

# Broome County



Adopted  
**BUDGET**  
FY 2011 - 2012

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# Office of the Broome County Executive

*Patrick J. Brennan, County Executive*



## 2011-2012 OFFICIALS

### COLLEGE OFFICIALS

**Dr. Kevin E. Drumm**, President

**Debbie Morello**, Acting Vice President  
For Student and Community Engagement

**Regina Losinger**, Acting Vice President for  
Administrative & Financial Affairs

**Julia E. Peacock**, Vice President for Academic  
Affairs

**Richard David**, Public Affairs Officer

### COUNTY LEGISLATORS

**Mark R. Whalen**, 1<sup>st</sup> District,

**Joseph A. Merrill**, 2<sup>nd</sup> District

**Jason T. Garnar**, 3<sup>rd</sup> District

**Joseph S. Sanfilippo**, 4<sup>th</sup> District

**John F. Hutchings**, 5<sup>th</sup> District

**Julie A. Lewis**, 6<sup>th</sup> District

**Marchie Diffendorf**, 7<sup>th</sup> District

**Wayne L. Howard**, 8<sup>th</sup> District

**Stephen D. Herz**, 9<sup>th</sup> District

**Jerry F. Marinich**, 10<sup>th</sup> District

**Ronald J. Keibel**, 11<sup>th</sup> District

**Michael P. Sopchak**, 12<sup>th</sup> District

**Matthew J. Pasquale**, 13<sup>th</sup> District

**David M. Jensen**, 14<sup>th</sup> District

**Michael W. Schafer**, 15<sup>th</sup> District Chairman  
Education, Culture and Recreation Committee

**John A. Black**, 16<sup>th</sup> District

**Ron Heebner**, 17<sup>th</sup> District

**Daniel J. Reynolds**, 18<sup>th</sup> District

**Daniel D. Reynolds**, 19<sup>th</sup> District, Chairman

### BOARD OF TRUSTEES

**Dr. Angelo Mastrangelo**,  
Chairperson

**Timothy Grippen**  
Vice Chairperson

**George F. Akel, Jr.**

**Margaret T. Coffey**

**Joyce Majewski**

**Robert J. Moppert**

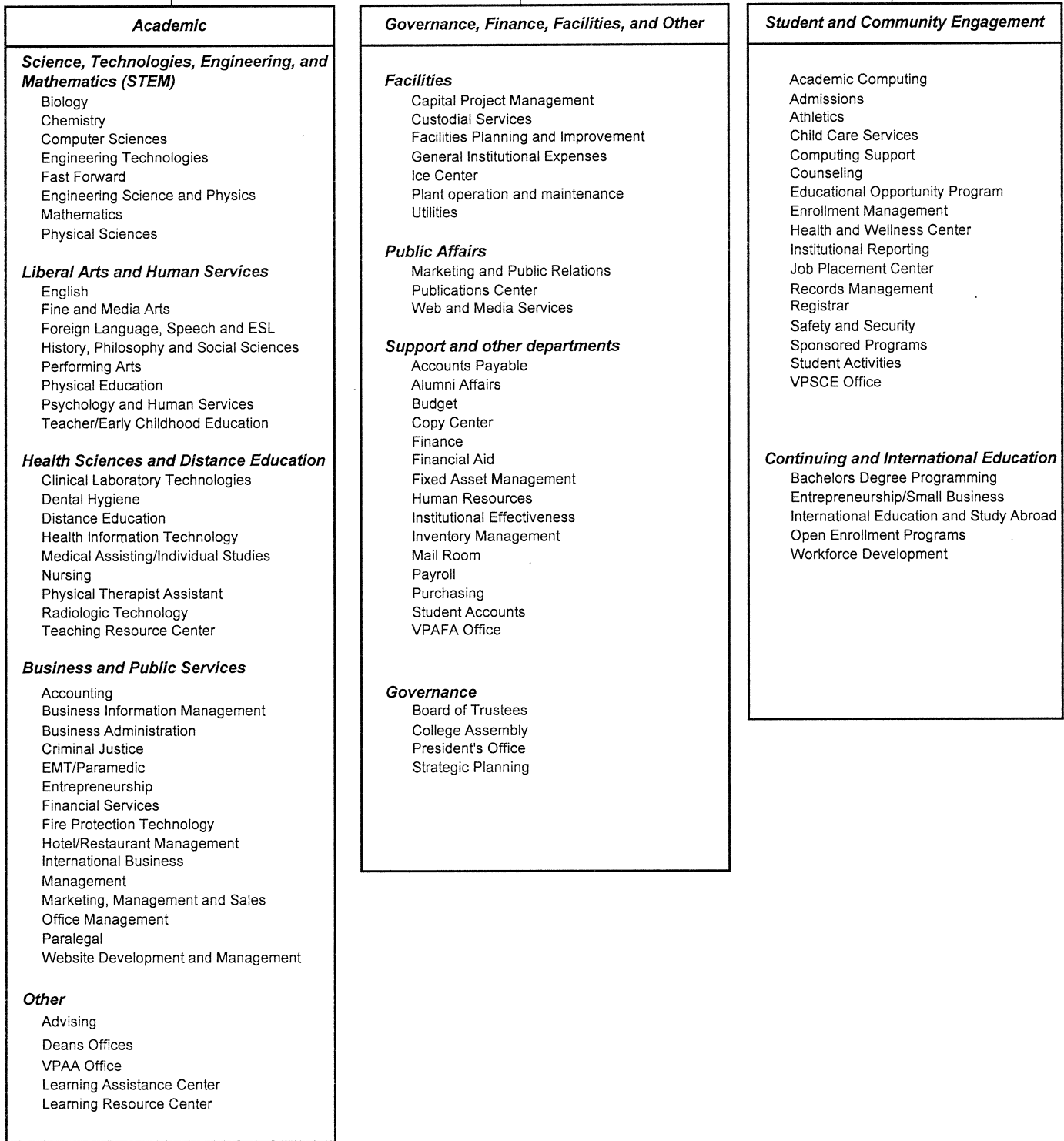
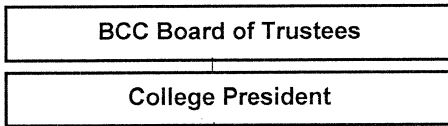
**Marc Newman**

