070,401</b>	<b>1,239,413</b>	<b>131,852</b>	<b>12%</b>	<b>444,691</b>	<b>17,640</b>	<b>552,972</b>	<b>27,060</b>	<b>105,050</b>	<b>15,000</b>	<b>77,000</b>

REVENUES/RESERVES	FY2012 BUDGET	FY2012 ACTUAL	FY2013 BUDGET
BEGINNING RESERVE BALANCE	1,802,886	1,802,886	1,612,569
Fees	880,084	880,084	880,084
Other Receipts	0	0	0
<b>TOTAL REVENUE</b>	<b>880,084</b>	<b>880,084</b>	<b>880,084</b>
EXPENDITURES from Operations	1,107,561	1,070,401	1,239,413
Expenditures from reserves	0	0	0
<b>ENDING RESERVE BALANCE</b>	<b>1,575,409</b>	<b>1,612,569</b>	<b>1,253,240</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 FY2013

*BUNKER HILL COMMUNITY COLLEGE*

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<b>PROJECT DESCRIPTION:</b>	<b>BUDGET</b>
1. Create 5 Smart Classrooms & Upgrade 25 Locations	\$150,000
2. Replace/Upgrade Locks/Closers for ADA Compliance - Phase 6	\$15,000
3. Upgrade Electrical System	\$85,000
4. Upgrade HVAC System - Phase 5	\$62,000
5. Upgrade Fire Alarm System - Phase 7	\$100,000
6. New Building Lease	\$432,183
7. Energy Project 3-Year Maint. Agreement	\$250,000
8. Debt Service Energy Project	\$244,000
9. A300 Audio Wiring Upgrade	\$40,000
10. Kitchen Compliance FAME and Culinary	\$50,000
11. E-175 New carpet	\$15,000
12. Health & Wellness Debt - G Bldg	\$694,000
13. Architectural Design Services	\$32,000
14. New Interior/Exterior Signage, Poster Holders, Banners - Charlestown	\$50,000
15. Window Blinds Replacement - Charlestown	\$50,000
16. AD HOC PROJECTS - Charlestown Campus	\$250,000
17. AD HOC PROJECTS - Chelsea Campus	\$40,000
18. Bottle Filling Stations	\$26,800
19. Renovation - Admissions Front Counter	\$100,000
20. Renovation B-227	\$100,000
21. Renovation D102 Server Room	\$50,000
22. Sightlines Maintenance & Building Systems Data	\$10,000
23. Plaza Bike Racks	\$15,000
24. New Sprinkler in Rose Garden	\$8,000
25. Recycling Bins for Single Stream	\$40,000
26. Charlestown Renovations	\$250,000
<b><u>TOTAL FOR FY 2013</u></b>	<b>\$3,158,983</b>
Transfer From Operating Budget	\$0
FY12 Plant Fund Balance	\$843,169
Transfer From Fund Balance	\$2,315,814
<b>Total Available FY2013</b>	<b>\$3,158,983</b>

SOURCE OF FUNDS	GRANT NAME	CURRENT YEAR AWARD	DATES OF GRANT	PROJECT SUPERVISOR/ COORDINATOR
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**I. Federal Grants**