**James Orband**

**Nicholas G. Serafini, Jr.**

**Sandra M. Harper**, Student  
Trustee

# BCC 2011-12 Organizational Chart



Intro No. 28  
Date 6/16/11  
Reviewed by [Signature]  
Co. Attorney [Signature]  
Date 6/21/11

**RESOLUTION**  
**BROOME COUNTY LEGISLATURE**  
BINGHAMTON, NEW YORK

Permanent No. 2011-231  
Date Adopted 6/16/2011  
Effective Date 6/21/11

**Sponsored by:** Finance and Education, Culture and Recreation Committees

**Seconded by:** Hon. Michael W. Schafer

**RESOLUTION ADOPTING THE BUDGET FOR BROOME COMMUNITY COLLEGE FOR 2011-2012**

WHEREAS, the Broome County Legislature is required to approve the College's annual unrestricted operating budget, and

WHEREAS, such approval must state the total unrestricted appropriations, sponsor contribution and fiscal year for which the operating budget is approved, and

WHEREAS, the Finance Committee of the County Legislature recommends approval of the total budget and sponsor contribution as presented, now therefore, be it

RESOLVED, that the unrestricted operating budget for Broome Community College for the college fiscal year September 1, 2011 through August 31, 2012, in the sum of \$48,475,236 be approved, and be it

FURTHER RESOLVED, that the Sponsor Contribution for Broome Community College for the college fiscal year September 1, 2011 through August 31, 2012, in the sum of \$6,791,937 be approved, and be it

FURTHER RESOLVED, that the Broome Community College's operating budget be submitted to the State University Board of Trustees for approval.

COUNTY OF BROOME }  
STATE OF NEW YORK } ss.:

I, the undersigned, Clerk of the Legislature of the County of Broome, DO HEREBY CERTIFY that the above is an original resolution of such Legislature duly adopted on the 16th day of June, 2011, by a majority of the members elected to the Legislature of said County at a regular meeting of said Legislature.

I FURTHER CERTIFY that at the time said resolution was adopted said Legislature was comprised of nineteen members.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the corporate seal of said Legislature this 17th day of June, 2011.

Date sent to County Executive June 17, 2011

Approved [Signature]  
County Executive

Date 6-21, 2011

[Signature]  
Clerk, County Legislature  
County of Broome

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# *Office of the Broome County Executive*

*Patrick J. Brennan, County Executive*



## **BROOME COMMUNITY COLLEGE BUDGET MESSAGE**

July 11, 2011

Honorable Members  
Broome County Legislature  
Governmental Plaza  
Binghamton, New York 13902

Ladies and Gentlemen:

I am herewith submitting my recommendations for the Broome Community College (BCC) 2011-2012 Budget.