<i>U.S. Department of Health &amp; Human Services</i>	<i>Scholarships for Disadvantaged Nursing Students</i>	<i>TBD</i>	<i>TBD</i>	Patti Ann Collins Melissa Holster
National Science Foundation 6119/6120-3318	Computer Forensics Advanced Technology Education (Yr 5 of 5/no-cost extension 3) <i>Total CFATE/Years 1-5 = \$699,422</i>	\$210,648	6/01/2008-9/30/2012	Bogusia Wojciechowska Paula Velluto
National Science Foundation 6119/6120-3343	REFLECT Scholarship Program (Year 1 of 3) <i>Total REFLECT/Years 1-3 = \$536,561</i>	\$121,953	6/01/2012-5/31/2013	Donna DeSimone Margaret Bovill-Hawkins
U.S. Department of Education 6119/6120-3402	TRIO/Student Support Services (Year 2 of 5) <i>Total TRIO/Years 1-5 = \$1,373,968</i>	\$267,936	9/01/2011-8/31/2012	Donna DeSimone Margaret Bovill-Hawkins
U.S. Department of Education 6119/6120-3403	TRIO/Student Support Services (Year 3 of 5) <i>Total TRIO/Years 1-5 = \$1,373,968</i>	\$267,936	9/01/2012-8/31/2013	Donna DeSimone Margaret Bovill-Hawkins
Small Business Association 6119/6120-3421	MA Workforce Development Initiative for Internationally Education Nurses	\$150,000	9/30/2010-9/29/2012	President Mary L. Fifield Dan Lam
U.S Department of Education 6119/6120-3492	TRIO/Talent Search - Chelsea Campus (Year 1 of 5) <i>Total Talent Search/Years 1-5 = \$1,150,000</i>	\$230,000	9/01/2011-8/31/2012	Vanessa Shannon Austin Gilliland
U.S Department of Education 6119/6120-3493	TRIO/Talent Search - Chelsea Campus (Year 2 of 5) <i>Total Talent Search/Years 1-5 = \$1,150,000</i>	\$230,000	9/01/2012-8/31/2013	Vanessa Shannon Austin Gilliland
<b>Total FY 13 Federal Grants:</b>		<b>\$ 1,478,473</b>		

SOURCE OF FUNDS	GRANT NAME	CURRENT YEAR AWARD	DATES OF GRANT	PROJECT SUPERVISOR/ COORDINATOR
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**II. State Grants**

U.S. Department of Labor through Quinsigamond Comm College 6119/6120-3062	MA Community College & Workforce Development Transformation Agenda <b>(Year 2 of 3)</b> <i>Total MCCWDTA/Years 1-3 = \$785,000</i>	\$450,464	10/01/2011-9/30/2013	James Canniff Steve Roller
U.S. Department of Labor through Collin College, Texas 6119/6120-3072	National Information, Security, & Geospatial Technology Consortium <b>(Year 2 of 3)</b> <i>Total NISGTC/Years 1-3 = \$2,049,369</i>	\$1,472,690	10/01/2012 -09/30/2013	James Canniff
MA Department of Elementary & Secondary Education 6119/6120-3102	Perkins Allocation	\$481,973	9/11/2011-8/31/2012	Bogusia Wojciechowska Pat Crozier
MA Department of Elementary & Secondary Education 6119/6120-3103	Perkins Allocation	\$459,579	9/01/2012-8/31/2013	Bogusia Wojciechowska Pat Crozier
MA Department of Elementary & Secondary Education 6119/6120-3123	Inclusive Concurrent Enrollment Partnership Summer Program <i>State Award No. 235-001-3-1206-N</i>	\$8,530	7/01/2012-8/31/2012	Donna DeSimone Jan Bonnano Andrea Schwartz
MA Department of Elementary & Secondary Education 6119/6120-3133	Inclusive Concurrent Enrollment Partnership Academic Year Program <i>State Award No. 235-007-3-1206-N</i>	\$30,000	7/16/2012-6/30/2013	Donna DeSimone Jan Bonnano Andrea Schwartz
MA Department of Elementary & Secondary Education 6119/6120-3152	Statewide DECA Program	\$50,000	12/06/2011-8/31/2012	Donna DeSimone Donna McFadden
MA Department of Elementary & Secondary Education 6119/6120-3163	MCAS Transitional Summer Program <i>State Award No. 593-010-3-1206-N</i>	\$11,000	7/01/2012-8/31/2012	Donna DeSimone Chad Fallon
MA Department of Elementary & Secondary Education 6119/6120-3173	MCAS Academic Year Program	\$32,000	9/01/2012-6/30/2013	Donna DeSimone Chad Fallon
MA Department of Elementary & Secondary Education 6119/6120-3253	Adult Basic Education/Chelsea <i>State Award No. 345-029-3-1206-N</i>	\$600,130	7/01/2011-6/30/2013	Donna DeSimone Toni Borge
University of MA/Boston 6119/6120-3332	Research, Practice, & Transformation through Synergy <b>(Year 3 of 3)</b> <i>Total SYNERGY/Years 1-2 = \$59,508</i>	\$18,034	9/01/2011-8/31/2012	Bogusia Wojciechowska Paula Velluto



SOURCE OF FUNDS	GRANT NAME	CURRENT YEAR AWARD	DATES OF GRANT	PROJECT SUPERVISOR/ COORDINATOR
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II. State Grants *(continued)*

University of MA/Boston 6119/6120-3442	Bridges to Baccalaureate	\$33,548	3/01/2012-2/28/2013	Laurie McCorry Greg Field
<i>University of MA/Boston 6119/6120-3473</i>	<i>Boston Area Advanced Technological Education Connections (BATEC) III (Year 2 of 3)  Total BATEC/Years 1-3 = \$</i>	<i>TBD</i>	<i>TBD</i>	James Canniff Bogusia Wojciechowska
University of MA/Boston 6119/6120-3482	Advancing the Successful IT Student through Enhanced Computational Thinking (ASSECT) <b>(Year 3 of 3)</b> <i>Total ASSECT/Years 1-3 = \$142,839</i>	\$46,713	9/01/2011-8/31/2012	Bogusia Wojciechowska Paula Velluto
Tufts University 6119/6120-3802	Training in Education & Critical Research Skills (TEACRS)	\$12,925	9/01/2011-8/31/2012	Laurie McCorry Bob Steeper
MA Department of Elementary & Secondary Education 6119/6120-3843	ABE Transitional Pathways to College <i>State Award No. 668-004-3-1206-N</i>	\$74,000	7/01/2012-6/30/2013	Donna DeSimone Toni Borge
MA Department of Higher Education 7066-0025	Vision Project Performance Incentive Grant <b>(Year 2 of 3)</b> <i>Total Vision Project/Years 1-3 = \$437,576</i>	\$132,529	9/12/2011-8/31/2012	James Canniff
<b>Total FY 13 State Grants:</b>		<b>\$1,990,961</b>		

III. Local Grants

Somerville Housing Authority 6119/6120-3631	2010 Public Service Grant - SomerPromise: Learning Community Cluster Program <i>(Extended for One Year)</i>	\$23,000	9/01/2010-8/31/2012	Vanessa Shannon Donna DeSimone Laurie McCorry
EDIC/Boston - Neighborhood Jobs Trust 6119/6120-3772	Allied Health Certificate Programs - Steps to Employment Skills Training	\$91,978	9/01/2011-8/31/2012	James Canniff Laurie McCorry
Cambridge Community Learning Center 6119/6120-3853	Metro North College and Communities Partnership <i>PO/Requisition Number and Budget Code 23400 610902 HS12230</i>	\$14,330	7/01/2012-6/30/2013	Vanessa Shannon Toni Borge
EDIC/Boston - Jobs in Community Service 6119/6120-3902	Allied Health Certificate Programs - Individual Training Accounts	\$21,500	9/01/2011-8/31/2012	James Canniff Laurie McCorry
<b>Total FY 13 Local Grants:</b>		<b>\$ 127,808</b>		