While Broome County continues to struggle financially, we recommend we maintain their current support of \$6,791,937. New York State regulations require the sponsor (Broome County) to "maintain effort" if tuition will be funding more than one-third of the net operating budget. Maintenance of effort must be maintained or BCC could potentially lose up to an additional \$5.4M in tuition revenues.

The proposed 2011-2012 budget calls for an appropriation reduction of \$370,671 to \$48,475,236 which represents a .8% reduction from the adopted 2010-2011 budget.

The 2011-2012 Budget reflects an anticipated enrollment of 5,318 full-time equivalent (FTE) students. This compares with an adopted 2010-2011 level of 5,500, a 3.3% decline.

A \$2.65 million (18.9%) reduction in community college state aid comprised of \$735k (6%) next year, \$1.557 million cut this year after budget approved by county, and \$355k enrollment related decline.

The .8% reduction is being achieved by reducing contractual expenses by \$1.1 million (13.9%) to cover increased expenses in two main areas. Personnel are budgeted to increase by \$543,119 (2.0%) to fund negotiated salary increases, to allow several critical faculty and staff replacements. Fringe benefits increased by \$201,436 (1.6%) due to rising retirement rates and an estimated 10% increase in health insurance rates in 2012. These increases are mitigated by holding vacant 7 teaching and 14 non-teaching positions including 2 management.

Sincerely,

A handwritten signature in cursive script that reads "Patrick J. Brennan".

Patrick J. Brennan  
County Executive



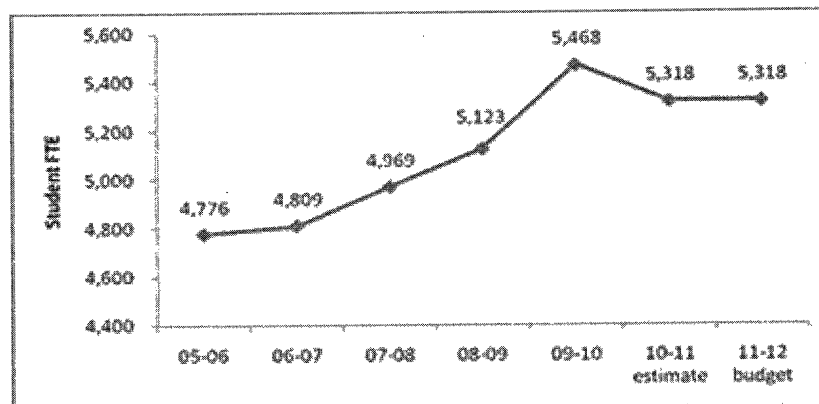
**2011-12 Broome Community College Adopted Operating Budget**

	2010-11 Adopted Budget	2011-12 Proposed Change	2011-12 Proposed Budget	2011-12 Adopted Change	2011-12 Adopted Budget	% Change	% Budget
<b>ASSUMPTIONS:</b>							
Student Enrollment FTE (5,318 forecast 10-11)	5,500	(182)	5,318	(182)	5,318	-3.3%	
State Aid (basic per FTE)	\$2,260	(\$138)	\$2,122	(\$138)	\$2,122	-6.1%	
Tuition	\$3,464	\$228	\$3,692	\$228	\$3,692	6.6%	
Broome County Support	\$6,791,937	\$0	\$6,791,937	\$0	\$6,791,937	0.0%	
<b>EXPENSES:</b>							
Personnel	\$27,631,314	\$543,119	\$28,174,433	\$543,119	\$28,174,433	2.0%	58.1%
Fringe Benefits	\$12,601,623	\$201,436	\$12,803,059	\$201,436	\$12,803,059	1.6%	26.4%
Contractual Expenses	\$8,047,970	(\$1,115,226)	\$6,932,744	(\$1,115,226)	\$6,932,744	-13.9%	14.3%
Equipment	\$565,000	\$0	\$565,000	\$0	\$565,000	0.0%	1.2%
<b>Total Expenses</b>	<b>\$48,845,907</b>	<b>(\$370,671)</b>	<b>\$48,475,236</b>	<b>(\$370,671)</b>	<b>\$48,475,236</b>	<b>-0.8%</b>	<b>100.0%</b>
<b>REVENUES:</b>							
State Aid	\$14,032,062	(\$2,647,812)	\$11,384,250	(\$2,647,812)	\$11,384,250	-18.9%	23.5%
Broome County (sponsor)	\$6,791,937	\$0	\$6,791,937	\$0	\$6,791,937	0.0%	14.0%
Tuition	\$19,924,824	\$271,090	\$20,195,914	\$271,090	\$20,195,914	1.4%	41.7%
Chargebacks to other counties	\$1,497,815	\$1,147,259	\$2,645,074	\$1,147,259	\$2,645,074	76.6%	5.5%
Out of state tuition	\$1,457,504	(\$51,318)	\$1,406,186	(\$51,318)	\$1,406,186	-3.5%	2.9%
Miscellaneous Revenues	\$4,141,765	(\$89,890)	\$4,051,875	(\$89,890)	\$4,051,875	-2.2%	8.4%
Fund balance Appropriation	\$1,000,000	\$1,000,000	\$2,000,000	\$1,000,000	\$2,000,000	100.0%	4.1%
<b>Total Revenues</b>	<b>\$48,845,907</b>	<b>(\$370,671)</b>	<b>\$48,475,236</b>	<b>(\$370,671)</b>	<b>\$48,475,236</b>	<b>-0.8%</b>	<b>100.0%</b>

## Student Enrollment Highlights

Student enrollment is budgeted to hold steady at 5,318 next year, but it is a 3% decline compared with this year's budgeted all-time high of 5,500 FTE. After a 15% four-year climb, enrollment declined 3% this year. During challenging economic times, BCC – like many of its' peer community colleges – has historically experienced enrollment growth, and as the economy recovers, declines. In addition, the number of local high school graduates is declining. However, it is anticipated that enrollment will hold steady next year as a result of growth in online and Fast Forward high school courses, a new joint admissions program with Binghamton University called Binghamton Advantage, and other enrollment initiatives. The College also has established an Enrollment Management Action Team to enhance student services, communication with students and amongst departments, and to improve marketing, student enrollment, and retention.

With three quarters of BCC operating revenues – state aid, tuition, out-of-state tuition, chargeback revenues and student fees – being directly driven by student enrollment, sustaining and growing enrollment is a major key to balancing our budget.



30 student credit hours = 1 FTE

## All About BCC Students

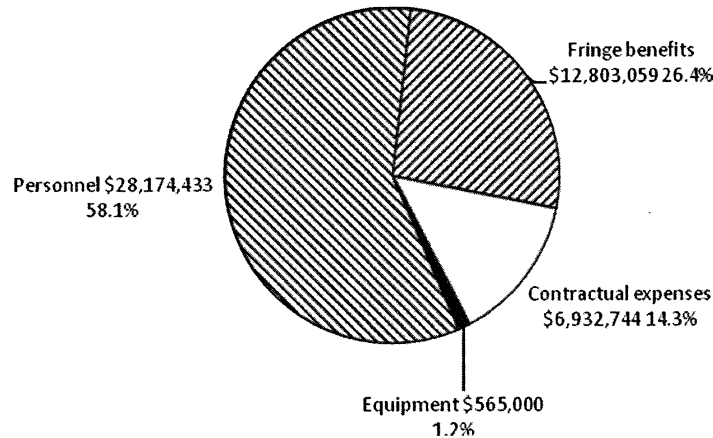
- 6,735 students (5,318 FTE) are enrolled in credit courses - 68% full-time, 32% part-time
- Student retention that is amongst the highest in the SUNY Community College system
- Over 10,000 registrations in non-credit continuing education and workforce development courses
- More than one-third of the local high school graduates attend BCC
- Over 600 high school students are enrolled in Fast Forward college courses offered at their schools
- Nearly 3,000 student registrations in online courses last year in 115 courses and 322 sections
- 45,000+ Alumni and over 1,100 graduates a year
- Over 50 academic programs in business, health sciences, technologies, and liberal arts
- 9% BCC students are younger than 18; 63% are 18-24; 28% are at least 25 years old
- 55% female, 45% male
- 68% are Broome County residents; 21% are from other New York counties
- 11% are from out-of-state, including international students from 50 countries

## Budget Highlights

At \$48,475,236, BCC's proposed budget for next year is \$370,671 and .8% less than this year – the first time in at least two decades that costs have been budgeted to decline, and the response to the fiscal reality that \$2.6 million (nearly one fifth) of the college's state aid has been cut this year and next.