SOURCE OF FUNDS	GRANT NAME	CURRENT YEAR AWARD	DATES OF GRANT	PROJECT SUPERVISOR/ COORDINATOR
Single Stop USA 6119/6120-3502	Single Stop	\$141,175	1/01/2012-12/31/2012	President Mary L. Fifield Kathleen O'Neill
Metro North REB 6119/6120-3263	Adult Basic Education/Chelsea <i>Contract No. BHCC13ABE</i>	\$30,000	7/01/2012-6/30/2013	Donna DeSimone Toni Borge
Tufts University 6119/6120-3802	Training in Education & Critical Research Skills (TEACRS)	\$12,925	9/01/2011-8/31/2012	Laurie McCorry Bob Steeper
Scholarship America (account number - n/a)	Dreamkeepers Emergency Financial Assistance Program (Year 3 of 3) <b>Total Dreamkeepers/Years 1-3 = \$75,000</b>	\$10,000	7/01/2011-6/30/2012	Anne Hyde Wick Sloan
<b>Total FY 13 Private/Foundation Grants:</b>		<b>\$ 52,925</b>		

**SUMMARY:**

<b>Total FY 13 Grants as of 8/27/2012:</b>	
1. Total Federal Grants	\$ 1,478,473
2. Total State Grants	\$ 1,990,961
3. Total Local Grants	\$ 127,808
4. Total Private/Foundation Grants	\$ 52,925
<b>Total FY 13 Grants</b>	<b>\$ 3,650,167</b>

<b>Total Active Multi-Year Awards as of 8/27/2012:</b>	
• ASSECT (FY 10-12)	\$ 142,839
• Dreamkeepers Emergency Financial Assistance Program (FY 11-13)	\$ 75,000
• Computer Forensics ATE (FY 07-FY 12)	\$ 699,422
• Department of Labor/Collin College (FY 12 - FY 14)	\$ 2,049,369
• Department of Labor/QCC (FY 12 - FY 14)	\$ 785,000
• National Science Foundation REFLECT Scholarship Program (FY 13 - FY 15)	\$ 536,561
• SYNERGY (FY 10-12)	\$ 59,508
• TRIO/SSS (FY 11-15)	\$ 1,373,968
• TRIO/Talent Search (FY 12-16)	\$ 1,150,000
• Vision Project (FY 12-FY 14)	\$ 437,576
<b>Total Active Multi-Year Awards</b>	<b>\$ 7,309,243</b>

## FY2013 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	\$625,000
3. Direct Energy	Electricity Supply - Charlestown & Chelsea	\$530,000
4. Securitas	College Security	\$450,000
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. FAME	Food Services	\$300,000
9. Laerdal	Nursing Equipment	\$295,000
10. Dell	Replacement Computers & Software Licensing	\$270,000
11. Ellucian	Software Maintenance and 3rd Party Support	\$240,000
12. Perceptive Systems	ImageNow Maintenance, Licensing, & Maintenance	\$240,000
13. Boston Water & Sewer	Water and Sewer Contract	\$220,000
14. University Information Systems	Internet, Web CT License & Hosting	\$210,000
15. First Data	Credit Card Processing	\$200,000
16. Infinite Interpretations	Sign Language Interpreters	\$175,000
17. American Program Bureau	Compelling Conversation Series/Difficult Dialogue Series	\$160,000
18. Peterson's Park Center	Tent Rental for Commencement	\$150,000
19. Colligio	Network and VoIP Managed Services	\$140,000
20. Spire	Course Schedules, College Catalog, Student Handbook	\$140,000
21. CDWG	IT Equipment for New Leased Building	\$140,000
22. Central Paper	Paper Products for Central Services; College Wide Dist.	\$125,000
23. Deschamps Printing	College Magazine and Other Publications	\$125,000
24. Dattco	Shuttle Bus	\$115,000
25. KPMG	Independent Auditor	\$110,000
26. Canon Business Solutions	Central Services Copier Lease	\$109,000
27. Johnson Controls	Maintenance - Security/Energy Systems	\$105,000
28. Accuplacer	On-Line Assessment Tests	\$100,000
29. Allen Roche Group	College Advertising	\$100,000
30. Greater Talent Network	Compelling Conversation Series/Difficult Dialogue Series	\$100,000
31. Workplace Essentials	Restroom Services	\$100,000
32. Pocket Nurse	RN Lab Supplies	\$79,000
33. Flagship Press	Compelling Conversations, College Viewbook	\$75,000