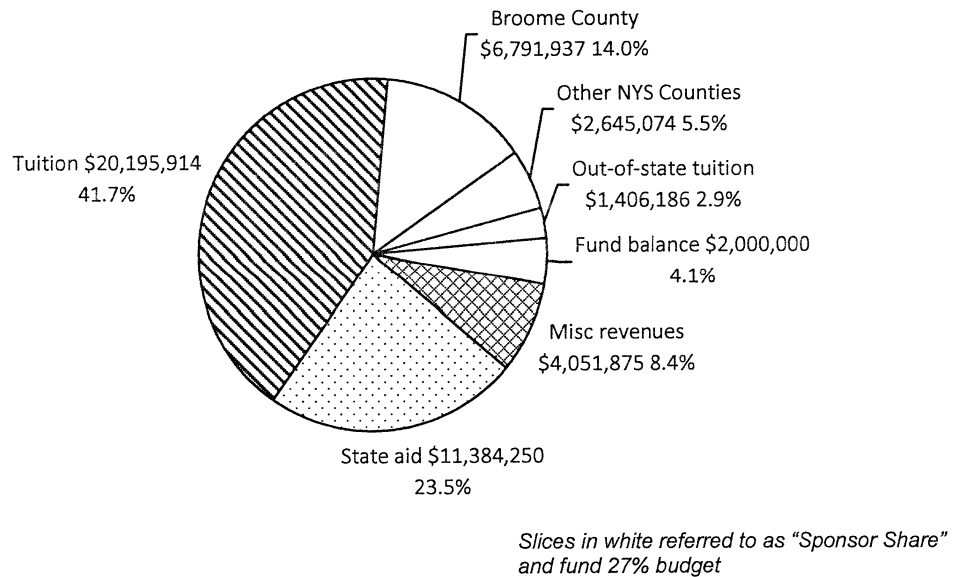
BCC continues to be faced with an unprecedented challenge – striving to identify ample, sustainable resources that will enable us to continue to provide open and affordable access and quality education and support services to our current and future students.

## Expense Highlights



- Personnel** Increasing to fund negotiated salary increases and critical personnel hires; added cost partially offset by 5% of full-time positions being held vacant – 7 teaching and 14 non-teaching positions including 2 management.
- Fringe Benefits** Increasing to fund estimated 10% health rate increase and 33% TRS retirement rate increase; added cost partially offset by positions being held vacant.
- Contractual Expenses** Decreasing by \$1.1 million (13.9%) as result of declining contracted instruction and strategic budgetary reductions
- Equipment** No change is proposed next year; this budget falls far short of the estimated \$1 million annual need and is supplemented by Foundation and grant funds. Three quarters of the equipment budget is funded by a dedicated student technology fee.

## Revenue Highlights



### State Aid

A \$2.6 million (18.9%) reduction comprised of \$735k (6%) cut next year, additional \$1.557 million cut this year after budget was approved by College and Broome County, and \$355k enrollment related decline.

Over the past two years, state aid per student FTE has been cut by 21% – from \$2,675 to \$2,122 – to the level of funding in place a dozen years ago in 1999-2000.

### Broome County

No increase has been proposed next year due to continuing Broome County economic challenges; this will be the third year at this funding level.

### Tuition

Reflects a \$228 (6.6%) increase in the full-time annual rate to \$3,692, and it is necessary to sustain quality instruction and support in face of \$2.6 million cut in state aid

**Chargebacks to NYS Counties**

Charges to other NYS County Governments for their residents attending BCC are derived from a SUNY formula and are budgeted to increase due to the state aid cut. Also due to prior year costs being less than budgeted as result of decision to reduce spending in anticipation of this and next year’s state aid cuts.

**Out-of-State Tuition**

Reflects 3.5% enrollment related decline.

**Miscellaneous**

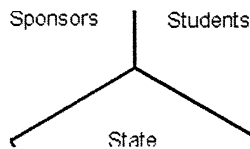
\$89k decline reflects declining enrollment related and interest revenues.

**Fund balance**

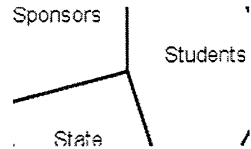
\$2 million – an amount equal to 4.1% of the budget – is planned for use next year and double this year’s use; this year and next (\$3 million total) use 42% of \$7.1 million unreserved fund balance. \$1 million a year is considered to be sustainable on an on-going basis as the result of careful budget management.

**Revenue Background**

*On-going state and local economic challenges continue to change the face of New York State community college funding, shifting away from what was envisioned when it created them 60+ years ago – from an equal sharing of costs by students, the state, and sponsors to a model where community colleges are funded more heavily by students and less by state and sponsors. This isn’t just a local or New York State trend – it is a national trend.*



NYS original community college funding philosophy  
*...Equal sharing of costs by students, state, and sponsors*



Students are funding more now  
*...and state and sponsors funding less*

## **State Aid Background**

State aid is set annually by the New York State Senate and Assembly and the Governor. The basic state aid funding formula is based upon prior years student enrollment full-time equivalents (FTE) multiplied by an amount per student FTE – \$2,122 for next year. In times of rising enrollments, state aid is based upon the prior year enrollment, and in times of declining enrollments, the loss of funding is cushioned by state aid being based upon a weighted average of the prior three years enrollments – 50% prior year, 30% second prior year, and 20% third prior year.

State aid funds 24% of next year's proposed budget and 26% of *net* operating costs (total budget less miscellaneous revenues), \$3.4 million less than the full one-third originally envisioned by New York State.

## **Sponsor Share Background**

*Broome County Government, other NYS counties, out-of-state tuition, and fund balance*

The “sponsor share” of the College operating budget includes Broome County Government (referred to as “sponsor’s contribution”), charges to other NYS County Governments for their residents attending BCC, out-of-state tuition, and fund balance. Sponsor share has historically been less than the envisioned one third. “Sponsors” fund 27% of next year's proposed budget and 29% of *net* operating costs (total budget less miscellaneous revenues), \$2 million less than the full one-third originally envisioned by New York State.

## **Chargebacks to Other NYS Counties Background**

Charges per student FTE to other New York State County governments for their residents attending BCC are calculated based upon a SUNY formula that takes into consideration budgeted revenues, expenses, and enrollments, adjusted for prior year actuals. The rate is not negotiable, and all county governments are required under SUNY regulations to pay the billed charges for their residents attending other county-sponsored community colleges. 21% of BCC's students reside in other New York State counties.

## **Tuition Background**

Tuition and fees are set by the BCC Board of Trustees and approved by the SUNY Board of Trustees. BCC's full-time annual tuition rate is less than the New York State community college average and lower than all surrounding community colleges.

As a result of continuing state financial constraints, 90% of New York State Community Colleges budgeted last year to fund more than one-third of their net operating budgets with student tuition, in amounts ranging from \$600,000 to \$20,000,000, averaging \$4,000,000 (8%) beyond the one-third cap.

Under New York State regulations, tuition may fund more than one-third of the net operating budget only if the sponsor (Broome County Government) "*maintains effort*" – contributes at least as much in total to the operating budget when enrollments are level or increasing. Broome County's contributions to college capital projects are *not* a part of the operating budget maintenance of effort calculation. \$5.4 million in tuition revenues is at stake for BCC as previously discussed.

### **Out-of-State Tuition Background**

The out-of-state tuition rate is set by the BCC Board of Trustees and approved by the SUNY Board of Trustees. It is currently set at double the in-state tuition rate, and under SUNY regulations can be set at as much as three times the in-state rate. 7% of BCC students are from out-of-state, with nearly half from other countries.

### **Miscellaneous Revenues Background**

Miscellaneous revenues are a significant source of funding for BCC – they fund 8.4% of next year's budget. The largest revenues included in this area are student fees, non-credit continuing education and ice center revenues, indirect grant revenues, and interest earnings.

### **Fund Balance Background**

BCC's current undesignated fund balance is \$7.1 million, an amount equivalent to 17% of net operating costs (NOC - total budget less miscellaneous revenues). As cost savings and additional revenues have been identified in recent years, they have been taken to the fund balance rather than being spent for other purposes, enabling the college to maintain its fund balance at a fiscally prudent level and prepare for anticipated state aid cuts that have finally arrived.

The use of fund balance for operations is balanced with a competing need to retain sufficient fund balance for responsible management of the College's operations. New York State Education Code section 602.1d requires that fund balance be "maintained at a level consistent with sound cash management procedures." SUNY recommends that fund balance be maintained at 5% to 15% of NOC. The BCC undesignated fund balance will be reduced from \$7.1 million (17% of NOC) to \$4.1 million (12% of NOC) as the result of this and next year's planned use.

More than half of New York State community colleges budget to use fund balance. The average college that uses fund balance budgeted to use \$1.2 million last year. BCC historically has balanced its operating budget by planning to use an amount of fund balance equal to several percentages of the budget, and has found that planning to use \$1 million a year in fund balance (but then NOT using it all through careful budget management) is a sustainable financial practice.

## How Does BCC Spending Compare?

*Favorably*

Last year BCC spent less than two years ago per student credit hour and less than the average New York State Community College. In addition, a greater percentage of Broome's budget is spent for instruction than 24 of the 30 community colleges and less on administration than 26 of the 30. The favorable cost per credit hour number is especially interesting in light of the great number of inherently higher cost health sciences and technologies programs that BCC offers.