## FY2013 EXPENDITURES OVER \$25,000

### Bunker Hill Community College

Vendor or Item	Type	Amount
34. Ikon Office Solutions	Toner Cartridges	\$75,000
35. Phillips	Ultrasound Maintenance	\$71,000
36. Continental Resources	New Datatel Server & Services	\$70,000
37. National Grid	Natural Gas Distributor - Charlestown & Chelsea	\$70,000
38. New Horizons	Local and Long Distance Phone Service	\$70,000
39. Xerox	Central Services Copier Lease	\$70,000
40. Apple Computer	Science Department Lab Equipment	\$62,000
41. Buyer Advertising	HR Advertising - Includes Globe, Herald, etc..	\$60,000
42. Platform Solutions	McAfee Maintenance	\$60,000
43. Telecheck	Check Processing	\$60,000
44. DL Peterson Trust	Vehicle Maintenance & Fuel	\$55,000
45. EBSCO	Library Subscription Services	\$55,000
46. Agent 0007	Student Activities Entertainment	\$50,000
47. HigherOne	Refund Management Services	\$50,000
48. NelNet	Facts Payment System	\$50,000
49. WB Mason	College Wide Office Supplies	\$50,000
50. Casella	Trash Removal Contract	\$45,000
51. NOBLE	Library Materials	\$45,000
52. Lexington Insurance	Medical Malpractice Insurance	\$43,000
53. Terminal Four	Website Content Management/Hosting	\$41,000
54. EmConti	Computer Storage Hardware (SAN)	\$40,000
55. Moodle Rooms	Learning Management System Host	\$40,000
56. XRI	X-Ray Machine Service Agreements	\$39,000
57. Bay Cove	Grounds Cleaning Services	\$38,000
58. Citizens	Bank Charges	\$35,000
59. GE Capital	Info Tech Equipment Lease	\$35,000
60. WindStreet Energy	Renewable Electricity Supply	\$35,000
61. Zogotech	Enrollment Management Reporting Module	\$35,000
62. Fleet Response	Shuttle Bus/Van Maintenance	\$33,000
63. Digication	Assessment and ePortfolio Management Software	\$30,000
64. High Output	A/V Rental for Special Events	\$30,000
65. Smarthinking	Online Tutoring Service	\$30,000
66. American Express	Credit Card Processing	\$25,000
67. Atlas Alarm	Maintenance Service	\$25,000
68. Barnes N Noble	Textbook Assistance Program	\$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 FY2013.

ACTUAL POSITIONS (by FTE)			
<u>Category</u>	<u>June 30, 2010</u>	<u>June 30, 2011</u>	<u>June 30, 2012</u>
Classified (CLA)	117.87	118.12	116.28
Classified (CLN)	7.60	7.60	7.60
Faculty (FAC)	143.00	143.20	135.21
Professionals (NUP)	58.23	63.86	72.33
Professionals (UNP)	<u>56.00</u>	<u>52.00</u>	<u>60.42</u>
	382.70	384.78	391.84
BUDGETED POSITIONS (by FTE)			
<u>Category</u>	<u>FY 11</u>	<u>FY12</u>	<u>FY13</u>
Classified (CLA)	122.00	122.86	132.39
Classified (CLN)	7.60	7.60	7.60
Faculty (FAC)	148.00	150.00	155.00
Professionals (NUP)	64.00	75.33	85.27
Professionals (UNP)	<u>66.00</u>	<u>67.00</u>	<u>76.84</u>
	407.60	422.79	457.10

## 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	Child Care
NN	Facilities Renovation & Operational Services
PP	Grants and Subsidies
RR	Benefit Programs, Scholarships
UU	Information Technology & Telecommunications