<u>2009-10</u>	<u>Cost per Student Credit Hour</u>	<u>% Budget Spent on Instruction</u>	<u>% Budget Spent on Administration</u>
<i>High</i>	\$581	55%	15%
<i>Average</i>	\$291	48%	8%
<b>BCC</b>	<b>\$282 (\$7 &lt; than 2 years ago)</b>	<b>52% (&gt; 24 of 30)</b>	<b>6% (&lt; 26 of 30)</b>
<i>Low</i>	\$203	29%	5%

*Source: SUNY annual financial report summary 09-10*

## BCC Operating Budget Approvals

*Who approves what*

In accordance with New York State and SUNY regulations, four governing bodies approve the following components of the BCC operating budget:

<b>Broome County Government</b>	Approves bottom line of the budget and their contribution to it
<b>New York State Government</b>	Approves state aid
<b>BCC Board of Trustees</b>	Approves the budget, student tuition and fees, Broome County Government services, student enrollment FTE, and full-time position count
<b>SUNY Board of Trustees</b>	Approves budget, tuition and fees, and state aid



## BCC full-time regular positions

There are 403 full-time positions approved for 2011-12. 21 (5%) are not funded. All full-time regular College positions are approved by the BCC Board of Trustees.

Title	Unit	Grade	2009-10	2010-11	2011-12
Counselor - 10 month	Faculty	8	1	1	1
Librarian - 10 month	Faculty	8	1	1	1
Professor	Faculty	8	60	60	63
Programmer Analyst II	Faculty	7A	3	3	3
Senior Instructional Designer	Faculty	7	1	1	1
Systems Analyst	Faculty	7A	2	2	2
Associate Counselor - 10 month	Faculty	6	1	1	1
Associate Counselor	Faculty	6A	1	1	1
Associate Librarian - 10 month	Faculty	6	1	1	1
Associate Professor	Faculty	6	53	53	45
Clinical nursing skills center instructional specialist	Faculty	5	2	2	2
Learning Specialist - 10 month	Faculty	5	3	3	3
Clinical Radiologic tech instructional specialist	Faculty	5A	2	2	2
Instructional Designer	Faculty	5A	2	2	2
Learning Specialist	Faculty	5A	1	1	1
Network Telecommunications Specialist	Faculty	5A	2	2	2
Programmer Analyst I	Faculty	5A	2	2	2
Staff Associate	Faculty	5A	6	6	6
Learning disabilities specialist - 10 month	Faculty	5	1	1	1
Assistant Counselor	Faculty	4A	3	3	3
Assistant Librarian - 10 month	Faculty	4	1	1	1
Assistant Librarian	Faculty	4A	2	2	2
Assistant Professor	Faculty	4	44	44	49
Academic advisor	Faculty	3A	5	5	5
Publications assistant	Faculty	3A	1	1	1
Instructor	Faculty	3	3	3	3
Technical Assistant II - 10 month	Faculty	2	5	5	5
Technical Assistant IIA	Faculty	2A	9	9	9
Technical Assistant IA	Faculty	1A	1	1	1
Director of Campus Operations	Guild	13	1	1	1
Director of Financial Aid	Guild	11	1	1	1
Director of Information Technology	Guild	11	1	1	1
Director of LRC and LAC	Guild	10	1	1	1

## BCC full-time regular positions

There are 403 full-time positions approved for 2011-12. 21 (5%) are not funded. All full-time regular College positions are approved by the BCC Board of Trustees.

Title	Unit	Grade	2009-10	2010-11	2011-12
Director of Admissions	Guild	9	1	1	1
Director of Athletics	Guild	9	1	1	1
Director of Campus Safety and Security	Guild	9	1	1	1
Director of Counseling	Guild	9	1	1	-
Director of Health and Wellness Center	Guild	9	1	1	1
Director of Ice Center	Guild	9	1	1	1
Director of Networking / Telecommunications	Guild	9	1	1	1
Director of Student Activities	Guild	9	1	1	1
Registrar	Guild	9	1	1	1
Banner project manager	Guild	8	1	1	1
Director of International Education	Guild	8	1	1	1
Director of Placement	Guild	8	1	1	1
Director of Educational Opportunity Program	Guild	7	1	1	1
Director of Institutional Research and Planning	Guild	7	1	1	1
Director of Sponsored Programs	Guild	7	1	1	1
Director of Web and Media Resources	Guild	7	1	1	1
Director of Workforce Development	Guild	7	1	1	1
Assistant Controller	Guild	6	1	1	1
Assistant Director Campus Safety and Security	Guild	6	1	1	1
Assistant Director if Networking/Telecommunications	Guild	6	1	1	1
Assistant Registrar	Guild	6	1	1	2
Assistant to Director of Campus Operations for Custodial Services	Guild	6	1	1	1
Assistant to Director of Campus Operations for Physical Plant	Guild	6	1	1	1
Assistant to Director of Campus Operations for Technical Services	Guild	6	1	1	1
Assistant Director of Financial Aid	Guild	6	1	1	2
Bursar	Guild	6	1	1	1
Director of Publications	Guild	6	1	1	1
Assistant Director of the Ice Center	Guild	5	1	1	1
Assistant Bursar	Guild	4	1	1	1
Assistant Director of Admissions	Guild	4	1	1	1
Assistant Director of Athletics	Guild	4	1	1	1

## BCC full-time regular positions

There are 403 full-time positions approved for 2011-12. 21 (5%) are not funded. All full-time regular College positions are approved by the BCC Board of Trustees.

Title	Unit	Grade	2009-10	2010-11	2011-12
Staff Assistant	Guild	2	8	8	7
President	Mgmt Conf	15	1	1	1
Vice President for Academic Affairs	Mgmt Conf	14	1	1	1
VP for Administrative and Financial Affairs	Mgmt Conf	14	1	1	1
Vice President for Student Affairs	Mgmt Conf	14	1	-	-
Vice President for Student and Community Engagement	Mgmt Conf	14	-	1	1
Dean	Mgmt Conf	11	2	2	2
Dean of Business and Public Services	Mgmt Conf	11	1	1	1
Dean of Continuing Education	Mgmt Conf	11	1	1	1
Dean of Liberal Arts	Mgmt Conf	11	1	1	1
Controller	Mgmt Conf	9	1	1	1
Budget Officer	Mgmt Conf	7	1	1	1
Human Resources Officer	Mgmt Conf	6	1	1	1
Human Resources Assistant	Mgmt Conf	5	1	1	1
Public Affairs Officer	Mgmt Conf	5	1	1	1
Secretary to the President	Conf Clerical	17	1	1	1
Benefits Assistant	Conf Clerical	16	1	1	1
Secretary	Conf Clerical	15	3	3	3
Senior Clerk	Conf Clerical	14	1	1	1
Stenographic Secretary	Conf Clerical	14	1	1	1
Personnel Clerk	Conf Clerical	9	1	1	1
Purchasing Agent	ESPA	20	1	1	1
Senior Accountant	ESPA	18	1	1	1
Payroll Supervisor	ESPA	17	1	1	1
Accountant	ESPA	16	1	1	1
Campus Peace Officer	ESPA	16	2	2	2
Office Manager	ESPA	16	3	3	3
Senior Computer Operator	ESPA	16	1	1	1
Senior Data Entry Operator	ESPA	14	1	1	1
Audio Visual Services Manager	ESPA	13	1	1	1
Campus Safety Officer	ESPA	13	2	2	2
Principal Account Clerk	ESPA	13	1	1	1

## BCC full-time regular positions

There are 403 full-time positions approved for 2011-12. 21 (5%) are not funded. All full-time regular College positions are approved by the BCC Board of Trustees.

Title	Unit	Grade	2009-10	2010-11	2011-12
Secretary	ESPA	13	19	19	19
Senior Offset Duplicating Machine Operator	ESPA	13	1	1	1
Stenographic Secretary	ESPA	13	8	8	8
Student Accounts Specialist	ESPA	13	4	4	4
Custodial Supervisor	ESPA	11	1	1	1
Senior Recorder	ESPA	11	1	1	1
Maintenance Mechanic	ESPA	10	4	4	4
Painter	ESPA	10	1	1	1
Courier	ESPA	9	3	3	3
Recorder	ESPA	9	3	3	3
Senior Account Clerk	ESPA	9	6	6	6
Student Records Specialist	ESPA	9	5	5	5
Data Entry Machine Operator	ESPA	8	1	1	1
Keyboard Specialist	ESPA	8	4	4	4
Senior Library Clerk	ESPA	8	1	1	1
Account Clerk	ESPA	7	3	3	3
Account Clerk Typist	ESPA	7	1	1	1
Duplicating Center Worker	ESPA	7	1	1	1
Junior Offset Duplicating Machine Operator	ESPA	7	1	1	1
Maintenance Worker	ESPA	7	5	5	5
Telephone Operator	ESPA	7	1	1	1
Custodial Worker	ESPA	6	27	27	27
Library Clerk	ESPA	6	3	3	3
<b>Total full-time positions</b>			<b>403</b>	<b>403</b>	<b>403</b>